

<b>Risk Assessment – Covid-19 (Autumn 2020)</b>		<b>19<sup>th</sup> July</b>	<b>[Swindon Cluster] Alton Close Primary Campus</b>
<b>Responsible Person</b>	Ruth Robinson		
<b>Other Persons Involved</b>	Strategic Business Director, Cluster Estates Manager, Primary Headteacher Swindon (Alton Close). The plan has been shared with the Alton Close SLT Team and with staff on July Training Days.		
<b>Guidance Material Considered</b>	<ul style="list-style-type: none"> <li>• DfE – <a href="#">Guidance for Full Opening – Schools (22 October)</a></li> <li>• DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (21 October)</a></li> <li>• DfE - <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (15 October)</a></li> <li>• DfE - <a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings (20 July)</a></li> <li>• DfE – <a href="#">Face coverings in education (16 October)</a></li> <li>• BEIS - <a href="#">Working safely during coronavirus (COVID-19) Offices and Contact Centres (15 October)</a>.</li> <li>• NHS - <a href="#">Test and Trace – How it works (8 October)</a></li> <li>• PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home (16 October)</a></li> <li>• CLEAPSS - <a href="#">COVID-19 guidance</a> re science, design and technology</li> <li>• AfPE – <a href="#">Coronavirus guidance and support</a> re school sport</li> <li>• OEAP – <a href="#">Coronavirus guidance</a> re educational visits</li> <li>• Music Mark – <a href="#">Guidance for Schools and Music Providers</a></li> </ul>		

<b>Details</b>	<b>Are Control Measures (Y, N, N/A)?</b>
<p>Covering staff and pupil H&amp;S and completion of key compliance tasks during the Covid-19 pandemic, for the re-opening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection the following systems of controls have been applied by the school:</p>	Y
1. Leaders will ensure that contact is minimised 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 school	Y
2. Leaders will share the expectation that hands will be cleaned more often than usual. Staff and student will be asked to wash their 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	Y
3. Leaders will promote good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.	Y
4. Leaders will introduce enhanced cleaning, including cleaning frequently touched surfaces more often using standard products, such as detergents and bleach. (Bleach will be used on PE equipment at SA. An additional 3 Housekeepers will be appointed at SA: 1 each for Primary and Secondary and 1 x ‘floater’.) An additional housekeep will be appointed for NHA.	Y
5. Leaders will minimise contact between individuals and ensure that social distancing is maintained wherever possible.	Y
6. Leaders will ensure that appropriate personal protective equipment (PPE) is used when necessary	Y
7. Leaders will engage with the NHS Test and Trace process	Y
8. Leaders will manage confirmed cases of coronavirus (COVID-19) amongst the school community	Y

9. Leaders will contain any outbreak by following local health protection team advice				Y	
Numbers 1 to 4 are in place all the time Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school, details of which are include in this risk assessment				Y	
<b>Details</b>					
Covering staff and student H&S and completion of key compliance tasks during the Covid-19 pandemic, including the phased reopening process to commence 1 June and those staff who will continue to work from home.				<b>Are Control Measures (Y, N, N/A)?</b>	
<b>Hazard</b>	<b>Who is at Risk</b>	<b>How Can the Hazards Cause Harm</b>	<b>Control Measures Currently in Place</b>	<b>In Place</b>	<b>Residual Risk Acceptable?</b>
<b>Infection control (people)</b>	Staff, pupils, visitors	Staff contracting COVID-19	1. The individual employee risk assessment is under review by central office and a revised version is due in early August to reflect the Government advice applicable at that time.	Y	Y
			2. Any staff who are not required in school and can continue to work from home will continue to do so. (HT)	Y	Y
			3. Health screening of staff will be carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. (NCH) NCH will send out a weekly EMAIL reminder to staff to report absences using the Cluster protocols.	Y	Y
			4. Any staff member with symptoms of COVID-19 will be sent home to self-isolate for 10 days and instructed to undertake a COVID-19 test. Their household members will be required to self-isolate for 14 days. (SJA)	Y	Y
			5. Staff will be advised to ring and book a test and keep ringing if local tests are full		
			6. Staff will be asked to take laptops home each evening (HT in briefing)		
			7. To support the testing process, the school will be provided with a supply of home testing kits (Subject to kits being provided by DFE/government) (SJA)	Y	Y
			8. If the test is positive: <ul style="list-style-type: none"> <li>➤ The staff member will remain off for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time.</li> <li>➤ The staff member will be expected to engage with the NHS Test and Trace programme.</li> <li>➤ The staff member will be expected to notify the school immediately.</li> <li>➤ SJA will contact the local Health Protection Team for advice on any further action required in school.</li> <li>➤ RRO/SJA and HT will review the case against the Group guidance on COVID-19 and ARMS to establish if it was likely that the infection was contracted as a result of occupational exposure.</li> </ul>	Y	Y
			9. If the test is returned negative the staff member will be able to return to school when they feel well enough to do so. (HTs with SJA)	Y	Y

