



Covid-19 : Operational Risk Assessment for full opening : March 2021

System of Controls as defined in gov.uk guidance

Prevention:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents
- minimising contact between individuals and maintain social distancing wherever possible
- use of appropriate PPE in specific circumstances ([POLICY](#))
- Always keep occupied spaces well ventilated

Response to any infection:

- Engage with NHS Test and Trace process
- Manage confirmed cases of Covid-19 amongst the school community
- Contain any outbreak by following local health protection team advice

<p>Activity – Risk assessment for full opening. To be adapted by each Academy to reflect local specifics. Document to be read in conjunction with the TEFAT Full Opening Guidance. This is a dynamic risk assessment and will need to be reviewed by each Academy weekly.</p>			
Hazard	Control measures	Further Actions / school specific	Assessed by school Y/N By whom?
ROUTINE BUILDING RELATED TASKS FOLLOWING PERIOD OF CLOSURE			
Building safety issues	<p>Routine checks as would normally be followed after summer closure:</p> <ul style="list-style-type: none"> • Legionella flushing, routine temperature testing and appropriate disinfection undertaken if necessary • Fire doors, alarm call points, emergency lighting tested and functional • Site and building safety checks • Catering equipment checked and run on full clean cycle 		Tests completed by site manager Test completed

Fire safety issues	<ul style="list-style-type: none"> ● Pre opening fire safety checks completed (per above) ● Fire evacuation procedures reviewed & communicated ● Fire procedure takes account of propping doors open where appropriate ● Fire drills planned & executed ● Fire marshalls identified & trained on evacuation strategy 		<p>Site manager to update procedures and signage in muster area.</p> <p>Dates set for fire drill practices in March</p> <p>Fire marshalls have had training in preparation for bubbles.</p>
PRE OPENING ROOM PREPS			
Infection Control Ventilation Social distancing Cleaning Class bubble	<p>Cleaning and Hygiene</p> <ul style="list-style-type: none"> ● Pre opening enhanced clean ● Take water fountains out of use ● Updated TEFAT PPE Policy covering use, specification, disposal and storage of used face masks or coverings. ● All staff refresher of PHE PPE video ● PPE supplies, in line with TEFAT PPE policy ● Visitor sign in arrangements to be reviewed to ensure no shared pen & antiviral wipes for touchscreens ● Lidded bins provided across the school and a regime of regularly emptying ● Signage displayed in key areas reinforcing handwashing and respiratory hygiene <p>Social distancing measures</p> <ul style="list-style-type: none"> ● Updated TEFAT Social Distancing Policy 		<p>All staff to be reminded of PPE policy</p> <p><u>Visitor sign in</u> to be completed by JLA staff member.</p> <p>Lidded bins each room of the school.</p> <p>Screens in for office space - one to separate LA and DR and one for KB.</p> <p>Rota for working at home</p>

	<ul style="list-style-type: none">● Assess spatial restrictions to be applied to office areas to achieve 2m distancing /non facing layouts● Implement arrival and departure arrangements for parents to reduce simultaneous arrivals / departures to site - consider staggered timings, different routes in, parent drop off protocols● Parents encouraged to wear masks on site● Communicate arrangements with staff and parents● Establish visitor control protocol to minimise visits (encourage parents to phone/email with any issues)● Configure reception desk to maintain social distancing. Temporary screen installed where no current provision		<p>Staggered timings introduced. Meetings to be held via google hangout where possible. If not possible, face to face meetings will have clear social distancing requirements. Protocols outlined with staff and parents.</p> <p>Supply teachers - copy of risk assessment and protocols</p>
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OPERATIONAL - Infection Control			
<p>Use of lateral flow tests by staff</p>	<p>Each staff member is able to use lateral flow tests regularly at home to check themselves and thereby keep colleagues and children safe. Please continue to record outcomes and liaise with welfare officer (CM) if you are unsure.</p> <p>LFT letter to staff</p>	<p>Re-ordering so that we have enough capacity</p>	<p>Available to all staff</p>
<p>Symptomatic people in school</p>	<ul style="list-style-type: none"> ● Reinforce protocols to staff and parents re not attending school if they, or a member of their household have Covid-19 symptoms, or have tested positive in the last 10 days ● Or if they have been contacted by the NHS Test and Trace system and advised to isolate ● All staff briefed on being vigilant to look out for symptoms in children arriving and through the day. ● Procedure in place for managing symptomatic adult or child in school as per TEFAT Infection Control Policy ● Identified ventilated hygiene / isolation spaces to “hold” symptomatic child pending collection 		<p>Protocols have been detailed and communicated with parents before 8th March</p> <p>Symptoms to be outlined in induction training. Protocols for managing symptomatic children and adults in place, including isolation room - downstairs medical room</p>
<p>Engagement with NHS Test & Trace process</p> <p><i>“Schools must ensure they understand the NHS T&T process”</i></p>	<ul style="list-style-type: none"> ● Staff and parents/carers made aware of requirement to : ● book a test if symptomatic and follow stay at home guidance as appropriate ● Provide details of anyone they have been in close contact with if test positive ● Use the home testing kit supplied by the school in line with instructions 		<p>Sent out to parents in a letter from the school.</p>

