

## Covid-19 : Operational Risk Assessment: March 2021 -

Relevant gov.uk documents: [DFE update Feb 2021](#)  
[Safe working in education - preventing and controlling infection](#)  
[TEF updated opening guidance March 2021](#)

System of Controls as defined in gov.uk guidanceSystem of Controls as defined in gov.uk guidance

### Prevention:

- minimising contact with individuals who are required to self-isolate by ensuring they do not attend the school
- ensuring face coverings are used in recommended circumstances
- ensuring everyone is advised to clean their hands thoroughly more often than usual
- ensuring good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- maintaining enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents
- consider how to minimise contact between individuals and maintain social distancing wherever possible
- keep occupied spaces well ventilated

### Response to any infection:

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

**Activity – Risk assessment for full opening. To be adapted by each Academy to reflect local specifics. Document to be read in conjunction with the TEFAT Full Opening Guidance. This is a dynamic risk assessment and will need to be reviewed by each Academy weekly.**

Hazard	Control measures	Further Actions / school specific	Assessed by school Y/N By whom?
ROUTINE BUILDING RELATED TASKS FOLLOWING PERIOD OF CLOSURE		Updated March 2021	
<b>Building safety issues</b>	<p><b>Routine checks as would normally be followed after summer closure:</b></p> <ul style="list-style-type: none"> <li>● <b>Legionella</b> flushing, routine temperature testing and appropriate disinfection undertaken if necessary</li> <li>● <b>Fire</b> doors, alarm call points, emergency lighting tested and functional</li> <li>● Site and building <b>safety checks</b></li> <li>● <b>Catering equipment</b> checked and run on full clean cycle</li> </ul>	All statutory checks completed	Yes - Site Manager/SLT
<b>Fire safety issues</b>	<ul style="list-style-type: none"> <li>● Pre opening <b>fire safety</b> checks completed (per above)</li> <li>● <b>Fire evacuation</b> procedures reviewed &amp; communicated</li> <li>● Fire procedure takes account of propping</li> </ul>	Adapted bubble fire drill planned for March 2021	Yes - Site Manager

	<p>doors open where appropriate</p> <ul style="list-style-type: none"> <li>● <b>Fire drills</b> planned &amp; executed</li> <li>● <b>Fire marshalls</b> identified &amp; trained on evacuation strategy.</li> </ul>		
<b>PRE OPENING ROOM PREPS</b>		March 2021	
<b>Infection Control</b>	<p>Cleaning and Hygiene</p> <ul style="list-style-type: none"> <li>● Pre opening <b>enhanced clean</b></li> <li>● Take water fountains out of use</li> <li>● <b>Personal PPE Policy</b> covering use, specification, disposal and storage of used face masks or coverings.</li> <li>● All staff refresher of PHE PPE video</li> <li>● PPE supplies, in line with TEFAT PPE policy</li> <li>● <b>Visitor sign in</b> arrangements to be reviewed to ensure no shared pen &amp; antiviral wipes for touchscreens</li> <li>● <b>Lidded bins</b> provided across the school and a regime of regularly emptying</li> <li>● Signage displayed in key areas reinforcing <b>handwashing and respiratory hygiene</b></li> <li>● <b>TEF PPE Policy Feb 21</b></li> </ul> <p>Social distancing measures</p> <ul style="list-style-type: none"> <li>● TEFAT Social Distancing Policy Assess spatial restrictions to be applied to office areas to achieve 2m distancing /non facing layouts</li> <li>● Implement <b>arrival and departure arrangements</b> for parents to reduce</li> </ul>	<ul style="list-style-type: none"> <li>● Site Manager to coordinate deep clean wb 1st March and refresh all cleaning boxes.</li> <li>● Refresher PPE video to be planned prior to pupils return - wb 1st March PDM.</li> <li>● All visitors will be pre-arranged - no 'drop ins' permitted.</li> <li>● All visitors sign in electronically on the Inventory system(each staff member has a fob which further limits the touching of the screen). Inventory screen cleaned before and after use (if used by visitors)</li> <li>● Every classroom has a lidded bin.</li> <li>● Lidded bins situated in office/breakout spaces.</li> <li>● Every classroom has a yellow contaminated waste bag in the event of them having a symptomatic child in class.</li> <li>● Staggered start/finish (8;30 - 8:45 and 3:15 - 30)times &amp; specific entrances for pupils communicated to parents. communication sent to parents</li> </ul>	<p>Yes - Site Manager</p> <p>Yes - SLT</p> <p>Yes - Front office staff</p> <p>Yes - Front office staff</p> <p>Yes - Site Manager</p> <p>Yes - SLT</p>

