

Covid-19 : Operational Risk Assessment for full opening at Cavalry : January 2021

Relevant gov.uk documents: [Guidance for full opening - schools](#) (2 July 2020)
[Education and Childcare settings : New National restrictions 5 November 2020](#)
[Tier 4 restrictions introduced in Cambridgeshire 26.12.2020](#)

System of Controls as defined in gov.uk guidance

Prevention:

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

Response to any infection

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

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? F McCallum unless stated otherwise
ROUTINE BUILDING RELATED TASKS FOLLOWING PERIOD OF CLOSURE			
Building safety issues	<p>Routine checks as would normally be followed after summer closure:</p> <ul style="list-style-type: none"> ● Legionella flushing, routine temperature testing and appropriate disinfection undertaken if necessary ● Fire doors, alarm call points, emergency lighting tested and functional ● Site and building safety checks ● Catering equipment checked and run on full clean cycle 	<ul style="list-style-type: none"> ● Weekly water flushing to continue throughout holiday including emptying kitchen tanks ● Routine checks for fire safety will continue weekly ● Kitchen staff in for deep clean on 04/09/20 ● All relevant 	<p>Y action: A Deller</p> <p>Y Action: A Deller</p> <p>Y Action: Lunchtime UK</p> <p>Y</p>

		statutory checks are up to date	
Fire safety issues	<ul style="list-style-type: none"> • Pre opening fire safety checks completed (per above) • Fire evacuation procedures reviewed & communicated • Fire procedure takes account of propping doors open where appropriate • Fire drills planned & executed • Fire marshalls identified & trained on evacuation strategy 	<p>Included in new staff handbook</p> <p>Included in new staff handbook</p>	<p>Y Action: A Deller</p> <p>Y</p> <p>Y</p> <p>Y Action: F McCallum fire drill scheduled for 15/09/20</p> <p>Y Action: F McCallum to recap at whole staff briefing on 03/09/20</p>
PRE OPENING ROOM PREPS			
Infection Control	<p>Cleaning and Hygiene</p> <ul style="list-style-type: none"> • Pre opening enhanced clean • Take water fountains out of use • Updated TEFAT PPE Policy covering use, specification, disposal and storage of used face masks or coverings. • All staff refresher of PHE PPE video • PPE supplies, in line with TEFAT PPE policy 	<p>Usual summer holiday deep clean</p>	<p>Y</p> <p>Y</p> <p>Y Action: FM to share with all staff prior to term start</p> <p>Y Action: FM to share with all staff at whole staff briefing on 03/09/20</p> <p>Y</p>

	<ul style="list-style-type: none"> • Visitor sign in arrangements to be reviewed to ensure no shared pen & antiviral wipes for touchscreens • Lidded bins provided across the school and a regime of regularly emptying • Signage displayed in key areas reinforcing handwashing and respiratory hygiene <p>Social distancing measures</p> <ul style="list-style-type: none"> • Updated TEFAT Social Distancing Policy <ul style="list-style-type: none"> • Assess spatial restrictions to be applied to office areas to achieve 2m distancing /non facing layouts <ul style="list-style-type: none"> • Implement arrival and departure arrangements for parents to reduce simultaneous arrivals / departures to site - consider staggered timings, different routes in, parent drop off protocols • Encourage parents to wear face coverings when dropping off/collecting • Communicate arrangements with staff and parents 	<p>Main office arrangements meet guidance New arrangement in place for SE and TE</p> <p>Staggered start and finish times; one way systems for school and EYFS One parent per family</p> <p>Letters to parents on 6/11 and 9/11 and 31/12/2020</p> <p>Guide for Parents to be sent out end Aug Updated staff</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y Action: FM to share with all staff prior to term start</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y Action: FM</p>
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	<ul style="list-style-type: none"> Establish visitor control protocol to minimise visits to essential only (encourage parents to phone/email with any issues) All visitors to site to wear face coverings Configure reception desk to maintain social distancing. Temporary screen installed where no current provision 	<p>handbook to be issued 03/09/20</p> <p>Guide for Parents to be sent out end Aug</p> <p>Floor markings in place</p>	<p>Y</p> <p>Y</p>
OPERATIONAL - Infection Control			
Symptomatic people in school	<ul style="list-style-type: none"> Reinforce protocols to staff and parents re not attending school if they, or a member of their household have Covid-19 symptoms, or have tested positive in the last 10 days Or if they have been contacted by the NHS Test and Trace system and advised to isolate All staff briefed on being vigilant to look out for symptoms in children arriving and through the day. Procedure in place for managing symptomatic adult or child in school as per TEFAT Infection Control Policy Identified ventilated hygiene / isolation spaces to “hold” symptomatic child pending collection 	<p>Guide for Parents to be sent out end Aug</p> <p>Updated staff handbook to be issued 03/09/20</p> <p>Updated staff handbook to be issued 03/09/20</p> <p>Updated staff handbook to be issued 03/09/20</p> <p>Outside or conference room</p>	<p>Y</p> <p>Y</p> <p>Y</p>

