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| <p>Reason for Risk Analysis:</p> <p>Government guidance and announcements relating to the full reopening of schools from the 8th March 2021</p> <p>This document relates to March 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 (both prevention and reaction to Covid-19)</p> |
| <p>Reason for the RFR:</p> <p>Response to Gov. guidance document first published in February 2021 which states schools are to reopen fully for all students (and hence all staff) in primary schools from the 8th March 2021. This document has also been updated with the most recent guidance (Feb 2021)</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. Feb 2021 reopening guidance 2. Gov guidance – restricting attendance during the national lockdown: schools. - guidance-for-full-opening-schools 3. Gov, Guidance re January 2021 changes https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 4. 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 5. Gov. Guidance for households with possible coronavirus infection [January 2021]: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 6. 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 7. Gov. Guidance: cleaning of non-healthcare settings [15th May 2020] https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 8. Contacts: PHE health protection teams (local) [17th June]: https://www.gov.uk/guidance/contacts-phe-health-protection-teams 9. NHS: Testing and tracing for coronavirus: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ 10. 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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11. 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>
12. 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>
13. 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>
14. Mental Health support website: <https://www.educationsupport.org.uk/>
15. Gov. Guidance: School workload reduction toolkit [11th October 2019]: <https://www.gov.uk/guidance/school-workload-reduction-toolkit>
16. 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>
17. 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>
18. 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>
19. HSE: Legionella risks during the coronavirus outbreak: <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>
20. CIBSE: Emerging from lockdown: <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>
21. HSE: Air conditioning and ventilation during the coronavirus outbreak: <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
22. 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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 Risk Assessment – COVID-19 Full re-opening from 8th March 2021 (v.8. 1st March 2021)



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| Version | V8 1/3/2021 | | |
| Update: | To reflect guidance for full reopening on 8 th March 2021 | | |
| School: Wroughton Academies Gorleston NR31 8BD | Additional Site Information: Number of students expected: 550 (on site) Year Groups: Reception to Yr. 6 | | |
| Who may be harmed? | Staff, Students, visitors, contractors. | How many people: | Up to 630 individuals: <ul style="list-style-type: none"> • Approx. 75 staff • 550 students • Contractors & visitors |
| Site Health & Safety Contacts: | Dr Craig Avieson | Trust Contact: Health & Safety Trustee. | Mr Jon Ward (CET) 07894 535038 |
| Risk rating for this activity: | 4 (Medium-High) | Date of Initial Assessment: | 1.3.2021 |
| | | Date of next Review | 12.4.2021 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): |
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| 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, or a member of your household has tested positive.” | 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 directed to that entrance. • Separate first aid room made available for use. | <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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| | | <ul style="list-style-type: none"> • 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 – office team | |
| 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 in corridors. • Staff to supervise all washing of hands. | 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. • Classroom windows ventilated throughout the day – opened increasingly throughout the day and after-school. | <ul style="list-style-type: none"> • Mandatory instruction • Support for students with complex needs. • Face masks for all staff in corridors and non-teaching areas • Face coverings for all staff in classrooms – optional. • Staff have clear procedures to store their face masks/shields and sanitise hands before and after using. | All staff, students, and other visitors. Cleaning teams. |

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| | | | <ul style="list-style-type: none"> Following government guidance, Wroughton do not require 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. Staff lunches in classrooms in bubbles only and seats removed from staff room | <ul style="list-style-type: none"> Mandatory instruction Separate key stage toilets. Twice daily cleaning of toilets before and after school. 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 implementation of Year bubbles. 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. Before or after school clubs in year bubbles/managed. 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. HLTAS/TAs/midday staff on site. Staff regularly reminded of close contact definitions. | All staff |

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| | <p>Minimise contact when staff collect lateral-flow testing kits</p> | <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 • Year 1 doors adjusted to reduce crowding near Year 1/2/3 on arrival. • Parents and adults to wear face masks in the playground - reinforced • New gates signs for parents reminding of social distancing • Nominated Covid-Coordinator – Jo C • All government guidance followed and shared with staff. • Test kits stored and secured safely. • Separate collection points and use of different entrances for staff working remotely and those in school daily. • Set and agreed times of distribution and testing. • Mandatory requirement for all testing to be completed at home. • Electronic systems for staff to share results twice per week. | | |
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| <p>System of Control - Prevention</p> | <p>Minimise contact between individuals and maintain social distancing wherever possible – within the classroom</p> | <ul style="list-style-type: none"> • Adults to remain 2m plus away from each other and children where possible. • 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. • No PE changing of children. | <ul style="list-style-type: none"> • Mandatory consideration • Face masks for all staff in all communal areas • Face masks/visors optional for all staff in office and classroom spaces. | <p>All staff, students, and other visitors. Cleaning teams</p> |
| <p>System of Control - Prevention</p> | <p>Minimise contact between individuals and maintain social distancing wherever possible – elsewhere</p> | <ul style="list-style-type: none"> • Staff and Year bubbles to be kept apart – no unnecessary large gatherings with other groups (e.g. no assemblies) • Movement around site kept to a minimum. • Staggered breaks and lunchtimes for all bubbles – see schedule. • Allow time for cleaning between groups. | <ul style="list-style-type: none"> • Mandatory consideration • 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>All staff, students, and other visitors.</p> |

