

<p>Reason for Risk Analysis:</p> <p>Government guidance and announcements relating to the full reopening of schools from the start of the autumn term 2020.</p> <p>Relates to January 2021 opening and subsequent term(s) only</p>	<p>Description of the Reasonably Foreseeable Risks (RFR):</p> <p>Health, safety and well-being of staff, students, visitors, contractors, other adults and all stakeholders coming into Wroughton Academies and controlling the spread of COVID-19.</p>
<p>Reason for the RFR:</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. This document has also been updated with the most recent guidance (7th January 2021) from January 2021 regarding remote education and school partial closures nationally.</p>	<p>Hazards and Aspects Considered:</p> <ul style="list-style-type: none"> • System of Controls: <ul style="list-style-type: none"> ○ Prevention ○ Response to any infection • School operations: <ul style="list-style-type: none"> ○ Transport (wider public transport) ○ Attendance ○ School workforce ○ Supporting staff ○ Staff deployment ○ Safeguarding • Staffing levels on-site in all service areas; • Lack of induction/briefing prior to coming back into school for staff and students; • Ensuring social distancing always; • Access and egress to/from site for all stakeholders. • Visitors to reception; • Movement around designated areas; • Wellbeing • Lunch and break times; • Welfare facilities; • Identify use and management of classrooms; • Use of ICT equipment; • PE Lessons;
<p>Key Reference Documents and other useful links:</p> <ol style="list-style-type: none"> 1. Gov guidance – restricting attendance during the national lockdown: schools. _guidance-for-full-opening-schools 2. Gov, Guidance re January 2021 changes https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 3. Gov. Guidance on full opening [2nd July 2020]: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 4. Gov. Guidance for households with possible coronavirus infection [January 2021]: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 5. Gov. Guidance: safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) [14th December 2020] 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 6. Gov. Guidance: cleaning of non-healthcare settings [15th May 2020] https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 7. Contacts: PHE health protection teams (local) [17th June]: https://www.gov.uk/guidance/contacts-phe-health-protection-teams 8. NHS: Testing and tracing for coronavirus: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ 9. Gov. Advice: Coronavirus: safer travel guidance for passengers [29th June 2020]: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	

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10. Gov. Advice: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 [23rd June 2020] <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>
11. Research document: Covid-19: review of disparities in risks and outcomes [2nd June 2020]: <https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>
12. Press release: extra mental health support for pupils and teachers [10th June 2020]: <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>
13. Mental Health support website: <https://www.educationsupport.org.uk/>
14. Gov. Guidance: School workload reduction toolkit [11th October 2019]: <https://www.gov.uk/guidance/school-workload-reduction-toolkit>
15. Case studies: remove education practice for schools during coronavirus [12th June 2020]: <https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19>
16. Gov. Guidance: how to self-isolate when you travel to the UK [11th 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>
17. Gov. Guidance: for food businesses on coronavirus [26th June 2020]: <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>
18. HSE: Legionella risks during the coronavirus outbreak: <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>
19. CIBSE: Emerging from lockdown: <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>
20. HSE: Air conditioning and ventilation during the coronavirus outbreak: <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
21. Gov. Advice: Protective measures for out-of-school settings during the coronavirus outbreak [1st 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>

- 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	V5 5/1/2021		
Update:	To reflect guidance for partial reopening in January 2021		
School: Wroughton Academies Gorleston NR31 8BD	Additional Site Information: Number of students expected: 50 (on site) Year Groups: Reception to Yr 6		
Who may be harmed?	Staff, Students, visitors, contractors.	How many people:	Up to 85 individuals: <ul style="list-style-type: none"> • 50 attending • Approx 35 staff • 450 remote education • Contractors & visitors
Site Health & Safety Contacts:	Dr Craig Avieson (07539 546206)	Trust Contact: Health & Safety Trustee.	Mr Jon Ward (CET) 07894 535038
Risk rating for this activity:	4 (Medium-High)	Date of Initial Assessment:	24.8.2020
		Date of next Review	1.2.2021 or sooner as required