<p>Engagement with NHS Test & Trace process</p> <p><i>“Schools must ensure they understand the NHS T&T process”</i></p>	<ul style="list-style-type: none"> ● Staff and parents/carers made aware of requirement to : ● book a test if symptomatic and follow stay at home guidance as appropriate ● Provide details of anyone they have been in close contact with if test positive ● Use the home testing kit supplied by the school in line with instructions ● Inform school of results (evidence should not be requested) 	<p>Guide for Parents to be sent out end Aug</p> <p>Updated staff handbook to be issued 03/09/20</p>	<p>Y Action: FM</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p>Cleaning and Hygiene</p> <p><i>“Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products”</i></p>	<ul style="list-style-type: none"> ● Regular cleaning of spaces, sports/play equipment and teaching resources based upon an assessment of the cleaning needs for each space / item ● All teaching rooms have hygiene boxes and protocol displayed for “clean as you go” ● Protocol in place for daytime clean of toilet and other shared areas, including contact points ● Protocol in place for effective end of day routine clean (see guidance) ● Proactive arrangement for regular handwashing and good respiratory hygiene 	<p>On the spot cleaning of classroom resources by staff</p> <p>Sports equipment cleaned between use by different groups</p> <p>Chrome books cleaned between use by different groups</p> <p>One cleaner works additional 11.30 to 12.30 clean</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

