

## Covid-19 : Hillingdon Primary School / Operational Risk Assessment for full opening: March 2021

**NOTE :** A risk assessment is a dynamic document that should be reviewed and adjusted regularly. This version identifies some changes to earlier versions to support full reopening from 8th March. It builds on previous risk assessments including the risk assessment completed for re-opening in September 2020.  
**All changes/additions/clarifications made by TEFAT ready for re-opening are coloured in RED.**

Relevant gov.uk documents:

[Schools Coronavirus \(Covid-19\) - Operational Guidance Feb 21](#)

[Safe working in education - preventing and controlling infection](#)

System of Controls as defined in gov.uk guidance

### Prevention:

- minimising contact with individuals who are required to self-isolate by ensuring they do not attend the school
- ensuring face coverings are used in recommended circumstances
- ensuring everyone is advised to clean their hands thoroughly more often than usual
- ensuring good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- maintaining enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents
- consider how to minimise contact between individuals and maintain social distancing wherever possible
- keep occupied spaces well ventilated

### Response to any infection:

- Promote and engage with NHS Test and Trace process
- Manage and report confirmed cases of Covid-19 amongst the school community
- Contain any outbreak by following local health protection team advice.

**Activity – Risk assessment for full opening. To be adapted by each Academy to reflect local specifics.**

Document to be read in conjunction with the TEFAT Full Opening Guidance.

This is a dynamic risk assessment and will need to be reviewed by each Academy weekly.

Hazard	Control measures needed / TEFAT	Further actions / school specific	Assessed by school Yes/No By whom?
ROUTINE BUILDING RELATED TASKS FOLLOWING A PERIOD OF CLOSURE			
Building safety issues	<p><b>Routine checks as would normally be followed after summer closure:</b></p> <ul style="list-style-type: none"> <li>● <b>Legionella</b> flushing, routine temperature testing and appropriate disinfection undertaken if necessary</li> <li>● <b>Fire doors</b>, alarm call points, emergency lighting tested and functional</li> <li>● Site and building <b>safety checks</b></li> <li>● <b>Catering equipment</b> checked and run on full clean cycle</li> </ul>	<ul style="list-style-type: none"> <li>● A pre-opening checklist has been completed with TEFAT's Estates and Health and Safety Director, Hillingdon's Business Leader and Premises Manager. It covers all the necessary requirements for building safety.</li> </ul>	<p>Business Leader assesses/ monitors the work of the premises staff.</p> <p>Evaluated and signed off by the Principal.</p>
Fire safety issues	<ul style="list-style-type: none"> <li>● Pre opening <b>fire safety</b> checks completed (per above)</li> <li>● <b>Fire evacuation</b> procedures reviewed &amp; communicated</li> <li>● Fire procedure takes account of propping doors open where appropriate</li> <li>● <b>Fire drills</b> planned &amp; executed</li> <li>● <b>Fire marshalls</b> identified &amp; trained on evacuation strategy</li> </ul>	<ul style="list-style-type: none"> <li>● A pre-opening checklist has been completed with TEFAT's Estates and Health and Safety Director, Hillingdon's Business Leader and Premises Manager. It covers all the necessary requirements for fire safety.</li> <li>● To maintain social distancing a 'silent fire drill' is planned for the week beginning the 8th March 2021. Each</li> </ul>	<p>Business Leader assesses/ monitors the work of the premises staff.</p> <p>Evaluated and signed off by the Principal.</p>