			10. Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they will be expected to self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. (HTs with SJA)	Y	Y
<b>Infection Control (people)</b>	Staff, Pupils, Visitors	Pupils contracting Covid-19	1. Any pupil with symptoms of Covid-19 will not be allowed not attend school for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents will be instructed to notify the school immediately if a positive result is obtained. (HT with SJA)	Y	Y
			2. To support the testing process, the school have been provided with a supply of home testing kits. (Subject to kits being provided by DFE/government) (SJA)	Y	Y
			3. Where a positive result is obtained, SJA will contact the local Health Protection Team for advice on any further action required.	Y	Y
			4. A negative result means the pupil can return to school. (HT with SJA)	Y	Y
			5. Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they will be expected to self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. (HT with SJA)	Y	Y
<b>Infection Control (people)</b>	Staff, Pupils, Visitors	Visitors contracting Covid-19	1. All visitors to site carefully will be managed. Their identification details recorded and held for 21 days to support the Test and Trace process if called upon. Any member of staff who meets with a visitor should have contact details for the visitor (e.g. email address or phone number) (HT with SJA) SJA to confirm how this will happen.	Y	Y
			2. Details of local procedures will be communicated to all visitors before they come to site. (The current visitor leaflet will be adapted and copies provided for each Reception) (SJA – HT - GPO)	Y	Y
			3. Parents will be advised to drop children off alone, i.e. not to come with partners or family (HT with SJA)	Y	Y
			4. Contractors attending while school is operational will be notified that the school is operational and their access requirements will be reviewed on a case by case basis. Covid-19 work permits will be adapted and provided to all contractors. (GPO)	Y	Y
			5. All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. (SJA with HTs and Receptionists)	Y	Y
			<b>Local arrangements:</b>		
		<ul style="list-style-type: none"> <li>The sign-in book will be used to keep an accurate record of visitors each day,</li> <li>Staff will be asked to keep details in their calendar of visitors they have met. (include email address or phone contact). These will be used if visitors are needed to be contacted by the Test and Trace process</li> </ul>			

Confirmed / suspected case in school	Staff	Potential contamination of surfaces and for person to person spread.	1. Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. (HT with SJA)	Y	Y
			2. Pupil isolated in secure area if awaiting collection in line with <u>government guidelines</u> . (HT)		
			3. Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. (HT)	Y	Y
			4. A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. (SJA)	Y	Y
			5. Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance <u>COVID-19: cleaning of non-healthcare settings (GPO)</u>	Y	Y
			<b>Local arrangements</b> (HT with SJA) <b>Where will unwell pupils be held? How will waste from isolation rooms be managed?</b> <ul style="list-style-type: none"> <li>AC: First Aid Room – other pupils needing first aid or to be collected will be ‘held’ in the back office at main Reception. (This is now the PPA Room)</li> <li>First Aid will inform cleaning team that waste needs to be disposed of</li> </ul> <b>What is the notification/response procedure for someone purporting to be unwell?</b> <ul style="list-style-type: none"> <li>A central spreadsheet will be created where details of pupils and staff who have reported symptoms will be maintained. Staff – a tracker has been set up. For pupils SIMS will be used and attendance officer will track pupils with ‘X’ code to ensure they don’t return to school.</li> <li>HTs will email RRO/SJA with the name of any member of staff who has developed symptoms. The name will be added to the spreadsheet by SJA</li> <li>The spreadsheet will be updated if/when evidence of a negative test has been provided</li> </ul>		
Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection: 1. Hand and Respiratory Hygiene	Good Hand and Respiratory Hygiene (key principles that will be applied)		
			1. Soap and running water or alcohol based hand sanitiser will be readily available (SJA GPO)	Y	Y
			2. Hands will be cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) (HT)	Y	Y
			3. Skin friendly cleansing wipes will be provided for those who need assistance in cleaning hands(SJA GPO)	Y	Y
			4. Practices will be built into school behaviour culture. (HT and SLT)	Y	Y
			5. Catch-it, bin-it, kill-it, will be promoted throughout school. (HT and SLT)	Y	Y
			6. School will provide tissues and sufficient bins to support disposal of waste. (SJA GPO)	Y	Y
			7. School will consider support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. (HT and SENCOs)	Y	Y

