

# 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 – teachers will now be undertaking a combination of home schooling and face to face, 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
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## Chestnut Grove Academy

ISSUE	RISK	ACTION
<p><b>Pre-opening Issues:</b></p> <ul style="list-style-type: none"><li>Health and Safety of site and building</li><li>Cleaning</li></ul>	<p>School building is not safe for return as a result of being closed for a period of time.</p> <p>Possibility of school building/equipment at risk of contributing of spread of infection.</p>	<p>Undertake checks of:</p> <ul style="list-style-type: none"><li>Cold &amp; Hot Water systems</li><li>Gas Safety checks</li><li>Fire Safety – ensure alarm system is operation</li><li>Kitchen Equipment (if applicable)</li><li>Ventilation systems are operational</li><li>Lighting is operational</li><li>Small Power systems are operations</li><li>CCTV is operational</li><li>Access Controls are operational</li><li>Undertake walk round of building and site to ensure risks (trip hazards etc) are identified and rectified.</li></ul> <p>Undertake appropriate cleaning of school premises prior to opening in line with the Covid 19: cleaning in non-healthcare settings guidance.</p>
<p><b>Preparing for opening</b></p> <ul style="list-style-type: none"><li>Communication to Staff</li></ul>	<p>Trust and schools not communicating to stakeholders effectively</p>	<ul style="list-style-type: none"><li>Letter from SM/Jexec Heads to all staff</li></ul>

<ul style="list-style-type: none"> <li>• Communication to Parents</li> <li>• Communication to Pupils</li> <li>• CPD/Briefing for Staff</li> </ul>	<p>leading to confusion and/or behaviours outside agreed routines</p>	<ul style="list-style-type: none"> <li>• School specific communications explaining revised start and end times of school day/new drop off/pick up routines</li> <li>• New school routines explained to pupils/students when they return to school.</li> <li>• Display DfE posters (or equivalent) around school.</li> <li>• Schools to run training/briefing for all staff on new school routines.</li> </ul>
<p><b>Cleaning routines once school opens</b></p>	<p>Possibility of school building/equipment at risk of contributing of spread of infection.</p>	<ul style="list-style-type: none"> <li>• Agree cleaning routines with cleaning companies ensuring they are in line with DfE guidance (COVID-19: cleaning of non-healthcare settings guidance).</li> </ul>
<p><b>Daily hygiene routines for keeping pupils and adults safe</b></p>	<p>Lack of washing facilities/supplies/equipment and not following hygiene routines contribute to spread of infection</p>	<ul style="list-style-type: none"> <li>• Ensure soap and hot water in every toilet</li> <li>• Hand sanitiser stations set up at the school entrances for pupils and any other person passing into the school to use</li> <li>• 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</li> <li>• 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</li> <li>• Ensure regular hand washing routines for all pupil and staff are in place</li> <li>• Make suitable adjustments to uniform policy to support daily washing of clothes at end of day</li> </ul>
<p><b>Staffing Issues:</b></p> <ul style="list-style-type: none"> <li>• Expectations</li> <li>• Teachers and classroom Support Staff</li> </ul>	<p>Inconsistent expectations and approaches to staff issues result in a) poor staff morale; b) complaints/grievances c)</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>

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<ul style="list-style-type: none"> <li>• Communication and CPD</li> <li>• Admin Staff</li> </ul>	<p>actions (ETs etc)</p> <p>Lack of systems to ensure sufficient staffing levels are in place leads to schools being unsafe</p>	<ul style="list-style-type: none"> <li>• Ensure safe staffing levels –</li> <li>• 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)</li> <li>• Ensure DSL is present on site every day.</li> <li>• Schedule regular CPD/briefing to ensure all staff are aware of routines/changes to operating processes etc</li> <li>• Make arrangements for all admin staff to return to work either as a whole group or on a rota basis</li>   <li>• Keep up to date with Union and LA guidance</li>   <li>• Encourage all staff members to get tested</li> </ul>
<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><b>Pupils remaining at home:</b></p> <p>Pupils and Students in year groups that have not returned to school</p>	<p>Pupils and students continue to miss out on educational provision</p>	<ul style="list-style-type: none"> <li>• Continue to provide same level of support to year groups not in as has been provided prior to re-opening point.</li> </ul>