		<p>class will walk through the fire drill procedures.</p> <ul style="list-style-type: none"> <li>• Adults that are not classed based will take part in a 'silent fire drill' organised by their line manager.</li> <li>• The fire bell will be rung at a designated time to remind students/staff of the sound and what they should do in the event of a real emergency.</li> </ul>	
<b>PRE OPENING ROOM PREPS</b>			
Infection Control	<p><b>Cleaning and Hygiene</b></p> <ul style="list-style-type: none"> <li>• Pre opening <b>enhanced clean</b></li> <li>• Take water fountains out of use</li> <li>• TEFAT's PPE Policy - covering use, specification, disposal and storage of used face masks or coverings.</li> <li>• All staff refresher of PHE PPE video</li> <li>• PPE supplies, in line with TEFAT PPE policy</li> <li>• <b>Visitor sign in</b> arrangements to be reviewed to ensure no shared pen &amp; antiviral wipes for touchscreens</li> <li>• <b>Lidded bins</b> provided across the school and a regime of regularly emptying</li> <li>• Signage displayed in key areas reinforcing <b>handwashing and respiratory hygiene</b></li> </ul> <p><b>Social distancing measures</b></p> <ul style="list-style-type: none"> <li>• Reference made to TEFAT's Social Distancing Policy</li> </ul>	<ul style="list-style-type: none"> <li>• A pre-opening checklist has been completed with TEFAT's Estates and Health and Safety Director, Hillingdon's Business Leader and Premises Manager. Cleaning has been discussed.</li> <li>• Staff training for March 2021 has taken place. The training builds on the previous re-opening training. The relevant documents, policies and videos have been shared as part of the training.</li> <li>• There has been general staff training and then specific training for different staff teams with specific responsibilities.</li> <li>• There have been regular updates to parents/carers visiting the site regarding any new routines. Parents have been asked to wear masks at</li> </ul>	<p>Business Leader assesses/ monitors the work of the premises staff.</p> <p>Principal and Head of School responsible for training of staff.</p> <p>Principal responsible for communication to parents.</p> <p>Evaluated and signed off by the Principal</p>

	<ul style="list-style-type: none"> <li>Assess spatial restrictions to be applied to office areas to achieve 2m distancing /non facing layouts</li> <li>Implement <b>arrival and departure arrangements</b> for parents to reduce simultaneous arrivals / departures to site - consider staggered timings, different routes in, parent drop off protocols</li> <li><b>Encourage parents to wear face coverings when dropping off/collecting particularly where social distancing between parents is failing.</b></li> <li>Communicate arrangements with staff and parents</li> <li>Establish <b>visitor control protocol</b> to minimise visits (encourage parents to phone/email with any issues).</li> <li>Configure <b>reception desk</b> to maintain social distancing. Temporary screen installed where no current provision</li> </ul>	<p>arrival and dismissal times. Staggered arrival and departure times are in place.</p> <ul style="list-style-type: none"> <li>Additional staff are on duty at arrival and dismissal times including the headteacher and senior leaders.</li> <li>Parents/carers have been asked to minimise any conversations with staff on the playground. At present email and telephone calls are the preferred method of communication. Administration staff are ensuring that messages are passed on to the relevant member of staff as soon as possible. We continue to value good communication with parents.</li> <li>A new protective transparent screen has been erected around the reception desk in the school's reception area.</li> <li>Office staff are sharing an office only if social distancing can be maintained. Desks have been moved so that they are outward facing. In smaller offices staff are working alone and the second/third member of staff has been relocated to a safer place. In some cases there is the option to work at home to minimise the number of office staff on site.</li> </ul>	
<b>OPERATIONAL - Infection Control</b>			
<b>Symptomatic people in</b>	<ul style="list-style-type: none"> <li>Reinforce protocols to staff and parents re</li> </ul>	<ul style="list-style-type: none"> <li>Systems are in place to manage</li> </ul>	Principal,