			8. Face coverings in school are not recommended but are required for those >11 yrs using public transport and taxis– HTs control on entry. (HTs)	Y	Y
			<b>Local arrangements</b> <ul style="list-style-type: none"> <li>• Hand sanitation stations will be positioned on each entrance and outside the lunch halls.</li> <li>• Hand sanitiser will be available to all adults in the staff room and offices.</li> <li>• Hand sanitiser and tissue ‘stations’ will be provided in every classroom so that all pupils and staff can clean their hands regularly</li> <li>• These routines will be built into school culture, supported by behaviour expectations and reinforced during Base camp Induction in September and then by regular reminders in assemblies.</li> <li>• A lidded bin will be provided in every classroom</li> <li>• More ‘catch it Kill It Bin It’ posters will be produced and displayed in classrooms. Assemblies will also address the issue.</li> </ul>		
<b>Infection Control (general practices)</b>	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection:  2. Grouping	Grouping: The following principles will be applied:		
			1. Headteachers will do all they can to minimise contacts and mixing while still delivering the curriculum. (HTs)	Y	Y
			2. Headteachers will aim to reduce contact between staff and pupils (HTs)	Y	Y
			3. HT will recognise that there are two sides to this, distancing, and bubbles/groups. They will take a blended approach where needed. (HTs)	Y	Y
			4. The focus will to be on groups for younger children, and distancing for older children. (HTs)	Y	Y
			5. Our early years settings will no longer have limits on group size. (HTs)	Y	Y
			6. Headteachers will keep groups apart as much as possible. (HTs)	Y	Y
			7. SJA will ensure that, in shared environments and where equipment is shared, there will be an increase in cleaning frequencies. (SJA GPO)	Y	Y
			8. HTs will bear in mind that mixing in wider groups for specialist subjects, wraparound care (e.g. the Big A), or on transport is permitted (including taxis). (HTs)	Y	Y
			9. HTs will recognise that the larger the group, the more robust the other controls need to be. (HTs)	Y	Y
			10. HTs will understand that there is no expectation that young children distance within their groups. (HTs)	Y	Y
			11. HT will recognise that partial fulfilment of these aims is acknowledged as being of benefit. (HTs)	Y	Y
			12. HTs will understand siblings can be in different groups. (HTs)	Y	Y
			13. HTs will plan on the understanding that all staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible. (HTs)	Y	Y

			<p>14. To enable the tracing process to be work effectively, HTs will keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as,</p> <ul style="list-style-type: none"> <li>➤ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>➤ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>➤ travelling in a small vehicle, like a car or taxi, with an infected person</li> </ul>	Y	Y
			<p>15. HT will work with SJA to agree a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified. (HT with SJA)</p>	Y	Y
			<p>Details of local arrangements:</p> <p>Class and Year Group Bubbles</p> <ul style="list-style-type: none"> <li>➤ Pupils will be taught in class group bubbles, where lessons will be delivered in one classroom by one teacher, whenever possible.</li> <li>➤ For break times and lunch times and some wave 2/3 interventions class groups may mix with a larger year group bubble. This will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).</li> <li>➤ We will plan to keep children in their class groups for most of the classroom time but allow mixing into wider year group bubbles for specialist teaching of subjects like Phonics and for Interventions.</li> <li>➤ Phonics ability set bubbles can be created across the Reception year groups and ability year group bubbles across Year 1 and 2. Staff leading these will be expected to ensure they are socially distant from the pupils.</li> <li>➤ Class groups and Year Group Bubbles will be kept apart from other groups where possible and older children will be encouraged to keep their distance within groups.</li> <li>➤ Leaders will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.</li> </ul> <p>Teaching Assistant deployment in classrooms</p> <ul style="list-style-type: none"> <li>➤ Where there are TAs in the classroom, teachers will identify the intervention most needed and ensure their TA is supporting in the delivery of the full curriculum, while minimising movement and contact.</li> <li>➤ Given the nature of the TA role, 1:1 support is required and can last for extended periods.</li> <li>➤ TAs should practise social distancing wherever possible e.g. keeping a working 2m distance with pupils and adults, with the understanding that some pupils are likely to require some closer work for short periods to enable them to access the full curriculum.</li> </ul>		

			➤ Regular use of hand sanitiser, not sharing equipment and working alongside instead of face on will support this.		
<b>Infection Control (general practices)</b>	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection:  3. Measures within classrooms	Measures within classrooms (key principles applied)		
			Secondaries		
			1. HTs will set out the expectation that staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible. (HTs)	Y	Y
			2. HTs will set out the expectation that pupils sit side by side and facing forwards where possible. (HTs)	Y	Y
			3. HTs will set out the expectation that staff and pupils avoid face to face contact and limit time spent within 1m of anyone. (HTs)	Y	Y
			Primaries and EYFS/Nursery  1. Primary teachers and TAs will be expected to maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. 2. An area has been demarcated in each classroom where children are not allowed to enter. 3. Adults have been asked to maintain 2 metre distance from each other, and from children. Where this is difficult (for example with younger children), staff will avoid close face to face contact and minimise time spent within 1 metre of anyone. 4. Our early years settings will no longer be required to keep children in small, consistent groups within settings.	Y	Y
Details of local arrangements:  ➤ Primary school specialist rooms will not be used. ➤ Art lessons will take place in classrooms for Term One- this will be reviewed following any additional guidance. ➤ Any art resources used must follow the guidelines in part 4.d of this plan.  <b>Marking</b>  ➤ Teachers and TAs will be expected to continue to live mark during lessons. ➤ Staff can roam the room, giving verbal feedback and using pink and green to provide quick in the moment feedback to individual pupils. ➤ Staff will be expected to limit any time spent less than a meter away from anyone. ➤ Any feedback given will be either from the side or behind the child to avoid face to face contact at proximity. ➤ Staff can collect books to complete monitoring and assessment tasks. ➤ Pupils will be asked to leave the books open on the page to be monitored and placed in a pile for the teacher to collect. ➤ Staff can take books and other shared resources home, although unnecessary sharing will be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.  <b>Equipment</b>					