	<p>simultaneous arrivals / departures to site - consider staggered timings, different routes in, parent drop off protocols</p> <ul style="list-style-type: none"> <li>• Communicate arrangements with staff and parents</li> <li>• Establish <b>visitor control protocol</b> to minimise visits (encourage parents to phone/email with any issues)</li> <li>• Configure <b>reception desk</b> to maintain social distancing. Temporary screen installed where no current provision</li> </ul>	<p>explaining they will not be admitted into the school building. <b>March opening plans 2021</b></p> <ul style="list-style-type: none"> <li>• Only pre-booked visitors are allowed onsite with pre-completed visitor risk assessment in place. All visitors must be approved by SLT.</li> <li>• Front office counter has a protective screen fitted.</li> </ul>	<p>Yes - SLT</p> <p>Yes - Site manager</p>
<b>OPERATIONAL - Infection Control</b>		For EYFS specific actions, please see EYFS Risk Assessment	
<b>Symptomatic people in school</b>	<ul style="list-style-type: none"> <li>• Reinforce protocols to staff and parents re not attending school if they, or a member of their household have <b>Covid-19 symptoms</b>, or have tested positive in the last <b>10 days</b> Or if they have been contacted by the NHS Test and Trace system and advised to isolate</li> <li>• All staff briefed on being <b>vigilant</b> to look out for symptoms in children arriving and through the day.</li> <li>• Procedure in place for <b>managing symptomatic</b> adult or child in school as per TEFAT Infection Control Policy</li> <li>• Identified ventilated hygiene / <b>isolation spaces</b> to “hold” symptomatic child pending collection</li> </ul>	<ul style="list-style-type: none"> <li>• Letter sent to parents which details protocols regarding symptomatic pupils/family members.</li> <li>• September training day - H&amp;S training.</li> <li>• Isolation space identified and communicated to all staff (currently outside classroom as fully ventilated)</li> <li>• New LFD testing process established (Feb 2021) - staff only permitted to work if a negative test is received. All positive tests are</li> </ul>	<p>Yes - SLT</p> <p>Yes - SLT</p> <p>Yes - SLT</p>

	<ul style="list-style-type: none"> <li>Any staff member to isolate for 10 days if classed as a contact of a positive case</li> <li><b>Any positive case to isolate for 10 days from day of becoming symptomatic or obtaining a test and to notify school immediately of test result.</b></li> <li><b>Any adult/child obtaining a test to remain absent from the premises until negative test received</b></li> </ul>	<p>reported to SLT and NHS, follow normal bubble closure protocols for a positive test.</p> <ul style="list-style-type: none"> <li><a href="#">Staff health and circumstance guidance info TEF</a></li> </ul>	
<b>Asymptomatic testing of staff</b>	<ul style="list-style-type: none"> <li>Staff briefed and encouraged to use LFDs for home testing, and kits regularly issued to support twice weekly testing</li> <li>Data on kits issued and results returned are held securely and confidentially</li> </ul>	System fully established since January 2021. If positive tests are received, bubble closure procedures are followed and staff member must obtain a PCR test.	Yes - SLT/HR
<b>Engagement with NHS Test &amp; Trace process</b>	<ul style="list-style-type: none"> <li><b>Staff and parents/carers made aware of requirement to :</b></li> <li>book a test if symptomatic and follow stay at home guidance as appropriate</li> <li>Provide details of anyone they have been in close contact with if test positive</li> <li>Use the home testing kit supplied by the school in line with instructions -</li> <li>Inform school of results (evidence should not be requested)</li> </ul>	<ul style="list-style-type: none"> <li>Letter sent to parents which details protocols regarding booking tests and communicating results to school asap.</li> <li>LFD tests to be reported to NHS and SLT</li> <li>March 2021 staff updates</li> <li><a href="#">Staff health and circumstance guidance info TEF</a></li> </ul>	<p>Yes - SLT</p> <p>Yes - SLT</p>
<b>Cleaning and Hygiene</b>	<ul style="list-style-type: none"> <li><b>Regular cleaning</b> of spaces(3 X daily), sports/play equipment and teaching</li> </ul>	<ul style="list-style-type: none"> <li><b>All cleaning equipment to be kept out of reach of children at</b></li> </ul>	Yes - All staff