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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):
System of Control - Prevention	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"> • Pupils, staff and other adults who have coronavirus symptoms or have tested positive in the last 10 days do not come into the Academy. • Anyone developing those symptoms during the Academy day are sent home. • Other members of households, including siblings, should self isolate for 10 days from when the symptomatic person first has symptoms. • Staffing to be managed in line with illness, absence and attendance policies are currently in effect. 	<ul style="list-style-type: none"> • Mandatory instruction • All parties referred to Gov. Guidance for households with possible coronavirus infection (2, above) • 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” 	All staff, students and other visitors
System of Control - Prevention	Anyone developing symptoms during the Academy day are sent home.	<ul style="list-style-type: none"> • Person to be moved to the medical room where they can be isolated <ul style="list-style-type: none"> ○ Behind a closed door. ○ With appropriate adult supervision. ○ Ideally with a window open for ventilation. ○ The external corridor will be opened and parent/carer will be 	<ul style="list-style-type: none"> • Mandatory instruction • If not possible, move them to an area that is at least 2m away from other people. • PPE must be worn by anyone caring for the symptomatic person • Usual emergency practices (999 etc) continue to apply. • Routine measurement of temperature is not recommended. • Use of digital thermometers when needed. 	All staff, students and other visitors. Cleaning teams.

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		<p>directed to that entrance.</p> <ul style="list-style-type: none"> • Separate bathroom made available for use. • Cleaning and sanitising of “covid” bathroom to be completed before use by anyone else. 	<ul style="list-style-type: none"> • First aid staff on site every day and clear guidance for staff on PPE 	
System of Control - Prevention	Clean hands thoroughly more often than usual	<ul style="list-style-type: none"> • Pupils must clean their hands regularly, including <ul style="list-style-type: none"> ○ When they arrive at the Academy. ○ When they return from breaks. ○ Before and after eating. ○ Hand washing and toilet timetable also in place for whole school. • This can be done with soap and running water or hand sanitiser. • Several mobile hand sanitising stations set up throughout the shared and high traffic areas in school. 	<ul style="list-style-type: none"> • Mandatory instruction • Are there sufficient “stations”? • Supervision of students with complex needs to avoid ingestion. • 2 x additional water stations in the junior canteen. • Increase in hand-dispensers across both sites. • Wall hand sanitisers 	All staff, students and other visitors. Cleaning teams.
System of Control - Prevention	Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach	<ul style="list-style-type: none"> • Ensure sufficient tissues and bins are available in the Academy. • Ensure that all rooms have a pedal bin for tissues only. • Classroom windows ventilated throughout the day. 	<ul style="list-style-type: none"> • Mandatory instruction • Support for students with complex needs. • Face coverings for all staff in corridors and non-teaching areas • Face coverings for all staff in classrooms – optional. Staff have clear procedures to store their 	All staff, students and other visitors. Cleaning teams.

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			face masks/shields and sanitise hands before and after using. <ul style="list-style-type: none"> Wroughton do not allow children to bring in face masks (including storage). 	
System of Control - Prevention	Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	<ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas. More frequent cleaning of frequently touched surfaces. Regular cleaning of toilets. Encouragement to wash hands after using toilet. Lunches in classrooms in bubbles only 	<ul style="list-style-type: none"> Mandatory instruction Different groups do not need to be allocated their own toilet blocks. PHE will publish revised cleaning guidance to supplement Gov Guidance Additional cleaning in place throughout the day 	All staff, students and other visitors. Cleaning teams.
System of Control - Prevention	Minimise contact between individuals and maintain social distancing wherever possible - general	<ul style="list-style-type: none"> Reduce number of contacts between children and staff through: <ul style="list-style-type: none"> The use of bubbles of 15 or less. Maintaining distance between individuals. Bubble grouping must be consistent, limiting the number of pupils and staff in contact with each other. Bubbles do not mix. No before or after school clubs. Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. 	<ul style="list-style-type: none"> Mandatory consideration Where possible limit interaction, sharing of rooms and social spaces. Staffroom and CPD room to be cleaned daily, some seating removed for spacing Siblings may be in different groups. All teachers/HLTAs/TAs/midday staff on site – remain with their small bubble only and no other mixing with other staff or children. 	All staff