			<ul style="list-style-type: none"> <li>➤ For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared.</li> <li>➤ Pupils will have individually stored classroom equipment kept on their desks and not shared.</li> <li>➤ Pupils have individual packs of resources on their desk.</li> <li>➤ When pupils need to move for intervention or group work outside their classroom, they will take their own equipment with them</li> <li>➤ Staff delivering interventions will always use their own equipment and keep social distanced from pupils.</li> </ul>		
<b>Infection Control (general practices)</b>	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection:  4. Measures elsewhere	Measures elsewhere (key principles applied)		
			1. HTs will ensure that groups are kept apart where possible. (HTs)	Y	Y
			2. HTs will ensure that assemblies/worship are held for one group at a time. (HTs)	Y	Y
			3. HTs will ensure that the timetable keeps groups apart and minimises movement around the site as much as possible. (HTs)	Y	Y
			4. HTs will recognise that passing the odd person remains low risk, but consider pinch-points. HTs will introduce one way systems where needed. (HTs)	Y	Y
			5. HTs will work with GPO to consider the impact on fire evacuation (though in a real fire the risk from fire takes precedence). (HTs with GPO)	Y	Y
			6. HTs will introduce staggered break and lunch, to minimise mixing of groups with cleaning of dining hall surfaces between groups. (HTs)	Y	Y
			7. HTs will work with SJA and GPO to consider staff spaces. In recognising that the staff room use may be impractical, they will consider social distancing in staff workrooms. (HTs with SJA and GPO) (SJA will refer to BEIS guidance on <i>Office and Contact Centres</i> for guidance on staff only areas)	Y	Y
			8. HTs will ensure that regular and thorough handwashing or use of alcohol based sanitiser carried is out by all pupils and staff members including: (HTs) <ul style="list-style-type: none"> <li>➤ On arrival and before departure</li> <li>➤ Before break</li> <li>➤ When groups change areas</li> <li>➤ After using the bathroom</li> </ul>	Y	Y

Details of local arrangements:

**Start of the Day:**

Year	Arrival time	Entrance
Nursery 2	8.30 & 12.15	Alton Close
Nursery 3	8.35 & 12.20	Alton Close
Nursery 4	8.40 & 12.25	Alton Close
Reception	8.30am	Alton Close
Year 1	8.30am	Alton Close
Year 2	8.40am	Alton Close
Year 3	8.25am	Heddington Close
Year 4	8.30am	Heddington Close
Year 5	8.30am	Heddington Close
Year 6	8.25am	Heddington Close

**Break and Lunchtimes**

Staggered break and lunchtimes will be in place.

Break	KS1 Playground	LKS2 Playground	UKS2 Playground
YR	10.30-1045		
Y1	0950-1005		
Y2	1010-1025		
Y3		1010-1025	
Y4		10.30-1045	
Y5			10.30-1045
Y6			1050-1105

- During wet break, teachers will ensure pupils are engaged in calm seated activities, there will be a 'keep clear zone' at the entrance to the classroom for those on duty to use.

**Lunchtime**

- Teachers and TAs will be timetabled to support their bubbles during lunch. Teachers and TAs will work together to release each other for their lunch break either side of the pupil lunch time. SLT will be allocated to support and monitor lunch and break times and will always keep stick social distancing.

Y

Y

- Staggered lunch times will be in place. (There will be some time for cleaning surfaces in the dining hall between groups). In YR and KS1, where most pupils access the Universal Free School Meal Scheme, all pupils will eat in the dining hall. In KS2 bubbles will have staggered lunches: pupils who have a school diner will eat in Heddington Hall; pupils who bring a packed lunch will eat in Alton Hall. Wet play arrangements will be the same as for morning break.
- All packed lunches and hot dinners are eaten in the hall.
- The hall is divided in two so that year groups don't have contact

**Alton Close Break and Lunchtimes [Monday – Thursday]**

Break				Lunchtime			
Year	Location	Start	End	Hall	Start	End	Play
EYFS	KS1 PG	10.30	10.45	HH	11.30	11.50	
Year 1	KS1 PG	09.50	10.05	HH	12.00	12.20	
Year 2	KS1 PG	10.10	10.25	HH	12.00	12.50	KS1 PG
Year 3	LKS2 PG	10.10	10.25	HH/AH	12.30	13.20	LKS2 PG
Year 4	LKS2 PG	10.30	10.45	HH/AH	12.30	12.50	LKS2 PG
Year 5	UKS2 PG	10.30	10.45	HH/AH	13.00	13.20	UKS2 PG
Year 6	UKS2 PG	10.50	11.05	HH/AH	13.00	13.20	UKS2 PG

**Alton Close Break and Lunchtimes [Friday]**

Break				Brunchtime			
Year	Location	Start	End	Hall	Start	End	Play
EYFS	KS1 PG			HH	11.20	11.40	
Year 1	KS1 PG			HH	11.20	11.40	
Year 2	KS1 PG			HH	11.40	12.00	KS1 PG
Year 3	LKS2 PG			HH/AH	10.40	11.00	LKS2 PG
Year 4	LKS2 PG			HH/AH	10.40	11.00	LKS2 PG
Year 5	UKS2 PG			HH/AH	11.00	11.20	UKS2 PG
Year 6	UKS2 PG			HH/AH	11.00	11.20	UKS2 PG

**End of the Day**

Departure times will be staggered for pupils. Different phases will have different entrance points to limit the crossing of bubbles once pupils are on site.