<p><i>“Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products”</i></p>	<p>resources based upon an assessment of the cleaning needs for each space / item</p> <ul style="list-style-type: none"> <li>• All teaching rooms have <b>hygiene boxes</b> and protocol displayed for “clean as you go”</li> <li>• Protocol in place for <b>daytime clean</b> of toilet and other shared areas, including contact points</li> <li>• Protocol in place for effective <b>end of day routine clean</b> (see guidance)</li> <li>• Proactive arrangement for regular <b>handwashing and good respiratory hygiene</b> for all staff and children</li> <li>• Protocol in place to manage risk of <b>ingestion of hand sanitiser</b></li> <li>• Protocol in place for <b>children’s belongings</b> (coats, bags, water bottle, etc)</li> <li>• <b>Lidded bins</b> in all rooms for used tissues, emptied regularly</li> <li>• Protocol established for managing potentially <b>contaminated waste</b></li> <li>• Windows and doors opened to increase air circulation</li> </ul>	<p><b>all times.</b></p> <ul style="list-style-type: none"> <li>• March training day/daily briefing - H&amp;S training including all cleaning routines - Staff to plan in key points in the day where children wash their hands (after break times, before dinner, after dinner etc).</li> <li>• Every classroom has a lidded bin.</li> <li>• Staff to talk to children (particularly younger children) about the importance of not putting hand sanitizer in their mouths.</li> <li>• Children will always be supervised by a member of staff when using hand sanitiser.</li> <li>• All classrooms have windows - staff to ensure windows are open and rooms are well ventilated.</li> <li>• Sports Hall - floor is sanitised between each P.E session.</li> <li>• Water dispensers - pupils are not permitted to use water dispensers. Water is collected by members of staff.</li> <li>• Pupils are encouraged to bring in their own water bottles.</li> <li>• For EYFS specific actions, please see EYFS Risk Assessment.</li> <li>• <b>EYFS RA 2021</b></li> <li>• copy of the COSHH data sheet for products in the Hygiene box for</li> </ul>	<p>Yes - SLT</p> <p>Yes - class-based staff</p> <p>Yes - class-based staff</p>
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		<p>ease of reference</p> <ul style="list-style-type: none"> <li>● <b>Handwashing:</b></li> <li>● <i>On arrival</i></li> <li>● <i>Returning from breaks</i></li> <li>● <i>Changing rooms</i></li> <li>● <i>Before and after eating</i></li> <li>● <i>Before leaving</i></li> </ul> <ul style="list-style-type: none"> <li>● Windows and doors open to allow increased ventilation - children can wear additional fleece/sweatshirt if they become cold</li> </ul>	
<p><b>Social Distancing</b></p> <p><i>“Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum”</i></p>	<ul style="list-style-type: none"> <li>● <b>Bubbles</b> : Establish consistent pupil groupings, staffing arrangements, activities to maintain distancing, with no switching between groups</li> <li>● <b>Minimise staff movement</b> between bubbles and where unavoidable, maintain 2m distancing if possible</li> <li>● <b>Avoid gatherings</b> of more than one group</li> <li>● <b>Staggered start / finish times:</b> Meet and greet arrangements : staff / pupils / parents</li> <li>● School transport arrangements achieve social distancing compliance / encourage to walk/cycle</li> <li>● Staggered <b>lunch</b> and break times</li> <li>● <b>Staffroom provision</b> dispersed to minimise numbers using one space</li> </ul>	<ul style="list-style-type: none"> <li>● Class bubbles have been established and staff have been allocated to class bubbles.</li> <li>● Signage on all classroom doors to remind staff not to enter unless they are part of the bubble.</li> <li>● Face masks to be worn by adults if staff are in any space that a 2m distance cannot be maintained.</li> <li>● KS1 &amp; KS2 have different break times outside and each year group has their own zone to enable social distancing.</li> <li>● Staff have been briefed on ‘break out’ areas across the school for eating/making drinks to prevent crowding in the main staff room.</li> </ul>	<p>Yes - SLT/CT</p> <p>Yes - SLT</p> <p>Yes - SLT</p> <p>Yes - SLT</p>

