Trust risk assessment for September school opening

27th July 2020

Area of review	Actions to control risk	Residual Risk Rating (H,M,L)	Areas of concern/ Outstanding actions
Health and safety	Has the Public Health System of (9) Controls been reviewed and 1-5 in place and 6-9 where relevant	Overall health and safety risk rating is **low**	Each school has made their own plan for the return of pupils in September. Most schools will have an additional inset day to enable further staff training, and will then phase the return of pupils over a few days. School plans incorporate the Public Health System of (9) Controls detailed below, including operational detail to minimise contact between defined 'bubbles'. This includes staggered start and finish times, staggered break and lunch times, and zoning of playground areas.

Most Trust schools have rated Health and Safety as a low risk. Bennett Memorial School and Bishop Chavasse School have rated this as medium risk, as they have to confirm detailed rotas for ongoing cleaning of shared areas through the school day. However, both schools are confident this |
	Ensure consultation of risk assessment has taken place with staff		
	Ensure statutory site checks are carried out (DfE guidance here).		
	Commission cleaning of school using guidance on cleaning non-health care settings - likely to include but not limited to toilets to be cleaned after each break and lunchtime, door handles, common equipment and vertical surfaces commonly touched cleaned more frequently, hand sanitiser at school entrance, lidded bins in every classroom		
	Review arrangements to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak		
	Agree & communicate to staff procedures should a child or adult fall ill with the coronavirus on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site (use DfE guidance on the system of controls as summarised in Annex A below, response to any infection points 7-9 here and guidance on testing here.		

	Ensure there is a critical path decision making process/ contingency plan in case of the need for further closures, or scaling back operations, to address local infections (local lockdown guidance can be found here)		will be in place prior to September and therefore the overall Trust rating is low risk.
	Minimise contact between individuals and maintain social distancing wherever possible using measures included in Annex A below as appropriate		
	Assess transport-related health and safety risks and how these can be mitigated. Determine a queuing system at the school entrance/gate and a process for staff to manage pupil arrival and departure, to ensure they wash/sanitise their hands immediately on arrival and then go straight to their classroom. Limit external visitors to school during school hours. Determine arrangements for parents to come into school by appointment only, and ensure meetings take place at a safe distance.		
Pupils and parents	Assess parental confidence and ensure processes are in place to communicate clear and consistent expectations around school attendance to families throughout the summer ahead of the new school year, using Tenax letter template	Overall pupils and parents risk rating is **low**	All schools have rated this as a low risk.
	Ensure appropriate support and arrangements are in place for pupils with EHC plans		
	Ensure that pupils most at risk of disengagement/most in need of additional support are identified and support is in place		
	Audit wider family services supporting mental health, bereavement, domestic violence etc in order to be able to signpost/refer families where required (Public Health England has published guidance on supporting children and young people's mental health, Every Mind Matters and advice for groups with specific mental health needs)		
Workforce and HR	The clinically extremely vulnerable list will be paused on 1st August. Some people on this list will remain under the care of their doctor or specialist and may be advised	Overall workforce and	All schools have rated this as a low risk.

	not to return to work. Assess how many staff remain in this much smaller group and the impact on the workforce & the setting. Identify those staff who may be at increased risk from COVID (eg clinically extremely vulnerable, clinically vulnerable inc pregnant woman; BAME, aged 60+) Carry out individual staff risk assessments as required for those staff expected to return to school who may be at increased risk from COVID-19 (as above) as per Tenax template In light of this assessment, consider the roles more vulnerable staff may be deployed & any additional protection measures needed to reduce risk of infection	HR risk rating is **low**	
	Confirm government advice of use of PPE (ie when administering first aid to symptomatic pupils) is to be followed and any wearing of PPE in excess of guidance is recorded on individual risk assessment		
	Consider use of supply teachers if necessary and applicable in your circumstances		
	Determine whether additional staff training is required prior to the full return of pupils in September Consider what arrangements might be put in place for staff wellbeing		
	Consider whether designated safeguarding leads (and deputies) are provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children social care and other agencies where these are appropriate		
Curriculum and timetabling	Prepare plans for identifying the most important missed knowledge and how this will be covered, within a broad curriculum in all subjects Ensure the curriculum remains broad and ambitious and that all pupils continue to be taught a wide range of subjects	Overall curriculum and timetabling risk rating is **low**	All schools have rated this as a low risk.

	Ensure that there is a staffing plan and timetable including any special arrangements where necessary and practicable e.g. staggered starting and ending times of the school day, drop off and collection and/or break and lunch arrangements		
	Plan how remote education will be offered where a class, group or small number of pupils need to self-isolate, or where there is a local lockdown (online learning resources here, Oak National Academy here, technology support here, guidance for parents on supporting home learning here, guidance for parents of children with SEND to support home learning here and EEF best evidence in remote learning can be found here - there is also a summary of findings and a toolkit to support home learning. DfE has also published case studies using various methods to adapt the curriculum for remote education to best meet the needs of pupils and adapt teaching practice for remote education and keep pupils engaged		
	Review the approach to physical activity within the school day, ensuring pupils remain in consistent groups where possible, sports equipment is thoroughly cleaned between each use, contact sports are avoided and outdoor sports are prioritised where possible, and large indoor spaces used where not, maximising distancing between pupils and paying attention to cleaning and hygiene.		
	Review your before and after-school provision and plan whether/ how to restart these in the autumn term. Ensure where parents are using external providers, that the school has a plan in place to consider how such provision will work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible.		
Policies and procedures	Consider whether enhanced safeguarding and welfare provision needs to be put in place – plan for the potential increase in disclosures and welfare needs including mental health Adopt & publish on website COVID19 annexes for following policies:	Overall policies and procedures risk rating is **low**	Most Trust schools have rated policies and procedures as a low risk. Sir Henry Fermor School has rated as medium as they are preparing a new fire drill and evacuation policy over the summer to take account of

