

# Managing School Re-opening across the Trust

## Risk Procedures and Risk Assessment



This Risk Assessment sets out the measures that must be taken to minimise the risk of any one in school contracting the virus once schools begin to re-open.

All schools in the Trust must follow these precautionary measures, however, each school will implement their own school-specific routines once open to reflect their specific circumstances and age range.

In drawing up this Risk Assessment a number of guiding principles have been followed:

1. Safety first – any decisions taken in relation to re-opening school will always prioritise the health and safety of staff and students
2. Quality– the delivery of quality teaching, aimed at closing gaps and supporting home learning will underpin our curriculum
3. Entitlement – all children should have contact with a qualified teacher and (in secondary schools) subject specialist for each subject they study before the summer
4. Workload and well-being – staff will now be potentially undertaking a combination of in school and out of school work, any decisions taken will be mindful of the fact that they have been working throughout the lockdown
5. Sustainability – any plans must be sustainable as we don't know how long this current phase will last for
6. Time for reflection – staff and students will need an opportunity to reflect on their experiences over the past 8 weeks
7. We know our children and staff best – schools within the WLT will make decisions based on the best interests of their staff and students

### September 2020

The following Risk Assessment was originally produced for the wider re-opening of schools in June 2020. This version has been reviewed and update in the light of DfE's guidance published on 28<sup>th</sup> August 2020: Guidance for full opening

It will be kept under review and updated as necessary during up to and after schools open in September to ensure it remains inline with further guidance and updates.

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<p><b>Preparing for opening</b></p> <ul style="list-style-type: none"> <li>• Communication with staff</li> <li>• Consultation with H&amp;S/union reps in schools</li> <li>• Communication to Parents</li> <li>• Communication to Pupils</li> <li>• CPD/Briefing for Staff</li> </ul>	<p>Trust and schools not communicating to stakeholders effectively leading to confusion and/or behaviours outside agreed routines</p> <p>Failure to consult with staff may result in key issues/queries/questions not being identified</p> <p>Failure to communicate with parents will lead to confusion and/or new routines not being adhered to</p> <p>Failure to communicate with pupils and students will lead to confusion and/or new routines not being adhered to.</p> <p>Staff not following routines and procedures.</p>	<p>Letter from SM/Jexec Heads to all staff – supportive etc</p> <p>Individual Heads/SLT to meet with H&amp;S/Union Reps prior to end of summer term to share current RA and ask for comments/questions</p> <p>School specific communications explaining revised start and end times of school day/new drop off/pick up routines/curriculum arrangements etc.</p> <p>New school routines explained to pupils/students when they return to school.</p> <p>Display DfE posters (or equivalent) around school.</p> <p>Schools to run training/briefing for all staff on new school routines during INSET.</p>	<p>Before schools re-open in September</p> <p>Before end of summer term</p> <p>Before first day of opening</p> <p>First day back</p> <p>During September INSET days</p>
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**ACTIONS FOLLOWING SEPTEMBER OPENING - Based on DfE Guidance 28<sup>th</sup> August 2020**

Systems of control 1 to 5 must be in place in all schools, all the time.

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System of control 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

System of control 7 applies in specific circumstances.