	<p>for all staff and children</p> <ul style="list-style-type: none"> ● Protocol in place to manage risk of ingestion of hand sanitiser ● Protocol in place for children's belongings (coats, bags, water bottle, etc) ● Lidded bins in all rooms for used tissues, emptied regularly ● Protocol established for managing potentially contaminated waste ● Windows and doors opened to increase air circulation 	<p>Supervision during use, or skin cleaning wipes Washing hands with soap and water preferred option for staff and children</p> <p>Updated staff handbook to be issued 03/09/20</p> <p>Open windows and doors fully periodically throughout the day - ideally every 90mins for at least 15 minutes</p> <p>Review uniform requirements to support children wearing an extra layer, enabling windows to remain open</p>	<p>Y</p> <p>Y Action: FM</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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<p>Social Distancing</p> <p><i>“Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum”</i></p>	<ul style="list-style-type: none"> ● Bubbles : Establish consistent pupil groupings, staffing arrangements, activities to maintain distancing, with no switching between groups ● Minimise staff movement between bubbles and where unavoidable, maintain 2m distancing if possible ● Avoid gatherings of more than one group ● Staggered start / finish times: Meet and greet arrangements : staff / pupils / parents ● School transport arrangements achieve social distancing compliance / encourage to walk/cycle ● Staggered lunch and break times ● Staffroom provision dispersed to minimise numbers using one space 	<p>Each class is a bubble. Nursery split into 2 bubbles. See ‘safer ways of working dartboard’ - staff allocated to one class only as much as possible</p> <p>Assemblies in bubbles via hangouts</p> <p>Staggered start and finish for school and nursery; parents not allowed in building; children enter through class fire doors</p> <p>no use of public transport by pupils</p> <p>See rota</p> <p>Music room & Community Room/ Old School house when ready in use as an additional staff rooms. Staff</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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		breaks staggered	
<p>Arriving and departing the school site</p> <p><i>“..schools should consider staggered starts or adjusting start and finish times to keep groupings apart”</i></p>	<ul style="list-style-type: none"> ● Stagger arrival and departure times ● Implement measures to avoid parents gathering in one area ● Local protocols for safe removal and storage or disposal of individuals’ face coverings used for travelling to and from school ● encourage parents to wear face coverings when dropping off/collecting 	<p>School & Nursery staggered by surname: A to F 8.40 to 8.50 G to O 8.50 to 9.00 P to Z 9.00 to 9.10 (all 5 mins later for Nursery)</p> <p>A to F 2.45 to 2.55 G to O 2.55 to 3.05 P to Z 3.05 to 3.15 One way system for school and nursery</p> <p>Updated staff handbook to be issued 03/09/20 Letters to parents 6/11 and 9/11 and 31/12/2021</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Action: FM</p> <p>Y</p> <p>Y</p>
<p>Classroom arrangements</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"> ● Social distancing applied <u>where possible</u>: ● Adults 2m distance from each other and from children ● Adults avoid close face-to-face contact and minimise the time spent within 1m of anyone. ● Support children to maintain distance and not touch staff and their peers 	<p>See Cavalry ‘Safer ways of working dartboard’</p>	<p>Y</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"> ● Adapt seating to avoid face to face ● Maximise ventilation as much as the space permits by keeping a number of windows open at all times and opening all available doors and windows at regular (90minute) intervals throughout the day ● Frequently used equipment such as pens/pencils should not be shared ● Resources such as books and games can be shared within a bubble but should be cleaned frequently ● Pupils to limit the amount of equipment they bring into school to essentials such as a lunch box, coat, book, stationery, this can be in a bag ● PE : prioritise outdoor sport 	<p>Forward facing desks from Y3 upwards</p> <p>Individual pencil cases from Y1 upwards. EYFS use increased cleaning protocols</p> <p>See ‘on the spot’ cleaning protocols</p> <p>No stationery from home</p> <p>PE outdoors or one bubble at a time in the hall</p> <p>Singing sessions to take place outside (e.g outdoor classroom)</p> <p>Peripatetic lessons</p>	<p>Y Action: teachers when setting up rooms</p> <p>Y Action: teachers when setting up rooms</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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	<ul style="list-style-type: none"> Indoor PE in large spaces to maximise distancing Music : singing, playing brass or wind instruments to be outside or, if inside, in small groups of less than 15 and arranged to avoid face to face. Instruments not to be shared. 	<p>max of 3 children in group, using community room, 2m social distancing and well ventilated</p> <p>Useful guidance here from Music Mark</p>	
<p>Use of PPE</p> <p><i>“The majority of staff .. will not require PPE beyond what they would normally need for work.”</i></p>	<ul style="list-style-type: none"> Updated TEFAT PPE Policy aligns with gov.uk guidance Staff refresh / trained (via PHE Video) on safe use of PPE Ensure adequate PPE supplies maintained on site Local protocols for safe removal and storage or disposal of individuals’ face coverings used for travelling to and from school 	<p>See above</p> <p>See above</p> <p>Top up order received 15/07</p> <p>See staff/parent handbooks - sealed plastic bag provided by home; wash hands after touching</p> <p>Staff encouraged to use face mask/visor at their discretion when in close proximity to others.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p>Managing toilets</p> <p><i>“Different groups don’t need to be allocated their own toilet blocks, but toilets will need to</i></p>	<ul style="list-style-type: none"> Designated toilets per group or groups where possible (not essential) Regime of regular cleaning pre, post and 	<p>Use toilets as per summer term bubbles</p> <p>Toilet areas cleaned late morning</p>	<p>Y</p> <p>Y</p>