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		<ul style="list-style-type: none"> • Main reception area out of bounds to parents/children (unless first aid). New separate entrances/exits for each bubble • Parents and adults to wear face masks in the playground - reinforced • New gates signs for parents reminding of social distancing 		
System of Control - Prevention	Minimise contact between individuals and maintain social distancing wherever possible – within the classroom	<ul style="list-style-type: none"> • Adults to remain 2m plus away from each other and children. • Avoid close face-to-face contact • Minimise time spent within 1m of anyone. • Children to be supported to maintain distance, not touch staff or their peers where possible. • Close contact definitions/reminders shared weekly with staff • Pupils sat side by side, facing forwards in all rooms where possible. • Remove unnecessary furniture to make more space to support distancing. • Appropriate PPE to be worn if changing children. 	<ul style="list-style-type: none"> • Mandatory consideration • Face masks for all staff in all communal areas – from 5th January 2021 	All staff, students and other visitors. Cleaning teams
System of Control - Prevention	Minimise contact between individuals and maintain social	<ul style="list-style-type: none"> • Staff and pupil “Bubbles” at school to be kept apart – no 	<ul style="list-style-type: none"> • Mandatory consideration 	All staff, students and other visitors.

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	<p>distancing wherever possible – elsewhere</p>	<p>large gatherings with other groups (no assemblies)</p> <ul style="list-style-type: none"> • Movement around site kept to a minimum. • Staggered breaks and lunchtimes for all bubbles • Allow time for cleaning between groups. • Plan shared staff spaces to help staff distance from each other. • Regular staff communications to remind about 'close-contact.' 	<ul style="list-style-type: none"> • Passing briefly in the corridor is low risk, but minimised through classroom allocation • Use of staff room should be minimised – to collect lunch/tea/coffee only. • Staff must have a break of a reasonable length during the day. 	
<p>System of Control - Prevention</p>	<p>Minimise contact between individuals and maintain social distancing wherever possible – arriving at and leaving school</p>	<ul style="list-style-type: none"> • No staff on the school playground in the mornings • Gathering at school gates is not allowed – frequent communication sent. • Parents to wear masks (other than those exempt) • Process for removing face coverings from pupils and staff on arrival. <ul style="list-style-type: none"> ○ Not to touch front of face covering when removing. ○ Wash hands immediately. ○ Dispose of temporary covering in covered bin, or ○ Place reusable covering in plastic bag to take home. 	<ul style="list-style-type: none"> • Mandatory consideration • Parents informed of 9am to 2.45pm timings for children at school. 	<p>All staff, students and other visitors. Cleaning teams</p>

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Response to any infection	amongst the school community	<ul style="list-style-type: none"> • Support and engage with PHE “rapid risk assessment” • Record of “close contract” must be kept 	<ul style="list-style-type: none"> ○ Face to face, less than 1m, for any time (including being coughed on, face to face conversation or skin-to-skin contact) ○ Proximity contacts – extended close contract within 1-2m for more than 15 mins ○ Travelling in a small vehicle (e.g. car) • Evidence of negative tests are not to be requested. 	
System of Control – Response to any infection	Contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> • PHE/Local health protection team will advise as necessary. 	<ul style="list-style-type: none"> • Mandatory instruction • Two or more confirmed cases in 14 days <i>may</i> be an outbreak. 	All staff, students and other visitors. Cleaning teams.
School Operations	Transport – wider public transport	<ul style="list-style-type: none"> • Use by pupils to be kept to absolute minimum. • Small numbers of pupils (50) reduces mass gatherings • Encourage walking, cycling or “walking buses”. • Refer parents to safer travel guidance (8, above) 	<ul style="list-style-type: none"> • Consultation period for changes to start and end of school day has passed. • LAs asked to consider alternate arrangements, including more dedicated school transport. 	All staff, students and parents.
School Operations	Attendance	<ul style="list-style-type: none"> • Attendance of all children who are vulnerable/critical workers tracked through revised policy including C codes for non attendance. • Engagement of children on remote education also 	<ul style="list-style-type: none"> • Use of Teams and attendance team. 	All staff.