	<ul style="list-style-type: none"> ● Inform school of results (evidence should not be requested) 		
<p>Cleaning and Hygiene</p> <p><i>“Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products”</i></p>	<ul style="list-style-type: none"> ● Ventilation of rooms moved up in priority ● Regular cleaning of spaces, sports/play equipment and teaching resources based upon an assessment of the cleaning needs for each space / item ● All teaching rooms have hygiene boxes and protocol displayed for “clean as you go” ● Protocol in place for daytime clean of toilet and other shared areas, including contact points ● Protocol in place for effective end of day routine clean (see guidance) ● Proactive arrangement for regular handwashing and good respiratory hygiene for all staff and children ● Protocol in place to manage risk of ingestion of hand sanitiser ● Protocol in place for children’s belongings (coats, bags, water bottle, etc) ● Lidded bins in all rooms for used tissues, emptied regularly ● Protocol established for managing potentially contaminated waste ● Windows and doors opened to increase air circulation 	<p>Cleaning staff working hours staggered to give daytime cover</p> <p>Supervision during use, or skin cleaning wipes</p>	<p>Clean as you go protocol well established</p> <p>Contracted cleaning hours increased to clean toilets and staff areas</p> <p>Lidded bins are in each room of the school with appropriate cleaning materials for wiping down surface and equipment after use.</p> <p>Handwashing is timetabled and children will not use sanitiser unless supervised.</p> <p>Bin for storing contaminated waste is in the hygiene room.</p> <p>Open windows and doors fully periodically throughout the day - ideally every 90mins for at least 15 minutes</p> <p>Review uniform requirements to support children wearing an extra</p>

			layer, enabling windows to remain open
<p>Social Distancing</p> <p><i>“Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum”</i></p>	<ul style="list-style-type: none"> ● Bubbles : Establish consistent pupil groupings, staffing arrangements, activities to maintain distancing, with no switching between groups ● Minimise staff movement between bubbles and where unavoidable, maintain 2m distancing if possible ● Avoid gatherings of more than one group ● Staggered start / finish times: Meet and greet arrangements : staff / pupils / parents ● School transport arrangements achieve social distancing compliance / encourage to walk/cycle ● Staggered lunch and break times ● Staffroom provision dispersed to minimise numbers using one space 		<p>Bubbles established.zoned playground.minimal staff mov Assemblies in classes only - no singing.</p> <p>Staggered starts in place, staggered lunch and breaks to allow for bubble isolation.</p> <p>Staff room - central staff room and three other rooms identified as alternative areas. Staff members allocated to different rooms. Tea making facilities near the main balcony so outside space can be used.</p> <p>Lunchtime staff - to wear masks while inside the hall and to avoid being less than 2m</p>
<p>Arriving and departing the school site</p> <p><i>“..schools should consider staggered starts or adjusting start and finish times to keep groupings apart”</i></p>	<ul style="list-style-type: none"> ● Stagger arrival and departure times ● Implement measures to avoid parents gathering in one area ● Local protocols for safe removal and storage or disposal of staff members’ face coverings used for travelling to and from school ● Parents encouraged to wear masks on-site 		<p>See slides PPE policy</p>

<p>Classroom arrangements <i>“Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact...”</i></p> <p><i>“.. there may be an additional risk of infection in environments where you or</i></p>	<ul style="list-style-type: none"> ● Ventilation of rooms every 90 mins ● Social distancing applied <u>where possible</u>: ● Adults 2m distance from each other and from children wherever possible ● Adults avoid close face-to-face contact and minimise the time spent within 1m of anyone. ● Support children to maintain distance and not touch staff and their peers ● Adapt seating to avoid face to face y2 upwards ● Frequently used equipment such as pens/pencils should not be shared ● Resources such as books and games can be shared within a bubble but should be cleaned frequently ● Pupils to limit the amount of equipment they bring into school to essentials such as a lunch box, coat, book, stationery, this can be in a bag ● PE : prioritise outdoor sport ● Indoor PE in large spaces to maximise distancing 		<p>Regular reminders around school of need to distance, not touch and protect each other. Adults to be reminded regularly of need to maintain social distance.</p> <p>Masks to be worn where social distancing is not possible - interventions, particular children</p> <p>Resources to be child centred and cleaned as part of clean as you go. EYFS will limit difficult-to-clean resources so they can be left safely for 72 hours after use.</p> <p>PE with coaches outdoors or one class at a time in main hall.</p> <p>Music will be percussion based for first term. Individual lessons are being discussed and may be done</p>