<b>school</b>	<p>not attending school if they, or a member of their household have <b>Covid-19 symptoms</b>, or have tested positive in the last 10 days</p> <ul style="list-style-type: none"> <li>• Or if they have been contacted by the NHS Test and Trace system and advised to isolate</li> <li>• All staff briefed on being <b>vigilant</b> to look out for symptoms in children arriving and through the day.</li> <li>• Procedure in place for <b>managing symptomatic</b> adult or child in school as per TEFAT's Infection Control Policy</li> <li>• Identified ventilated hygiene / <b>isolation spaces</b> to "hold" symptomatic child pending collection</li> </ul>	<p>symptomatic people. Systems have been discussed during staff training and the information repeated at staff briefings.</p> <ul style="list-style-type: none"> <li>• The Green Room has been identified as an area for a symptomatic child.</li> </ul>	SLT/line managers and Welfare Leader.  Evaluated and signed off by the Principal.
<b>Asymptomatic testing of staff</b>	<ul style="list-style-type: none"> <li>• Staff briefed and encouraged to use LFDs for home testing, and kits regularly issued to support twice weekly testing</li> <li>• Data on kits issued and results returned are held securely and confidentially</li> </ul>	<ul style="list-style-type: none"> <li>• Staff training has taken place. and written information and relevant policies provided to staff. A system is in place for collecting tests and a secure system for passing on the results of tests.</li> </ul>	Welfare Leader and Principal  Evaluated and signed off by the Principal
<b>Engagement with NHS Test &amp; Trace process</b>  <i><b>"Schools must ensure they understand the NHS T&amp;T process"</b></i>	<p><b>Staff and parents/carers made aware of requirement to :</b></p> <ul style="list-style-type: none"> <li>• book a test if symptomatic and follow stay at home guidance as appropriate</li> <li>• Provide details of anyone they have been in close contact with if test positive</li> <li>• Use the home testing kit supplied by the school in line with instructions - staff.</li> <li>• Inform school of results (evidence should</li> </ul>	<ul style="list-style-type: none"> <li>• Staff training has taken place and information shared regarding Test and Trace. A dedicated member of the welfare staff has responsibility to speak with parents and staff to ensure all relevant and important information is collected. She is supported by the headteacher and other members of the SLT.</li> </ul>	Welfare Leader supported by the Principal, SLT/Line Managers  Evaluated and signed off by the Principal.

	not be requested) and follow PHE guidance in respect of self isolation		
<b>Cleaning and Hygiene</b>  <i>"Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products"</i>	<ul style="list-style-type: none"> <li>● Reference made to TEFAT's Cleaning Guidance</li> <li>● Regular cleaning of spaces, sports/play equipment and teaching resources based upon an assessment of the cleaning needs for each space / item</li> <li>● All teaching rooms have hygiene boxes and protocol displayed for "clean as you go"</li> <li>● Protocol in place for daytime clean of toilet and other shared areas, including contact points</li> <li>● Protocol in place for effective end of day routine clean (see guidance)</li> <li>● Proactive arrangement for regular handwashing and good respiratory hygiene for all staff and children</li> <li>● Protocol in place to manage risk of ingestion of hand sanitiser</li> <li>● Protocol in place for children's belongings (coats, bags, water bottle, etc)</li> <li>● Lidded bins in all rooms for used tissues, emptied regularly</li> <li>● Protocol established for managing potentially contaminated waste</li> <li>● Windows and doors opened to increase air circulation</li> </ul>	<ul style="list-style-type: none"> <li>● Staff training has taken place and information shared and emphasised at staff briefings regarding cleaning and hygiene.</li> <li>● The school's Business Leader regularly meets with the cleaning company, 'Haywards'. Haywards' risk assessment has been shared with the school.</li> <li>● A copy of the COSHH data sheet for products is in the Hygiene box for ease of reference</li> <li>● Students and adults are required to wash their hands a number of times during the day: <ul style="list-style-type: none"> <li>- On arrival</li> <li>- Returning from breaks</li> <li>- Changing rooms</li> <li>- Before and after eating</li> <li>- Before dismissal.</li> </ul> </li> <li>● We have provided additional hand basins in the school playground for hand washing; to minimise congestion in the school toilets.</li> <li>● Parents/carers' have been asked to support us by explaining to their child the importance of washing their hands and particularly the importance of ensuring their hands are dried.</li> </ul>	Business Leader  Evaluated and signed off by the Principal