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		tracked and interventions where needed.		
School Operations	School Workforce - general	<ul style="list-style-type: none"> • Those that can continue to work from home (e.g. administrative roles) should be considered as doing so • Staff identified as extremely clinically vulnerable and clinically vulnerable are to “take particular care” • People who live with those identified above can attend the workplace. • Flexible deployment of those identified above should be implemented, including remote working and opportunities that allow social distancing – where possible. • Individual risk assessments for new and expectant mothers 	<ul style="list-style-type: none"> • Expectation that most staff will attend school. • Clinically Extremely vulnerable to remain at home. • Schools to accommodate additional measures where appropriate to reflect staff who may otherwise be at risk (9, above) <p>Schools have a legal obligation to protect employees and others, and should consider how to meet equalities duties in the usual way.</p>	All staff.
School Operations	Supporting Staff	<ul style="list-style-type: none"> • Should be regard to work-life balance and wellbeing of all staff. • Measures should be explained to all staff. • Duty of care to staff mental health must be supported. (10, 11 above) 	<ul style="list-style-type: none"> • INSET days – induction for all staff and training on remote education, safeguarding • Additional guidance also given on high quality remote education 	
School Operations	Staff deployment	<ul style="list-style-type: none"> • Changes to roles and responsibilities may be necessary • Avoid unnecessary workload. 	<ul style="list-style-type: none"> • Use school workload reduction toolkit (12, above) and case studies (13, above) to support actions taken. 	All staff.

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		<ul style="list-style-type: none"> • Ensure appropriate support is available for SEND students. • Recruitment continues as usual. • Engage supply teachers as usual. 	<ul style="list-style-type: none"> • Remote education teaching can be delivered onsite or at home. • DSL staff on site every day 	
School Operations	Safeguarding	<ul style="list-style-type: none"> • Revised CP addendum (January 2021) to reflect return of more pupils. • DSLs and deputies to be provided with more time to support staff and children. 	<ul style="list-style-type: none"> • Additional Deputy DSL in place. • Additional training for all teachers on attendance expectations 	SLT, all staff.
School Operations	Catering	<ul style="list-style-type: none"> • Kitchens to support packed lunches • Children to eat lunch in classrooms with no mixing of bubbles • FSM hampers arranged for those not attending. 	<ul style="list-style-type: none"> • Compliance to guidance required (15, above) • Midday staff in bubble groups only 	Operations Manager, Catering Staff.
School Operations	Estates	<ul style="list-style-type: none"> • No significant adaptations needed. • No additional off-site provision needed. • Pre-term checklists to be undertaken as normal. • Open classroom windows to improve ventilation. Heating on as needed 	<ul style="list-style-type: none"> • Legionella guidance (16, above) • Reoccupying buildings guidance (17, above) • Ventilation guidance (18, above) 	Operations Manager, Site team
School Operations	Educational Visits	<ul style="list-style-type: none"> • No day trips for spring term 		All staff.
School Operations	Uniform	<ul style="list-style-type: none"> • Uniform policy re-shared with parents – children in school in full uniform 	<ul style="list-style-type: none"> • Uniforms do not need to be cleaned more often than usual. 	All staff, parents.

