



RISK ASSESSMENT

Name of academy: Holy Trinity CE Primary, Rothwell
Assessment carried out by: Darren Folkes/Gina Marsland
Name of Chair of Trust Board: Paul Whitman

Date of assessment: 14th July 2020, reviewed 21st September 2020, 10th November 2020
Date of review: 8th December 2020

Activity/Task: Managing Coronavirus from September 2020

The purpose of this whole assessment is to assist in the management of Covid19 on the school premises and as such the over-arching hazards being controlled are building safety, reducing the spread and likelihood of contracting Covid19 and managing staff and pupil wellbeing. In all cases the persons who could be harmed will be pupils, staff, visitors and parents/ carers. Therefore, the format of the risk assessment has been altered to reflect this and present the control measures that may assist in planning for a safe re-opening.

Contents

1. Building management / readiness
2. Assessing staff and pupil numbers to assist in plans for opening
3. Updating pupil and staff details
4. Assess activities / lessons which can take place
5. Information to pupils, staff, parents / carers, visitors and contractors.
6. Clinically extremely vulnerable and vulnerable staff and pupils
7. Persons who are already displaying Coronavirus symptoms
8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site
9. Controlling access into the school for staff, pupils and members of the public.
10. Handwashing and hand sanitisers
11. Cleaning
12. Contact and mixing of groups of children and adults
13. First Aid
14. Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.
15. General controls
16. Educational Visits
17. PPE for staff and pupils
18. Staff Wellbeing
19. Contractors visiting site
20. Lettings / Meetings / Visitors
21. Pupil Wellbeing
22. Fire safety
23. Supervision at Lunchtimes
24. Catering
25. Staff Training
26. Drop off of Essential Items Forgotten by Pupils
27. Transport
28. Sharing with Other Users
29. Marking / Handling School Work
30. Agency staff and volunteers
31. Before and after school clubs
32. Music and Performing Arts
33. PE / Sports including dance.
34. Science and D&T
35. Shared Resources
36. Record Keeping



RISK ASSESSMENT

What are the hazards?	Ref.	Control Measures	What further actions and amendments have been undertaken?	Action by who?	Action by when?	Done
1. Building management / readiness: Hazard: Building is unsafe and unfit to enable full opening to take place.	1.1	Prior to full opening commencing check the following:				
	1.1.1	Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure		KL	31 st August	Completed
	1.1.2	Damage to the building and fixtures and fittings		KL	31 st August	Completed
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...		KL	31 st August	Completed
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required		KL	31 st August	Completed
	1.2	Operational checks (to ensure good working order) to be carried out on :				
	1.2.1	Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.		KL	31 st August	Completed
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.		KL	31 st August	Completed
	1.2.3	Emergency lighting		KL	31 st August	Completed
	1.2.4	Gas supplies including science laboratories and kitchens		KL	31 st August	Completed
	1.2.5	Kitchen equipment	Catering Leeds	KL	31 st August	Completed
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms		KL	31 st August	Completed 21 st July
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy	Weekly (ongoing)	KL	31 st August	Completed



RISK ASSESSMENT

	1.2.8	Water systems to look for leaks and ensure there is provision of hot water		KL	31 st August	Completed
	1.2.9	Windows, doors and gates including electronic gates and doors	<i>Note: no electronic gates or doors</i>	KL	31 st August	Completed
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.		KL	31 st August	Completed
	1.2.11	Equipment used on site e.g. floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).	Note: photocopiers organised by Abbey MAT (Digital Services)	KL	31 st August	Completed
	1.3	Ensure Statutory Inspections are up to date for :				
	1.3.1	Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);	n/a	n/a	n/a	
	1.3.2	Pressure systems (if the scheduled inspections have not taken place in the last 12 months);	n/a	n/a	n/a	
	1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months);	Booked with DGYL for local extractor clean via Trust central services	KL	31 st August	Completed
	1.3.4	Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);		KL	31 st August	Completed
	1.3.5	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Checks up to date	KL	31 st August	Completed
	1.3.6	PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Due September	KL	31st August Not due until November	Completed November 2020
	1.3.7	Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);	Checks up to date	KL	31 st August	Completed

ember 2020



RISK ASSESSMENT

	1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);	Due in the holidays	KL	31 st August	Completed November 2020
	1.3.9	Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);	Up to date as part of weekly checks	KL	31 st August	Completed
	1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	n/a	n/a	n/a	
	1.3.11	Fire Safety : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing).	Fire alarm testing completed Emergency lighting part of weekly test Fire extinguisher maintenance due <i>Note: no sprinkler systems or smoke exhaust/curtains</i>	KL	31 st August	Completed (fire alarm, emergency lighting)
	1.4	Cleaning of the premises				
	1.4.1	Thorough cleaning will not be carried out if no-one has been into the premises during the summer break. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person will have a thorough clean of touch surfaces.	Full clean as usual over the summer holidays will be completed. See cleaning rota	KL with cleaning staff	7 th September	Completed
	1.4.2	As the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces will be given priority for cleaning, as was the case during the partial opening.	Full clean as usual over the summer holidays will be completed. See cleaning rota	KL with cleaning staff	7 th September	Completed



RISK ASSESSMENT

	1.5	Supplies				
	1.5.1	Adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the larger numbers of pupils and staff on site and the increased amounts of cleaning required.		KL/SS	31 st August	Completed
	1.5.2	Adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.		KL/SS	31 st August	Completed
	1.5.3	Audit of hand washing and hand sanitiser 'stations' available undertaken so that all pupils and staff can clean their hands regularly and action where necessary.	All classrooms have their own handwashing facilities and all have dedicated toilets.	KL	31 st August	Completed
	1.5.4	Key holder list reviewed. GM added to key holder list.	Induction to be given to GM.	DF/KL	31 st August	19 th August
<p>Assessing staff and pupil numbers to assist in plans for opening.</p> <p>Hazard: Shortage of available staff impacts upon ability to full open and maintain sustainable provision.</p>	2.1	Phased re-opening plan in place to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. Plans are from the beginning of the Autumn Term. Allowing time to review plans and carrying out regular review means that phased re-opening will enable the school to judge how all pupils and staff can safely return to school. Adequate time has been built in to allow for pupils and staff who are new starters e.g. reception as they may take longer to become familiar with the setting and procedures.	See Full Opening Plan Document.	GM/DF	End of Summer Term	Complete 14 th July
	2.2	Contact has been made with parents / carers of pupils and with staff to ascertain if there have been any changes to / new medical or SEND needs that may impact upon rotas, ratios, medical, SEN and first aid needs etc. Individual pupil risk assessments and employee risk assessments have been undertaken / updated in light of changes or newly identified needs/issues.	<p>Set up on line survey for parents to complete (pupil).</p> <p>Complete WASPS for returning staff and update risk assessments for current staff.</p> <p>Individual pupil risk assessments</p>	<p>SS</p> <p>DF</p> <p>TW</p>	<p>By 31st August</p> <p>By summer term</p>	<p>Survey issued 4th September Completed</p> <p>Updated July, and no new risks identified</p>



RISK ASSESSMENT

					By 11 th September	or risks not presented upon return.
	2.3	Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the school has worked through the system of controls collaboratively with the other setting, enabling both parties to address any risks identified and allowing joint delivery of a broad and balanced curriculum for the child or young person. Pupils will continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact.	Risk Assessment to be sent to Reach, and reciprocal arrangement from Reach. Determine transport arrangements	TW TJ	By 11 th September By 7 th September	HT shared 14 th September Arrangements
	2.4	Consider that if there is a positive case in school that staff and pupil numbers may be affected.	Liaise with Trust for associate teachers and supply agency (Celsian)	GM	Ongoing	
		<u>Ongoing</u>				
	2.5	Review ratios, rotas, medical and first aid needs on an ongoing basis.				
Updating staff and pupil details. Hazard: Information is not up-to-date putting staff and pupils at risk	3.1	Requests made for up-to-date medical, allergy and emergency contact details from pupils and staff prior to coming back on site.	Reminders to be sent at start of new term to ensure details are correct. Pupil data collection sheets to be emailed to parents to enable them to check that details are up-to-date	SS	By 11 th September	Survey sent 4 th September 2020
	3.2	IPRAs and PSPs have been re-assessed to ensure that they are needed or whether they need to be amended given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in IPRAs / PSPs altered, where appropriate, to reflect the current situation.		TW	By 11 th September	Updated July 2020, and no new risks identified or existing risks presenting.