<p>Pupils and students in years groups that have returned but are not attending</p>	<p>Parents do not have confidence that the school will be safe for their children to return to school</p>	<ul style="list-style-type: none"> <li>• Discuss with individual parents measures in place to keep everyone safe, attempt to address concerns and encourage them to send their children to school. This information to go out in communication to parents from headteacher.</li> <li>• Where child remains at home provide same work as they would receive as if in school.</li> </ul>
<p><b>School Meals and Food and drinks in School</b></p>	<p>Approaches to delivering FSMs increase risk of spread of infection</p> <p>Lack of hygiene routines/use of school cutlery/mugs etc contribute to increased risk of infection</p>	<ul style="list-style-type: none"> <li>• Do not restart hot meal service.</li> <li>• Packed lunches provided to UIFSM and other FSM pupils/students</li> <li>• No before and after school provision</li>   <li>• No school equipment (plates/mugs/utensils) to be used by staff. Staff to bring own.</li> </ul>
<p><b>PPE</b></p>	<p>Lack of PPE when required exposes individuals to unreasonable level of risk</p>	<ul style="list-style-type: none"> <li>• Follow DfE advice and guidance on the use of PPE in school.</li> <li>• Staff and children do not need to wear face masks</li> <li>• Masks should only be worn by the supervising adult if a child is suspected to have symptoms of coronavirus and the adult cannot maintain a 2 metre distance.</li> <li>• Gloves, apron, mask and protective visors should be worn when the supervising adult is dealing with a child/adult suspected of having coronavirus.</li> <li>• When cleaning e.g. wiping surfaces and equipment etc, gloves should be worn.</li> <li>• Staff who travel on public transport to work should wear a face covering, this does not have to be a surgical mask.</li>   <li>• Ensure stock of PPE is available</li>   <li>• Ensure any member of staff required to wear PPE has training on correct use.</li>   <li>• Undertake risk assessment to identify where PPE is most likely to be required.</li> </ul>

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<b>Planning for reopening</b>	School level planning is insufficient/deficient and results in staff and students being unsafe	<ul style="list-style-type: none"><li>• All staff and children to wash hands when entering the building at the beginning of the day</li><li>• Year 10/12 students to enter at the main gate, walk across the green to register, they then walk along the MUGA pitch path and stop at the art pavilions where they are then directed to use one of the sinks in the art pavilions. Students will be distanced 2m apart on the paths.</li><li>• Trailblazer provision will line up at reception, wash hands and then be sent to their bubble. 2m distancing on the ramp leading to reception.</li><li>• Hands should be washed before and after eating.</li><li>• Hands should be washed after sneezing or coughing</li><li>• All staff and children to use hand gel when entering or leaving a classroom</li><li>• Door handles and other high touch points to be wiped down at regular intervals throughout the day</li><li>• All classrooms to be cleaned after each session. Another group cannot use the classroom until cleaning has occurred.</li><li>• If groups are sharing any spaces e.g. the dinner hall, then all surfaces should be wiped down between groups</li><li>• Children will come to school in their own clothes, parents will be informed that their clothes should be washed every day and they should wear new clothes the following day to reduce the chances of the virus spreading.</li><li>• Staff should wash their hands and surfaces before and after handling pupils' books.</li><li>• If students do not have equipment e.g. a pen this should be given to them and they should not share this with others. The movement of students around the school will be kept to a minimum.</li><li>• There will be no more than 15 pupils/students in any group. If a classroom cannot safely hold 15 students as a result of social distancing not being able to occur the number of students should be less. It is most important that students are seated 2m from each other.</li><li>• Students will be seated at the same desk for the day.</li><li>• Encourage children and staff not to touch their mouth, eyes or nose</li><li>• Windows should be kept open where possible to increase ventilation.</li><li>• Doors should be propped open (if they are not fire doors) to help limit contact points.</li><li>• No outdoor equipment to be used unless we can ensure it is appropriately cleaned between groups.</li><li>• Children will not be allowed to go to the toilets freely unless in an emergency</li><li>• Toilets to all be cleaned regularly throughout the day</li><li>• All unnecessary items should be removed from all classrooms (inside and outside)</li></ul>
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<b>Reception</b>	Increased risk of transmitting covid 19 due to high numbers of visitors	<ul style="list-style-type: none"> <li>• Reception to remain only used by families in emergency – email will be the way they need to continue to communicate</li> <li>• Parents must make an appointment if they wish to speak to someone in the building. Any meeting should take place at a safe distance.</li> <li>• Cordon to be put up in the front office to keep families 2 metres away from the front desk</li> </ul>
<b>Fire safety</b>	People on site do not understand amended fire risk assessment procedures which could impact on their safety in an emergency.	<ul style="list-style-type: none"> <li>• Students will be escorted with their teachers to the following locations where they will line up standing 2m apart from each other in alphabetical order: Year 10 – top pitch Vulnerable/EHCP/Key worker groups – top pitch Year 12 – MUGA pitches</li> </ul>
<b>Use of communal spaces and objects</b>	Increased transmission of covid 19 if levels of hygiene are not maintained to a high standard.	<ul style="list-style-type: none"> <li>• Staff to bring their own mugs, spoons etc. No shared cutlery etc. from the staff room.</li> <li>• If shared equipment is used, it must be wiped down after use e.g. photocopier, phones, computers. Use of shared equipment should be minimised.</li> <li>• Only 1 person allowed in the MRO at any one point to photocopy. Social distancing must be maintained at all times.</li> <li>• Water fountains to be cleaned at regular intervals throughout the day</li> </ul>