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School Operations	Extra-curricular provision	<ul style="list-style-type: none"> • Planning in line with Protective measures advice (19, above) 	<ul style="list-style-type: none"> • Breakfast and after-school care postponed, but should start again from spring 2 	All staff.
		•	•	
Curriculum, behaviour and pastoral support	Physical activity	<ul style="list-style-type: none"> • Remain in consistent groups. • Thorough cleaning of equipment between each use by different individual groups. • Avoid contact sports. • Prioritise outdoor sports – use large indoor spaces where not possible. • Use external facilities if this supports distancing, cleaning and hygiene. 	<ul style="list-style-type: none"> • Guidance (20, above). • No PE changing in classes (no communal area) 	All staff, site staff, cleaning staff and parents.
		•	•	
School Operations	Visitors to reception	<ul style="list-style-type: none"> • Maintain procedures as are but keeping social distance. • Sanitiser available on entry • Cleaning wipes for signing in book and pen – use before signing in • Parent meetings online or phone only. <p>No parent in the reception area at a time, other than to collect in medical situation.</p>	<ul style="list-style-type: none"> • Only essential visitors to be given access to main office. • Visitor information to be provided to Admin team in advance. • Staff to encourage visitors to phone/email/use alternative methods such as TEAMS. 	All staff, Operations Manager and Admin Team
School Operations	Movement around designated areas of the site.	<ul style="list-style-type: none"> • New small bubbles remain in one/two rooms throughout the day. 	•	All staff and site staff.

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		<ul style="list-style-type: none"> • Classes remain in room except for breaks and lunch – playground only • All movement around site is supervised – including toilets • One-way system applied to the hall and outside on playgrounds (walking on the left) 		
<p>School Operations</p>	<p>Ventilation</p>	<ul style="list-style-type: none"> • Where possible, all spaces should be well ventilated using natural ventilation (open windows) or ventilation units' • Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. • All systems to remain energised in normal operating mode. • Where possible, occupied room windows should be open. • Ventilation to chemical stores should remain operational. • Good ventilation is essential at all times in classrooms and particularly during this 	<ul style="list-style-type: none"> • Windows opened by site team in the mornings. • Staff to keep classrooms ventilated where possible, 	<p>All staff, site staff</p>

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		period. Schools should ensure all systems are working in their normal operating mode.		
School Operations	Use of welfare facilities	<ul style="list-style-type: none"> • Toilet access during lesson times restricted using passes. Or if medically required. • Toilets cleaned midday, at the end of the school day and when required. • Toilet visits – staff must limit and supervise. • Communal staffrooms not used. 	<ul style="list-style-type: none"> • Guidance suggests that bubbles do not need to be allocated specific toilet facilities. 	All staff and cleaning team.
School Operations	Use and management of classrooms.	<ul style="list-style-type: none"> • Regular “non covid” RA checklists to be in place • Desks in rows, students facing front where possible. With the exception of EYFS and Yr 1. • Teachers operate at front of class where possible. • No materials leave room • Maximum space around the classroom where possible. 	<ul style="list-style-type: none"> • Remote education plan in place and documented/shared with all stakeholders. 	All staff, site staff, Operations Manager and SLT.
School Operations	Use of ICT classrooms	<ul style="list-style-type: none"> • Limited use to staff only • All children in attendance issued with a personal device 	<ul style="list-style-type: none"> • 	CET ICT RA
		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	
Emergency Processes	Fire Evacuation	<ul style="list-style-type: none"> • Return fire procedures to original central processes. 	<ul style="list-style-type: none"> • 	All staff, Operations Manager and SLT.