September 2020



RISK ASSESSMENT

	3.3	Staff made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pens and inhalers available wherever the pupil is. Staff training in the use of any devices planned.	Office to collate, store and communicate SIMS to be updated	SS	By 11 th September	Information collated from the survey shared with staff.
	3.4	Food allergies / intolerances information shared with catering staff for staff and children they may not already be aware of.	Office to collate, store and communicate SIMS to be updated	SS	By 11 th September	Information collated from the survey shared with staff.
	3.5	Staff and pupil PEEPs amended where necessary	Not applicable at the moment – monitor new cohort and/or changes to pupil health	TW	Ongoing	
	3.6	Administration of medication policy distributed to all staff allocated to work with pupil groups to remind them of the procedures to follow		DF	By 31 st August	
	3.7	Administration of medication file in each room being used to enable staff working within the group to administer medication and record it according to policy.		DF	By 31 st August	
Assess activities / lessons that can take place Hazard: Planned activities / lessons or use of shared resources results in spread of infection	4.1	There is activity / subject specific and shared resources guidance in sections 31 to 35 below.				
	4.2	Parents / pupils informed that they must limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, water bottle, hats and coats. Pupils should not bring bags except book bags, to school unless they are participating in an activity that requires them to bring additional items e.g. swimming lessons, educational visits	See Parent Booklet	DF	By end of summer term	Social media video and images with key information also shared. Parent Booklet on the website.
	4.3	Timetables in place for activities using the hall or classrooms where activities cannot be done elsewhere e.g. D&T, practical science, art, so that groups of pupils can move around safely.	See Full Re-opening Plan	DF/GM	By end of summer term	Completed 14 th July



RISK ASSESSMENT

	4.4	Soft furnishing, soft toys and toys that are hard to clean (such as those with intricate parts) removed from classrooms and learning environments. (If this is not possible due to space constraints, plastic sheets to be used to cover loose items).	Already removed.	DF	n/a	Completed 1 st June
	4.5	Outdoor play equipment organised so that it is only used by one group of pupils. If it has to be shared between groups, cleaning takes place between uses.	Play equipment allocated to group whose zone it is in. Included on cleaning rota.	DF	By 31 st August	Completed <i>Note: reminder to be sent to parents as some children using before school whilst waiting.</i>
	4.6	Where possible, pupils will have their own items in school which are stored in a zip plastic wallet or individual tray.	Resources ordered for Autumn term	Class teachers	By 7 th September	Individual resources allocated to Y2 – Y6.
		<u>Ongoing</u>				
	4.7	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	All support staff have their own allocated laptop.	SLT	Ongoing but reviewed weekly	
Information to pupils, staff, parents / carers, visitors and contractors. Hazard:	5.1	Clear communication with parents / carers regarding full opening plans and control measures so they understand what school can offer safely to their children.	See Parent Booklet Letter about phased reopening and staggered start and finish times issued 16/7/20.	DF	By end of summer term	Parent booklet on school website and sent w/c 1 st September by text. Social media video and images with



RISK ASSESSMENT

Poor communication results in control measures being compromised						key information shared w/c 1 st September.
	5.2	All persons likely to come onto the school grounds will be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self-isolating following Government Guidance for households with family members displaying symptoms.	Posters to be displayed Risk Assessment to be shared with Junior Jam Social media and website to be kept up to date	DF/GM	Ongoing but review weekly	Posters on display in reception area.
	5.3	Communication will be in the form of newsletters, letters, emails, signs, social media posts.	As above	DF/GM	Ongoing but review weekly	
	5.4	Behaviour and staff policies amended to reflect the new rules and routines necessary to reduce risk and policy changes communicated to staff, pupils and parents. The behaviour policy includes steps to be taken if pupils fail to follow the new rules and routines or they deliberately put themselves or others at risk e.g. deliberately coughing or spitting on another person. Both staff and pupil policies include the steps that could be taken if government guidance on social distancing and self-isolating outside of the school is not being followed and this places other persons in the school at increased risk.	Behaviour addendum reviewed in light of full opening. Staff handbook and code of conduct to be reviewed prior to full opening to include steps to be taken if guidance on social distancing and self-isolating is not being followed.	TW/JH DF/GM	By 7 th September By 7 th September	Draft prepared 11 th September for agreement by staff team. Staff reminded about social distancing rules outside of school.
	5.5	Signs displayed at all entrances to the academy and within classrooms / staffrooms to ensure persons coming onto the school grounds and into the building are informed they must not attend if they are displaying any symptoms of Covid-19, that they must use hand sanitiser / wash hands on entry and to follow the 'catch it, bin it, kill it' guidance.	Audit existing signs and replace as necessary.	KL/GM	By 7 th September	New signs in place.



RISK ASSESSMENT

Clinically extremely vulnerable and vulnerable staff and pupils Hazard: Staff in the above categories are at increased risk should they contract Covid19	6.1	Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, BAME, males over 60 and pregnant staff.				
	6.1.1	<p>Staff - Government advice is that all staff can continue to attend school in all three local restriction tiers. Under local restriction tier 3: very high alert, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour. In the future, the government will only reintroduce formal restrictive shielding advice in some local areas in tier 3: very high alert where this has been advised by the Chief Medical Officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.</p> <p>Pupils - More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. The advice for pupils who remain in the clinically extremely vulnerable group is that they should return to school from 2 December, at all local restriction tiers, unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. The government may reintroduce more restrictive formal shielding measures for the clinically extremely vulnerable, in the worst affected areas, based on advice from the Chief Medical Officer. This will only apply to some areas in tier 3: very high alert, and the government will write to families separately to inform them if clinically extremely vulnerable children are advised to shield and not attend school.</p> <p>IPRAs and employee risk assessments e.g. WASPs must be reviewed for all Clinically Extremely Vulnerable staff and pupils before they return to ensure it is as safe as possible. OH can assist with medical advice for staff.</p> <p>Pregnant staff - More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. Pregnant staff over 28 weeks gestation should work</p>		DF	By end of summer term	Completed and in place.



RISK ASSESSMENT

		from home if social distancing cannot be adhered to or in roles where this is possible and all pregnant staff should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.				
	6.1.2	Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice will be considered in an IPRA or WASP. Occupational Health to be used to assist with medical advice for staff, where necessary.	Survey completed previously. Re-issue new survey.	SS	By 7 th September	Survey re-issued 4 th September for parents.
	6.1.3	Government advice to all persons in tier 3 is to work from home where possible . Most school-based roles are not ideally suited to home working and schools may expect most staff to attend work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate. All staff should follow the measures set out in the system of controls in this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing. Clinically Extremely Vulnerable, Clinically Vulnerable and staff at higher risk should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing where possible. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. PPE will be offered to these employees.	Staffing timetable minimises change in support staff in relevant classroom where possible. External PPA provider to deliver Friday afternoon to allow cleaning and decontamination of relevant classroom.	DF	By 7 th September	Ongoing PPE is available, and training has been provided.
	6.1.4	Staff and children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves,				



RISK ASSESSMENT

		should still attend school. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace				
Persons who are already displaying Coronavirus symptoms Hazard: Transmission of virus	7.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self-isolating including test and trace.	See earlier regarding communications. Staff being alert to children and adults displaying symptoms and notifying SLT	GM/SLT	Ongoing but review weekly	Posters on display in reception and on the gates.
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating including test and trace.	See earlier regarding communications.	GM/SLT	Ongoing but review weekly	Posters on display in reception. All staff provided with a copy Guidance for education settings on people displaying symptoms by email. Posters are on display.
Persons developing Coronavirus	8.1	All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 10 days)		GM	Ongoing	See 7.2 above.



