

CREATIVE EDUCATION TRUST  
Risk Assessment – COVID-19 Full Reopening from September 2020



<p><b>Reason for Risk Analysis:</b></p> <p>Government guidance and announcements relating to the full reopening of schools from the start of the autumn term 2020.</p> <p><b>Relates to September opening and subsequent term(s) only</b></p>	<p><b>Description of the Reasonably Foreseeable Risks (RFR):</b></p> <p>Health, safety and well-being of staff, students, visitors, contractors, other adults and all stakeholders coming onto Thistley Hough Academy and controlling the spread of COVID-19.</p>
<p><b>Reason for the RFR:</b></p> <p>Response to Gov. guidance document first published 2.7.2020 which states schools are to reopen fully for all students (and hence all staff) at the start of September.</p>	<p><b>Hazards and Aspects Considered:</b></p> <ul style="list-style-type: none"> <li>• System of Controls: <ul style="list-style-type: none"> <li>○ Prevention</li> <li>○ Response to any infection</li> </ul> </li> <li>• School operations: <ul style="list-style-type: none"> <li>○ Transport (dedicated school transport)</li> <li>○ Transport (wider public transport)</li> <li>○ Attendance</li> <li>○ School workforce</li> <li>○ Supporting staff</li> <li>○ Staff deployment</li> <li>○ Safeguarding</li> </ul> </li> <li>• Staffing levels on-site in all service areas;</li> <li>• Lack of induction/briefing prior to coming back into school for staff and students;</li> <li>• Ensuring social distancing always;</li> <li>• Access and egress to/from site for all stakeholders.</li> <li>• Visitors to reception;</li> <li>• Movement around designated areas;</li> <li>• Wellbeing</li> <li>• Lunch and break times;</li> <li>• Welfare facilities;</li> <li>• Biometric readers;</li> <li>• Reval machines;</li> </ul>
<p><b>Key Reference Documents and other useful links:</b></p> <ol style="list-style-type: none"> <li>1. Gov. Guidance on full opening [2nd July 2020] [Updated 28<sup>th</sup> August 2020]: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>2. Gov. Guidance for households with possible coronavirus infection [18<sup>th</sup> June 2020]: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>3. Gov. Guidance: safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) [16<sup>th</sup> June 2020] <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> <li>4. Gov. Guidance: cleaning of non-healthcare settings [15<sup>th</sup> May 2020] <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>5. Contacts: PHE health protection teams (local) [17<sup>th</sup> June]: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></li> <li>6. NHS: Testing and tracing for coronavirus: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li>7. Gov. Advice: Coronavirus: safer travel guidance for passengers [29<sup>th</sup> June 2020]: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>8. Gov. Advice: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 [23<sup>rd</sup> June 2020] <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> </ol>	

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9. Research document: Covid-19: review of disparities in risks and outcomes [2<sup>nd</sup> June 2020]:  
<https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>
10. Press release: extra mental health support for pupils and teachers [10<sup>th</sup> June 2020]:  
<https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>
11. Mental Health support website: <https://www.educationsupport.org.uk/>
12. Gov. Guidance: School workload reduction toolkit [11<sup>th</sup> October 2019]:  
<https://www.gov.uk/guidance/school-workload-reduction-toolkit>
13. Case studies: remove education practice for schools during coronavirus [12<sup>th</sup> June 2020]:  
<https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19>
14. Gov. Guidance: how to self-isolate when you travel to the UK [11<sup>th</sup> June 2020]:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>
15. Gov. Guidance: for food businesses on coronavirus [26<sup>th</sup> June 2020]:  
<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>
16. HSE: Legionella risks during the coronavirus outbreak: <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>
17. CIBSE: Emerging from lockdown: <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>
18. HSE: Air conditioning and ventilation during the coronavirus outbreak:  
<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
19. Gov. Advice: Protective measures for out-of-school settings during the coronavirus outbreak [1<sup>st</sup> July 2020]: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
20. Gov. Advice: the phased return of sport and recreation [30<sup>th</sup> June 2020]:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

- Identify use and management of classrooms;
- Use of ICT equipment;
- PE Lessons;
- Science & D & T Practical's;
- Fire Evacuation; Inadequate fire marshals';
- First Aid;
- Contractors on site;
- Daily cleaning regime;
- Cross-Bubble working (Site team, IT team)
- Regular on-site contractors (Catering team, cleaning team)
- Lettings