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## ACTIONS WHERE PUPILS/STUDENTS OR STAFF MEMBERS BECOME ILL

Specific Issue	Actions including messages
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> <li>• Pupil or staff member sent home and advised to self-isolate for 7 days and other members of the household to self isolate for 14 days.</li> <li>• If pupil has to remain at school awaiting pick-up they should, if possible be isolated in separate, closed room with ventilation. If this is not possible they should remain in a space that is at least 2 meters away from anyone else.</li> <li>• Any member of staff staying with pupil while awaiting pick-up must wear PPE if social distancing cannot be maintained</li> <li>• School to advise fellow household members to self-isolate for 14 days.</li> <li>• As soon as possible pupil/student or staff member must order a test at:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>                      Or by calling 119</li> <li>• Tests results should be available within 48 hours of test being undertaken.</li> <li>• If test is negative pupil/student or member of staff may return to work.</li> <li>• The members of their household may stop their 14 days of self-isolation.</li> <li>• If test is positive: see next row</li> </ul>
Child or staff member tests positive.	<ul style="list-style-type: none"> <li>• Pupil/student or member of staff will be advised of positive test and that they, and members of their household, must continue to self-isolate for 7 days and 14 days respectively.</li> <li>• Pupil/student or member of staff will be contacted by the Test and Trace Service and asked to share contacts of those people they have had <b>close contact</b> with. Close contact means:                     <ul style="list-style-type: none"> <li>○ having face-to-face contact with someone (less than 1 metre away)</li> <li>○ spending more than 15 minutes within 2 metres of someone</li> <li>○ travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane</li> <li>○ working in a setting with other people (for example, a GP surgery, a school or a workplace)</li> </ul> </li> <li>• The TTS service will contact everyone they consider to have had close contact with the pupil/student staff member who has tested positive and advise them to self-isolate.</li> </ul>

Suspected case in a family	<ul style="list-style-type: none"> <li>Pupil/student or staff member should self-isolate for 14 days or until testing confirms negative.</li> </ul>
Confirmed case in a family	<ul style="list-style-type: none"> <li>Pupil/student or staff member to self-isolate for 14 days.</li> </ul>
Other cases are detected in school	<ul style="list-style-type: none"> <li>The normal procedures re self-isolation should be followed but in addition Local Health Protection team must be informed: <a href="tel:03443262052">0344 326 2052</a></li> </ul>

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

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