		<ul style="list-style-type: none"> <li>• All areas are well ventilated. Windows and doors are opened periodically throughout the day - ideally every 90mins for at least 15 minutes</li> <li>• Students are allowed to wear additional layers of clothing to keep them warm. The additional layers do not have to be the normal school uniform.</li> </ul>	
<p><b>Social Distancing</b></p> <p><i><b>“Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum”</b></i></p>	<ul style="list-style-type: none"> <li>• <b>Bubbles</b> : Establish consistent pupil groupings, staffing arrangements, activities to maintain distancing, with no switching between groups</li> <li>• <b>Minimise staff movement</b> between bubbles and where unavoidable, maintain 2m distancing if possible</li> <li>• <b>Where social distancing between adults is not possible, staff and adult visitors are recommended to wear face coverings</b></li> <li>• <b>Avoid gatherings</b> of more than one group</li> <li>• <b>Staggered start / finish times:</b> Meet and greet arrangements : staff / pupils / parents</li> <li>• School transport arrangements achieve social distancing compliance / encourage to walk/cycle</li> <li>• Staggered <b>lunch</b> and break times</li> <li>• <b>Staffroom provision</b> dispersed to minimise numbers using one space</li> </ul>	<ul style="list-style-type: none"> <li>• This is a key feature of staff training and updated information is provided in staff briefings.</li> <li>• Term dates/events published to parents reflect that we are not able to organise our usual special assemblies and concerts for parents etc. In the Autumn term we provided creative solutions such as an online recording of The Nativity and we will aim to do this from March to July 2021.</li> <li>• If staff feel they are unable to maintain a social distance from other adults, they must talk to their line manager about whether the wearing of face coverings are appropriate. The line manager will explore any safety mitigations that need to be put in place to maintain a 2m distance from other adults, including the wearing of a face covering.</li> <li>• There are no large gatherings of children or parents/carers and this</li> </ul>	<p>Head of School in discussion with the Principal.</p> <p>Evaluated and signed off by the Principal</p>

		<p>includes assemblies and lunch times in the school hall.</p> <ul style="list-style-type: none"> <li>• Consistent pupil and staff bubbles have been established.</li> <li>• Students have lunch in their classrooms or outside on the picnic benches.</li> <li>• Break time is staggered so that there are no large groups outside together.</li> <li>• The majority of staff meetings and all staff Briefings are on Google meet. There are no large gatherings of staff. Mini staff rooms have been created across the school.</li> </ul> <p><b>NOTE:</b> Face visors or shields should not be worn as an alternative to face coverings (they may protect against droplet spread but are unlikely to be effective in reducing aerosol transmission when used without a face covering)</p>	
<b>Arriving and departing the school site</b> <p><i>“.schools should consider staggered starts or adjusting start and finish times to keep groupings apart”</i></p>	<ul style="list-style-type: none"> <li>• <b>Stagger arrival and departure times</b></li> <li>• Implement measures to avoid parents gathering in one area</li> <li>• Local protocols for <b>safe removal and storage or disposal</b> of individuals' face coverings used for travelling to and from school</li> <li>• Encourage parents to wear face coverings when dropping off/collecting particularly where social distancing between parents is failing.</li> </ul>	<ul style="list-style-type: none"> <li>• Included in staff training and updated at staff briefings.</li> <li>• Staggered arrival and departure times were in place from September 2021 and will continue. The school day has been extended to enable this to happen.</li> <li>• There is a one way system in and outside the school building to minimise contact.</li> <li>• The wearing of masks by</li> </ul>	Principal