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		<ul style="list-style-type: none"> Adjust to allow for maximum social distancing at assembly point. Fire test each half-term (autumn 2020 completed and revision to fire locations) 		
Emergency Processes	Lockdown	<ul style="list-style-type: none"> Lockdown process remains unchanged except Students encouraged to sit back-to-back during lockdown 	<ul style="list-style-type: none"> 	All staff, Operations Manager and SLT.
Emergency Processes	First Aid Provision	<ul style="list-style-type: none"> Lunchtime First Aid provision identified on timetable. Midday staff with bubble only PPE must be available for FA in line with CET First Aid Risk Assessment (Appendix 3). First aid mostly carried out in corridors. 	<ul style="list-style-type: none"> Covid-19 applicable first aid training in September 2020 completed. Full list of First Aiders available at all FA points. Full PPE available from main office and guidance given to staff 	All staff, Operations Manager and SLT.
		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
Site	Visiting Contractors on site	<ul style="list-style-type: none"> See guidance on Site Protocol 	<ul style="list-style-type: none"> 	JW CET
Site	Cleaning Regime	<ul style="list-style-type: none"> Cleaning contractors to maintain current cleaning regimes, and enhance to include: <ul style="list-style-type: none"> Deep cleaning each teaching room used at the end of each day (full sterilisation) 	<ul style="list-style-type: none"> Cleaner allocated to area of the school. All communal area's cleaned when movement has taken place. On-going cleaning of touch points. Shared rooms will be cleaned between use. 	All staff and Cleaning Team.

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		<ul style="list-style-type: none"> ○ Chlorine-clean all hard surfaces in circulation areas. ○ Cleaning toilets at prescribed times. ● Cleaning canteen area before, during and after use. ● All equipment to be cleaned in-between use between bubbles. ● Additional cleaner employed. ● All equipment used on a rota basis to allow for 48-72 hours between uses where possible. ● Use of soft furnishing minimalised and only where thorough cleaning can be carried out. ● Rugs re-introduced into EYFS. ● Cleaning rotas to continue to be used for equipment. 	<ul style="list-style-type: none"> ● Toilets to be cleaned at previously specified intervals during the day. ● Sign off sheets are completed by the cleaning staff during the day. ● Outdoor play equipment cleaned after every use. ● Caretaker and other staff to assist in cleaning where necessary. ● Where equipment is used between bubbles this will be cleaned in-between use. 	
Site	Cross-Bubble Working (IT and Site Teams)	<ul style="list-style-type: none"> ● Avoid operating in “bubble spaces” unless absolutely necessary. ● Additional PPE to be used by site/IT teams if working in “bubble spaces” is essential ● No prolonged interaction with cleaning/kitchen staff ● Cleaners to be informed of additional areas to clean 	<ul style="list-style-type: none"> ● IT team to operate remotely where possible ● Staff not to “visit” IT office unless requested by IT team ● Site staff to complete tasks where possible outside of the main school day ● PPE not necessary when transitioning through “bubble spaces”. 	All staff, visitors and Cleaning team.

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 Risk Assessment – COVID-19 Full Reopening from September 2020 (v.6. 8th January 2021)



		depending on work being undertaken.		
Site	On-site Contractors (Cleaning team, catering team)	<ul style="list-style-type: none"> Follow guidance from employers, including RA and PPE expectations. Avoid prolonged interaction with staff. 	<ul style="list-style-type: none"> Utilise site team to support actions during the day where possible. 	All staff, Cleaning/Catering Teams.
Site	Lettings	<ul style="list-style-type: none"> No Lettings to be allowed, for any reason. 	<ul style="list-style-type: none"> In extremely urgent cases, approval can be discussed with JW. 	
Remote education	Teaching online	<ul style="list-style-type: none"> Safeguarding – all children’s cameras on Teams set to off. All live teaching recorded. Individual logins for TEAMS and Tapestry. Teachers monitoring conduct, attendance, engagement of all children on remote education. SLT weekly tracking of engagement and attendance. 	<ul style="list-style-type: none"> All staff have had online and face to face training on TEAMS, FORMS, Assignments, safeguarding and timetabling. Staff blur own backgrounds, but can choose location of where they deliver remote education. Lessons recorded 	