RISK ASSESSMENT

<p>symptoms who have been on site previously or persons who develop symptoms whilst on site</p> <p>Hazard:</p> <p>Transmission of virus</p>		and including test and trace. Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. It is anticipated settings will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.				Testing kits arrived.
	8.2	Whilst awaiting pick-up persons will be isolated in a separate area with a closed door (and preferably an open window). Pupils will be supervised whilst this takes place. Isolation room is the Deputy Head's office together with use of the disabled toilets in the reception area if needed.		GM	Ongoing but review weekly	Completed 1 st June
	8.3	An IIR face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and an IIR face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	Training provided previously. Refresh training in September using video links.	GM/TW	Ongoing but review weekly Training update w/c 7 th September	
	8.4	Where the initial child, young person or staff member with symptoms tests negative , they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self-isolating until 14 days after symptoms have started. Fellow household members can end their self-isolation.		GM/SLT	Ongoing	



RISK ASSESSMENT

	8.5	Where 1 child, young person or staff member tests positive, contact the DfE helpline for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Inform DCS Alert using form PCIF 01.		GM/SLT	Ongoing	
	8.6	If settings have 2 or more confirmed cases in connected groups within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must contact the PHE helpline. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice. Inform DCS Alert using form PCIF 01.		GM/SLT	Ongoing	
	8.7	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.		GM/SLT	Ongoing	
	8.8	Core areas those staff or pupils have been in will be cleaned with standard cleaners / disinfectants.		GM/SLT	Ongoing	



RISK ASSESSMENT

	8.9	A separate sanitary facility will be provided for individuals who display symptoms (disabled toilet in reception area). This will be cleaned and disinfected using standard cleaning products before being used by anyone else as will any areas they were isolated in.		GM/SLT	Ongoing	Allocated visitor toilet.
	8.10	We will consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area.	Option to use (old) year 5 classroom or ICT suite if needed.	GM/SLT	Ongoing	
	8.11	Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) therefore this will not be undertaken within the academy.		GM/SLT	Ongoing	
	8.12	An ongoing risk assessment of what transpired during contact (what personal contact in what space, coughing, fluids proximity, PPE or not etc.) with the symptomatic person will be carried out. Any member of staff feeling they may have been exposed might expect to be able to leave site, consider self-isolation and testing with all implications for their family/domestic situation following on.		GM/SLT	Ongoing	
	8.13	<p>If there is reasonable evidence that a member of staff who is diagnosed with COVID19 was likely exposed because of their work this must be notified to the Trust's H&S adviser (CLO) and logged in an incident report from. CLO will contact HSE if necessary.</p> <p>For example, a child who has been attending school is diagnosed as having COVID19 and then a member of staff who has been in prolonged close contact / carrying out intimate care or medical procedures with that child is diagnosed with COVID 19.</p> <p>In addition, if a member of staff dies as a result of a work related exposure to coronavirus and this is confirmed as the likely cause of death by a registered medical practitioner then you must notify the CLO as soon as is practical and within 10 days of the death. If CLO is unavailable, contact Helen Pratten.</p>		GM/SLT	Ongoing	



RISK ASSESSMENT

		Notifying such instances on an incident report form does not constitute a direct causal link as exposure may have occurred outside of the school setting. If you are not sure whether you should notify an issue or not please contact CLO.				
		Follow the guidance in the local PHE guidance on Test and Trace, Government / NHS Flow chart and the simple Abbey MAT flowchart for cases.				
<p>Controlling access into the school for staff, pupils and members of the public.</p> <p>Hazard: Overcrowding or poorly managed entry/exit systems result in staff, pupils and members of the public coming into close contact with each other thus increasing the potential for infection transmission.</p>	9.1	Staggered drop-off and collection times are in place to keep groups apart as they arrive and leave. Staggered start and finish times will not reduce the amount of overall teaching time.	See Full Re-opening Plan	DF/GM	By end of summer term	Complete 14 th July
	9.2	One access point and exit point to be utilised during drop off and pick up together a one-way system.	See Full Re-opening Plan	DF/GM	By end of summer term	Complete 14 th July Reviewed during week 1 and minor amendment using e.g. a holding area on the top playground made.
	9.3	<p>Separate access and exit points into the building will be used for different groups of pupils as close as possible to their designated classroom / work areas. Rooms / work areas will be accessed directly from outside where possible.</p> <p>Staff will use the main reception door to allow swipe in and swipe out, but will use hand sanitiser and/or wash hands on entry, and wipe high touch contact points.</p>	Designated entrance and exit points show in Parent Booklet and Full Re-opening Plan	GM/SLT	Ongoing, but review weekly	Complete 14 th July



RISK ASSESSMENT

	9.4	Where possible, at drop off and pick up times to avoid the contamination of door handles doors will be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Internal doors to be propped open before pupils arrive to mitigate use of high touch contact points. All fire doors to be closed when pupils are on site.	KL	Ongoing but review weekly	
	9.5	Parents and carers have been advised not to congregate in the playground / outside school and to observe social distancing. Social distancing signs and markers have been used as reminders. IPRA's to be put in place should it become clear pupils are not socially distancing outside school.	Parent Information Booklet and social media	DF	By end of summer term and then ongoing updates	Markers in place. Staff on gates are providing reminders as needed
	9.6	Parents and carers have been advised that where possible only one adult at a time should accompany their child to / from school.	Parent Information Booklet and social media	DF	By end of summer term and then ongoing updates	Ongoing, but no issues identified.
	9.7	Parents and carers have been informed they should only come into the school building via the office reception area and by prior arrangement where possible.	Parent Information Booklet and social media	DF	By end of summer term and then ongoing updates	Parent booklet on website, and issued w/c 1 st September via text service. Social media images and videos also released w/c 1 st September with key points



RISK ASSESSMENT

	9.8	Staff will access and exit through the closest entrance to the area they will be based in.	See additional control measures in 9.3	GM/SLT	Ongoing but review weekly	
	9.9	Suppliers, contractors, visitors informed as far as possible of the times the school is open and the procedures for accessing the site if these have changed.		K:/SS	Ongoing but review weekly	
	9.10	Building plans utilised to plan and mark on any entry or exit routes to provide a visual document for staff, pupils and parents / carers.	See Full Reopening Plan Actions needed discussed and agreed with KL 16 th July.	DF/GM	End of Summer Term	Completed 14 th July
	9.11	Staff working in the reception area / office are protected from face to face contact e.g. via the use of screens.		GM/SLT	Completed	Completed
	9.12	Parents have been advised that they must arrive on time to drop-off and collect their child. If a pupil arrives late, but before gate closes, the adult on the gate will allow the child to make their way to their bubble (if child is in Reception or Y1 a message will be sent to the adult in the bubble, via walkie-talkie so the adult knows to expect them). If a child arrives after the gate has closed, they will use the usual entrance gates and the child will be given access by a member of office staff who will escort them to their bubble/use walkie-talkie to communicate with bubble for a collection.	See Parent Booklet	DF GM/SLT	By end of summer term Ongoing but review weekly	Parent booklet is on the website, and send w/c 1 st September via texting service. Late arrivals and collections are being monitored.
Hygiene practices:	10.1	Hand sanitiser at entrance points to the building and staff, visitors and pupils asked to use them on entry.		SS	Ongoing but	



RISK ASSESSMENT

<p>Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)</p> <p>Hazard: Ineffective handwashing results in cross-contamination</p>					review weekly	
	10.2	Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands. Hand sanitiser will be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not.	See Full Reopening Plan	DF/GM	By end of Summer term	Completed 14 th July
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser will be provided.	Hand sanitiser available if the dedicated handwashing facilities for each class are not available.	KL	Ongoing but review weekly	Completed
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	See Full Re-Opening Plan	DF/GM	By end of Summer term	Completed 14 th July
	10.5	Tissues will be available in all group areas and will be single use only and binned after use.	See Full Re-Opening Plan Cleaning staff to restock supplies at the end of the school day	DF/GM	By end of Summer term Ongoing but review weekly	Completed 14 th July
	10.6	Any waste products used by staff or pupils that start to show symptoms whilst in school will be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance.		KL	Ongoing but review weekly	Completed



RISK ASSESSMENT

	10.7	In addition, staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving.	Hand sanitiser and ant-bacterial wipes to be provided in all staff room zones	KL/All staff	Ongoing but review weekly	Completed
	10.8	Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.		All Staff	Ongoing but review weekly	Staff are generally administering hand sanitiser
	10.9	Sanitising products should be non-alcohol based in areas where there may be sparks or naked flames e.g. science labs, kitchens and some D&T rooms.	Not Applicable			
	10.1	Children are encouraged not to touch their mouth, eyes and nose	Embedded as part of school routines regularly	All Staff	Ongoing but review weekly	Posters displayed in each classroom
	10.2	Adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Embedded as part of school routines regularly	All Staff	Ongoing but review weekly	Posters displayed in each classroom
	10.3	Posters regarding hand washing and hygiene practises are displayed in classrooms / areas of use.	Already in classrooms, but additional copies to be arranged for distribution in September if needed	KL	Ongoing but review By 7 th September	Completed
	10.4	Use of games, songs and repetition to encourage young children to learn and practise these habits	Embedded as part of school routines regularly	All Staff	Ongoing but review weekly	