			<table border="1"> <thead> <tr> <th>Year</th> <th>Exit</th> <th>Depart</th> <th>Friday</th> </tr> </thead> <tbody> <tr> <td>Nursery 2</td> <td>Alton Close</td> <td>11.30 &amp; 3.15</td> <td></td> </tr> <tr> <td>Nursery 3</td> <td>Alton Close</td> <td>11.35 &amp; 3.20</td> <td></td> </tr> <tr> <td>Nursery 4</td> <td>Alton Close</td> <td>11.40 &amp; 3.25</td> <td></td> </tr> <tr> <td>Reception</td> <td>Alton Close</td> <td>3.20pm</td> <td>1.00pm</td> </tr> <tr> <td>Year 1</td> <td>Alton Close</td> <td>3.20pm</td> <td>12.50pm</td> </tr> <tr> <td>Year 2</td> <td>Alton Close</td> <td>3.30pm</td> <td>1.00pm</td> </tr> <tr> <td>Year 3</td> <td>Heddington Close</td> <td>3.15pm</td> <td>12.45pm</td> </tr> <tr> <td>Year 4</td> <td>Heddington Close</td> <td>3.20pm</td> <td>12.50pm</td> </tr> <tr> <td>Year 5</td> <td>Heddington Close</td> <td>3.25pm</td> <td>12.55pm</td> </tr> <tr> <td>Year 6</td> <td>Heddington Close</td> <td>3.30pm</td> <td>1.00pm</td> </tr> </tbody> </table>	Year	Exit	Depart	Friday	Nursery 2	Alton Close	11.30 & 3.15		Nursery 3	Alton Close	11.35 & 3.20		Nursery 4	Alton Close	11.40 & 3.25		Reception	Alton Close	3.20pm	1.00pm	Year 1	Alton Close	3.20pm	12.50pm	Year 2	Alton Close	3.30pm	1.00pm	Year 3	Heddington Close	3.15pm	12.45pm	Year 4	Heddington Close	3.20pm	12.50pm	Year 5	Heddington Close	3.25pm	12.55pm	Year 6	Heddington Close	3.30pm	1.00pm		
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Year 6	Heddington Close	3.30pm	1.00pm																																														
<b>Infection Control (general practices)</b>	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection:  5. Other Considerations	Other Considerations (key principles applied)																																														
			1. HTs will work with SENCOs to carry out specific assessment for those with SEND needs to help with adjustments. (HTs and SENCOs)	Y	Y																																												
			2. HTs will recognise that supply/peripatetic teachers can move between schools but should minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal.	Y	Y																																												
			3. HTs, SJA and GPO will consider contractors and other visitors to site to ensure that they distance as much as possible: <ul style="list-style-type: none"> <li>➤ They will explain local processes to them before arrival.</li> <li>➤ They will keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE).</li> </ul>	Y	Y																																												
			4. If there are dual registered children in school, HTs and SENCOs will ensure that the two settings liaise to agree controls.	Y	Y																																												
			5. HTs will work with SJA/GPO to ensure that the following controls are in place for equipment: <ul style="list-style-type: none"> <li>➤ Personal items, e.g. pens and pencils recommended to remain individual</li> <li>➤ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning</li> <li>➤ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).</li> <li>➤ Outdoor play equipment cleaned more regularly (refer to the previous point).</li> <li>➤ Pupils should limit the amount of equipment they bring to school</li> <li>➤ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above.</li> </ul>	Y	Y																																												
<b>Details of local arrangements:</b> Extra-curricular activities																																																	

			<ul style="list-style-type: none"> <li>➤ Extracurricular activities and clubs will be offered at Alton Close.</li> <li>➤ Individual clubs will be open to year group bubbles, so keeping pupils in their year groups ensuring bubbles are not crossed.</li> <li>➤ Leaders will ensure staff leading clubs always keep strict social distancing and where possible pupils are seated forward facing, with group activities kept to a minimum.</li> <li>➤ Sport clubs will only offer non-contact sports. Any equipment and resources used for club will be kept separate and only used by the bubbles accessing the club.</li> </ul>		
			Public Transport		
			1. HTs should take steps to depress demand at peak times (Stagger start/finish times) (HTs)	Y	Y
			2. HTs should promote walking/cycling to school if possible (HTs)	Y	Y
			3. HTs should explain to staff and pupils that face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (See above) (HTs)	Y	Y
			Details of local arrangements: <ul style="list-style-type: none"> <li>➤ The staggered start to the day at Alton Close will support these measures. In addition, most parents already walk their children to school. Very few families use public transport.</li> </ul>		
<b>Infection Control (premises)</b>	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	1. Any unnecessary furniture will be removed to aid distancing between groups (HTs with GPO)	Y	Y
			2. If needed, a one way system will be implemented in corridors and on stairwells (HTs with GPO) <b>One Way Systems:</b> <ul style="list-style-type: none"> <li>➤ Movement around the building will be limited and breaks and lunch times staggered.</li> <li>➤ Corridors are wide enough for pupils to cross paths with low risk.</li> <li>➤ At lunch times pupils will be walked to and from the lunch hall and the playground.</li> <li>➤ Toilet passes will be used to limit the number of pupils out of class. Toilets will be cleaned regularly throughout the day.</li> </ul>	Y	Y
			3. If needed, playground spaces will be demarcated to help with group management (HTs with GPO)	Y	Y

- There are three playground spaces at Alton Close, Each year group is allocated a specific time on the playground so demarcation is not required.