**Dates indicate date of latest update of document or webpage, where available.**

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Version: (must match version control at bottom of document)	V1.		
Reasoning:	Recommissioned to reflect guidance for full opening		
<b>School:</b> Three Peaks Primary Academy	<b>Additional Site Information:</b> Number of students expected: 1000  Year Groups: 7, 8, 9, 10, 11 (and potentially Y12 for GCSE Resits in November)		
<b>Who may be harmed?</b>	Staff, Students, visitors, contractors.	<b>How many people:</b>	Up to 1300 individuals: <ul style="list-style-type: none"> <li>• 403 on roll</li> <li>• 76 children in EYFS</li> <li>• 107 Key Stage 1</li> <li>• 220 Key Stage 2</li> <li>• 48 Staff</li> <li>• Contractors &amp; visitors</li> </ul>
<b>Trust Health &amp; Safety Contacts:</b>		<b>Trust Contact: Health &amp; Safety Trustee.</b>	Dr Stuart Sams (CET) 07425 627645 Mr Jon Ward (CET) 07894 535038
<b>Site Health &amp; Safety Contacts:</b>			Richard Penn-Bourton Rob Elscey Ange Pickering (AC Member with responsibility)
<b>Risk rating for this activity:</b>	4 (Medium-High)	<b>Date of Assessment:</b>  <b>Date of Review</b>	Original 26.07.2020 Reviewed 30.08.2020 Weekly or sooner

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Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
<b>System of Control - Prevention</b>	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults who have coronavirus symptoms or have tested positive in the last 10 days do not come into the Academy.</li> <li>• Anyone developing those symptoms during the Academy day are sent home.</li> <li>• Other members of households, including siblings, should self isolate for 14 days from when the symptomatic person first has symptoms.</li> <li>• Staffing to be managed in line with illness, absence and attendance policies are currently in effect.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mandatory instruction</b></li> <li>• All parties referred to Gov. Guidance for households with possible coronavirus infection (2, above)</li> <li>• Communication to households must be clear and agreed (scripted) in advance to include:  “Do not attend school if you are displaying a change in taste and smell, a new persistent cough or an increased temperature”</li> </ul>	All staff, students and other visitors
<b>System of Control - Prevention</b>	Anyone developing symptoms during the Academy day are sent home.	<ul style="list-style-type: none"> <li>• Person to be moved to Meeting Room where they can be isolated               <ul style="list-style-type: none"> <li>○ Behind a closed door</li> <li>○ With appropriate adult supervision</li> <li>○ Window open for ventilation</li> </ul> </li> <li>• Separate bathroom made available for use – Men’s Bathroom KS2 Building</li> <li>• Cleaning and sanitising of “Covid” bathroom to be completed before use by anyone else.</li> <li>• A member of staff having concerns about a potential Covid</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mandatory instruction</b></li> <li>• If not possible, move them to an area that is at least 2m away from other people.</li> <li>• PPE must be worn by anyone caring for the symptomatic person</li> <li>• Usual emergency practices (999 etc) continue to apply.</li> <li>• Routine measurement of temperature is not recommended.</li> </ul>	All staff, students and other visitors. Cleaning teams.

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		<p>case in a student should contact a non-teaching member of the SLT. This member of SLT to follow the Covid symptoms plan. The member of SLT will notify the cleaning team to arrange the necessary cleaning.</p> <ul style="list-style-type: none"> <li>• LB/NH will then notify parents and making sure that the student is not back at school until appropriate under government guidelines.</li> <li>• If a member of staff is presenting symptoms outside of school hours, they should not travel to the school site, inform the school immediately (using the dedicated cover line) and follow advice published by Public Health England.</li> <li>• If a member of staff develops symptoms during the school day, SLT must be called for immediate cover and the member of staff should leave the school site as soon as possible.</li> </ul>		
<p><b>System of Control - Prevention</b></p>	<p>Clean hands thoroughly more often than usual</p>	<ul style="list-style-type: none"> <li>• Pupils and staff must clean their hands regularly, including             <ul style="list-style-type: none"> <li>○ When they arrive at the Academy</li> <li>○ When they return from breaks</li> <li>○ When they change rooms</li> <li>○ Before and after eating</li> </ul> </li> <li>• This can be done with soap and running water or hand sanitiser.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mandatory instruction</b></li> <li>• All sinks in Creative areas used to aid handwashing protocols in addition to use of allocated bathrooms.</li> <li>• Supervision of students with complex needs to avoid ingestion.</li> </ul>	<p>All staff, students and other visitors. Cleaning teams.</p>