		<p>parents/carers and visitors to the site has been requested unless a person is exempt. This is monitored by SLT.</p> <ul style="list-style-type: none"> <li>Information regarding pupils' safe use of masks (including their removal and storage) on the way to and from school, has been shared with parents/carers and will be monitored by staff.</li> </ul>	
<b>Classroom arrangements</b>  <i>"Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact..."</i>	<ul style="list-style-type: none"> <li><b>Social distancing</b> applied <u>where possible</u>:</li> <li>Adults 2m distance from each other and from children</li> <li>Adults avoid close face-to-face contact and minimise the time spent within 1m of anyone.</li> <li>Support children to maintain distance and not touch staff and their peers</li> <li><b>Adapt seating</b> to avoid face to face</li> <li>Maximise ventilation as much as the space permits by keeping a number of windows open at all times and opening all available doors and windows at regular (90minute) intervals throughout the day</li> <li>Frequently used equipment such as pens/pencils should <b>not be shared</b></li> <li>Resources such as books and games can be shared within a bubble but should be <b>cleaned</b> frequently</li> <li>Pupils to limit the amount of equipment they bring into school to essentials such as a lunch box, coat, book, stationery, this</li> </ul>	<ul style="list-style-type: none"> <li>Staff training has taken place and information shared and emphasised at staff briefings.</li> <li>Students learn in a class group. They are linked to one other class and staff work between these two classes. We minimise the time students learn with students from the linked class. Only small numbers of students from each class may work with a teacher that is linked to both classes. Students working in a small group are socially distanced.</li> <li>Desks in classrooms are set out in rows facing the front and teachers aim to teach from the front - Year 1 to Year 6.</li> <li>There is specific guidance for the PE and music curriculum that we have taken account of when planning and delivering these lessons. Some lessons are taught remotely to minimise contact.</li> </ul>	Head of School in discussion with the Principal.  Evaluated and signed off by the Principal

<p><i>“.. there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting.”</i></p>	<ul style="list-style-type: none"> <li>can be in a bag</li> <li>• PE : prioritise outdoor sport</li> <li>• Indoor PE in large spaces to maximise distancing</li> <li>• Music:singing, playing brass or wind instruments to be outside or, if inside, in small groups of less than 15 and arranged to avoid face to face. Instruments not to be shared.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are asked to wear their PE kit to school on the day(s) they are taught PE.</li> <li>• Parents/carers have been asked not to send their child into school with anything that isn't essential. This includes the use of a small book bag rather than a large rucksack or similar. This is being sensitively monitored by staff.</li> </ul>	
<p><b>Use of PPE</b></p> <p><i>“The majority of staff .. will not require PPE beyond what they would normally need for work.”</i></p>	<ul style="list-style-type: none"> <li>• TEFAT's <b>PPE Policy</b> aligns with gov.uk guidance <b>and is updated to reflect recommendation that adult visitors and staff who are unable to socially distance (eg in communal areas) should wear face coverings</b></li> <li>• Aligns with gov.uk guidance</li> <li>• Staff <b>refresh</b> / trained (via PHE Video) on safe use of PPE</li> <li>• Ensure <b>adequate PPE supplies</b> maintained on site</li> <li>• Local protocols for <b>safe removal and storage or disposal</b> of individuals' face coverings used for travelling to and from school</li> </ul>	<ul style="list-style-type: none"> <li>• Staff training has taken place and information shared and emphasised at staff briefings.</li> </ul>	<p>Business Leader and Welfare Leader.</p> <p>Evaluated and Signed off by the Principal.</p>
<p><b>Managing toilets</b></p> <p><i>“Different groups don't need to be allocated their own toilet blocks, but toilets will need to</i></p>	<ul style="list-style-type: none"> <li>• <b>Designated toilets</b> per group or groups where possible (not essential)</li> <li>• Regime of regular <b>cleaning</b> pre, post and during school day</li> <li>• Consider displaying a <b>log of cleaning</b> in the space</li> </ul>	<ul style="list-style-type: none"> <li>• Included in staff training and updates provided at staff briefings.</li> <li>• A cleaning timetable is in place and takes account of the increased need for cleaning. An additional member of staff has been employed to clean</li> </ul>	<p>Head of School / Business Leader</p> <p>Evaluated and signed off by the Principal</p>