Break	KS1 Playground	LKS2 Playground	UKS2 Playground
YR	10.30-1045		
Y1	0950-1005		
Y2	1010-1025		
Y3		1010-1025	
Y4		10.30-1045	
Y5			10.30-1045
Y6			1050-1105

4. If needed, staff rooms, workrooms or other areas where adult may congregate will be demarcated. Two metre tape will be added where needed. (HTs with GPO)
- The staffroom has been demarcated to guarantee social distancing.
  - Staff will be instructed to find another space where they can eat if the staff room or their workroom is full.
  - At lunchtime, staff will pre-order food from the canteen and will be able to collect it from an agreed place rather than queue with pupils
  - Chairs will be removed from the tables to ensure social distancing
  - Paper towels to be provided in kitchen area
  - Additional sanitiser to be provided

Y

Y

5. HTs will work with GPO/SJA to review access to print rooms/photocopiers ideally limiting to one person. (HTs with SJA/GPO)
- Anti-bac wipes will be provided and staff will be reminded to clean their hands before and after using the photocopier.
  - For very small spaces, notices limiting number of staff to occupy will be put up.
  - Bucket of anti-bac wiped to be provided in kitchedns and for photocopier
  - Add extra claeaning of photocopier to cleaner schedule
  - Windows to be open in staff room

Y

Y

6. If needed, the HVAC system will switched to fresh air model. (GPO and SJA)
- At AC, most rooms have windows that fully open to the outside, so a 'keep windows open' policy will be in place, weather permitting.

Y

Y

7. HTs will work with GPO/SJA publish plans to reduce occupancy for lifts.
- All lifts already have notices in place. (HT,GPO and SJA)

Y

Y

			<ul style="list-style-type: none"> <li>➤ At AC, any pupil requiring a list will be escorted to the lift by a member of staff and then 'collected' once the list arrives.</li> </ul>		
			8. GPO will work with HTs to ensure that windows are opened where possible, where temperature allows it, and without creating undue risks. (HT with GPO)	Y	Y
			9. GPO and HTs will ensure that non-fire doors propped open to remove need for hand contact (HT with GPO) <ul style="list-style-type: none"> <li>➤ The main 'entrance' doors will be propped open in the morning and closed as soon as lessons start. This is for security reasons.</li> <li>➤ Classroom doors will be propped open unless the noise created by the staggered break and lunch disturbs learning. Where this happens, doors may be closed.</li> </ul>	Y	Y
			10. GPO and HT will ensure that PE equipment is thoroughly cleaned between groups. <ul style="list-style-type: none"> <li>➤ The sports coach will continue to lead PE sessions across the school.</li> <li>➤ Strict social distancing will be in place and the coach will keep 2 metres away from staff and pupils.</li> <li>➤ Equipment will be kept in Year Group bubbles and regularly cleaned. (HT with GPO).</li> </ul>	Y	Y
			11. Where multiple staff have to occupy a single office and 2m separation is not possible, SJA will ensure that appropriate controls are in place from this menu: (SJA and GPO) <ul style="list-style-type: none"> <li>➤ Work back-to-back</li> <li>➤ Install screens between workstations</li> <li>➤ Develop a rota so that staff don't have to work together</li> <li>➤ Option to wear a mask</li> <li>➤ A screen will be provided for support staff who work in larger offices and have previously been classed as clinically vulnerable, especially where other staff regularly 'visit' the office for queries etc.</li> </ul>	Y	Y
			12. HTs, SJA and GPO will prohibit shared workstations if robust cleaning cannot be ensured between users (HTs, SJA and GPO)	Y	Y
			13. SJA and GPO will ensure that the Covid-19 Secure in 2020 poster is displayed prominently in each school (SJA and GPO)	Y	Y
			Details of local arrangements (see above against each heading)		
<b>Anxiety, stress and worry</b>	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed.	1. RRO will work with HTs to involve the workforce in the development of this risk assessment and control measures. (RRO HTs)	Y	Y
			2. HTs will communicate this risk assessment and its findings to staff and potentially pupils/parents. (HTs)	Y	Y
			3. HTs will feed the 'determined' approach into the communication strategy. (HTs)	Y	Y
			4. SJA will ensure that staff have access to Group's <u>occupational health and counselling service</u> (SJA)	Y	Y
			5. HTs will publish the findings of this risk assessment on the school website. (HTs)	Y	Y