September 2020



RISK ASSESSMENT

<p>Cleaning</p> <p>Hazard:</p> <p>Lack of a sanitisation / cleaning programme and regular cleaning of high touch areas leads to transmission of infection</p>	11.1	General Cleaning				
	11.1.1	Cleaning will be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	Each classroom has dedicated products/packs. Packs to be refreshed. Staff to be reminded.	KL / cleaning staff All Staff	By 7 th September	Audit completed 4 th September and stocks are being replenished.
	11.1.2	Dedicated provision of cleaning products (in a box so it can be moved to where required) in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues. <i>NB these should be stored out of reach of pupils.</i> Designated tissue bin provided in each classroom, in addition to the general purpose bin.	As above	As above	As above	Audit completed 4 th September and stocks are being replenished. Tissue bin in each classroom with a lid.
	11.1.3	Cleaning prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and rooms or shared areas that are used by different groups. Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies).	See Full Reopening Plan	KL	By end of summer term	Completed 14h July
	11.1.4	Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	See Full Reopening Plan	KL	By end of summer term	Completed 14h July



RISK ASSESSMENT

	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials (messy play) should only be shared if the materials can be handled by a small, consistent group of children of no more than 15 at a time, and that no one else outside this group can come into contact with it, the malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. For example, see the managing risk in play provision implementation guide and children wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group and could be replaced by single user alternatives.	See Full Reopening Plan	KL	By end of summer term	Completed 14h July
	11.1.6	Cleaning staff wear disposable gloves and change these after cleaning each separate area. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely (donning and doffing PPE)		KL	By 31 st August	Completed.
	11.1.7	Thorough daily cleaning of all areas used takes place.	See Full Reopening Plan	KL	By end of summer term	Completed 14h July
	11.1.8	Increased focus on touch points (redirect from vacuuming etc, if needed).	See Full Reopening Plan	KL	By end of summer term	Completed 14h July
	11.1.9	COSHH inventory to be updated with additional cleaning products used on site. COSHH assessments to be carried out for each additional cleaning product.		KL	By 31 st August	Completed 16 th July
	11.1.10	Sanitisation programme in place to enable cleaning to be recorded.	Forms are already on relevant doors for completion. Additional records to be printed and displayed as appropriate.	KL	By 31 st August	Records are on display for completion.



RISK ASSESSMENT

	11.1.11	Further information for safe cleaning to be given directly to cleaning staff through site management team		KL	By 31 st August	Completed, and ongoing as necessary.
	11.1.12	Disposable glove checks to be conducted weekly to ensure that there is always an adequate supply. PPE to be checked weekly.		SS	Ongoing but reviewed weekly	
	11.2	Rooms used for Isolating persons displaying symptoms				
	11.2.1	Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken.	Area will be deep cleaned.	KL	Ongoing	
	11.3	Clothing				
	11.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.	See Full Reopening Plan	GM/SLT	Ongoing but reviewed weekly	
	11.4	Hygiene Suites / Intimate Care Facilities				
	11.4.1	Rooms used for intimate care will be cleaned after each use.	First aid room will be used. First aid room will be added to cleaning schedule.	TW/SLT	Ongoing	

Government Guidance states that:

For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19). This guidance explains the steps schools need to take to reduce the risks further. As a result, we can plan for all children to return and start to reverse the enormous costs of missed education. This will be an important move back towards normal life for many children and families.

For as long as coronavirus (COVID-19) remains in the community, judgments will need to be made at a school level about how to balance minimising risks from coronavirus (COVID-19), by maximising control measures, with providing a full educational experience for children and young people.

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

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



RISK ASSESSMENT

through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the setting to distance, the lay out of the setting, and the feasibility of keeping distinct groups separate while offering a broad curriculum. We recognise that maintaining distance or forming bubbles could be particularly difficult in special settings, and it is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

Maintaining distinct groups or bubbles that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

The use of small groups restricts the normal operation of education settings and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as the playgrounds, dining halls, and toilets, and therapy rooms. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools, and special settings.

In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, settings may need to change the emphasis on bubbles within their system of controls and increase the size of these. Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.

Contact and mixing of groups of children and adults Hazard: Groups of pupils mix together thus increasing the risk of infection. Staff do not adhere to social distancing measures with other adults thus increasing	12.1	Corridors and Circulation Spaces				
	12.1.1	Corridors could be marked out with social distancing indicators as a visual aid for staff and pupils if it is appropriate / useful.	Circulation around school will be limited as children have dedicated toilets within classrooms. Reception and Year 1 will be supervised when moving into the Hall and reminded about social distancing.	All staff	Ongoing	New posters to be installed outside Y5 and staffroom about waiting until corridor clear. New markings in corridor area /reception to show in and out route.
	12.1.2	Movement around school will be minimised and any movement by children supervised. Children can access playtimes and lunchtimes via their own classroom doors and will not need to use corridor areas.	Toilets are within classrooms except for year 6. Only year 6 will use the corridor to their dedicated toilet.	GM/SLT	Ongoing but review weekly	
	12.2	Bubble sizes and Classrooms / Learning Areas				



RISK ASSESSMENT

the risk of infection.	12.2.1	Class group / year group/ phase bubbles in place to minimise contact between pupils.		GM/SLT	Ongoing but review weekly	
	12.2.2	Bubbles will be kept apart from other groups (bubbles).		GM/SLT	Ongoing but review weekly	
	12.2.3	Classrooms desks (if in use) will be laid out to enable staff and pupils to move around the room safely and be facing forward or side by side where possible. Furniture / equipment surplus to requirements will be removed to assist social distancing, movement round the class, and to reduce potential touch points. With younger children e.g KS1 and in some KS2 classes or children with SEN needs this may not be possible as it may limit the provision of high-quality education that promotes their development, or may limit children's ability to effectively see teaching resources / access support. In these cases it is acceptable not to arrange all desks in a forward facing manner as long as it is done to improve the quality of teaching and learning for the children.		All Staff	By 7 th September	All forward facing and surplus furniture removed for Y2 and above.
	12.2.4	Resources may be rotated to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.	See Full Reopening Plan for PE timetable and cleaning rota.	DF/GM	By end of summer term	Completed 14 th July
	12.2.5	The use of social stories / pastoral support will be used with any pupils who need supporting in understanding the rules.	Social stories to be put on shared folder.	TW	By 7 th September	Ongoing. Social stories being delivered to identified pupils.
	12.2.6	If other members of staff need to move around different 'bubbles' they should ensure they maintain 2m social distancing wherever possible or use other mitigations such as PPE, Perspex screens and observe good hand hygiene. Administration of emergency first aid is an	See Full Reopening Plan	All Staff	Ongoing but review weekly	



RISK ASSESSMENT

		exception to this. For classroom support, lesson observations, informative, supervisory or supportive reasons other staff may need to enter work areas. If they do so they should maintain social distancing or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.				
	12.2.7	Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.)	See Full Reopening Plan	All Staff	Ongoing but review weekly	
	12.2.8	As far as possible, we will ensure that consistent staff are assigned to each 'bubble' and that movement between bubbles is limited. It is recognised that there will be a need for some staff to move between bubbles e.g. for subject specific teaching, targeted work etc. Staff should ensure social distancing is observed as far as possible with pupils or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.	See Full Reopening Plan	All Staff	Ongoing but review weekly	
	12.2.9	Pupils will use the same classroom or area of the setting throughout the day, with a thorough cleaning of the rooms at the end of the day.	See Full Reopening Plan	All Staff	Ongoing but review weekly	
	12.2.10	All bubbles of pupils and the staff working with those bubbles should be kept separate in different areas with sinks available wherever possible. It is recognised that some staff e.g. support staff, PPA teachers and external PPA provider, will need to move around different areas and bubbles in the school. Social distancing between bubbles and staff, including when moving around school, should be maintained as far as possible or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.	See Full Reopening Plan	All Staff	Ongoing but review weekly	
	12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on. Face shields could be used.	See Full Reopening Plan	All Staff	Ongoing but review weekly	