**Stems of control 8-10 must be followed in every case where they are relevant.**

<p><b>System of Control 1:</b></p> <p><b>Minimising contact with individuals who are unwell, have symptoms or live within someone who is unwell or has symptoms.</b></p>	<p>Failure to remain vigilant and act swiftly in instances of suspected or confirmed cases increases risk of infections occurring in school and the wider community.</p>	<p>Pupil or staff member with new, continuous cough or a high temperature, or has a loss of or change in their normal sense of taste or smell:</p> <ul style="list-style-type: none"> <li>○ sent home and advised to follow the <a href="#">stay home guidance</a>:             <ul style="list-style-type: none"> <li>○ self-isolate for at least 10 days</li> <li>○ arrange to have a test immediately</li> <li>○ other members of household to self-isolate for 14 days from when the symptomatic person first had symptoms</li> </ul> </li> <li>○ Pupils awaiting pick-up they should be isolated in separate, closed room with ventilation (depending on age of child etc). If not possible they should remain in a space</li> <li>○</li> <li>○ that is at least 2 meters away from anyone else. If they need the bathroom to use a separate one that must be cleaned before further use.</li> <li>○ Any member of staff staying with pupil while awaiting pick-up must wear PPE if social distancing cannot be maintained</li> <li>○ Any member of staff or pupil who has been in close contact with a symptomatic person/pupil should not self isolate unless:</li> </ul>	<p>As necessary</p>
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		<ul style="list-style-type: none"> <li>○ They develop symptoms (in which case they should arrange a test) or</li> <li>○ The symptomatic person tests positive (see <i>System of Control 7</i> below)</li> </ul>	
<p><b>System of Control 2:</b></p> <p><b>Where recommended use of face coverings in school</b></p>	Not following required use of face coverings will increase the spread of infection	<p>Compulsory wearing of face masks in communal areas where social distancing is difficult to adhere to. Communicated to all stakeholders.</p> <p>Students being asked to carry spare face masks.</p> <p>Additional face masks will be sold at reception if students do not have a face mask.</p>	<p>1<sup>st</sup> September</p> <p>1<sup>st</sup> September and in student induction</p> <p>Ongoing</p>
<p><b>System of Control 3:</b></p> <p><b>Clean Hands thoroughly more often than usual</b></p>	Not following required hand washing routines contribute to spread of infection	<p>Ensure soap and hot water in every toilet</p> <p>Hand sanitiser stations set up at the school entrances for pupils and any other individuals entering the school to use.</p> <p>Hand sanitiser station in every classroom, canteens, reception, changing rooms, sports facilities and any other areas with high flows of students/staff</p> <p>Ensure hand-washing requirements/opportunities are built into behaviour expectations and daily routines. Students should clean their hands at the following times:</p> <ul style="list-style-type: none"> <li>● After coming into school</li> </ul>	<p>Ongoing</p> <p>1<sup>st</sup> September</p> <p>1<sup>st</sup> September</p> <p>1<sup>st</sup> September</p>

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		<ul style="list-style-type: none"> <li>• After sneezing or coughing</li> <li>• Before and after handling or eating food</li> <li>• After going to the toilet</li> </ul>	
<p><b>System of Control 4:</b></p> <p><b>Ensure good respiratory hygiene</b></p>	<p>Not following “catch it, bin it, kill it” approach will contribute to spread of infection.</p>	<p>Provide lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste and ensure they are double bagged when disposing of them</p> <p>Ensure a good supply of disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom and enough to top up regularly</p> <p>All classrooms will be provided with tissues and hand sanitizers and regularly checked. If this runs out in a lesson it is the teacher’s responsibility to ensure this is reported to the premises officer so this can be restocked.</p> <p>Gloves and cleaning spray will be available in classes if students cough to help clean up afterwards.</p>	<p>1<sup>st</sup> September</p> <p>1<sup>st</sup> September and on going</p> <p>On-going</p>
<p><b>System of Control 5</b></p> <p><b>Enhanced cleaning routines.</b></p>	<p>Not establishing and following enhanced cleaning routines will contribute to spread of infection.</p>	<p>Agree cleaning routines with cleaning companies ensuring they are in line with DfE guidance (COVID-19: cleaning of non-healthcare settings guidance).</p> <p>Put in place additional cleaning routines to:</p> <ul style="list-style-type: none"> <li>○ Ensure more frequent cleaning of rooms/shared areas used by different groups</li> </ul>	<p>Prior to September then on-going</p>

		<ul style="list-style-type: none"> <li>○ Frequently touched surfaces are cleaned more often than normal.</li> <li>○ Different groups don't need to be allocated their own toilet blocks but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</li> </ul>	
<p><b>System of Control 6</b></p> <p><b>Minimise contact between individuals and maintain social distancing wherever possible</b></p>	<p>Failure to minimise contacts and mixing of pupils/groups increase transmission of infection.</p>	<ul style="list-style-type: none"> <li>○ Use of consistent groupings as far as possible – students will be taught in year group bubbles or KS5 bubble. Year 7-9 mostly taught in tutor groups.</li> <li>○ Maintaining distance within the classroom but if this is not possible ensuring students are sat facing the front.</li> <li>○ Keeping groups apart and movement around the school to a minimum. Year group bubbles will exist and each year group will have an allocated area of the school that they will be taught in. Students will also have an allocated area to play in at lunch.</li> <li>○ Staff should try to keep their distance from pupils and other staff as much as possible, ideally 2m from others but if this is not possible they should avoid close face to face contact and minimise time spent within 1m of anyone.</li> <li>○ Staggered start and finish times to allow for less congestion when entering and exiting the site.</li> <li>○ Break is staggered at the start and end of period 2 and students will have particular zones they will be assigned to play in.</li> <li>○ Lunch times will be staggered over three different periods and students who are in the playground will have designated zones to play in so they do not mix bubbles.</li> <li>○ Students and staff will need to wear face masks on entry, exit of the site and in any communal areas e.g. on corridors where social distancing is difficult to adhere to.</li> </ul>	<p>1<sup>st</sup> September</p>