		<p>Break out spaces allocated to specific teams with separate kitchen equipment.</p> <ul style="list-style-type: none"> <li>● Signage for cleaning displayed in all shared breakout spaces.</li> <li>● Cleaning protocol in place for wiping down areas where staff have worked/touched (ie - kettles/microwaves etc)</li> <li>● Parent letter (Feb 21) reminding parents about school entrances and exits to reduce overcrowding and maintaining social distance at all times <a href="#">Parent letter 1 - Feb 21</a></li> </ul>	Yes - SLT
<p><b>Arriving and departing the school site</b></p> <p><i>“..schools should consider staggered starts or adjusting start and finish times to keep groupings apart”</i></p>	<ul style="list-style-type: none"> <li>● <b>Stagger arrival and departure times</b></li> <li>● Implement measures to <b>avoid parents gathering</b> in one area</li> <li>● Local protocols for <b>safe removal and storage or disposal</b> of individuals’ face coverings used for travelling to and from school -</li> </ul>	<ul style="list-style-type: none"> <li>● Staggered start/finish times.</li> <li>● Pupils are asked to remove their face coverings before entering the building.</li> <li>● Parents/carers to wear face coverings when drop off/collection <a href="#">Parent letter 1 - Feb 21</a></li> </ul>	Yes - SLT/CT
<p><b>Classroom arrangements</b></p> <p><i>“Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact...”</i></p>	<ul style="list-style-type: none"> <li>● <b>Social distancing</b> applied <u>where possible</u>:</li> <li>● Adults 2m distance from each other and from children</li> <li>● Adults avoid close face-to-face contact and minimise the time spent within 1m of anyone.</li> <li>● Support children to maintain distance and not touch staff and their peers</li> </ul>	<ul style="list-style-type: none"> <li>● Staff are reminded daily about keeping social distance, where possible and the wearing of face masks by adults if not - daily briefing</li> <li>● Staff to remind pupils about keeping as much distance as possible, avoid sharing resources, avoid touching each other etc.</li> <li>● New routines to become</li> </ul>	<p>Yes - All Staff</p> <p>Yes - All staff</p> <p>Yes - EYFS/KS1</p>