RISK ASSESSMENT

	12.2.12	Adults must keep a social distance of 2m away from other adults wherever possible including in class, during supervision, at break times and moving around school.	See Full Reopening Plan	All Staff	Ongoing but review weekly	
	12.2.13	PPA time - staff moving between bubbles for PPA time should be limited as far as possible e.g. not working across multiple different bubbles every day unless they can maintain social distancing or use other mitigations such as PPE and observe good hand hygiene.	See Full Reopening Plan	All Staff	Ongoing but review weekly	
	12.2.14	Staff who are entering classrooms for the purposes of quality assurance, monitoring, to provide peer support or to deliver bespoke CPD will follow all the necessary controls in relation to 'prevention'. Any members of academy or Trust staff completing learning walks or lesson observations will wear a visor and sanitise their hands going into and on exiting the classroom. These staff members will sanitise their hands before touching any student's books and immediately after. Consideration will also be given to the location in which the monitoring activity is to take place to ensure that, where possible, classroom space enables additional adults in the room to socially distance themselves from fellow colleagues and students and to ensure that the room is one that is ventilated.		All Staff	Ongoing	
	12.4	Outdoor Areas				
	12.4.1	Pupils will remain in their 'bubbles' when outside and socially distance where possible. Zoning outside areas for different bubbles may assist with this. Staff supervising should maintain social distancing as far as possible.	See earlier.	All Staff	Ongoing but review weekly	
	12.5	Breaks and Lunchtimes				
	12.5.1	Pupils will be allocated class zones for break and lunchtimes with increased cleaning.	See Full Re-Opening Plan	All Staff	Ongoing but review weekly	



RISK ASSESSMENT

	12.5.2	Lunch will be served in the areas the groups are based in and not all together in the dining hall. Reception and Year 1 will use the hall for lunch, but in separate areas 2m apart and all children will face forwards at the tables. <i>Note: Year 1 and Reception are a single bubble.</i> Also see 24.3 below.	See Full Re-Opening Plan	All Staff	Ongoing but review weekly	
	12.6	Toilets				
	12.6.1	All classes have dedicated toilets and hand washing facilities and toilet areas will be increased cleaning.	See Full Re-Opening Plan	All Staff	Ongoing but review weekly	
	12.6.2	Limit the number of children or young people who use the toilet facilities at one time. Staff will monitor the number of children using the toilet. At break time and lunchtime children will be encouraged to use the toilets before going outside.	See Full Re-Opening Plan	All Staff	Ongoing but review weekly	
	12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	See Full Re-Opening Plan	All Staff	Ongoing but review weekly	
	12.6.4	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.	Staff are following 'use it, wipe it' approach.	All Staff	Ongoing but review weekly	
	12.6.5	For staff toilets it is good practice for staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a "If You Use It – Wipe It" principle.	See above 12.6.4	GM/KL	By 7 th September	Posters on display and wipes readily available.
	12.6.6	Signage to the backs of toilet doors and above sinks will be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe It" principle (for staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. For shared staff toilets	See above 12.6.4	GM/KL	By 7 th September	Posters on display and wipes readily available.



RISK ASSESSMENT

		use laminated engaged / vacant signs or other markers on the outside door that staff change appropriately to limit the number of staff using them at any one time. These would relate to the number of users allowed at any one time.				
	12.7	Assemblies / Collective Worship				
	12.7.1	Bubbles should be kept apart so large gatherings such as assemblies or collective worship with more than one 'bubble' or with large 'bubbles' will be avoided. Collective worship will, on occasion, be virtual via video recordings or live streamed into classrooms. When this is not the case, class worship will be delivered.		GM/SLT	Ongoing	
	12.7.2	If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.		GM/SLT	Ongoing	
	12.8	Staff areas				
	12.8.1	Office areas rearranged to have 2m gaps between seating and work stations.		KL	By 31 st August	Completed.
	12.8.2	Staff rooms have been re-arranged to have 2m gaps between seating and work stations and additional staff room space has been identified in the Ark and Library (when children are not in school) Staff should observe social distancing in these areas.		KL	By 7 th September	Completed.
	12.8.3	For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the "If You Use It – Wipe It" principle with anti-viral wipes.	See also cleaning schedule in Full Reopening document	KL	By 7 th September	Wipes are readily available.
	12.8.4	The use of shared resources such as fridges, milk, tea, coffee etc, is no longer in place to minimise touch points. Staff have been advised to bring their own provisions in (in a cool bag if food needs to be kept cold).		All Staff	By 7 th September	No milk, tea, coffee etc. provided staff are bringing in their own.



RISK ASSESSMENT

						Wipes are readily available for any surfaces touched.
	12.9	Communication				
	12.9.1	Walkie Talkies and email are used to minimise movement between groups. It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones. If staff need to communicate outside their groups they should observe social distancing.		KL/All Staff	By 7 th September	Walkie Talkies in each class, with learning mentor and the office
	12.9.2	In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school's acceptable use policy regarding the use of their own phones.		KL/All Staff	By 7 th September	
First Aid Hazard: First aid provision is not in-line with ratios thus putting staff and pupils at risk. First aiders do not follow guidelines thus increasing the risk of infection transmission	13.1	Adequate first aid provision for the numbers of staff and pupils on site will be in place and regularly monitored. Paediatric first aiders will be available at all times that children up to the age of 5 are on site or on educational visits.	7 th and 8 th September all relevant staff to receive updated first aid training	All Staff	By 8 th September	See separate list of newly qualified paediatric first aiders.
	13.2	Regular checking of first aid provision takes place to ensure adequate resources for the numbers of staff and pupils on site.		SS	Ongoing but weekly	
	13.3	Relevant PPE will be used when administering first aid e.g. mask, disposable gloves, apron. PPE will be removed safely and disposal will be through double bagging and removing from the premises as soon as possible. Staff trained in donning and doffing PPE.	Refresher training to be completed in September by all staff. This will include those staff who have not been in school since partial reopening.	GM/TW	By 9 th September	



RISK ASSESSMENT

	13.4	First aider will wash hands thoroughly for 20 seconds after removal of PPE.		All Staff	Ongoing	
Biometrics / electronic signing-in / out systems and IT equipment Hazard: Biometrics, touch control or IT equipment are not cleaned between users increasing the risk of infection transmission.	14.1	If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non-contact system where possible e.g. library systems	Not Applicable			
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	Not Applicable			
	14.3	The use of Lifts and control panels should be limited to essential users only and should be cleaned between users e.g. using hand sanitisers or ant-viral wipes.		KL	Ongoing	
	14.4	Multi user Electronic signing in / out systems will not be used at this current time. Signing in will be carried by office staff.	Office staff will sign visitors in and out.	SS	Ongoing	
	14.5	IT equipment will be cleaned between users if it cannot be kept for the sole use of an individual.	Timetable to be in place for IT equipment.	GM/SLT	By 8 th September	Laptops allocated to all staff in need of use and these have been named. Pupil laptops not yet in circulation, but a timetable will be when these are used.
General controls	15.1	Ventilation				
Hazard:	15.1.1	It is important to ensure the school is well ventilated and a comfortable teaching environment is maintained. Where possible, to aid ventilation, doors should be kept open. External opening doors may also be used (as long as they are not fire doors and where safe to do so) Safeguarding and health and safety must be assessed to	Note: most of the doors are fire doors so will only be open for short periods during high traffic times	GM/SLT	Ongoing	Site staff open windows on arrival.



