

Covid-19 : CHANDOS Operational Risk Assessment: **February 2021**

NOTE : A risk assessment is a dynamic document that should be reviewed and adjusted regularly. This version identifies some changes to earlier versions to support full reopening from 8th March. All changes are coloured RED for ease of incorporation into your existing running operational risk assessment . YOU DO NOT NEED TO REWRITE THE WHOLE RISK ASSESSMENT

Relevant gov.uk documents: [Schools Coronavirus \(Covid-19\) - Operational Guidance Feb 21](#)
 [Safe working in education - preventing and controlling infection](#)

System of Controls as defined in gov.uk guidance

Prevention:

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

Response to any infection:

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

Relevant school documents

Please refer to Chandos Staff Reopening Handbook - March 2021

Activity – Risk assessment for full opening. To be adapted by each Academy to reflect local specifics. Document to be read in conjunction with the TEFAT Full Opening Guidance. This is a dynamic risk assessment and will need to be reviewed by each Academy weekly.			
Hazard	Control measures	Further Actions / school specific	Assessed by school Y/N By whom?
ROUTINE BUILDING RELATED TASKS FOLLOWING LONG PERIOD OF CLOSURE			
Building safety issues	<p>Routine checks as would normally be followed after lengthy 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 	<p>Legionella check completed 13/2</p> <p>Fire risk assessment 18/1</p> <p>Emergency lighting 3/2</p> <p>5 year electrical and gas inspection 17/2</p> <p>Fire alarm and extinguishers 24/2</p> <p>Kitchen canopy deep clean 15/2; electrical catering 7/10; gas catering 29/5</p>	<p>Checked JA/FS and site JA/FS 25/8/20, 1/9/20</p> <p>Rechecked and completed 1/10/20, 11/11/20</p> <p>Checked 25/2/21 JA/FS/SR</p>
Fire safety issues	<ul style="list-style-type: none"> ● Pre opening fire safety checks completed (per above) ● Fire evacuation procedures reviewed & communicated ● Fire drills planned & executed ● Fire marshalls identified & trained on 	<p>Staff briefing and handbook 3/3/21</p> <p>Staff trained 1&2/9/20, refreshed 3/3/21</p>	<p>Checked JA, Site and SBM 25/8/20</p> <p>Rechecked 1/10/20, 11/11/20</p> <p>Fire drill 4/11/20.</p>

	evacuation strategy		Unit planned w/b 15/3/21
PRE OPENING ROOM PREPS			
Infection Control	<p>Cleaning and Hygiene</p> <ul style="list-style-type: none"> • Take water fountains out of use • 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 • 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"> • TEFAT Social Distancing Policy • Assess spatial restrictions to be applied to office areas to achieve 2m distancing /non facing layouts • 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 	<p>Enhanced clean across school completed w/b 1/3/21</p> <p>Hygiene boxes refilled and distributed - classes, offices, near photocopiers/shared phone systems</p> <p>Staff brief 1/9/20, 3/1/21, 3/3/21</p> <p>Staff brief 3/3/21 Site check 1/3/21</p> <p>Newsletter and updates weekly to parents and staff</p> <p>Staff handbook 3/3/21 Parent information 3/3/21</p>	<p>Checked JA, SLT and site manager 2/10/20, 11/11/20, 1/3/21</p> <p>Update briefings to all staff by text, email and face to face meetings w/b 1/3/21, and weekly following</p> <p>Staff office space reconfigured to ensure social distancing (SENCo/AHT/Pastoral) - additional seating removed</p>

	<p>when dropping off/collecting particularly where social distancing between parents is failing</p> <ul style="list-style-type: none"> • Communicate arrangements with staff and parents • Establish visitor control protocol to minimise visits to essential only (encourage parents to phone/email with any issues) • Configure reception desk to maintain social distancing. Temporary screen installed where no current provision 		
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>Staff handbook, parent information 3/3/21 Staff briefing 3/3/21</p> <p>1) Book room 2) Y1 covered outdoor area 3) Y2 covered area</p>	<p>Handbook checked/updated 25/8/20 JA</p> <p>No change - 30/9, 11/11</p> <p>Checked and updated 1/3/21</p>

<p>Asymptomatic testing of staff</p>	<ul style="list-style-type: none"> • Staff briefed and encouraged to use LFDs for home testing, and kits regularly issued to support twice weekly testing • Data on kits issued and results returned are held securely and confidentially 	<p>Staff handbook updated 1/3/21 Procedures in place since Feb 21 Records updated twice weekly by SLT</p>	<p>Checked JA 25/2/21</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 • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) • Inform school of results (evidence should not be requested) - and follow PHE guidance in respect of self isolation 	<p>Staff briefing 1/3/21</p> <p>Parent info emailed/texted/website by 5/3/21</p> <p>Weekly parent text/letter maintained.</p>	<p>Checked JA/SLT/SBM 13/21</p>
<p>Cleaning and Hygiene</p> <p><i>“Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products”</i></p>	<p>Refer to TEFAT Cleaning Guidance</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 	<p>Staff handbook 1/3/21</p> <p>Cleaning staff working hours staggered to give daytime cover</p> <p>1 cleaner 10-12.30 Hygiene boxes in all</p>	<p>Checked JA and site/SBM 24/8/20</p> <p>Checked JA and site manager 30/9/20</p> <p>Checked JA and site 11/11/20</p>