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		<ul style="list-style-type: none"> <li>○ Students/staff wearing face masks which are for single use should dispose of this in the lidded bins provided and wash their hands with soap and water or hand sanitiser after.</li> <li>○ If using a reusable face mask they should be placed in a plastic bag for storage and then washed at a high temperature after use.</li> <li>○ Students will be required to carry spare face masks at all times.</li> <li>○ All staff, students and visitors should use hand sanitizer to wash their hands on entry to the site and when leaving as well.</li> <li>○ Minimising use of supply and peripatetic teachers</li> <li>○ Ensuring records of all visitors are maintained and procedures for maintaining social distancing are understood by all and adhered to</li> <li>○ Assemblies are allowed however students should remain in their bubble.</li> <li>○ Use of the staff room should be minimised and social distancing will be expected.</li> <li>○ Students will be encouraged to bring their own equipment such as pen, pencils, glue, scissors, ruler, rubber and calculator. Staff should minimise the equipment that is lend to students. Resources should only be shared between a bubble otherwise is needs to be cleaned between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours if plastic).</li> <li>○ Staff will ensure that classrooms doors are open and windows to ensure that there is good ventilation in classrooms.</li> <li>○ Contact sports should not take place.</li> </ul>	
<p><b>System of Control 7</b></p> <p><b>Use of PPE</b></p>	<p>Failure to follow PPE guidance will increase risk of transmission of infection and put individuals at unreasonable level of risk</p>	<p>Use PPE:</p> <ul style="list-style-type: none"> <li>○ Where an pupil/student becomes unwell and 2 meters distance cannot be maintained</li> <li>○ Where a pupil/student need routine intimate care needs</li> </ul>	<p>On-going</p>

		<p>Follow <a href="#">Safe Working in Education Guidance</a></p> <p>Ensure training for staff in used of PPE is included in September INSET Days</p> <p>Face masks are compulsory when entering and exiting the site, in communal areas when social distancing is difficult to adhere to e.g. corridors and when there are large gatherings of staff e.g. staff training.</p> <p>Staff and students can wear PPE if they wish to at other time but this is optional.</p> <p>If working with students with hearing impairment face masks can hinder a young person’s ability to access the curriculum. In these circumstances a visor should be used instead.</p>	<p>1<sup>st</sup> September</p> <p>1<sup>st</sup> September</p>
<p><b>System of Control 8</b></p> <p><b>Engage with the NHS Test and Trace process</b></p>	<p>Failure to follow Test and trace guidance places whole school at risk of infection</p>	<p>School must ensure parents and staff understand that they will be required to:</p> <ul style="list-style-type: none"> <li>○ Book a test if their child or they are displaying symptoms and stay away from school. This should be done immediately symptoms are identified.</li> <li>○ Provide details to the Test and Trace service as required</li> <li>○ Inform the school of the outcome</li> <li>○ If positive, follow the <a href="#">Stay at Home Guidance</a></li> <li>○ If negative only return to school if well</li> <li>○ Make sure that the school is kept up to date with this process so ensure consistent communication with the attendance officer (for student) and PH for staff.</li> </ul>	<p>1<sup>st</sup> September and on going</p> <p>Part of training</p> <p>September INSET</p>

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		<p>School to ensure all staff understand the procedures and requirements of the Test and Trace Service</p> <p>Keep under review and amend as necessary Trust's COVID-19 HR procedures.</p>	1 <sup>st</sup> September
<p><b><i>System of Control 9</i></b></p> <p><b>Manage confirmed cases of amongst school community</b></p>	<p>Failure to take swift action where confirmed cases are notified places the whole school community at risk of infection.</p>	<p>School must contact South London Health Protection Team:</p> <ul style="list-style-type: none"> <li>○ Email: phe.slhpt@nhs.net; slhpt.oncall@phe.gov.uk</li> <li>○ Telephone: 0344 326 2052</li> <li>○ Out of hours advice: 0344 326 2052</li> </ul> <p>Maintain a record of pupils and staff in each group (see System of Control 5) and provide to the HPT as necessary</p> <p>School to follow advice from HPT following their rapid risk assessment regarding who must be sent home.</p> <p>School to ensure all staff understand the procedures and requirements of the Stay at Home Guidance</p> <p>Trust to produce standard communications – templates and letters to support consistent approach and communication to staff/parents HPT etc.</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>September INSET</p> <p>1st September</p>
<p><b><i>System of Control 10:</i></b></p> <p><b>Contain any outbreak</b></p>	<p>Failure to notify HPT where there are 2 or more confirmed cases within 14 days or an overall rise in sickness absence where COVID-19 is suspected will place</p>	<p>School inform HPT</p> <p>School to follow advice from HPT</p>	<p>On-going</p> <p>On-going</p>