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		<ul style="list-style-type: none"> <li>• Every classroom will have hand sanitiser.</li> </ul>		
<b>System of Control - Prevention</b>	Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach	<ul style="list-style-type: none"> <li>• Ensure sufficient tissues and bins are available in the Academy</li> <li>• Ensure that all rooms have a covered bin for tissues and food residue.</li> <li>• Staff will be permitted to wear face coverings from Tuesday 1<sup>st</sup> September 2020 when not working with children (PPA, Staff Meetings, SLT Meetings, 1:1 Meetings)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mandatory instruction</b></li> <li>• Support for students with complex needs</li> <li>• PHE does not recommend the use of face coverings in schools.</li> </ul>	All staff, students and other visitors. Cleaning teams.
<b>System of Control - Prevention</b>	Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	<ul style="list-style-type: none"> <li>• More frequent cleaning of rooms and shared areas</li> <li>• More frequent cleaning of frequently touched surfaces</li> <li>• Regular cleaning of toilets</li> <li>• Encouragement to wash hands after using toilet</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mandatory instruction</b></li> <li>• Bubbles to use allocated their own toilet blocks.</li> <li>• PHE will publish revised cleaning guidance to supplement Gov Guidance (4, above)</li> </ul>	All staff, students and other visitors. Cleaning teams.
<b>System of Control - Prevention</b>	Minimise contact between individuals and maintain social distancing wherever possible - general	<ul style="list-style-type: none"> <li>• Reduce number of contacts between children and staff through : <ul style="list-style-type: none"> <li>○ The use of bubbles AND</li> <li>○ Maintaining distance between individuals</li> <li>○ Bubble grouping must be consistent, limiting the number of pupils and staff in contact with each other.</li> <li>○ Bubbles do not mix</li> <li>○ Bubbles likely to be the size of a year group.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mandatory consideration</b></li> <li>• Where possible limit interaction, sharing of rooms and social spaces.</li> <li>• Siblings may be in different groups.</li> <li>• All teachers and other staff can operate across different classes and year groups to facilitate timetable.</li> </ul>	All staff, students and other visitors.

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		<ul style="list-style-type: none"> <li>○ Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.</li> <li>○ Staggered end of day to reduce students and maximise distancing</li> <li>○ Utilise all entrances/exits</li> <li>○ Staff <u>will be permitted to wear face coverings from Tuesday 1<sup>st</sup> September 2020 when not working with children (PPA, Staff Meetings, SLT Meetings, 1:1 Meetings)</u></li> </ul>		
<b>System of Control - Prevention</b>	Minimise contact between individuals and maintain social distancing wherever possible – within the classroom	<ul style="list-style-type: none"> <li>● Adults to remain 2m away from each other and children.</li> <li>● Avoid close face-to-face contact</li> <li>● Minimise time spent within 1m of anyone.</li> <li>● Children to be supported to maintain distance, not touch staff or their peers.</li> <li>● Pupils sat side by side, facing forwards in all rooms.</li> <li>● Remove unnecessary furniture to make more space to support distancing.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Mandatory consideration</b></li> <li>● Distance marking within the classroom no 1:1 marking.</li> <li>● Individual risk assessments for children requiring 1:1 support through EHCP arrangements.</li> </ul>	All staff, students and other visitors.
<b>System of Control - Prevention</b>	Minimise contact between individuals and maintain social distancing wherever possible – elsewhere	<ul style="list-style-type: none"> <li>● “Bubbles” to be kept apart – no large gatherings with other groups.</li> <li>● Movement around site kept to a minimum.</li> <li>● Stagger breaks and lunchtimes</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Mandatory consideration</b></li> <li>● Passing briefly in the corridor is low risk.</li> <li>● 3 Staffrooms established around school and set up to reflect social distancing</li> </ul>	All staff, students and other visitors.