	<p>go”</p> <ul style="list-style-type: none"> • 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 • 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>classes, offices, staff rooms and isolation spaces. Maintain current cleaning protocols</p> <p>Place a copy of the COSHH data sheet for products in the Hygiene box for ease of reference by 5/3/21</p> <p>Handwashing: On arrival Returning from breaks Changing rooms Before and after eating Before leaving</p> <p>Supervision during use of sanitiser by children, or use skin cleaning wipes instead</p> <p>Open windows and doors fully periodically throughout the day - full ventilation every 90mins for at least 15 minutes</p> <p>Review uniform requirements to support children wearing an</p>	<p>Checked JA and site team 1/3/21</p>
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		extra layer, enabling windows to remain open	
<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 ● Where social distancing between adults is not possible, staff and adult visitors are recommended to wear face coverings ● 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>Staff handbook 3/3/21</p> <p>NOTE: Face visors or shields should not be worn as an alternative to face coverings (they may protect against droplet spread but are unlikely to be effective in reducing aerosol transmission when used without a face covering</p>	<p>Checked JA and SLT 25/8/20, 30/9/20, 11/11/20</p> <p>1/3/21</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 and encourage parents to wear face coverings when dropping off/collecting particularly where social distancing between parents is failing ● Local protocols for safe removal and storage or disposal of individuals’ face coverings used for travelling to and from school 	<p>Staff handbook 3/3/21</p> <p>Parent info 3/3/21</p>	<p>Reviewed JA/SLT 1/3/21</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> <p><i>“.. there may be an additional risk of infection in environments where you or</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 ● 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>Staff handbook 1/3/21</p> <p>Staff training 1/3/21</p>	<p>Checked JA and phase leads 25/8/20 Handbook and training materials unchanged from July draft. JA and SLT - 30/9/20, 11/11/20, - no change from September plan JA and sit confirmed 1/3/21 - no significant change from Dec 20</p>

<p><i>others are singing, chanting, playing wind or brass instruments or shouting.”</i></p>	<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>Useful guidance here from Music Mark</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"> ● PPE Policy aligns with gov.uk guidance and is updated to reflect recommendation that adult visitors and staff who are unable to socially distance (eg in communal areas) should wear face coverings ● 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 	<p>Staff handbook 1/3/21</p> <p>PPE available to all. Stock checked at least weekly.</p> <p>Hygiene boxes fully stocked</p> <p>Lidded bins in all classes and main entrances to school</p>	<p>Checked JA/FS and site 24/8/20 30/9/20, 11/11/20, 1/3/21 - checked JA and site manager</p>
<p>Managing toilets <i>“Different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils.. Encouraged to clean their hands ...”</i></p>	<ul style="list-style-type: none"> ● Designated toilets per group or groups where possible (not essential) ● Regime of regular cleaning pre, post and during school day ● Consider displaying a log of cleaning in the space 	<p>Staff handbook 3/3/21 Pupil training 8/3/21</p> <p>Children only use toilets within their designated bubble zones</p> <p>At least twice during school day clean and once end of school day.</p>	<p>Checked JA 24/8/20</p> <p>Checked JA and site mgr 30/9/20, 11/11/20, 3/3/21</p>

		Enhanced hygiene packs/wipes in toilets - staff wipe down of taps after use	
Managing circulation areas	<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 	Staff handbook 1/3/21	<p>Checked JA 24/8/20</p> <p>JA 30/9/20 - no change from September plan</p> <p>JA 11/11/20 - Y6 and Y4 using alternative route to p/ground.</p> <p>JA/st 1/3/21 - no change from Dec 21</p>
Managing teaching resources / equipment	<ul style="list-style-type: none"> • No sharing of frequently used equipment eg pens, pencils • Shared resources (books, games etc) to be regularly cleaned • 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 	Staff handbook 1/3/21 Pencil cases stocked for all pupils	<p>Checked JA and phases 25/8/20</p> <p>JA 30/9/20, 11/11/20, 1/3/21 - no change from December plan</p>
Managing school meals <i>"..kitchens will be fully open from the start of the autumn term.."</i>	<ul style="list-style-type: none"> • Consider lunchtime timings and arrangements to avoid bubbles conflicting • Cleaning regime for dining room after each bubble serving 	Staff handbook 1/3/21 re timetables and staffing	<p>Checked JA 24/8/20</p> <p>JA 30/9/20, 11/11/20, 1/3/21 - no change from December plan</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>Staff handbook 1/3/21</p>	<p>Checked JA 24/8/20</p> <p>JA 30/9/20, 11/11/20, 1/3/21 - no change from December plan</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, face coverings, 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>Staff handbook 1/3/21</p> <p>Procedures unchanged from Dec 2021.</p>	<p>Checked JA/SEM/Site and admin 1/3/21</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 Confirmed contaminated waste held for 72 hours before normal disposal 	<p>Staff handbook 1/3/21</p>	<p>Checked JA 24/8/20</p> <p>JA 30/9/20, 11/11/20, 1/3/21 - no change from December plan</p>
<p>Emergency evacuation /</p>	<ul style="list-style-type: none"> Fire escape doors operational and 	<p>See staff handbook</p>	<p>Checked JA 24/8/20</p>