<p><i>“.. there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting.”</i></p>	<ul style="list-style-type: none"> <li>● <b>Adapt seating</b> to avoid face to face</li> <li>● Frequently used equipment such as pens/pencils should <b>not be shared</b></li> <li>● Resources such as books and games can be shared within a bubble but should be <b>cleaned</b> frequently</li> <li>● Pupils to limit the amount of equipment they bring into school to essentials such as a lunch box, coat, book, stationery, this can be in a bag</li> <li>● PE : prioritise outdoor sport</li> <li>● Indoor PE in large spaces to maximise distancing</li> </ul>	<p>established ASAP with younger children</p> <ul style="list-style-type: none"> <li>● 1:1s - where possible, to work at 2m social distance and avoid face to face contact - working alongside at a distance, where possible.</li> </ul> <p><b><u>Face masks MUST be worn by adults in communal areas if 2m distance cannot be maintained</u></b></p> <ul style="list-style-type: none"> <li>● 1:1 working with challenging pupils can wear PPE if they wish.</li> <li>● Classroom layouts have been adapted to ensure forward facing tables - staff to ensure that pupils have their own equipment (pencils, rulers etc) and are reminded not to share equipment.</li> <li>● Classroom layout lends itself to 2m distancing wherever possible.</li> <li>● Any other resources such as books, games shared within the bubble are cleaned after use and stored away.</li> <li>● P.E will take place outside, where possible. Where it has to take place inside, pupils will be reminded about keeping distance as much as possible.</li> </ul>	<p>staff</p> <p>Yes - 1:1 staff</p> <p>Yes - class-based staff</p> <p>Yes-class-based staff</p> <p>Yes - SLT</p>
<p><b>Use of PPE</b> <i>“The majority of staff .. will</i></p>	<ul style="list-style-type: none"> <li>● <a href="#">TEF PPE policy March 21</a> aligns with gov.uk guidance</li> </ul>	<ul style="list-style-type: none"> <li>● Staff rewatch use of PPE video (March 2021) <a href="#">PPE video</a></li> </ul>	<p>Yes Site manager</p>

<p><i>not require PPE beyond what they would normally need for work.”</i></p>	<ul style="list-style-type: none"> <li>● Staff <b>refresh</b> / trained (via PHE Video) on safe use of PPE</li> <li>● Ensure <b>adequate PPE supplies</b> maintained on site</li> <li>● Local protocols for <b>safe removal and storage or disposal</b> of individuals’ face coverings used for travelling to and from school</li> </ul>	<p>all staff have signed confirmation that they have read key documentation &amp; watched the PPE video).</p> <ul style="list-style-type: none"> <li>● Ensure there are adequate amounts of PPE available for each of the bubbles. GB to regularly check stocks of PPE.</li> <li>● Parents have been informed that masks are not needed for children in school and should be disposed of before coming on to the school site.</li> <li>● Where it is not possible to maintain a social distance of 2m in communal areas then a face mask must be worn by adults.</li> </ul>	<p>/SLT/CT</p>
<p><b>Managing toilets</b></p> <p><i>“Different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils.. Encouraged to clean their hands ...”</i></p>	<ul style="list-style-type: none"> <li>● <b>Designated toilets</b> per group or groups where possible (not essential)</li> <li>● Regime of regular <b>cleaning</b> pre, post and during school day</li> <li>● Consider displaying a <b>log of cleaning</b> in the space</li> </ul>	<ul style="list-style-type: none"> <li>● Pupil toilets have been allocated to each bubble and there will be clear signage on all toilet doors.</li> <li>● Staff to ensure that pupils only use their allocated toilet.</li> <li>● Staff toilets - staff to restrict the toilets they use to those in their immediate working area. Staff to ensure that toilets are cleaned before and after use (cleaning equipment will be available in each staff toilet).</li> <li>● Additional toilet cleaning to take place part way through the day for</li> </ul>	<p>Yes - SM/SLT</p> <p>Yes - cleaning team</p>