<p><i>be cleaned regularly and pupils.. Encouraged to clean their hands ...”</i></p>	<p>during school day</p> <ul style="list-style-type: none"> Consider displaying a log of cleaning in the space 	<p>Logs of cleaning in every toilet area and classroom</p>	<p>Y</p>
<p>Managing circulation areas</p>	<ul style="list-style-type: none"> Timetabling to ensure minimal need to move between class base and other areas Implement one way system along corridors, where appropriate / achievable 	<p>All eat lunch in classrooms; hot dinners brought down in trolleys</p> <p>Enter/exit classrooms for break times via fire exits as much as possible</p> <p>C1/2/3 access cloakrooms at different time Y2/3 keep coats in classrooms to minimise use of large cloakroom Y5/6 access cloakrooms at different time</p> <p>Minimal use of corridors</p>	<p>Y</p> <p>Y</p>
<p>Managing teaching resources / equipment</p>	<ul style="list-style-type: none"> No sharing of frequently used equipment eg pens, pencils Shared resources (books, games etc) to be 	<p>See above</p>	<p>Y</p> <p>Y</p>

	<p>regularly cleaned</p> <ul style="list-style-type: none"> • Sports equipment cleaned between uses • Resources shared between bubbles to be meticulously cleaned or taken out of use for 48 hours (72 hours for plastics) between use by different bubbles 	<p>JC to organise cleaning or quarantining of PE equipment between groups</p> <p>Chrome books cleaned between use by different classes System in place for management of reading books - scheme and library - Reading books quarantined before return to shelf</p>	<p>Y</p> <p>Y</p>
<p>Managing school meals</p> <p><i>“..kitchens will be fully open from the start of the autumn term..”</i></p>	<ul style="list-style-type: none"> • Consider lunchtime timings and arrangements to avoid bubbles conflicting • Cleaning regime for dining room after each bubble serving 	<p>All meals eaten in classroom bubbles</p> <p>Dining hall not in use</p>	<p>Y</p> <p>Y</p>
<p>Managing Wraparound care</p> <p><i>“Schools should consider resuming any breakfast and after-school provision, where possible..”</i></p>	<ul style="list-style-type: none"> • Children to be kept within their bubble if possible or establish small consistent groups 	<p>Y1 to Y6 kept in class bubble groups by sitting at separate tables in the hall with 2m distancing between</p>	<p>Y</p>

		tables Rec & Nursery become one small consistent group in Community room for Breakfast Club and in hall for Stay & Play	
<p>Visitors, Visiting Professionals and Contractors on site</p> <p><i>“Supply staff and other temporary workers can move between schools, but ...minimise the number of visitors where possible”</i></p>	<ul style="list-style-type: none"> ● Maintain record of all visitors to site ● Minimise to essential & pre arranged only - No entry without prior agreement ● Instructions given <u>in advance</u> on site specific arrangements covering social distancing, entry hygiene arrangements, avoiding contact with bubbles, wearing face covering whilst indoors ● Arrival and departure times to fall outside of pupil timings where possible ● Check contractor company Covid-19 risk assessments and method statements and align with academy operational risk assessment - Trust review and approval of contractor risk assessments required ● Normal safer recruitment requirements for contractors/regular visitors apply 	<p>Electronic sign in system</p> <p>Create guide to share with contractors/visitors, email out in advance</p>	<p>Y</p> <p>Y Action: office staff</p> <p>Y Action: FM</p> <p>Y</p> <p>Y Action: TB to obtain and share with T Martin</p> <p>Y</p>
Contaminated Waste Management	<ul style="list-style-type: none"> ● Follow gov.uk guidance: ● Designated space established for storing of 	Right hand garage	<p>Y</p> <p>Y</p>

	<p>potentially contaminated waste, pending testing results</p> <ul style="list-style-type: none"> Confirmed contaminated waste held for 72 hours before normal disposal 		Y
Emergency evacuation / lockdown	<ul style="list-style-type: none"> Fire escape doors operational and emergency exits unobstructed Whilst social distancing should be observed as much as possible, in an emergency, the priority is to instigate the prescribed process (evacuation or lockdown) as quickly as possible Evacuation and lockdown processes refined to take account of revised class organisation and site adjustments Fire drills take place periodically PEEPs revised and adapted to suit revised fire strategy 	<p>See updated staff handbook</p> <p>See updated staff handbook</p> <p>No current PEEPs required</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
First Aid	<p>Administering first aid to children whilst ensuring social distancing:</p> <ul style="list-style-type: none"> Where appropriate, children should be supported from a 2m distance to address their own first aid needs (applying cold pack, antiseptic wipe, plaster etc) Where younger children are involved, or greater invention is required resulting in 2m distancing not being achievable, first aider to work side by side not face to face with child, appropriate PPE to be used dependent upon situation. Where child is symptomatic, full PPE of disposable apron, disposable gloves and face mask to be worn. Visor / goggles to be worn if 	<p>Kit is in every classroom and also 2 grab bags in office</p>	<p>Y</p> <p>Y</p> <p>Y</p>