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| | | <ul style="list-style-type: none"> • Plan shared staff spaces to help staff distance from each other. • Regular staff communications to remind about 'close-contact.' | | |
| System of Control - Prevention | Minimise contact between individuals and maintain social distancing wherever possible – arriving at and leaving school | <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 to parents • 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. ○ Wash hands again | <ul style="list-style-type: none"> • Mandatory consideration • Parents informed of 9am to 2.45pm timings for children at school. • Year 1 entrances adjusted to reduce crowding near Year 1/2/3 on arrival. • Parents and adults to wear face masks in the playground - reinforced | All staff, students, and other visitors. Cleaning teams |
| System of Control - Prevention | Where necessary, wear appropriate personal protective equipment (PPE) | <ul style="list-style-type: none"> • PPE is only needed in a very small number of cases: <ul style="list-style-type: none"> ○ Where an individual child becomes ill with coronavirus symptoms at the Academy, and only then if a distance | <ul style="list-style-type: none"> • Specific instruction | All staff, students. |

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| | | <ul style="list-style-type: none"> ○ of 2m cannot be maintained ○ Where a child has routine intimate care needs that involves the use of PPE | | |
| System of Control – Response to any infection | Engage with the NHS Test and Trace process | <ul style="list-style-type: none"> ● Understand the NHS Test and Trace process and how to contact. ● Staff and parents must be ready and willing to <ul style="list-style-type: none"> ○ Book a test ○ Provide details of anyone they have had contact with, if positive ○ Self-isolate if they have been in close contact with someone who develops symptoms or tests positive ● Contact local PHE (6, above) or DfE as necessary ● Inform the school office immediately of a positive lateral flow test result. | <ul style="list-style-type: none"> ● Mandatory instruction ● Ask parents and staff to inform the school office immediately when test results become available. | All staff, students, and other visitors. Cleaning teams. |
| System of Control – Response to any infection | Manage confirmed cases of coronavirus amongst the school community | <ul style="list-style-type: none"> ● Positive test results in immediate action to Contact local PHE/DfE (6, above) ● Support and engage with PHE “rapid risk assessment” ● Record of “close contract” must be kept | <ul style="list-style-type: none"> ● Mandatory instruction ● Close contact with an infected person defined as: <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) | All staff, students, and other visitors. Cleaning teams. |

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| | | | <ul style="list-style-type: none"> ○ Proximity contacts – extended close contact 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. |
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| School Operations | Transport – wider public transport | <ul style="list-style-type: none"> ● Use by pupils to be kept to absolute minimum. ● Encourage walking, cycling or “walking buses”. ● Refer parents to safer travel guidance (8, above) | <ul style="list-style-type: none"> ● The majority of parents walk to school via one of the two local entrances. ● | All staff, students, and parents. |
| School Operations | Attendance | <ul style="list-style-type: none"> ● Attendance of all children is monitored and intervened applying the relevant policies. ● Additional support and focus is placed on monitoring the most vulnerable pupils. ● Engagement of children on remote education also tracked and interventions where needed. | <ul style="list-style-type: none"> ● Use of Teams and attendance team. | All staff. |
| School Operations | School Workforce - general | <ul style="list-style-type: none"> ● All staff to return. ● Staff identified as clinically extremely vulnerable to work from home. | <ul style="list-style-type: none"> ● Expectation that staff will attend school. ● Clinically Extremely vulnerable to remain at home. | All staff. |

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| | | <ul style="list-style-type: none"> • and clinically vulnerable are to be considered on a case by case basis, following published guidance. • People who live with those identified above can attend the workplace. • Individual risk assessments for new and expectant mothers | <ul style="list-style-type: none"> • Schools to accommodate additional measures where appropriate to reflect staff who may otherwise be at risk (9, above) • FAQs sent to all staff and training sessions mandatory prior to returning. <p>Schools have a legal obligation to protect employees and others and should consider how to meet equalities duties in the usual way.</p> | |
| 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 – through training and email communications. • Duty of care to staff mental health must be supported. (10, 11 above) | <ul style="list-style-type: none"> • Induction for all staff and training on risk assessments, safeguarding, curriculum, expectations and behaviour. • Additional training and support through staff-wellbeing group and survey and 4 x staff completing the MHFA | |
| School Operations | Staff deployment | <ul style="list-style-type: none"> • Changes to roles and responsibilities may be necessary • Avoid unnecessary workload. • Ensure appropriate support is available for SEND students. • Recruitment continues as usual. • Engage supply teachers as usual. | <ul style="list-style-type: none"> • Use school workload reduction toolkit (12, above) and case to support actions taken. • Well-being group to provide additional support. • DSL staff on site every day | All staff. |