<p><i>others are singing, chanting, playing wind or brass instruments or shouting.”</i></p> <p>Learning Interventions:</p>	<ul style="list-style-type: none"> • Music : singing, playing brass or wind instruments to be outside or, if inside, in small groups of less than 15 and arranged to avoid face to face. Instruments not to be shared. 		<p>via google hangout with parents.</p>
<p>Use of PPE <i>“The majority of staff .. will not require PPE beyond what they would normally need for work.”</i></p>	<ul style="list-style-type: none"> • Updated TEFAT PPE Policy aligns with gov.uk guidance • Staff refresh / trained (via PHE Video) on safe use of PPE • Ensure adequate PPE supplies maintained on site • Local protocols for safe removal and storage or disposal of individuals’ face coverings used for travelling to and from school 		<p>Policy updated and part of staff induction in September.</p>
<p>Managing toilets <i>“Different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils.. Encouraged to clean their hands ...”</i></p>	<ul style="list-style-type: none"> • Designated toilets per group or groups where possible (not essential) • Regime of regular cleaning pre, post and during school day • Consider displaying a log of cleaning in the space 		<p>Toilets designated to phases. Staff toilets not to be used by children in any circumstances. Extra cleaning in place for toilets and staff areas during the day - sign off sheet/log to be completed by cleaner and checked by site manager.</p>
<p>Managing circulation areas</p>	<ul style="list-style-type: none"> • Timetabling to ensure minimal need to move between class base and other areas • Implement one way system along corridors, where appropriate / achievable 		<p>See slides for entrance and exits - planned to avoid congestion. Classes are staying in designated rooms or outdoor areas</p>

	<ul style="list-style-type: none"> ● Avoid bubbles crossing on staircases through allocation of staircases and minimal daytime movement 		
Managing teaching resources / equipment	<ul style="list-style-type: none"> ● No sharing of frequently used equipment eg pens, pencils ● Shared resources (books, games etc) to be regularly cleaned ● Sports equipment cleaned between uses ● Resources shared between bubbles to be meticulously cleaned or taken out of use for 48 hours (72 hours for plastics) between use by different bubbles 		<p>Cleaning materials available in classrooms for regular cleaning of resources. Difficult to clean resources will be put away or used and then stored for 72 hours. EYFS have systems for regular cleaning of outdoor and indoor equipment and resources. Books to be returned to an 'unclean' box and left for 72 hours.</p>
Managing school meals <i>"..kitchens will be fully open from the start of the autumn term.."</i>	<ul style="list-style-type: none"> ● Consider lunchtime timings and arrangements to avoid bubbles conflicting ● Cleaning regime for dining room after each bubble serving 		<p>Use one side of the dining room tables Reception to eat in shared area Timetabled so that year groups eat together but can be kept apart.</p> <p>Cleaning regime in place for each service. Most children eating in classrooms - cold dinners - until half term.</p>
Managing Wraparound care <i>"Schools should consider resuming any breakfast and after-school provision, where possible.."</i>	<ul style="list-style-type: none"> ● Children to be kept within their bubble if possible or establish small consistent groups 		<p>Aktiva are running breakfast and after school care - and will keep children in phase bubbles. Risk assessment to be added</p>

<p>Visitors, Visiting Professionals and Contractors on site</p> <p><i>“Supply staff and other temporary workers can move between schools, but ...minimise the number of visitors where possible”</i></p>	<ul style="list-style-type: none"> ● Maintain record of all visitors to site ● Minimise to essential & pre arranged only - No entry without prior agreement ● Instructions given <u>in advance</u> on site specific arrangements covering social distancing, entry hygiene arrangements, avoiding contact with bubbles ● Arrival and departure times to fall outside of pupil timings where possible ● Check contractor company Covid-19 risk assessments and method statements and align with academy operational risk assessment - Trust review and approval of contractor risk assessments required ● Normal safer recruitment requirements for contractors/regular visitors apply 		<p>Record in place and operated by office staff logging all visitors and phone numbers for contacting if necessary.</p> <p>Site manager has prepared protocols for deliveries and contracted visitors to be sent before visit.</p>
<p>Contaminated Waste Management</p>	<ul style="list-style-type: none"> ● Follow gov.uk guidance: ● Designated space established for storing of potentially contaminated waste, pending testing results ● Confirmed contaminated waste held for 72 hours before normal disposal 		<p>Contaminated waste to be stored in the welfare room.</p>
<p>Emergency evacuation / lockdown</p>	<ul style="list-style-type: none"> ● Fire escape doors operational and emergency exits unobstructed ● Whilst social distancing should be observed as much as possible, in an emergency, the priority is to instigate the prescribed process (evacuation or lockdown) as quickly as possible ● Evacuation and lockdown processes refined to take account of revised class organisation and site adjustments 		<p>Evacuation procedures to be shared with staff at the beginning of term. Areas in the muster area are about a metre apart and staff are able to keep their distance from children.</p> <p>Fire drills walked through and unannounced each half term.</p>