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		<ul style="list-style-type: none"> <li>• Allow time for cleaning between groups.</li> <li>• Plan shared staff spaces to help staff distance from each other.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff must have a break of a reasonable length during the day.</li> <li>• Outdoor meeting area identified but staff must maintain 2m distancing.</li> <li>• Limit 2 members of staff entry to reprographics room and entry and exit via external doors.</li> <li>• Designated staff toilets.</li> </ul>	
<b>System of Control - Prevention</b>	Minimise contact between individuals and maintain social distancing wherever possible – arriving at and leaving school	<ul style="list-style-type: none"> <li>• Staggered finish times to keep groups apart KS2 to finish 3:25pm</li> <li>• Gathering at school gates is not advised.</li> <li>• Designated drop off and collection points spread across the school site.</li> <li>• Process for removing face coverings from pupils and staff on arrival. <ul style="list-style-type: none"> <li>○ Not to touch front of face covering when removing.</li> <li>○ Wash hands immediately.</li> <li>○ Dispose of temporary covering in covered bin, or</li> <li>○ Place reusable covering in plastic bag to take home.</li> <li>○ Wash hands again</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mandatory consideration</b></li> <li>• Car Park to be locked down until 3:40pm to allow for movement of children onsite and to reduce risk at main entrance.</li> </ul>	All staff, students, parents and other visitors.
<b>System of Control - Prevention</b>	Where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> <li>• PPE is only needed in a very small number of cases: <ul style="list-style-type: none"> <li>○ Where an individual child becomes ill with coronavirus symptoms at the Academy, and only</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Specific instruction</b> PPE kits stored in Staff zones and in COVID-19 Medical Room.</li> </ul>	All staff, and other visitors.



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		<p>then if a distance of 2m cannot be maintained</p> <ul style="list-style-type: none"> <li>○ Where a child has routine intimate care needs that involves the use of PPE</li> </ul>		
<b>System of Control – Response to any infection</b>	Engage with the NHS Test and Trace process	<ul style="list-style-type: none"> <li>● Understand the NHS Test and Trace process and how to contact</li> <li>● Staff and parents must be ready and willing to                             <ul style="list-style-type: none"> <li>○ Book a test</li> <li>○ Provide details of anyone they have had contact with, if positive</li> <li>○ Self-isolate if they have been in close contact with someone who develops symptoms or tests positive</li> </ul> </li> <li>● Contact local PHE (6, above) as necessary</li> <li>● The absence reporting procedure have been amended to reflect the latest government guidance</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Mandatory instruction</b></li> <li>● Ask parents and staff to inform immediately when test results become available</li> </ul>	All staff, parents and other visitors.
<b>System of Control – Response to any infection</b>	Manage confirmed cases of coronavirus amongst the school community	<ul style="list-style-type: none"> <li>● Positive test results in immediate action to:                             <ul style="list-style-type: none"> <li>○ Contact local PHE (6, above)</li> <li>○ Support and engage with PHE “rapid risk assessment”</li> </ul> </li> <li>● Record of “close contact” must be kept School registers and seating plans will be used to</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Mandatory instruction</b></li> <li>● Close contact with an infected person defined as:                             <ul style="list-style-type: none"> <li>○ Face to face, less than 1m, for any time (including being coughed on, face to face conversation or skin-to-skin contact)</li> <li>○ Proximity contacts – extended close contact</li> </ul> </li> </ul>	All staff, parents and other visitors.

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		<ul style="list-style-type: none"> <li>identify those who have been in close contact.                             <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>within 1-2m for more than 15 mins                             <ul style="list-style-type: none"> <li>○ Travelling in a small vehicle (e.g. car)</li> </ul> </li> <li>Evidence of negative tests are not to be requested.</li> </ul>	
<b>System of Control – Response to any infection</b>	Contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> <li>The school will follow information published by:                             <ul style="list-style-type: none"> <li>○ PHE</li> <li>○ DfE</li> <li>○ CET</li> </ul> </li> <li>Local health protection teams e.g. Staffordshire LA</li> </ul>	<ul style="list-style-type: none"> <li><b>Mandatory instruction</b></li> <li>Two or more confirmed cases in 14 days <i>may</i> be an outbreak.</li> </ul>	All staff, students, parents and other visitors.
<b>School Operations</b>	Transport – wider public transport	<ul style="list-style-type: none"> <li>Use by pupils to be kept to absolute minimum.</li> <li>Encourage walking or cycling.</li> <li>Refer parents to safer travel guidance (8, above)</li> </ul>		All staff, parents and students.
<b>School Operations</b>	Attendance	The DfE Guidance for the reopening of schools, which outlines clearly attendance coding will implemented	N/A	N/A
<b>School Operations</b>	School Workforce – general	<ul style="list-style-type: none"> <li>Staff identified as extremely clinically vulnerable and clinically vulnerable are to “take particular care”</li> <li>People who live with those identified above can attend the workplace.</li> <li>Flexible deployment of those identified above should be implemented, including remote working and opportunities that allow social distancing.</li> <li>On request, HR will meet with all extremely clinically vulnerable</li> </ul>	<ul style="list-style-type: none"> <li>Expectation that staff will attend school.</li> <li>Pregnant staff are identified as “clinically vulnerable”.</li> <li>Schools to accommodate additional measures where appropriate to reflect staff who may otherwise be at risk (9, above)</li> <li>Schools have a legal obligation to protect employees and others, and should consider how to meet equalities duties in the usual way.</li> </ul>	All Staff