<p><i>be cleaned regularly and pupils.. Encouraged to clean their hands ...”</i></p>		<ul style="list-style-type: none"> <li>• during the school day/</li> <li>• There are designated toilets for each member of staff and students.</li> <li>• There are additional portable toilets on the school field. These are cleaned by site staff daily and chemically cleaned by the contractor on a weekly basis.</li> </ul>	
<p><b>Managing circulation areas</b></p>	<ul style="list-style-type: none"> <li>• Timetabling to ensure <b>minimal need to move</b> between class base and other areas</li> <li>• Implement <b>one way system</b> along corridors, where appropriate / achievable</li> </ul>	<ul style="list-style-type: none"> <li>• Noted / Systems In place.</li> <li>• Included in staff training and updates proved at staff briefings.</li> </ul>	<p>Head of School in discussion with the Principal</p> <p>Evaluated and signed off by the Principal</p>
<p><b>Managing teaching resources / equipment</b></p>	<ul style="list-style-type: none"> <li>• No <b>sharing of frequently used</b> equipment eg pens, pencils</li> <li>• Shared resources (books, games etc) to be regularly cleaned</li> <li>• Sports equipment cleaned between uses</li> <li>• Resources shared between bubbles to be meticulously cleaned or taken out of use for 48 hours (72 hours for plastics) between use by different bubbles</li> </ul>	<ul style="list-style-type: none"> <li>• Noted / Systems in place. Pupils have their own named resource pack at their seating place in the classroom, to be used only by them. These are resources that are frequently used, such as pens and pencils.</li> <li>• Staff clean any resources that have been shared in a bubble, before being used again.</li> <li>• Included in staff training and updates proved at staff briefings.</li> </ul>	<p>SLT responsible for Year Groups.</p> <p>Evaluated and signed off by the Principal</p>
<p><b>Managing school meals</b></p> <p><i>“..kitchens will be fully open from the start of the autumn term..”</i></p>	<ul style="list-style-type: none"> <li>• Consider lunchtime <b>timings</b> and arrangements to avoid bubbles conflicting</li> <li>• <b>Cleaning</b> regime for dining room after each bubble serving</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered lunch times are in place.</li> <li>• Cleaning regimes are in place, The dining room is not used. Students eat in the classrooms or at the picnic benches outside.</li> <li>• Included in staff training and updates</li> </ul>	<p>Head of School and Pastoral Care Manager</p> <p>Evaluated and signed off by the</p>

		proved at staff briefings.	Principal
<b>Managing Wraparound care</b>  <i><b>“Schools should consider resuming any breakfast and after-school provision, where possible..”</b></i>	<ul style="list-style-type: none"> <li>Children to be kept within their bubble if possible or establish <b>small consistent groups</b></li> </ul>	<ul style="list-style-type: none"> <li>Included in staff training and updates proved at staff briefings.</li> <li>The Breakfast Club and 4.30 Club are in operation. There is an additional risk assessment in place for these clubs. Numbers are restricted although we aim to support all parents requesting child care. Parents/carers must book their child into the club.</li> <li>Doors for the 4.30 Club open for dismissal at set times to minimise the numbers coming and going through the main reception area.</li> </ul>	Principal and Welfare Leader
<b>Visitors, Visiting Professionals and Contractors on site</b>  <i><b>“Supply staff and other temporary workers can move between schools, but ...minimise the number of visitors where possible”</b></i>	<ul style="list-style-type: none"> <li>Maintain <b>record</b> of all visitors to site</li> <li><b>Minimise to essential</b> &amp; pre arranged only - No entry without prior agreement</li> <li>Instructions given <u>in advance</u> on <b>site specific</b> arrangements covering social distancing, <b>face coverings</b>, entry hygiene arrangements, avoiding contact with bubbles</li> <li>Arrival and departure times to fall outside of pupil timings where possible</li> <li><b>Check contractor company Covid-19 risk assessments</b> and method statements and align with academy operational risk assessment - Trust review and approval of contractor risk assessments required</li> <li>Normal safer recruitment requirements for</li> </ul>	<ul style="list-style-type: none"> <li>Included in staff training and updates proved at staff briefings.</li> <li>Noted and actioned. Procedures were established as part of the September 2020 and are continuing in March 2021.</li> <li>At present there is no use of supply staff.</li> </ul>	Business Leader and Operations Manager  Evaluated and signed off by the Principal