			<p>Details of local arrangements:</p> <ul style="list-style-type: none"> <li>➤ The risk assessment will be shared with the Academy NEU union rep, and queries raised will be addressed.</li> <li>➤ The re-opening plan will be shared with staff and concerns and questions will be addressed on the TD days in July and September</li> </ul>		
<b>Cleaning</b>	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces.	1. SJA/GPO will ensure that cleaning frequency is increased with a focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. (No requirement for additional PPE to be worn.) (SJA/GPO)	Y	Y
			2. SJA/GPO will ensure that cleaning staff are reminded to be mindful to minimise face contact and the need for regular handwashing. (SJA/GPO)	Y	Y
			3. SJA/GPO will ensure that cleaning following confirmed/suspected case is in accordance with DfE guidance <u>COVID-19: cleaning of non-healthcare settings</u> (SJA/GPO)	Y	Y
			4. Because Nursery staff, TAs and PE teachers will provide an element of cleaning then training will be provided. (SJA and HTs).	Y	Y
			<p>Insert details of local arrangements e.g. frequency for cleaning furniture, contact surfaces, toys, play equipment etc</p> <ul style="list-style-type: none"> <li>➤ Additional daytime cleaning staff are in place at all sites.</li> <li>➤ GPO has schedules for each site.</li> </ul>		
<b>Delivery of 'higher risk' subjects</b>	Staff, Pupils	<p>Delivery of lessons such as science, D&amp;T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	1. HTs to work with GPO to ensure that all Subject Leads review their risk assessments for the planned activities and update accordingly. (HTs and GPO)	Y	Y
			2. HT/GPO should refer staff to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). (HTs and GPO)	Y	Y
			3. HTs will work with GPO to review approach to support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. (HTs and GPO)	Y	Y
			<p><i>Amend/add to show details of local arrangements. What exactly are the leads for these higher risk subjects doing? Can these subjects be safely taught? Are there adequate technician resources to fulfil this? CLEAPSS and AfPE have produced great guidance here.</i></p> <ul style="list-style-type: none"> <li>➤ Primary school specialist rooms will not be used. Art lessons will take place in classrooms for Term One- this will be reviewed following any additional guidance.</li> <li>➤ For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared.</li> <li>➤ Pupils will have individually stored classroom equipment kept on their desks or in the classroom and not shared.</li> </ul>		
<b>Intimate Care/Higher</b>		Intimate care brings people within close	1. SJA will work with First Aid leads at each site to ensure that staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs (SJA)	Y	Y

<b>Dependency Pupils</b>	Staff, Pupils	proximity of each other thereby increasing the risk of infection	2. SJA will ensure that First Aid staff understand that no specific PPE required unless the child in question is symptomatic (see Suspected/confirmed case in school section. (SJA)	Y	Y
			Provide details of local arrangements as appropriate. Refer to DfE and safeguarding guidance. (see above)		
<b>Failure to follow local rules</b>	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness.	1. RRO will work with HTs to agree details of each school's communications strategy and engagement with worker representatives and LGB (RRO and HTs)	Y	Y
			2. HTs will confirm details of how staff/pupils will be trained in the new arrangements (HTs)	Y	Y
		Persons violate local rules	3. HTs will plan how compliance with this risk assessment and associated procedures will be monitored e.g. checklists, observations, interviews, audits etc. (HTs)	Y	Y
			Details of how transgressions of this nature will be handled. May require disciplinary/exclusion. Behaviour policy likely to require review/ update. <ul style="list-style-type: none"> <li>➤ The academy Code of Conduct will be updated (On review, HTs felt that the behaviour policy was fit for purpose)</li> <li>➤ Staff will be trained in the new code in September</li> <li>➤ Each year group will be trained during their' Induction Days' at the start of term</li> </ul>		
<b>Maintaining a compliant premises</b>	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	1. GPO will ensure that the premises compliance status has been reviewed prior to reopening and provide a briefing to the school's Head (GPO and HTs)	Y	Y
			2. GPO will ensure that there is contractor access to site for PPM/compliance inspections. GPO will ensure that a legible record of all contractor details is held for 21 days (to support Test and Trace process if necessary) (GPO)	Y	Y
			Amend/add to show details of local arrangements <ul style="list-style-type: none"> <li>➤ Building compliance and contractor issues are covered in weekly Line Management Meetings between the Executive Principal and the Strategic Director of Finance and Business Support.</li> </ul>		
<b>The school lapses in following national/ group guidelines and advice</b>	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	1. Central office will ensure that Coronavirus pages on the Hub are kept updated	Y	Y
			2. Important updates/changes will be included in Jon Cole's Heads Bulletins.	Y	Y
			3. Headteachers will ensure that all relevant guidance is followed and communicated <ul style="list-style-type: none"> <li>➤ This will be a standing item on the agenda for the weekly Secondary Headteacher Cluster Briefings chaired by the Executive Principal.</li> </ul>	Y	Y
			4. RRO and SJA will ensure that Senior Leaders are kept up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE. HTs will review this risk assessment accordingly <ul style="list-style-type: none"> <li>➤ This will be a standing item on the agenda for the weekly Secondary Headteacher Cluster Briefings chaired by the Executive Principal. (SJA RRO and HTs)</li> <li>➤ HTs will use a WhatsApp group to communicate main changes to government guidance</li> </ul>	Y	Y