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		<ul style="list-style-type: none"> <li>and clinically vulnerable and will be supporting them on an individual basis.</li> <li>• Meetings will only take place in where social distancing can be ensured.</li> <li>• Teams will be used for staff briefings as the community theatre is not large enough to ensure social distancing.</li> <li>• All assemblies will take place remotely</li> <li>• Staff and students will be directed to leave the school site by 4pm</li> </ul>		
<b>School Operations</b>	Supporting Staff	<ul style="list-style-type: none"> <li>• Should be regard to work-life balance and wellbeing of all staff.</li> <li>• Measures should be explained to all staff.</li> <li>• Duty of care to staff mental health must be supported. (10, 11 above)</li> <li>• All measures to increase safety should be fully explained to all staff on the September inset.</li> <li>• All staff have been signposted to an external service to aid mental health, paid for by the CET for further support and guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Assistance Programme (EAP) <ul style="list-style-type: none"> <li>○ 0800 0280199</li> <li>○ healthassuredeap.com</li> </ul> </li> </ul>	All staff
<b>School Operations</b>	Staff deployment	<ul style="list-style-type: none"> <li>• Changes to roles and responsibilities may be necessary</li> <li>• Avoid unnecessary workload.</li> <li>• Measures have been put in place to reduce time spent on site.</li> </ul>	<ul style="list-style-type: none"> <li>• Use school workload reduction toolkit (12, above) and case studies (13, above) to support actions taken.</li> <li>• Staff taking holidays abroad need to be available for work from the</li> </ul>	All Staff

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		<ul style="list-style-type: none"> <li>• Ensure appropriate support is available for SEND students.</li> <li>• Recruitment continues as usual.</li> <li>• Engage supply teachers as usual.</li> <li>• Training for ITTs can continue as normal.</li> </ul>	start of the Autumn term (see 14, above)	
<b>School Operations</b>	Safeguarding	<ul style="list-style-type: none"> <li>• Revise CP policy to reflect return.</li> <li>• DSLs and deputies to be provided with more time to support staff and children.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all staff complete Safeguarding update at the beginning of academic year</li> </ul>	All staff
<b>School Operations</b>	Catering	<ul style="list-style-type: none"> <li>• Kitchens to be fully open from start of autumn term.</li> <li>• Normal arrangements in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance to guidance required (15, above)</li> </ul>	
<b>School Operations</b>	Estates	<ul style="list-style-type: none"> <li>• No significant adaptations needed.</li> <li>• No additional off-site provision needed.</li> <li>• Pre-term checklists to be undertaken as normal.</li> <li>• Open some windows in each classroom to improve ventilation.</li> <li>• The following to be maintained on a daily/weekly cycle (examples): <ul style="list-style-type: none"> <li>○ All signage</li> <li>○ Sanitisation</li> <li>○ Toilet checklists</li> <li>○ Standards of cleaning and hygiene</li> <li>○ Stock of PPE</li> <li>○ Hazard Tape in classrooms and communal areas</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Legionella guidance (16, above)</li> <li>• Reoccupying buildings guidance (17, above)</li> <li>• Ventilation guidance (18, above)</li> </ul>	