	contractors/regular visitors apply		
<b>Contaminated Waste Management</b>	<ul style="list-style-type: none"> <li>Follow gov.uk guidance:</li> <li>Designated space established for storing of potentially contaminated waste, pending testing results</li> <li>Confirmed contaminated waste held for 72 hours before normal disposal</li> </ul>	<ul style="list-style-type: none"> <li>Included in staff training and updates proved at staff briefings.</li> <li>Noted and actioned. Procedures were established as part of the September 2020 and are continuing in March 2021.</li> </ul>	Business Leader Evaluated and signed off by the Principal
<b>Emergency evacuation / lockdown</b>	<ul style="list-style-type: none"> <li>Fire escape doors operational and emergency exits unobstructed</li> <li>Whilst social distancing should be observed as much as possible, in an emergency, the priority is to instigate the prescribed process (evacuation or lockdown) as quickly as possible</li> <li>Evacuation and lockdown processes refined to take account of revised class organisation and site adjustments</li> <li>Fire drills take place periodically</li> <li>PEEPs revised and adapted to suit revised fire strategy</li> </ul>	<ul style="list-style-type: none"> <li>Included in staff training and updates proved at staff briefings.</li> <li>Noted and actioned.</li> </ul>	Business Leader Evaluated and signed off by the Principal
<b>First Aid</b>	<p><b>Administering first aid to children whilst ensuring social distancing:</b></p> <ul style="list-style-type: none"> <li>Where appropriate, children should be supported from a 2m distance to address their own first aid needs (applying cold pack, antiseptic wipe, plaster etc)</li> <li>Where younger children are involved, or greater invention is required resulting in 2m distancing not being achievable, first aider to work side by side not face to face with child, appropriate PPE to be used</li> </ul>	<ul style="list-style-type: none"> <li>Procedures were established as part of the September 2020 and are continuing. Named first raiders are linked to bubbles and first aid equipment is easily accessible to staff.</li> </ul>	Head of School and Welfare Leader Evaluated and signed off by the Principal.

	<p>dependent upon situation.</p> <ul style="list-style-type: none"> <li>● Where child is symptomatic, full PPE of disposable apron, disposable gloves and face mask to be worn. Visor / goggles to be worn if first aider is at risk of bodily fluids entering eyes.</li> <li>● First Aider to wash hands for at least 20 seconds following contact</li> <li>● All surfaces / contact points to be antiviral cleaned</li> </ul>		
<b>Managing educational visits</b>	<ul style="list-style-type: none"> <li>● No residential visits</li> <li>● Non residential visits to be subject to specific risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>● School trips will only start again when it is safe to do so. They would need to be approved/signed off by TEFAT.</li> <li>● Year 4 will not attend swimming lessons this term. They are unlikely to start in the summer term although this will be monitored.</li> </ul>	Principal
<b>Pupil behaviour / needs</b>	<ul style="list-style-type: none"> <li>● Identify amendments to existing risk assessments that need to be in place for identified pupils to make a successful return to full time education</li> <li>● Ensure recently identified 'vulnerable pupils' have a risk assessment in place which is subject to regular review</li> <li>● Where possible allocating dedicated staff to care for individual pupils where personal care is needed</li> </ul>	<ul style="list-style-type: none"> <li>● Included in staff training and updates proved at staff briefings.</li> <li>● Reference made to Safeguarding Checklist for reopening and</li> <li>● Sept - Dec 2020 Generic Risk Assessment for Vulnerable Pupils - Part of TEFAT's risk assessment.</li> <li>● From January 2021 LBH confirmed Risk Assessments were no longer required. Vulnerable pupil tracker still in use to monitor all identified vulnerable pupils and children on the cusp of receiving support.</li> <li>● Noted and actioned.</li> </ul>	Inclusion Leader and Pastoral Care Manager  Evaluated and signed off by the Principal