	school at increased risk of outbreak of infection.		
<b>Contingency Planning for outbreaks (specific groups in school or wider local lockdown result in whole school closure)</b>	Failure to follow PHE guidance risks increasing infection rate within school and wider community	School to follow guidance from PHE local teams in relation to groups of pupils/staff required to self-isolate and/or full closure of school  School to provide immediate remote education provision through Teams.	1 <sup>st</sup> September  1 <sup>st</sup> September
<b>ADDITIONAL MEASURES</b>			
<b>Staffing Issues:</b> <ul style="list-style-type: none"> <li>• Expectations</li> <li>• Teachers and classroom Support Staff</li> <li>• Communication and CPD</li> <li>• Admin Staff</li> </ul>	Inconsistent expectations and approaches to staff issues result in a) poor staff morale; b) complaints/grievances c) actions (ETs etc)  Lack of systems to ensure sufficient staffing levels are in place leads to schools being unsafe	Prepare Trust level HR advice/procedures and model letters/template for all schools to follow to ensure consistency of approach – e.g. in relation to those staff who should not return to work/approaches to staff who refuse to return without good cause  Ensure safe staffing levels - Audit staff numbers and ensure staffing levels are safe at end of each day in relation to next day (including staffing needed to continue to make provision for children of key workers)  Ensure DSL is present on site every day.  Schedule regular CPD/briefing to ensure all staff are aware of routines/changes to operating processes.  Keep up to date with Union and LA guidance	1 <sup>st</sup> September  On-going  Daily  On-going  On-going

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<p><b>Additional Steps to reduce risk:</b> Pupil/Student organisation/ curriculum/ start and finish times etc.</p>	<p>School level planning is insufficient/deficient and results in staff and pupils/students being unsafe</p>	<ul style="list-style-type: none"> <li>○ Removal of unnecessary equipment</li> <li>○ Implement regular and enhanced cleaning of equipment and/or equipment left unused for 48 hours (72 hours for plastics) where equipment is required to be used between groups.</li> <li>○ Implement more regular cleaning of outdoor equipment</li> <li>○ Limit the amount of equipment brought in to school</li> <li>○ Minimise unnecessary sharing of books</li> <li>○ Encourage pupils/students to avoid public transport to come to school</li> <li>○ Putting in place measures to reduce risk in music lessons/sessions (physical distancing, playing outside, avoid sharing equipment and it should be cleaned after use.</li> <li>○ Limit singing, brass and wind ensembles to 15</li> <li>○ Review PE provision in the light of <a href="#">phased return of sport guidance</a> and guidance from <a href="#">Association for Physical Education</a></li> <li>○ Ensure protocols are in place between providers if pupils attend more than one setting – risk assessments will be shared and we will only use other schools where we have assessed they can keep our students safe. Social distancing should happen as a result of students not being part of the school/bubble.</li> <li>○ Only 1 person allowed in a lift at a time.</li> </ul>	
<p><b>Safeguarding and Pupil Welfare</b></p>	<p>Failure to follow policy and/or address pupil welfare issues could have negative impact on pupils safety and ability to return to school</p>	<p><i>Attendance:</i></p> <ul style="list-style-type: none"> <li>○ re-instate all processes for recording attendance, following up absence and use of sanctions</li> <li>○ offer remote education for any pupil complying with clinical and/or public health advice</li> <li>○ not penalise pupils unable to attend school as parents are following clinical and/or public health advice</li> <li>○ identify parents who remain concerned about sending their child to school and work to provide reassurance, but remaining clear that pupils/students must now attend school.</li> </ul>	<p>1<sup>st</sup> September</p>