	<p>first aider is at risk of bodily fluids entering eyes.</p> <ul style="list-style-type: none"> • First Aider to wash hands for at least 20seconds following contact • All surfaces / contact points to be antiviral cleaned 		<p>Y</p> <p>Y</p>
Managing educational visits	<ul style="list-style-type: none"> • No residential visits • Non residential visits to be subject to specific risk assessment 		<p>Y</p> <p>Y</p>
Pupil behaviour / needs	<ul style="list-style-type: none"> • Identify amendments to existing risk assessments that need to be in place for identified pupils to make a successful return to full time education • Ensure recently identified 'vulnerable pupils' have a risk assessment in place which is subject to regular review • Where possible allocating dedicated staff to care for individual pupils where personal care is needed 	<p>Refer to Safeguarding Checklist for reopening and Generic Risk Assessment for Vulnerable Pupils</p> <p>Will need to review RA and care plan in place for TJ (Y3) and update care plans for 3 diabetic children in liaison with diabetic nursing team and families Action: FM</p>	<p>Y</p> <p>Y</p> <p>Y</p>

<p>Staffing availability</p>	<ul style="list-style-type: none"> ● Identify staff requirements and availability ● Refer to Staff Health & Circumstances (November 2020) for guidance on which employees are higher risk to return to work and steps required ● Ensure you ask every staff member to advise you if they receive notification they are on the new Shielders List or have any additional risks associated with their health or circumstances using the definitions on page 1 of the employee risk assessment for guidance ● Complete an individual risk assessment for each employee with any additional risks using the REVISED Employee Health & Circumstances Risk Assessment (COVID-19 November 2020) v2.2 form or review and update the original risk assessments noting that the guidance for individuals previously advised to shield has been paused ● Remind all staff to update you of any changes to their health or circumstances on an ongoing basis ● Ensure you discuss and complete an employee risk assessment in advance for any new staff joining you in September 2020 or for staff returning from maternity leave, long term sick leave etc 	<p>NB - essential sufficient leadership, first aiders, fire marshalls, DSLs, SENDCo, premises team, cleaners</p>	<p>Y Y Y Y Y</p>
<p>Staff communications</p>	<ul style="list-style-type: none"> ● Ensure all staff attending school are aware of arrangements in advance of opening and any revisions to arrangements on an ongoing basis 	<p>UPDATED COVID-19 Guidance Acknowledgement Form</p>	<p>Y Action: FM before and during 03/09/20 briefing</p>

		Include contract cleaners / caterers in site specific training, protocols, policies etc	Y Action: FM to share updated policies and RA with caterers
Staff wellbeing	<ul style="list-style-type: none"> ● Use of Trust guidance for supporting pupils in school Bereavement Guidance and Resources Pack ● Access to safeguarding supervision through the Safeguarding SIG ● Regional SEND support for SENCOs - Lon and WM regional role, EA Education Psychologist ● Coaching to be provided for middle leaders focussed on leadership skills to support teams ● Online wellbeing resources available ● Use of established wellbeing champions and HR leads in schools 		Y Y Y Y Y
Pupil wellbeing	<ul style="list-style-type: none"> ● Trust guidance for supporting pupils in school Bereavement Guidance and Resources Pack ● Transition ideas to support pupils shared at Safeguarding SIG and Vulnerable Pupil SIG ● Regional SEND support for SENCOs - Lon and WM regional role, EA Education Psychologist ● Safeguarding checklist for reopening includes risk assessment consideration for identified pupil individual vulnerabilities 	Refer to Safeguarding Checklist for reopening	Y Y Y Y

Signed on behalf of the Academy

Name Fiona McCallum

Signed on behalf of TEFAT

Name

Date 13.08.2020 08.11.2020 04.01.2021

Date