RISK ASSESSMENT

Increased risk of infection transmission		see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.				
	15.1.2	Where possible windows to classrooms, offices, staff rooms will be opened. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Where possible windows to classrooms, offices, staff rooms will be opened.		All Staff	7 th September	Site staff open windows on arrival.
	15.1.3	You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational. Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm .	Noted			
	15.1.4	To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: opening high level windows in preference to low level to reduce draughts, increasing the ventilation while spaces				



RISK ASSESSMENT

		are unoccupied (e.g. between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing, rearranging furniture where possible to avoid direct drafts, increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools no extra financial pressure should be placed on parents.				
	15.1.5	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.				
	15.2	Learning Outside				
	15.2.1	Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines.		All Staff	Ongoing	
	15.3	Medical Needs				
	15.3.1	Staff should be made aware of any medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the child is. Staff will be trained in the use of any devices.		SS	By 11 th September	Parent survey issued 4 th September 2020.
	15.3.2	Food allergies / intolerances information will be shared with catering staff for staff and children they may not already be aware of.		SS	By 11 th September	Parent survey issued 4 th September.
	15.4	Water fountains				
	15.4.1	Water fountains in shared pupil areas should be taken out of use.	Water fountains will be turned off.	KL	By 7 th September	Completed.
	15.4.2	Water bottles will be filled up from the taps in classrooms by a member of staff so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after will take place.	Children will be encouraged to bring a full water bottle each day so refilling will not be required.	All Staff/ SLT	Ongoing	



RISK ASSESSMENT

<p>Educational visits</p> <p>Hazard:</p> <p>Appropriate controls are not in place thus increasing risk of infection or</p>	16.1	Government guidance is currently that overnight domestic and international educational visits are ceased for the time being. In February 2021, the government will review the possibility of changing this advice for overnight residential education visits to resume from Easter 2021 on the proviso the scientific evidence supports any such change. Settings can carry out non-overnight domestic educational visits. To avoid prolonged travel and travelling out of a Tier 3 area it is recommended these only take place in areas local to the school. The close local area for some schools may include a tier 2 area.		GM/SLT	Ongoing	
	16.2	Non-overnight domestic educational visits can take place. This will be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. Exeant and relevant risk assessments will be altered to reflect this.		GM/SLT	Ongoing	
	16.3	Settings are also allowed to now make use of outdoor spaces in the local area to support delivery of the curriculum. As part of the visit risk assessment, the academy will need to consider what Covid19 control measures need to be used, familiarise themselves with the Covid19 measures at any sites they are visiting and ensure they are aware of wider advice on visiting indoor and outdoor venues.		GM/SLT	Ongoing	
<p>Personal Protective Equipment (PPE)</p> <p>Hazard:</p> <p>Staff fail to follow the guidance on PPE putting themselves</p>	16.4	From 8 August, face coverings will be required by law to be worn in a greater number of public indoor settings including: museums, galleries, cinemas, places of worship, and public libraries. Face coverings do not need to be used by children under the age of 11 or those who may find it difficult to manage them correctly. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings	See letter of 18 th September 2020 about face coverings for all visitors.	GM/SLT	Ongoing	
	17.1	Public Health England does not (based on current evidence) recommend the use of face coverings in education settings, except where they are already routinely used as part of close contact care. They are not generally required in education settings as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be	See Full Reopening Plan	GM/SLT	Ongoing	



RISK ASSESSMENT

and others at risk		negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11). If staff have to work in close contact with pupils e.g. to supervise science experiments, D&T or Art activities, speech and language work, feeding, face shields may be appropriate. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves. The academy will not take responsibility for ensuring pupils who bring face masks wear them. It is strongly recommended staff and visitors wear face coverings in communal areas where social distancing cannot be maintained.				
	17.2	FFP2 / 3 masks are not generally necessary in a school setting.	Noted	n/a	n/a	n/a
	17.3	Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities will wear disposable gloves and aprons and may need IIR masks and eye protection. This will be assessed on a case by case basis.	First aid room can be used for this.	All Staff	Ongoing	
	17.4	If PPE is identified as necessary for certain activities or staff through a risk assessment, then this will be provided by the school.		SS	Ongoing but reviewed weekly	
	17.5	Reusable eye protection / face coverings will be thoroughly cleaned between each individual person being assisted.	Staff clean with anti-bacterial wipes after use	All Staff	Ongoing	
	17.6	Staff who may get bodily fluids, including spit, on their clothes from pupils have been advised to bring a change of clothes to work.		All Staff	Ongoing	
	17.7	Stocks of PPE will be maintained and replenished as necessary.		SS	Ongoing	
Staff wellbeing Hazard:	18.1	Staff have received copies of the academy's full opening plans and risk assessments staff and feedback has been encouraged. 1:1 meetings have taken place to discuss concerns.		DF	By end of summer term	The information was re-issued to staff as documentatio



RISK ASSESSMENT

Staff are not consulted with resulting in anxiety about the controls in place to mitigate risk						n updated and/or approved by Trust Board before 1 st September.
	18.2	Familiarisation time, training time and practice time has been built in for staff before opening the school to pupils.	Time will be allocated on the training day and in the first week back.	GM/SLT	By 11 th September	Reviewed during training day. Additional communications sent via email as plans have been adapted or clarified.
	18.3	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers	See Full Reopening Plan and staff's access to the Trust's wellbeing first adders	GM/DF	By end of summer term and ongoing	Completed 14 th July
	18.4	Employee risk assessments have been amended or new ones carried out for staff experiencing physical or mental health issues. A WASP is available via Abbey MAT Arena (wellbeing).		DF	By end of summer term	Completed.
	18.5	Regular staff meetings (via Zoom or following social distancing rules) are undertaken with staff on site and regular telephone communication is held with staff who are not present to maintain contact and assist wellbeing. It is advised that on-site meetings do not exceed more than 5 people in physical attendance. The room being used for the meeting must be adequate in size and well-ventilated. Staff must be reminded to follow social distancing rules.		GM/SLT	Ongoing	



RISK ASSESSMENT

	18.6	Mental Health First Aiders within the Trust are in place and all staff are aware of who they are. Holy Trinity now have their own Mental Health First Aider also.	Staff to be notified of names and details.	GM	By 7 th September and Holy Trinity training complete October 2020	Staff notified.
	18.7	Staff are aware that guidance and support can be sought through leadership and / or Human Resources.	See Full Reopening Plans		Ongoing	Staff notified, and details of wellbeing resources shared.
	18.8	Employees who wish to wear a face covering will be allowed to do so.	See Full Reopening Plans		Ongoing	
	18.9	An employee risk assessment will be put in place for staff who use public transport to attend the workplace, to identify risks to themselves or to others in the workplace.	Risk assessment in place.	GM/DF	By 31 st August	Completed
Contractors visiting site	19.1	Minimise visits to wherever possible to essential visits only e.g. to carry out statutory testing, repair work or building works.	Noted			
Hazard: Contractors fail to follow school controls and government guidance thus compromising	19.2	Contractors asked to provide their risk assessments and discuss additional needs with the school prior to visiting.	Arranged by Trust central team. KL to check and co-ordinate	KL	Ongoing	
	19.3	Contractors asked to adhere to social distancing guidelines.		KL	Ongoing	
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.		KL	Ongoing	
	19.5	If contractors need supervising this will be done following social distancing guidelines.		KL	Ongoing	

September 2020



RISK ASSESSMENT

the integrity of the school's control measures.	19.6	Contractors to follow Government guidelines on self-isolating if they or their family members display any symptoms.		KL	Ongoing	
	19.7	If contractors display any symptoms whilst onsite they will be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used.		KL	Ongoing	
	19.8	If contractors are on site for long periods of time a separate toilet facility may be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe It" principle.		KL	Ongoing	
	19.9	School will still follow procedures for controlling access / security whilst contractors are on site. Where visits can happen outside of school hours, they should. A record will be kept of all visitors for at least 14 days.		KL	Ongoing	
	19.10	Signage displayed on main entrance doors and gates requesting unexpected visitors to not enter and to phone or email school office.	Liaison with Digital Abbey	KL/GM	By 7 th September	Unexpected visitors are not being admitted. Posters have been requested.
	19.11	Limit of number of visitors on site at any one time.		SS/KL	Ongoing	
	19.12	Procedures to be put in place for accepting deliveries.	System currently in place which will continue	SS/KL/ Catering Leeds	Ongoing	
Letting, meetings and visitors Hazard:	20.1	There will be occasions when visits to the setting are necessary, but settings are encouraged to avoid visitors entering their premises, wherever possible and use remote means. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support should continue on site. Visits for SEND therapies should also continue on site. Lettings should only continue if the	Re-starting of lettings after Easter are currently a possibility pending Government guidelines.	GM/SLT	Ongoing	