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		<ul style="list-style-type: none"> <li>○ Outside social spaces clearly identified</li> <li>○ Spacing in classrooms (table and chairs)</li> <li>○ Bike Storage</li> <li>○ Bins</li> <li>○ All touch points</li> </ul>		
<b>School Operations</b>	Educational Visits	<ul style="list-style-type: none"> <li>• No Educational visits during ur</li> </ul>	<ul style="list-style-type: none"> <li>• Can resume non-overnight domestic visits, in line with existing guidance.</li> </ul>	
<b>School Operations</b>	Uniform	<ul style="list-style-type: none"> <li>• Staff and children follow uniform policy with the exception of PE days when children come to school in appropriate PE clothing including footwear appropriate for PE.</li> </ul>	<ul style="list-style-type: none"> <li>• Uniforms do not need to be cleaned more often than usual.</li> </ul>	
<b>School Operations</b>	Extra-curricular provision	<ul style="list-style-type: none"> <li>• Planning in line with Protective measures advice (19, above)</li> </ul>	<ul style="list-style-type: none"> <li>• Breakfast and after-school care should start from the Autumn term located in KS1 Hall.</li> </ul>	
<b>Curriculum, behaviour and pastoral support</b>	Physical activity	<ul style="list-style-type: none"> <li>• Remain in consistent groups.</li> <li>• Thorough cleaning of equipment after each use by different individual groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance (20, above)</li> </ul>	All staff, students and other visitors.

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		<ul style="list-style-type: none"> <li>• Avoid contact sports.</li> <li>• Prioritise outdoor sports – use large indoor spaces where not possible.</li> <li>• Use external facilities if this supports distancing, cleaning and hygiene.</li> </ul>		
<b>School Operations</b>	Visitors to reception	<ul style="list-style-type: none"> <li>• Maintain procedures as are but keeping hatch window closed.</li> <li>• Sanitiser available on entry</li> <li>• Cleaning wipes for inVentry screen – use before signing in</li> <li>• Parents requesting meetings are to confirm contact number for later telephone contact, and then asked to leave site.</li> <li>• Risk assessment for visitors on site will be completed ready for 7<sup>th</sup></li> <li>• Students who arrive late to school will access the school through the main gate and enter through reception for registration. Students will then be escorted to their bubbles.</li> </ul>	<ul style="list-style-type: none"> <li>• Only essential visitors to be given access.</li> <li>• Visitor information to be provided to Admin team in advance</li> </ul>	All Staff and othervisitor.
<b>School Operations</b>	Movement around designated areas of the site.	<ul style="list-style-type: none"> <li>• Groups remain in Year Group Teaching Area teachers rotate around rooms</li> <li>• All movement around site is supervised</li> <li>• One-way system applied to dinner hall.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Movement in corridors kept to an absolute minimum. (Movement to bathrooms and exits)</li> </ul>		
<b>School Operations</b>	Ventilation	<ul style="list-style-type: none"> <li>• Where possible, all spaces should be well ventilated using natural ventilation (open windows) or ventilation units'</li> <li>• Air conditioning units will not be used in teaching spaces</li> <li>• All systems to remain energised in normal operating mode.</li> <li>• Where possible, occupied room windows should be open.</li> <li>• Ventilation to the school server room will remain in operation</li> <li>• Good ventilation is essential at all times in classrooms and particularly during this period. Schools should ensure all systems are working in their normal operating mode.</li> </ul>	<ul style="list-style-type: none"> <li>• Ventilation to be provided using window openings. Doors are not to be propped open.</li> <li>• Fans will be removed from all classrooms and work areas.</li> </ul>	All staff, students and other visitors.
<b>School Operations</b>	Use of welfare facilities	<ul style="list-style-type: none"> <li>• Toilet pass system to be used to ensure no more than 1 child per class using bathrooms</li> <li>• Medical need students to be escorted by on-call.</li> <li>• Toilets cleaned after break, lunch and at EOD.</li> <li>• signage is in place to ensure hygiene guidance is adhered to.</li> <li>• Access to toilets outside of assigned bubbles is strictly not permitted for students</li> </ul>	<ul style="list-style-type: none"> <li>• Each year group will have designated bathrooms.</li> <li>• Increased cleaning provision</li> </ul>	All staff, students and other visitors.