			<p>5. RRO and NEW will ensure that information on the school website will be updated. Those responsible for the website will ensure that the parent tab has a dedicated menu item for information relevant to parents. (RRO NEW JJO BFR)</p> <ul style="list-style-type: none"> <li>➤ This will be a standing item on the agenda RRO LMGT meetings with Strategic Leadership and Marketing Manager (SJA RRO and HTs)</li> </ul>	Y	Y
			<p>6. Headteachers will ensure that Parents/Pupils are updated via ePraise/email/parent text as necessary.</p> <ul style="list-style-type: none"> <li>➤ This will be a standing item on the agenda for the weekly Secondary Headteacher Cluster Briefings chaired by the Executive Principal. (HTs)</li> </ul>	Y	Y
			<p>7. RRO and HTs will ensure that significant changes in information are shared with Chair of Governors</p> <ul style="list-style-type: none"> <li>➤ A section of the termly Principal's Report for Governors will share changes in guidance. (RRO and HTs)</li> </ul>	Y	Y
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<p>1. HTs will put in place risk assessments for Extra-curricular provision that is developed with reference to DFE Guidance on <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a> (HTs)</p>	Y	Y
			<p>2. SJA and GPO will ensure that the fire risk assessment is reviewed and communicate this to HTs (SJA GPO HTs)</p>	Y	Y
			<p>3. SJA and GPO will ensure fire safety procedures are amended to support COVID-19 arrangements and communicate this to HTs (SJA GPO HTs)</p>	Y	Y
			<p>4. SJA will work with HTs to ensure that staff training is scheduled and monitored and any slippage identified (SJA, HTs)</p>	Y	Y
			<p>5. GPO will ensure that the premises risk assessments are reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. (GPO)</p>	Y	Y
			<p>Amend/add to show details of local arrangements</p> <ul style="list-style-type: none"> <li>➤ New fire evacuation routes have been published and will be communicated to staff and students during Training Days and Induction Days in September.</li> <li>➤ A Fire Drill will place for each year group separately</li> <li>➤ Additional fire escape routes and doors have been identified to minimise congestions in the case of fire evacuations.</li> <li>➤ Fire drills will take place for year groups at agreed times in September.</li> </ul>		
Display Screen Equipment	Staff	Staff working from home not having access to a fully	<p>1. HTs and SJA will ensure staff know that they are allowed to take home peripherals and chairs from office (SJA, HTs)</p>	Y	Y
			<p>2. UL will ensure that guidance on setting up a suitable workstation is provided on Hub coronavirus pages</p>	Y	Y

(temporary home workers)		compliant DSE workstations giving rise to musculo-skeletal issues.	3. HTs and SJA will ensure that additional equipment needs are reviewed on a case-by-case basis (SJA, HTs)	Y	Y
			Amend/add to show details of local arrangements <ul style="list-style-type: none"> <li>➤ In the event of lockdown, a communication will be sent to staff to invite them to take home computer chairs if needed</li> </ul>		
First Aid (temporary home workers)	Staff	Staff suffering injury at home	1. Low-risk, office-style work. No specific controls required.	N/A	Y
			2. SJA will ensure that any accidents are logged onto ARMS. (SJA)	Y	Y
<b>Wellbeing/ Stress (temporary home workers)</b>	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	1. UL will ensure that guidance on wellbeing is provided on Hub coronavirus pages – dedicated wellbeing section	Y	Y
			2. HTs will provide guidance to managers on supporting their teams and reasonable expectations during this period. (SJA, HTs)	Y	Y
			3. SJA/Headteachers will ensure that managers maintain regular contact with their employees, preferably by video link. (SJA, HTs)	Y	Y
			Amend/add to show details of local arrangements <ul style="list-style-type: none"> <li>➤ Meetings have been held with middle leaders to identify the successes and challenges for staff during lockdown.</li> <li>➤ Findings from these meetings will be used to plan the approach to any future lockdown and to ensure that lessons are learnt.</li> </ul>		

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
N/A			

<b>Cluster Assessment completed by:</b>	<b>Ruth Robinson</b>	<b>Date:</b>	20 <sup>th</sup> July 2020	<b>Date of next review:</b>	10 <sup>th</sup> September 2020
<b>Site Specific Assessment completed by:</b>	<b>Ruth Robinson, Sam Jadeja and Emma Howarth Barnes</b>	<b>Date:</b>	23 <sup>rd</sup> July 2020	<b>Date of next review:</b>	10 <sup>th</sup> September 2020

## Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

### **Risk Assessment Title and Responsible Person**

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

### **Details**

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

### **What are the hazards and Who is at Risk?**

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and students consider visitors, members of the public, volunteers and others who could be affected.

### **What harm is associated with the hazard?**

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

### **What control measures are, or will be put, in place?**

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

### **Evaluation of Adequacy**

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

### **Areas of additional control for consideration**

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

### **Review Period**

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.