RISK ASSESSMENT

Visitors fail to follow school controls and government guidance thus compromising the integrity of the school's control measures.		activities are in line with those permitted under the local tiers . Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site guidance on physical distancing, hygiene, face coverings and control measures are explained to visitors on or before arrival.				
	20.2	In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually. Any meetings / lettings will only go ahead if social distancing and hygiene rules can be adhered to. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, external PPA providers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Visitors to the academy must wear face coverings whilst on site. If the room in which they are located for the purpose of their visit allows for strict social distancing to be maintained, they may remove the face covering until they leave the room.	External PPA providers will provide copies of their risk assessments.	HO/SLT	By 7 th September	Risk assessment provided by PPA providers.
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle. There is a legal requirement to provided hygiene facilities for drivers visiting the site e.g. Delivery drivers, minibus drivers.	Visitors to use the disabled toilets which will be clearly identified.	KL	By end of summer term	Signage in place.
	20.4	School should still follow procedures for controlling access / security whilst visitors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days. .	Noted	All staff	Ongoing	
	20.5	Sports lettings must provide their own risk assessment and follow the guidelines laid down by their National Governing Body that have to be submitted and approved by the Government. Players should arrive	Noted			



RISK ASSESSMENT

		changed and shower at home. If changing rooms and showers are closed exceptions may be made where safety and safeguarding measures require their use, e.g. supporting disability athletes, a child needs a change of clothing etc.. Guidance and a list of NGB whose rules have been approved can be found at : https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework .				
Pupil wellbeing Hazard: Pupils are anxious about the return to school and the measures in place to keep them safe.	21.1	The curriculum will include an increased focus on PSHE (personal, social and health education) to enable staff to reintegrate pupils back into school and provide opportunities to talk through their experiences during the period of partial closure. We will enable pupils to ask questions and we will support them to understand the changes that they are experiencing in their time at school and to understand the safety measures we have put in place. Although home learning has been set by school staff and undertaken by many pupils, we recognise that this is not the same as the learning that takes place in the classroom. We will therefore revisit basic skills and expectations and will implement a recovery curriculum that will allow consolidation of prior learning. We will spend some time identifying any gaps in individual curriculum knowledge and ensure that pupils are supported so that they access all the skills, knowledge and experiences within the curriculum for their year group. We will endeavour to ensure that pupils are stretched and challenged at the appropriate level.		HO/SLT	By end of September	
Fire safety Hazard: Staff and pupils at risk if procedures are not reviewed	22.1	Fire evacuation route checked and amended, where necessary, to take into account the changed use of the site.	No amendments needed.	KL	By 7 th September	Completed
	22.2	Muster points / practices amended so staff and pupils' bubbles are not mixed.	Children will face the building lined up on the playground. Markings on the playground for each class ensuring a 2m gap between classes. Revised	KL	By 31 st August	Muster points in place.



RISK ASSESSMENT

and communicated			muster groups agreed GM/KL on 16 th July			
	22.3	Fire marshal roles reallocated where necessary.		KL/ Fire Marshall		
	22.4	Staff informed how to use fire extinguishers, where call points are etc.	Review requirement for update training and arrange as appropriate. KL to investigate dates and what training is needed	GM/Fire Marshall	By end of September	
	22.5	Fire drill to take place as soon as possible after reopening to enable new procedures to be practised as soon as possible after opening.		GM/KL	By end of week 2 of Autumn term	Fire alarm (sound) test planned for 17 th September Fire drill planned for w/c 21 st September
	22.6	Staff and pupil PEEPs amended where necessary.	See earlier			
	22.7	If changes are made to the current Fire Evacuation Management Plan and staff re-trained this will be added to the Fire Risk Assessment as an interim measure and a sheet attached marked "Interim Amendments to procedures in relation to COVID-19".		KL	Ongoing	
Lunchtime supervision Hazard: Control measures not in place this	23.1	Lunchtime staff allocated to ensure supervisors stay with a consistent group of pupils and have adequate breaks.	See Full Reopening Plan for rota which provides for this	GM/SLT	Ongoing but review weekly	



RISK ASSESSMENT

compromising integrity of risk assessment						
Catering Hazard: Systems are not robust thus compromising controls.	24.1	Catering staff informed of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc. Copy of risk assessment to be given to catering staff.		DF/GM	By 7 th September	Completed. Information issued to Damien Chafer
	24.2	Discussions have taken place with catering staff in relation to alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points e.g. limiting meal choices (taking onto account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals.		DF		Completed
	24.3	Consideration has been given to whether meals can be served in the hall or they need to be delivered to classrooms; this has been discussed with catering staff. LCC catering will provide hot and cold grab bags which can be served to pupils in their classrooms.		DF		Completed
	24.4	Catering staff will remain in the kitchen / serving hall as much as possible and use an entrance / exit as close to the kitchen as possible.		DF		Completed
	24.5	Tables / seating set out by catering staff will be cleaned before pupils and staff use them and in between each group of staff and pupils.		DF		Completed
	24.6	Catering staff will be reminded to observe the rules of social distancing and hygiene whilst on site. LCC Catering staff may be wearing face masks due to constraints of social distancing and food hygiene. Catering staff are allowed to use alcohol based hand sanitisers.		DF		Completed
	24.7	Kitchen will have a sanitisation programme in place	Catering Leeds to provide a copy	GM/SS	By 8 th September	Copy of risk assessment received and reviewed.



RISK ASSESSMENT

Staff training Hazard: Staff are unfamiliar with the controls and new working practices.	25.1	School staff should be inducted / become familiar with new working practices before opening the school, this is especially important for staff members who are new or who may not have been in school during the past months. See also 2.1.	Updates provided on training day and see Full Re-opening Plan. Regular reviews during staff meetings.	GM/SLT	By 8 th September and ongoing	Training day 1:1 phased return discussions Standing item on the staff meeting agenda
Drop off of Essential Items Forgotten by Pupils Hazard: Risk of cross contamination if items are not quarantined and wiped before distribution.	26.1	A system is in place for the potential drop off of essential items a pupil may have forgotten e.g. medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupil's base. Staff doing this should thoroughly wash hands before and after handling the items.	Quarantine bin in place which has been used /adopted during partial closure	SS	Ongoing	Completed
Transport (not public transport) Hazard: Sufficient controls are not in place when transport is being used	27.1	Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of 2 metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.	Transport for pupil attending Reach to be finalised	GM/TJ	By 7 th September	Arrangements in place. Daily contact made with family by learning mentor.
	27.1.1	The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this	Risk assessments to be required from providers when appropriate.	SLT	Ongoing	



RISK ASSESSMENT

increasing the risk of transmission		document and with the approach being adopted for your setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • 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 				
Sharing with other users Hazard: Other users do not follow the controls in the RA thus compromising the integrity of the controls in place	28.1	Where applicable, ensure arrangements that impact on other site users e.g. opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc. are discussed / information provided to users who share the school site.	Risks assessments will be shared.	KL/SS	By 7 th September	Ongoing No permanent users (lettings at present.
Marking / handling school work Hazard: Cross contamination occurs if	29.1	Staff can take books and other shared resources home if they can be cleaned. If not, or if work is to be marked, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. Alternatively, resources and marking could be left for at least 48 hours (72 hours for plastic) before and after handling / marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped down after collection of work and before handing work back to the pupils. Other suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work	Marking policy to be reviewed by the Trust and then Holy Trinity as appropriate	Trust/ SLT	By 7 th September	Staff focusing on the spot marking (not face to face), self-assessment and the use of assessment sheets. This will be



RISK ASSESSMENT

controls are not adhered to		so the pupils can retain their exercise books for lessons. Face shields / masks could be used for immediate close contact feedback and visualizers may also help. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic).				reviewed before the end of September.
Agency staff and volunteers Hazard:	30.1	Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.	No volunteers at this stage, but will be regularly reviewed.	GM/SLT	Reviewe nd of Septemb er	
Agency staff and volunteers do not follow the controls in the RA thus compromising the integrity of the controls in place	30.2	The academy can continue to engage supply teachers and other supply staff during this period. We will limit the bubbles they teach or limit them to bubbles where they can socially distance as far as possible. This applies to other temporary staff working in school such as peripatetic teachers, sports coaches, and before and after school clubs staff.	Noted	GM/SLT	Ongoing	
Before and after school clubs Hazard:	31.1	Before and after school activities (including wraparound care) may operate. Schools should also read the local restriction tiers guidance to find out what tier their area is in and the additional restrictions that apply. Currently, supervised activities, training and education for children can continue to operate at all alert tiers both inside and outdoors.	See Full Reopening Plan Groups to be finalised when numbers firmed up, but plan for two bubbles	GM/KH	By 7 th Septemb er	Re-opened 14 th September with small numbers
Before and after school clubs do have procedures in place to minimise risk	31.2	Settings should try to keep to the bubbles in use during the school day where possible. Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day - for example, if only one or two children are attending wraparound provision from the same school day bubble - schools and external providers may need to group children with others from outside their school day bubble or from a different school, where children from multiple schools are attending provision. If schools or external providers need to do this, they should seek to keep children in small, consistent groups with the same children each time, as far	See Full Reopening Plan Groups to be finalised when numbers firmed up, but plan for two bubbles	GM/KH	By 7 th Septemb er	Re-opened 14 th September with small numbers