		<p>staff &amp; pupil toilets.</p> <ul style="list-style-type: none"> <li>● Cleaning log established</li> </ul>	
<b>Managing circulation areas</b>	<ul style="list-style-type: none"> <li>● Timetabling to ensure <b>minimal need to move</b> between class base and other areas</li> <li>● Implement <b>one way system</b> along corridors, where appropriate / achievable</li> </ul>	<ul style="list-style-type: none"> <li>● School's expectations for walking along corridors/up &amp; down stairs already embedded - no congregating in corridors, walking in lines. Reminders of these routines to be established with younger pupils ASAP</li> <li>● Staff wearing face coverings if entering another bubble space</li> <li>● Distance to be kept within corridors and break out spaces</li> </ul>	Yes - SLT/CT
<b>Managing teaching resources / equipment</b>	<ul style="list-style-type: none"> <li>● No <b>sharing of frequently used</b> equipment eg pens, pencils</li> <li>● Shared resources (books, games etc) to be regularly cleaned</li> <li>● Sports equipment cleaned between uses</li> <li>● Resources shared between bubbles to be meticulously cleaned or taken out of use for 48 hours (72 hours for plastics) between use by different bubbles</li> </ul>	<ul style="list-style-type: none"> <li>● Class-based staff to ensure that pupils have their own frequently used equipment (ie pencils, rulers etc).</li> <li>● Cleaning procedures are in place for equipment used outside (used equipment in designated boxes which will then be meticulously cleaned before reuse).</li> <li>● Class-based staff to talk to pupils about only using their equipment and not sharing with other pupils.</li> <li>● Chrome books are cleaned pre and post use.</li> </ul>	Yes - SLT/LMT/CT
<b>Managing school meals</b>	<ul style="list-style-type: none"> <li>● Consider lunchtime <b>timings</b> and arrangements to avoid bubbles conflicting</li> </ul>	<ul style="list-style-type: none"> <li>● Lunchtimes have been staggered to ensure that social distancing</li> </ul>	Yes - SLT

<p><i>“..kitchens will be fully open from the start of the autumn term..”</i></p>	<ul style="list-style-type: none"> <li>● <b>Cleaning</b> regime for dining room after each bubble serving</li> </ul>	<p>can take place in the playground.</p> <ul style="list-style-type: none"> <li>● Each class bubble has their lunchtime supervisor allocated to a bubble and are responsible for cleaning tables/surfaces once lunch has been eaten.</li> <li>● Staff to ensure that pupils are aware of where their zone is and the importance of remaining in their zone.</li> <li>● The dining room will only be used for Reception /Sun and Star pupils to eat their lunch.</li> <li>● All other year groups will eat their lunch in their classrooms- lunch rubbish will be tied up in a bin bag and left outside the classroom to be collected by cleaning staff.</li> </ul>	<p>Yes - All staff</p>
<p><b>Managing Wraparound care</b></p> <p><i>“Schools should consider resuming any breakfast and after-school provision, where possible..”</i></p>	<ul style="list-style-type: none"> <li>● Children to be kept within their bubble if possible or establish <b>small consistent groups</b></li> </ul>	<ul style="list-style-type: none"> <li>● BC for KWVP only for the remainder of the Spring term due to staffing numbers.</li> <li>● Hall space ensures that more than 2m distancing can safely be maintained with desktop activities only.</li> <li>● No ASC provision for Spring term due to staffing limitations.</li> </ul>	<p>Yes - SLT</p>
<p><b>Visitors, Visiting Professionals and Contractors on site</b></p> <p><i>“Supply staff and other</i></p>	<ul style="list-style-type: none"> <li>● Maintain <b>record</b> of all visitors to site</li> <li>● <b>Minimise to essential</b> &amp; pre arranged only - No entry without prior agreement</li> <li>● Instructions given <u>in advance</u> on <b>site specific</b> arrangements covering social</li> </ul>	<ul style="list-style-type: none"> <li>● Only essential visits will be permitted.</li> <li>● All visitors will be pre-planned - visitor organisers must complete a visitor risk assessment before the</li> </ul>	<p>Yes - visit organisers</p>