		<p><i>Safeguarding</i></p> <ul style="list-style-type: none"> <li>○ Review and revise CPP and Safeguarding Policy in line with <a href="#">Coronavirus: Safeguarding in Schools Guidance</a></li> <li>○ Consider additional time for DSLs to support staff and pupils as they return to school</li> </ul> <p><i>Wellbeing:</i></p> <p>Consider activities to:</p> <ul style="list-style-type: none"> <li>○ Support rebuilding of friendships and social engagement</li> <li>○ Address and equip pupils to respond to issues linked to COVID-19 in the health curriculum, assemblies and tutor time activities</li> <li>○ Support pupils to improve their physical and mental wellbeing.</li> <li>○ Ensure pastoral support can focus on issues arising from Covid 19. 22 staff trained to be mental health first aiders to support effectively in the identification and support of students.</li> </ul>	<p>1<sup>st</sup> September</p> <p>1<sup>st</sup> September and on-going</p> <p>16<sup>th</sup> July</p>
<b>Curriculum</b>	Failure to plan curriculum based on pupil/students assessment could result in knowledge and skill gaps not being addressed.	<ul style="list-style-type: none"> <li>○ Teaching an ambitious and broad curriculum in all subjects using flexibilities for creative timetabling to meet most important missed content</li> <li>○ Aim to return to normal curriculum by summer term 2021</li> <li>○ Curriculum planning informed by pupil assessment</li> <li>○ Integrate remote education into curriculum planning – all staff and students effectively trained into how to use Teams.</li> <li>○ Clear expectations to staff about how to allow all students to learn whether face to face or at home if having to self-isolate.</li> </ul>	<p>1<sup>st</sup> September</p> <p>1<sup>st</sup> September</p>
<b>Other Operational Issues</b>	Schools failing to follow Trust policy in relation to specific issues may increase risk of infection	<p>Catering:</p> <ul style="list-style-type: none"> <li>○ All catering staff will be following the guidance set out in <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></li> </ul>	<p>1<sup>st</sup> September</p>

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		<p>Educational Visits:</p> <ul style="list-style-type: none"> <li>○ Only undertake non-overnight domestic educational visits</li> <li>○ Integrity of groups/bubbles to be maintained when on visits</li> <li>○ Risk assessments to include how control measures used in school can be maintained during visit</li> </ul> <p>School uniform</p> <ul style="list-style-type: none"> <li>○ Return to school uniform but on PE days students wear PE kit so they do not need to get changed.</li> </ul> <p>Before and After School Provision – Wrap-around care</p> <ul style="list-style-type: none"> <li>○ Assumption is that elective after school clubs do not restart</li> <li>○ Where wrap around care resumes maintain systems of control as outlined above.</li> <li>○ Where school-based grouping cannot be maintained, put in place arrangements that minimise mixing of groups – e.g. KS groups rather than whole school groups</li> <li>○ Fire drill to be amended</li> </ul>	<p>On-going</p> <p>1<sup>st</sup> September</p> <p>1<sup>st</sup> September</p> <p>1<sup>st</sup> September</p>
<p><b>Pupils/Students with SEND</b></p>	<p>Needs/behaviours of Pupils/students with SEND mean that social distancing cannot be maintained</p> <p>Where a pupil/student is assessed as not safe to be in school the Trust is open to claim of discrimination</p>	<ul style="list-style-type: none"> <li>● Individual Risk Assessments to be reviewed on an ongoing basis with a focus on assessing whether a pupil/student is able to attend school safely. Ensure reasonable adjustments have been implemented.</li> <li>● Seek advice from LA</li> </ul>	<p>On-going basis</p> <p>1<sup>st</sup> September</p>

This Risk Assessment is based on the following guidance:

[Remote education during Coronavirus-Covid-19](#) – Published 19<sup>th</sup> April, Updated 5<sup>th</sup> May

[Changes to the law on education health and care plans due to coronavirus](#) – 30<sup>th</sup> April

[Cleaning in non-health care settings](#) – Published 26<sup>th</sup> February, Updated 15<sup>th</sup> May

[Stay at Home: Guidance for households with possible Coronavirus infection](#) – 18<sup>th</sup> May

[Implementing protective measures in education and childcare settings](#) – Published 12<sup>th</sup> May

[Actions for education and childcare settings to prepare for wider opening from 1 June](#) – Published 12<sup>th</sup> May

[Planning guide for primary schools](#) – Published 14<sup>th</sup> May

[Guidance for young people on shielding and protecting people most likely to get unwell if they catch coronavirus](#) – Published 18<sup>th</sup> May

[Overview of scientific advice and information on coronavirus](#) – Published 15<sup>th</sup> May

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools> -  
Published 25<sup>th</sup> May

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works> - Published 27<sup>th</sup> May

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> - Published 1 June

[Guidance for Full Opening of Schools](#) – Published 28<sup>th</sup> August 2020