<p>lockdown</p>	<p>emergency exits unobstructed</p> <ul style="list-style-type: none"> • 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>1/3/21</p> <p>Fire drill planned for w/c 15/3/21</p>	<p>JA 30/9/20, 11/11/20, 1/3/21 - no change from December plan</p>
<p>First Aid</p>	<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. • First Aider to wash hands for at least 20seconds following contact • All surfaces / contact points to be antiviral 	<p>See staff handbook 1/3/21</p> <p>First Aid box + PPE in all classrooms and isolation spaces.</p> <p>Additional first aid training complete - all bubbles appropriately staffed.</p>	<p>JA 30/9/20, 11/11/20, 1/3/21 - no change from December plan</p>

	cleaned		
Managing educational visits	<ul style="list-style-type: none"> No residential visits Non residential visits to be subject to specific risk assessment 		
Pupil behaviour / needs	<ul style="list-style-type: none"> Identify amendments to existing risk assessments that need to be in place for identified pupils Ensure recently identified 'vulnerable pupils' have a risk assessment in place which is shared with appropriate staff and subject to regular review Where possible allocating dedicated staff to care for individual pupils where personal care is needed 	Complete and regularly review: Generic Risk Assessment for Vulnerable Pupils	To be RAs to be reviewed and completed by Fri 12/3/21 latest by pastoral and CT. 30/9/20, 11/11/20, 12/3/21 - checked SLT and Pastoral with JA
Staffing availability	<ul style="list-style-type: none"> Identify staff requirements and availability Refer to Staff Health & Circumstances Guidance Feb 21 for guidance on which employees must work from home and which are higher risk to be 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 employee risk assessment form or review and update the original risk 	NB - essential sufficient leadership, first aiders, fire marshalls, DSLs, SENDCo, premises team, cleaners Staff risk assessments to be reviewed for vulnerable staff, as required, by Fri 3/3/21	Staff risk assessments completed 25/8/20 by JA All agreed verbally, email confirmation requested by 28/8/20 Checked JA and SLT 30/9/20, 11/11/20 all RAs updated

	<p>assessments noting that the guidance for individuals previously advised to shield has been paused</p> <ul style="list-style-type: none"> • 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 or for staff returning from maternity leave, long term sick leave etc 		
Staff communications	<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>Include contract cleaners / caterers in site specific training, protocols, policies etc</p> <p>Staff briefing 3/3/21</p>	<p>Staff update by email/text, no change to agreed plan. 25/8/20 JA</p> <p>Weekly staff update by text/letter to continue 1/3/21</p>
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 (case study discussions) or individual supervision (external source) • Regional SEND support for SENCOs - Lon and WM regional role, EA Education Psychologist • Coaching to be provided for middle leaders 	<p>Staff briefing and handbook 3/3/21</p> <p>Reminders in staff weekly newsletters</p>	<p>All lines of communication and support in place if needed. JA 25/8/20</p> <p>30/9/20 11/11/20, 3/3/21 - no change from December plan.</p>

	<p>focussed on leadership skills to support teams</p> <ul style="list-style-type: none"> ● Online wellbeing resources available ● Use of established wellbeing champions and HR leads in schools 		
Pupil wellbeing	<ul style="list-style-type: none"> ● Trust guidance for supporting pupils in school Bereavement Guidance and Resources Pack ● Strategies and ideas for supporting pupils shared at Safeguarding SIG and Vulnerable Pupil SIG ● Regional SEND support for SENCos - Lon and WM regional role, EA Education Psychologist ● Individual pupil risk and mitigation for safety and learning identified through: Generic Risk Assessment for Vulnerable Pupils ● Vulnerable pupil safe and well checks in place following guidance: TEFAT Safeguarding Risk Assessment - Home Visits 	At least fortnightly evaluation by pastoral team of vulnerable families and pupils.	Pupil risk assessments in place. Checked JA/GD - 11/11/20, 1/3/21

Signed on behalf of the Academy

Name James Allan



Date 1/3/21

Signed on behalf of TEFAT

Name



Date 4/3/21