<p><i>temporary workers can move between schools, but ...minimise the number of visitors where possible”</i></p>	<p>distancing, entry hygiene arrangements, avoiding contact with bubbles</p> <ul style="list-style-type: none"> <li>● Arrival and departure times to fall outside of pupil timings where possible</li> <li>● <b>Check contractor company Covid-19 risk assessments</b> and method statements and align with academy operational risk assessment - Trust review and approval of contractor risk assessments required</li> <li>● Normal safer recruitment requirements for contractors/regular visitors apply</li> </ul>	<p>visit takes place which has to be signed off by SLT.</p> <ul style="list-style-type: none"> <li>● All visitors will be given a lanyard reminder of all protective measures in place - front office staff to brief all visitors before admitting into school.</li> <li>● Site manager to ensure any contractors have shared their COVID-19 risk assessment before the visit takes place</li> </ul>	<p>Yes - Site Manager</p>
<p><b>Contaminated Waste Management</b></p>	<ul style="list-style-type: none"> <li>● Follow gov.uk guidance:</li> <li>● Designated space established for storing of potentially contaminated waste, pending testing results</li> <li>● Confirmed contaminated waste held for 72 hours before normal disposal</li> </ul>	<ul style="list-style-type: none"> <li>● Yellow contaminated waste bags in every classroom/working area.</li> <li>● Any potentially contaminated waste to be disposed of in the yellow bags and these are to be disposed of in the contaminated waste bins (situated in the medical room &amp; by the First Aid station).</li> <li>● Supreme clean to dispose of contaminated waste.</li> <li>● Alert site manager if any bin has been used for contaminated waste.</li> </ul>	<p>Yes - SLT/Site manager</p>
<p><b>Emergency evacuation / lockdown</b></p>	<ul style="list-style-type: none"> <li>● Fire escape doors operational and emergency exits unobstructed</li> <li>● Whilst social distancing should be observed as much as possible, in an emergency, the priority is to instigate the prescribed process (evacuation or lockdown) as quickly as</li> </ul>	<ul style="list-style-type: none"> <li>● Modified bubble Fire Drill planned in for early Spring 1.</li> </ul>	

	<p>possible</p> <ul style="list-style-type: none"> <li>● Evacuation and lockdown processes refined to take account of revised class organisation and site adjustments</li> <li>● Fire drills take place periodically</li> <li>● PEEPs revised and adapted to suit revised fire strategy</li> </ul>		
<b>First Aid</b>	<p>Administering first aid to children whilst ensuring social distancing:</p> <ul style="list-style-type: none"> <li>● Where appropriate, children should be supported from a 2m distance to address their own first aid needs (applying cold pack, antiseptic wipe, plaster etc)</li> <li>● Where younger children are involved, or greater invention is required resulting in 2m distancing not being achievable, first aider to work side by side not face to face with the child, appropriate PPE to be used dependent upon the situation.</li> <li>● Where a child is symptomatic, full PPE of disposable apron, disposable gloves and face mask to be worn by adult. Visor / goggles to be worn if first aider is at risk of bodily fluids entering eyes.</li> <li>● First Aider to wash hands for at least 20seconds following contact</li> <li>● All surfaces / contact points to be antiviral cleaned</li> </ul>	<ul style="list-style-type: none"> <li>● H &amp; S briefing shared with staff. March updates. <b>March opening plans 2021</b></li> <li>● Site manager to ensure there is always a supply of cleaning products available close to first aid stations &amp; in medical room with appropriate COSSH info.</li> </ul>	
<b>Managing educational visits</b>	<ul style="list-style-type: none"> <li>● No residential visits</li> <li>● Non residential visits to be subject to specific risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>● No residential visits are planned for academic year 2020/21</li> <li>● No trips/visits planned for the remainder of the academic year.</li> </ul>	Yes - SLT