<b>Staffing availability</b>	<ul style="list-style-type: none"> <li>● Identify staff requirements and availability</li> <li>● Reference made to Staff Health and Circumstances Guidance</li> <li>● Feb 21 for guidance on which employees <b>must</b> work from home and which are higher risk to be to work and steps required</li> <li>● Ensure you ask every staff member to advise you if they receive notification they are on the new Shielders List or have any additional risks associated with their health or circumstances using the definitions on page 1 of the employee risk assessment for guidance (TEFAT)</li> <li>● Complete an individual risk assessment for each employee with any additional risks using the employee risk assessment form (TEFAT) or review and update the original risk assessments noting the guidance for individuals advised to shield</li> <li>● Remind all staff to update you of any changes to their health or circumstances on an ongoing basis</li> <li>● Ensure you discuss and complete an employee risk assessment in advance for any new staff joining you or for staff returning from maternity leave, long term sick leave etc</li> </ul>	<ul style="list-style-type: none"> <li>● Included in staff training and updates provided at staff briefings.</li> <li>● Noted and monitored carefully to ensure adaption are made due to staff shielding, self-isolation or illness.</li> <li>● NB - essential sufficient leadership, first aiders, fire marshalls, DSLs, SENDCo, premises team, cleaners - Part of TEFAT's risk assessment.</li> </ul>	HR Leader/ Operations Manager in discussion with the Principal and Head of School  Evaluated and signed off by the Principal
<b>Staff communications</b>	<ul style="list-style-type: none"> <li>● Ensure all staff attending school are aware of arrangements in advance of opening and any revisions to arrangements on an ongoing basis</li> </ul>	<ul style="list-style-type: none"> <li>● Included in staff training and updates proved at staff briefings.</li> <li>● Business leader communicates with the school caterers' The Pantry' and</li> </ul>	Principal and Head of School  Business Leader

		<ul style="list-style-type: none"> <li>• ‘Haywards’ the cleaning company</li> <li>• Reference made to TEFAT’s Updated COVID-19 Guidance Acknowledgement Form</li> </ul>	in discussion with the Principal.
<b>Staff wellbeing</b>	<ul style="list-style-type: none"> <li>• Use of Trust guidance for supporting pupils in school Bereavement Guidance and Resources Pack</li> <li>• Access to safeguarding supervision through the Safeguarding SIG</li> <li>• Regional SEND support for SENCos - Lon and WM regional role, EA Education Psychologist</li> <li>• Coaching to be provided for middle leaders focussed on leadership skills to support teams</li> <li>• Online wellbeing resources available</li> <li>• Use of established wellbeing champions and HR leads in schools</li> </ul>	<ul style="list-style-type: none"> <li>• Included in staff training and updates proved at staff briefings.</li> <li>• The HR Manager and line managers are a contact point for staff needing support. Resources available from TEFAT are noted. TEFAT’s policies regarding well-being are followed.</li> </ul>	Principal, HR Leader and SLT/line managers.
<b>Pupil wellbeing</b>	<ul style="list-style-type: none"> <li>• Trust guidance for supporting pupils in school - Bereavement Guidance and Resources Pack</li> <li>• Strategies and ideas for supporting pupils shared at Safeguarding SIG and Vulnerable Pupil SIG</li> <li>• Regional SEND support for SENCos - Lon and WM regional role, EA Education Psychologist</li> <li>• Individual pupil risk and mitigation for safety and learning identified through: Generic Risk Assessment for Vulnerable</li> </ul>	<ul style="list-style-type: none"> <li>• Included in staff training and updates proved at staff briefings.</li> <li>• The school has a pastoral, welfare and inclusion team that supports teachers to meet the needs of students. Resources available from TEFAT are noted. TEFAT’s policies regarding pupil wellbeing are followed.</li> <li>• Systems of communication are in place to ensure that information is shared with the relevant member of staff.</li> </ul>	Pastoral Care Leader and Inclusion Leader  Principal / SLT/Line Managers

	<p>Pupils</p> <ul style="list-style-type: none"><li>• Vulnerable pupil safe and well checks in place following guidance: TEFAT Safeguarding Risk Assessment - Home Visits</li></ul>		
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Signed on behalf of the Academy  
Name: Ann Bowen-Breslin (Principal)



Date: 4th March 2021

Signed on behalf of TEFAT  
Name: Hugh Greenway (CEO)



Date: 4th March 2021