	<ul style="list-style-type: none"> • Fire drills take place periodically • PEEPs revised and adapted to suit revised fire strategy 		
First Aid	<p>Administering first aid to children whilst ensuring social distancing:</p> <ul style="list-style-type: none"> • Where appropriate, children should be supported from a 2m distance to address their own first aid needs (applying cold pack, antiseptic wipe, plaster etc) • Where younger children are involved, or greater invention is required resulting in 2m distancing not being achievable, first aider to work side by side not face to face with child, appropriate PPE to be used depending upon situation. • Where a child is symptomatic, full PPE of disposable apron, disposable gloves and face mask to be worn. Visor / goggles to be worn if first aider is at risk of bodily fluids entering eyes. • First Aider to wash hands for at least 20 seconds following contact • All surfaces / contact points to be antiviral cleaned 		<p>First aid protocol in place See slides Part of staff induction in Sept</p>
Managing educational visits	<ul style="list-style-type: none"> • No residential visits • Non residential visits to be subject to specific risk assessment 		
Pupil behaviour / needs	<ul style="list-style-type: none"> • Identify amendments to existing risk assessments that need to be in place for identified pupils to make a successful return to full time education 	<p>Refer to Safeguarding Checklist for reopening and</p>	

	<ul style="list-style-type: none"> • Ensure recently identified 'vulnerable pupils' have a risk assessment in place which is subject to regular review • Where possible allocating dedicated staff to care for individual pupils where personal care is needed 	Generic Risk Assessment for Vulnerable Pupils	
Staffing availability	<ul style="list-style-type: none"> • Identify staff requirements and availability • Refer to Staff Health and Circs for guidance on which employees are higher risk to return to work and steps required • Ensure you ask every staff member to advise you if they have any additional risks associated with their health or circumstances using the definitions on page 1 of the employee risk assessment for guidance • Complete an individual risk assessment for each employee with any additional risks using the REVISED Employee Health & Circumstances Risk Assessment (COVID-19 September 2020) form or review and update the original risk assessments noting that the guidance for individuals previously advised to shield has been paused • Remind all staff to update you of any changes to their health or circumstances on an ongoing basis • Ensure you discuss and complete an employee risk assessment in advance for any new staff joining you in September 2020 or for staff returning from maternity leave, long term sick leave etc 	NB - essential sufficient leadership, first aiders, fire marshalls, DSLs, SENDCo, premises team, cleaners	<p>Risk assessments have been completed by staff who feel they need one. Meetings to take place on 2nd Sept.</p> <p>Staffing protocols to be discussed on first day back.</p>
Staff communications	<ul style="list-style-type: none"> • Ensure all staff attending school are aware of 	UPDATED	Main points shared with Staff in

	arrangements and any revisions to arrangements on an ongoing basis	COVID-19 Guidance Acknowledgement Form Include contract cleaners / caterers in site specific training, protocols, policies etc	July Full induction in September
Staff wellbeing	<ul style="list-style-type: none"> • Use of Trust guidance for supporting pupils in school Bereavement Guidance and Resources Pack • Access to safeguarding supervision through the Safeguarding SIG • Regional SEND support for SENCos - Lon and WM regional role, EA Education Psychologist • Coaching to be provided for middle leaders focussed on leadership skills to support teams • Online wellbeing resources available • Use of established wellbeing champions and HR leads in schools 		This information is regularly shared with staff.
Pupil wellbeing	<ul style="list-style-type: none"> • Trust guidance for supporting pupils in school Bereavement Guidance and Resources Pack • Transition ideas to support pupils shared at Safeguarding SIG and Vulnerable Pupil SIG • Regional SEND support for SENCos - Lon and WM regional role, EA Education Psychologist • Safeguarding checklist for reopening includes risk assessment consideration for identified pupil individual vulnerabilities 	Refer to Safeguarding Checklist for reopening	Curriculum in place to help children reconnect with the school community, systems and learning. Risk assessments have been completed for children who need them and shared with parents.

Signed on behalf of the Academy

Name Darrell Butler

Date 4th March 2021

Signed on behalf of TEFAT

Name

Date