<p><b>Pupil behaviour / needs</b></p>	<ul style="list-style-type: none"> <li>● Identify amendments to existing risk assessments that need to be in place for identified pupils to make a successful return to full time education</li> <li>● Ensure recently identified ‘vulnerable pupils’ have a risk assessment in place which is subject to regular review</li> <li>● Where possible allocating dedicated staff to care for individual pupils where personal care is needed</li> </ul>	<p>Refer to Safeguarding Checklist for reopening &amp; Generic Risk Assessment for Vulnerable Pupils.SHP COVID-19 Behaviour Policy</p>	<p>Yes - DSL</p> <p>Yes - Behaviour Lead</p>
<p><b>Staffing availability</b></p>	<ul style="list-style-type: none"> <li>● Identify staff requirements and availability</li> <li>● Refer to Staff Health &amp; Circumstances (September 2020) for guidance on which employees are higher risk to return to work and steps required</li> <li>● Ensure you ask every staff member to advise you if they have any additional risks associated with their health or circumstances using the definitions on page 1 of the employee risk assessment for guidance</li> <li>● Complete an individual risk assessment for each employee with any additional risks using the REVISED Employee Health &amp; Circumstances Risk Assessment (COVID-19 September form or review and update the original risk assessments noting that the guidance for individuals previously advised to shield has been paused</li> <li>● Remind all staff to update you of any changes to their health or circumstances on an ongoing basis</li> </ul>	<p>NB - essential sufficient leadership, first aiders, fire marshalls, DSLs, SENDCo, premises team, cleaners are planned in bubble model.</p> <p>RA's reviewed every 4 weeks by HR team (all updated March 2021) Feb 2021 new criteria for “shielding staff” incorporated into the individual RAs Feb 2021 - additional shielding staff off site until at least 31/3 based on latest govt guidance.This to be incorporated into future staff RAs.</p>	<p>Yes - SLT/HR team</p>

	<ul style="list-style-type: none"> <li>● Ensure you discuss and complete an employee risk assessment in advance for any new staff joining you in September 2020 or for staff returning from maternity leave, long term sick leave etc</li> </ul>	-HR team have this in place	
<b>Staff communications</b>	<ul style="list-style-type: none"> <li>● Ensure all staff attending school are aware of arrangements in advance of opening and any revisions to arrangements on an ongoing basis</li> </ul>	<p><u>TEF Guidance acknowledgement form</u></p> <p>Include contract cleaners / caterers in site specific training, protocols, policies etc</p>	Yes - SLT and site manager
<b>Staff wellbeing</b>	<ul style="list-style-type: none"> <li>● Use of Trust guidance for supporting pupils in school - Bereavement Guidance &amp; Resources Pack.</li> <li>● Access to safeguarding supervision through the Safeguarding SIG</li> <li>● Regional SEND support for SENCos - Lon and WM regional role, EA Education Psychologist.</li> <li>● Coaching to be provided for middle leaders focussed on leadership skills to support teams</li> <li>● Online wellbeing resources available.</li> <li>● Use of established wellbeing champions and HR leads in schools</li> </ul>	<ul style="list-style-type: none"> <li>● HR manager has shared all guidance from TEF with staff via email.</li> <li>● Monthly EAP updates provided by HR.</li> <li>● DSL &amp; HR manager - wellbeing champions.</li> <li>● Daily conversations with staff as needed.</li> </ul>	HR FW - DSL AT - WB
<b>Pupil wellbeing</b>	<ul style="list-style-type: none"> <li>● Trust guidance for supporting pupils in school Bereavement Guidance &amp; Resources Pack.</li> <li>● Transition ideas to support pupils shared at Safeguarding SIG and Vulnerable Pupil SIG</li> <li>● Regional SEND support for SENCos - Lon</li> </ul>	<ul style="list-style-type: none"> <li>● Weekly PHSE sessions and daily talk/reflection time</li> <li>● Wellbeing support for identified children and families</li> <li>● Individual pupil RA for identified pupils</li> </ul>	Yes - SLT/DSL/WB team



	and WM regional role, EA Education Psychologist <ul style="list-style-type: none"><li>• Safeguarding checklist for reopening includes risk assessment consideration for identified pupil individual vulnerabilities</li></ul>		
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Signed on behalf of the Academy

Name A.Shephard

Date 25 February 2021

Signed on behalf of TEFAT

Name Hugh Greenway

Date 4 March 2021