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<b>School Operations</b>	Use and management of classrooms.	<ul style="list-style-type: none"> <li>Regular “non covid” RA checklists to be in place</li> <li>Desks in rows, students facing front.</li> <li>Teachers operate at front of class only</li> <li>No materials leave room</li> </ul>		All staff, students and other visitors.
<b>School Operations</b>	Use of ICT classrooms	<ul style="list-style-type: none"> <li>Included in ICT Risk Assessment</li> <li>Students will be directed to clean keyboards after use.</li> <li>Antibacterial wipes and bin liners must be situated with all ICT portable trollies. All ICT equipment must be wiped down before being stowed back in the ICT trollies.</li> <li>Included in ICT Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>ICT Suite designated to KS2. 48 hours quarantine period between use by different bubbles.</li> <li>Chromebook trollies allocated to specific Key Stages. All equipment cleaned after each use.</li> </ul>	All staff and students
<b>Emergency Processes</b>	Fire Evacuation	<ul style="list-style-type: none"> <li>Return fire procedures to original central processes</li> <li>Adjust assembly points to reflect in-school bubbles and introduce maximum social distancing at assembly point</li> </ul>	<ul style="list-style-type: none"> <li>Fire evacuation plan covered in September INSET Day as part of restart briefing.</li> <li>Fire assembly points relocated across all playgrounds.</li> <li>Fire Evacuation practise to be completed in 1<sup>st</sup> full week of Term</li> </ul>	All staff, students and other visitors.
<b>Emergency Processes</b>	Lockdown	<ul style="list-style-type: none"> <li>Lockdown process remains unchanged except                             <ul style="list-style-type: none"> <li>Students encouraged to sit back-to-back during lockdown</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Lockdown plan covered in September INSET DAY as part of restart briefing.</li> </ul>	All staff, students and other visitors.
<b>Emergency Processes</b>	First Aid Provision	<ul style="list-style-type: none"> <li>First Aiders identified for each Key Stage</li> <li>PPE must be available for FA in line with CET First Aid Risk Assessment (Appendix 3)</li> </ul>	<ul style="list-style-type: none"> <li>KA to manage all individual FA kits.</li> <li>Designated FA staff to ensure PPE equipment in all areas available</li> </ul>	All staff, students and other visitors.



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<b>Site</b>	Visiting Contractors on site	See guidance on Site Protocol	N/A	N/A
<b>Site</b>	Cleaning Regime	<ul style="list-style-type: none"> <li>• Cleaning contractors to maintain current cleaning regimes, and enhance to include:                             <ul style="list-style-type: none"> <li>○ Deep cleaning each teaching room used at the end of each day (full sterilisation)</li> <li>○ Antibacterial clean of all hard surfaces in circulation areas.</li> <li>○ Cleaning toilet blocks at prescribed times (above)</li> <li>○ Cleaning canteen area before, during and after breaks.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Cleaner allocated to area of the school. See plan.</li> <li>• All communal area's cleaned when movement has taken place.</li> <li>• On-going cleaning of touch points.</li> <li>• One cleaner per area.</li> <li>• Shared rooms will be cleaned between use.</li> <li>• Toilets will be cleaned after each break and at frequent intervals during the day.</li> <li>• Sign off sheets are completed by the cleaning staff during the day.</li> </ul>	Site Staff and Cleaning Staff
<b>Site</b>	Cross-Bubble Working (IT and Site Teams)	<ul style="list-style-type: none"> <li>• Avoid operating in “bubble spaces” unless absolutely necessary.</li> <li>• Additional PPE to be used by site/IT teams if working in “bubble spaces” is essential</li> <li>• No prolonged interaction with cleaning/kitchen staff</li> <li>• Cleaners to be informed of additional areas to clean depending on work being undertaken.</li> </ul>	<ul style="list-style-type: none"> <li>• IT team to operate remotely where possible</li> <li>• Staff not to “visit” IT office unless requested by IT team</li> <li>• Site staff to complete tasks outside of 8.15am-3.30pm window where possible</li> <li>• PPE not necessary when transitioning through “bubble spaces”</li> </ul>	All Staff, IT and Site Team
<b>Site</b>	On-site Contractors (Cleaning team, catering team)	<ul style="list-style-type: none"> <li>• Follow guidance from employers, including RA and PPE expectations</li> <li>• Avoid prolonged interaction with THA staff</li> </ul>	<ul style="list-style-type: none"> <li>• Utilise site team to support actions during the day where possible</li> </ul>	Site Team and other visitors.