RISK ASSESSMENT

		as this is possible. Smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g the hall.				
	31.3	Parents / carers have been made aware that government guidance is that they limit the number of different wraparound providers they access, as far as possible, and assure themselves that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	See Full Reopening Plan Digital Abbey have been requested to set up a parent survey	DF/GM	By 7 th September	
	31.4	Where the academy leaders are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities if those activities are being carried out for the purposes outlined in 31.1.	Noted			
Music and performing arts Hazard: Potential for additional risk of infection when people are singing, chanting or playing wind or brass instruments.	32.1	Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Schools in local restriction tier 3 areas should not host performances with an audience. Where schools are unable to put on live performances to parents, they may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.	Noted	All Staff	Ongoing	
	32.2	Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained. Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than	Not applicable as no wind or brass lessons. No choir club will take place.	n/a	n/a	



RISK ASSESSMENT

		face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. Use microphones where possible or encourage singing quietly.				
	32.3	Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation.				
	32.4	Avoid sharing instruments and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) Instruments should be cleaned by the pupils playing them, wherever possible.				
PE including dance Hazard: Close contact between individuals or lack of adherence to RA controls increase risk of cross contamination.	33.1	Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Pupils should be kept in consistent groups. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for	See Full Reopening Plan	All Staff	Ongoing but review weekly	Completed 14 th July



RISK ASSESSMENT

		72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.				
	33.2	Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation	See Full Reopening Plan – no contact sports at present	All staff	By 7 th September	Completed 14 th July
	33.3	Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework. Competition between different schools should not take place, in line with the wider restrictions on grassroots https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation				
	33.4	External leisure and sports facilities such as leisure centres and gyms, swimming pools, tennis and basketball courts, golf courses, fitness and dance studios, climbing walls, archery, driving, and shooting ranges are permitted to be open for a small number of exempt activities, including education and training (including for schools to use sports and leisure facilities where that is part of their normal provision.	See Full Reopening Plan External coaches etc. for out for extra-curricular activities will not start immediately.	All staff	Review periodically	Completed 14 th July



RISK ASSESSMENT

	33.5	We will work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so. We will ask providers to provide us with their own Covid19 control measures and follow any school based controls.	See Full Reopening Plan. Communications with parents – letter, year group newsletter and social media	All Staff	By 7 th September	Completed 14 th July
	33.6	To minimise close contact in changing rooms we may ask students to wear PE kits on the days they are doing PE or come to school / go home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g. cold weather, other activities on the same day that require more of the body to be covered, we will ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily	No access to Evolve, but discuss with Family of Schools.	GM/SLT	Review when guidance available	
Science and DT Hazard: Risk of transmission of infection	34.1	CLEAPSS have extensive guidance on lesson delivery with Covid19 controls (which is being updated at present) https://www.cleapss.org.uk/		All Staff/SR	By 11 th September	CLEAPPS membership purchased, and reminders to be given to staff about resources available.
Use of shared resources Hazard: Risk of transmission of infection	35.1	General - Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.	See Full Reopening Plan Procedure regarding changing books to be finalised	All Staff All Staff	By end of August By 11 th September	Completed 14 th July
	35.2	General – We have minimised, or removed altogether, soft toys, soft decorations e.g. hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils will be cleaned at the end of the day, but kept to a minimum. We will make an assessment of the cleanability of equipment used in the delivery of therapies (for	See Full Reopening Plan Equipment etc. removed for the partial reopening. Staff will	All Staff	By 7 th September	Completed



RISK ASSESSMENT

		example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of every day.	review when organising classrooms for September			
	35.3	Staff Rooms – The use of shared resources such as fridges, milk, tea, coffee etc. is no longer in place to minimise touch points. Staff have been advised to bring their own provisions in (in a cool bag if food needs to be kept cold).	<i>Note: there are 5 fridges at Holy Trinity.</i> Staff to bring own tea and coffee.	All Staff	By 7 th September	Wipes are available in staff rooms for touch points.
	35.4	Play equipment - Indoor and outdoor play equipment will be more frequently cleaned. This applies to resources used inside and outside by wraparound care providers. If it cannot easily be cleaned after each bubble use throughout the day or kept for one bubble at all times we will allocate specific equipment to a specific bubble on a daily rota basis. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.	Each class will have access to their boxes of mobile outdoor equipment. Fixed play equipment will only be used by the bubble whose zone the equipment is in.	All Staff	By 7 th September	Resources where possible have been allocated to a single bubble.
	35.5	Classroom resources - For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. We will reduce the use of shared resources e.g. stationary, books etc. and allocate individual resources to pupils wherever possible. It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as	See Full Reopening Plans. Additional resources purchased for individual packs. See Parental Booklet and correspondence with parents	All Staff	By 7 th September	Individual resources allocated. Parent booklet on website and sent via text link together with



RISK ASSESSMENT

		lunch boxes, water bottles, hats and coats. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	about children bringing in the minimum equipment			social media updates.
	35.6	Early Years - Shared sand and water play trays and soft dough will be avoided (unless changed regularly throughout the day. We may rotate resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.		All Staff	Ongoing but review weekly	
	35.7	Pupils can take resources e.g library books, home as long as they are quarantined for 48 hours (72 if plastic) on their return if they cannot be cleaned.	No library books to be issued initially. Reading book to be issued and each staff member has proposed a system which allows for 48 hours (72 if plastic).	All Staff	Ongoing but review weekly	
Record keeping	36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.				
Hazard: Records of close contact are not kept and therefore it is not possible to identify where possible	36.2	Records will be kept of pupils and staff in each bubble, and any close contact that takes places between pupils and staff in different groups. Records of visitors, agency staff, volunteers etc. and who they have been working with will also be kept. In order to keep this proportionate, we will utilise existing recording practices e.g. class registers, signing in / out systems, meeting registers, training records, physical intervention records and first aid records. We will not ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.	Staffing records /timetables will be maintained and updated on a weekly basis. Visitor records will be kept up to date. Record of training undertaken. Physical intervention records – see CPOMS. First Aid records to be maintained in usual way.	SS/SLT	Ongoing review weekly	



RISK ASSESSMENT

infection may have occurred.	36.3	We will use a simple record system to log pupils, staff and others who are working together e.g. small group intervention work, PPA cover	See above Intervention record sheet to be put in place.	SLT/All Staff	Ongoing review weekly By 7 th September (production of pro-forma template)	
	36.4	We will record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. CPOMs will be used for this for pupils and Arena for staff.		All Staff	Ongoing review weekly	
	36.5	A record will be kept of which staff have assisted pupils or staff who are displaying symptoms. This will be via first aid incident records or via CPOMs.		All Staff	Ongoing review weekly	
Use of transport Hazard: Ineffective controls increase transmission of infection.	37.1	The approach to minibus / coach / private vehicle transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted in your setting, • use of hand sanitiser before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards). Drivers and passenger assistants should use alcohol hand rub or sanitiser at intervals throughout the journey, and should always do so after performing tasks such as helping a child into the vehicle or handling a child's belongings. • additional cleaning of vehicles, • organised queuing and boarding, 		HoS	Ongoing review weekly	



RISK ASSESSMENT

		<ul style="list-style-type: none">• distancing within vehicles wherever possible and maximising the ventilation of fresh air particularly through opening windows and vents , avoiding the use of face to face seating on home to school transport wherever possible• the use of face coverings for staff and children over the age of 6 (unless exempted for medical or other reasons) where appropriate - for example if they are likely to come into close contact with people outside of their group. Children should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival, in line with their process for disposing of face coverings.				
--	--	---	--	--	--	--