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| School Operations | Safeguarding | <ul style="list-style-type: none"> Revised CP Addendum (February 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 normal lunches at school. Children to eat lunch in canteen within Year bubbles and cleaning in-between. | <ul style="list-style-type: none"> Compliance to guidance required (15, above) Midday staff in year bubble groups where possible, | 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. |
| School Operations | Extra-curricular provision | <ul style="list-style-type: none"> Other than before and after-school club provision (starting on the 10th March), no other activities. Two separate clubs (Year R to 3 and 4 to 6), capped at 20 places maximum with 2 staff each. | <ul style="list-style-type: none"> Children kept in Year bubbles/tables within the before/after-school clubs. Hygiene measures in place on arrival and prior to/after eating food, and safe supervision at all times. Parents drop off/collect children at club entrance. | All staff. |

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| | | <ul style="list-style-type: none"> • Planning in line with Protective measures advice above. | | |
| | | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • | |
| 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. • | <ul style="list-style-type: none"> • Guidance (20, above). • No PE changing for the first three weeks (no communal area) | All staff, site staff, cleaning staff and parents. |
| | | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • | |
| School Operations | Visitors to reception | <ul style="list-style-type: none"> • No visitors generally, but keeping social distance where there are exceptions. • Sanitiser available on entry • Parent meetings via TEAMS and increased use of enquires@ email and office phones. <p>No parents in the reception area, 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. • Visitors wear face masks in all communal areas. | All staff, Operations Manager and Admin Team |
| School Operations | Movement around designated areas of the site. | <ul style="list-style-type: none"> • Year bubbles remain in place for break and lunches which are staggered – see schedule • Classes remain in rooms 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 | <ul style="list-style-type: none"> • | All staff and site staff. |

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| | | playgrounds (walking on the left) | | |
| School Operations | Ventilation | <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 period. Schools should ensure all systems are working in their normal operating mode. | <ul style="list-style-type: none"> • Windows opened by site team in the mornings. • Staff to keep classrooms ventilated where possible, | All staff, site staff |
| 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 at the start and end of the school day and when required. • Toilet visits – staff must limit and supervise. | <ul style="list-style-type: none"> • Guidance suggests that bubbles do not need to be allocated specific toilet facilities. • Staff to not carry open hot drinks around the site | All staff and cleaning team. |

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| | | <ul style="list-style-type: none"> Communal staffrooms not used for eating/drinking | | |
| 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 expectation of live marking in all classes, as it remains retrospective. Maximum space around the classroom where possible. | | All staff, site staff, Operations Manager and SLT. |
| School Operations | Use of ICT classrooms | <ul style="list-style-type: none"> Limited use and more use of ChromeBooks in classes ICT suite cleaned in between Year bubbles using. | | CET ICT RA |
| | | | | |
| Emergency Processes | Fire Evacuation | <ul style="list-style-type: none"> Return fire procedures to original central processes. Adjust to allow for maximum social distancing at assembly point. Fire test each half-term (autumn 2020 completed and revision to fire locations) | | All staff, Operations Manager and SLT. |
| Emergency Processes | Lockdown | <ul style="list-style-type: none"> Lockdown process remains unchanged | | All staff, Operations Manager and SLT. |
| Emergency Processes | First Aid Provision | <ul style="list-style-type: none"> Lunchtime First Aid provision identified on timetable. Middy staff with bubble in most cases, | <ul style="list-style-type: none"> Covid-19 applicable first aid training in September 2020 completed and again in Feb 2021. | All staff, Operations Manager and SLT. |

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| | | <ul style="list-style-type: none"> • 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"> • Full list of First Aiders available at all FA points. • Full PPE available from main office and guidance given to staff | |
| | | | | |
| Site | Visiting Contractors on site | <ul style="list-style-type: none"> • See guidance on Site Protocol | | 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) ○ 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. | <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. • 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. | All staff and Cleaning Team. |

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| | | <ul style="list-style-type: none"> • Rugs re-introduced into EYFS. • Cleaning rotas to continue to be used for equipment. | | |
| 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 site, cleaning/kitchen staff • Cleaners to be informed of additional areas to clean depending on work being undertaken. | <ul style="list-style-type: none"> • IT team to operate remotely where possible • Staff not to “visit” IT office or admin office unless essential, including avoiding use of photocopier. • 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. |
| 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 other 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 (those not attending) | <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 | |