

Covid-19 : Operational Risk Assessment for full opening at Cavalry : September 2020

Relevant gov.uk documents: [Guidance for full opening - schools](#) (2 July 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

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
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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>

	<p>visits (encourage parents to phone/email with any issues)</p> <ul style="list-style-type: none"> Configure reception desk to maintain social distancing. Temporary screen installed where no current provision 	<p>be sent out end Aug</p> <p>Floor markings in place</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</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 	<p>Guide for Parents to be sent out end Aug</p> <p>Updated staff handbook to be</p>	<p>Y Action: FM</p> <p>Y</p>

<p><i>they understand the NHS T&T process”</i></p>	<ul style="list-style-type: none"> ● 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>issued 03/09/20</p>	<p>Y Y 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 for all staff and children ● Protocol in place to manage risk of ingestion of hand sanitiser 	<p>On the spot cleaning of classroom resources by staff Sports equipment cleaned between use by different groups Chrome books cleaned between use by different groups</p> <p>One cleaner works additional 11.30 to 12.30 clean</p> <p>Supervision during use, or skin cleaning wipes</p>	<p>Y Y Y Y Y</p>

	<ul style="list-style-type: none"> ● 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>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>Y Action: FM</p> <p>Y</p> <p>Y</p> <p>Y</p>
<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 	<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;</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

	<ul style="list-style-type: none"> • 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>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 breaks staggered</p>	<p>Y</p> <p>Y</p> <p>Y</p>
<p>Arriving and departing the school site</p> <p><i>“..schools should consider staggered starts or adjusting start and finish times to keep groupings apart”</i></p>	<ul style="list-style-type: none"> • Stagger arrival and departure times • Implement measures to avoid parents gathering in one area 	<p>School & Nursery staggered by surname:</p> <p>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>Y</p> <p>Y</p> <p>Y Action: FM</p>

	<ul style="list-style-type: none"> Local protocols for safe removal and storage or disposal of individuals' face coverings used for travelling to and from school 	Updated staff handbook to be issued 03/09/20	Y
<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 Adapt seating to avoid face to face 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 	<p>See Cavalry 'Safer ways of working dartboard'</p> <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>Y</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><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"> • PE : prioritise outdoor sport • 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>PE outdoors or one bubble at a time in the hall</p> <p>Singing sessions to take place outside (e.g outdoor classroom) Peripatetic lessons max of 3 children in group, using community room, 2m social distancing and well ventilated</p>	<p>Y</p> <p>Y</p>
<p>Use of PPE <i>“The majority of staff .. will not require PPE beyond what they would normally need for work.”</i></p>	<ul style="list-style-type: none"> • Updated TEFAT PPE Policy aligns with gov.uk guidance • Staff refresh / trained (via PHE Video) on safe use of PPE • Ensure adequate PPE supplies maintained on site • Local protocols for safe removal and storage or disposal of individuals’ face coverings used for travelling to and from school 	<p>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>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p>Managing toilets <i>“Different groups don’t need to be allocated their own toilet</i></p>	<ul style="list-style-type: none"> • Designated toilets per group or groups where possible (not essential) 	<p>Use toilets as per summer term bubbles</p> <p>Toilet areas cleaned</p>	<p>Y</p> <p>Y</p>

<p><i>blocks, but toilets will need to be cleaned regularly and pupils.. Encouraged to clean their hands ...”</i></p>	<ul style="list-style-type: none"> ● Regime of regular cleaning pre, post and during school day ● Consider displaying a log of cleaning in the space 	<p>late morning 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 	<p>See above</p>	<p>Y</p>

	<ul style="list-style-type: none"> • Shared resources (books, games etc) to be regularly cleaned • Sports equipment cleaned between uses <ul style="list-style-type: none"> • 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>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</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</p>	<p>Y</p>

<p><i>possible..”</i></p>		<p>distancing between tables Rec & Nursery become one small consistent group in Community room</p>	
<p>Visitors, Visiting Professionals and Contractors on site</p> <p><i>“Supply staff and other temporary workers can move between schools, but ...minimise the number of visitors where possible”</i></p>	<ul style="list-style-type: none"> ● Maintain record of all visitors to site ● Minimise to essential & pre arranged only - No entry without prior agreement ● Instructions given <u>in advance</u> on site specific arrangements covering social distancing, entry hygiene arrangements, avoiding contact with bubbles ● Arrival and departure times to fall outside of pupil timings where possible ● Check contractor company Covid-19 risk assessments and method statements and align with academy operational risk assessment - Trust review and approval of contractor risk assessments required ● Normal safer recruitment requirements for contractors/regular visitors apply 	<p>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>
<p>Contaminated Waste Management</p>	<ul style="list-style-type: none"> ● Follow gov.uk guidance: ● Designated space established for storing of potentially contaminated waste, pending testing results 	<p>Right hand garage</p>	<p>Y</p> <p>Y</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 first aider is at risk of bodily fluids entering eyes. 	<p>Kit is in every classroom and also 2 grab bags in office</p>	<p>Y</p> <p>Y</p> <p>Y</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 		Y Y
Managing educational visits	<ul style="list-style-type: none"> • No residential visits • Non residential visits to be subject to specific risk assessment 		Y Y
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>	Y Y Y

<p>Staffing availability</p>	<ul style="list-style-type: none"> ● Identify staff requirements and availability ● Refer to Staff Health & Circumstances (September 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 have any additional risks associated with their health or circumstances using the definitions on page 1 of the employee risk assessment for guidance ● Complete an individual risk assessment for each employee with any additional risks using the REVISED Employee Health & Circumstances Risk Assessment (COVID-19 September 2020) form or review and update the original risk assessments noting that the guidance for individuals previously advised to shield has been paused ● Remind all staff to update you of any changes to their health or circumstances on an ongoing basis ● Ensure you discuss and complete an employee risk assessment in advance for any new staff joining you in September 2020 or for staff returning from maternity leave, long term sick leave etc 	<p>NB - essential sufficient leadership, first aiders, fire marshalls, DSLs, SENDCo, premises team, cleaners</p>	<p>Y Y Y Y Y Y Action: S Edwards to contact new staff</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

Date 13.08.2020

Signed on behalf of TEFAT

Name

Date