	- Child protection and safeguarding (Tenax template being reviewed to see if needs updating for SEPT) - Attendance (Tenax template being UPDATED FOR SEPT) - Behaviour (inc Exclusions) - First Aid procedures Review Pastoral/Welfare procedures Review, amend & communicate evacuation procedures and schedule fire drill for first week of return		a school improvement building programme taking place over the summer break. This project will provide enhanced evacuation arrangements and therefore the overall Trust rating is low risk.
School kitchens, supply chains and contracts	Agree plans to reopen school kitchens and request caterers to evidence compliance with the guidance for food businesses on COVID-19 and a risk assessment Reactivate and amend catering and/or cleaning contracts, and ensure suppliers bring staff out of furlough where necessary if this has not already been done Reactivate supply chains if this has not already been done Ensure there is free school meals provision over the summer (see DfE's summer food programme) Check suppliers know and understand the system of controls and hygiene arrangements Ensure any hirers of school facilities or external providers returning have communicated arrangements & provided risk assessment Agree approach to any scheduled or ongoing building works in relation to safety	Overall school kitchens, supply chain and contracts risk rating is **low**	Most schools have assessed the risk as low. Three schools have assessed as medium risk to reflect ongoing discussions with caterers on options that can be provided in September, particularly where the school would also like to offer hot meals. However, in all cases the schools are confident about provision of suitable meals, and therefore the overall Trust rating is low.
Comms	Agree & deliver plan to take staff through new arrangements (using Tenax training materials and any school specific procedures) including but not limited to: • Arrangements for keeping staff and pupils safe • Staff deployment and attendance expectations • Curriculum and timetabling • Workload and wellbeing • Training	Overall comms risk rating is **low**	All schools have rated this as a low risk.

	Arrange regular opportunities to get feedback from staff on new arrangements		
	Plan and agree communications to parents/carers so that they know arrangements (using Tenax template letters, publish on school website)		

Summary risk assessment agreed by Ian Bauckham, Tenax CEO, on 28th July 2020 following review and agreement by Trustees of underlying individual school risk assessments on 23rd July 2020

Annex A: The Public Health System of Controls

The system of nine controls is the set of actions schools MUST take, grouped into 'prevention' and 'response to any infection.'

If you follow the guidance set out here, you will effectively reduce risks in the school or groups of schools and create an inherently safer environment.

The system of controls: **PREVENTION: STEPS TO TAKE** Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances (see further detail in the guidance) Number 6 applies in specific circumstances	**1) 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** If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. Put in place a procedure for anyone becoming unwell.
	2) Clean hands thoroughly more often than usual Build routines into the school culture and plan ways to promote handwashing with soap and water for at least 20 seconds across the school day, particularly: ● After coming into school ● After sneezing or coughing ● Before and after handling or eating food ● After going to the toilet Ensure there are enough hand washing or hand sanitiser stations available Put in place supervision of hand sanitisers given risks around ingestion
	3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach Promote the 'catch it, bin it, kill it' approach, e.g. by providing tissues, bins, posters
	4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

	• Read PHE's COVID-19: [cleaning of non-healthcare settings guidance](#) • Define a new cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups, frequently touched surfaces being cleaned more often than normal • Implement a cleaning log to track cleaning frequency for bathrooms, classrooms and communal areas • Plan for the daily removal and safe disposal of rubbish • Schedule frequent cleaning of resources (e.g. books, toys) shared within groups • Schedule the isolation or cleaning of resources (e.g. books, toys) shared between groups • Purchase additional standard cleaning equipment if needed

	5) Minimise contact between individuals and maintain social distancing wherever possible
	 • Plan group sizes
	 • Revise timetables to accommodate groups and minimise movement between classrooms, where possible
	 • Where possible, stagger start, break, lunch and finish times
	 • Cancel large gatherings, such as assemblies and staff meetings
	 • Revise extra-curricular offer to minimise mixing between groups
	 • Where possible, plan ways to minimise contact around school estate between groups, e.g. separate entrance/exit gates or one-way systems
	 • Divide playground to minimise mixing between groups
	 • Plan arrangements for drop off/collection and communicate these to parents
	 • Plan measures for lunchtimes, including:
	     o Managing lunch queues
	     o Reconfiguring dining spaces
	     o Communicating new arrangements to catering suppliers and lunchtime supervisors

	6) Where necessary, wear appropriate personal protective equipment (PPE) Put in place a PPE policy that could include for example, the use of PPE where a pupil becomes ill with coronavirus symptoms while at school and where a pupil already has routine intimate care needs that involve the use of PPE.
The system of controls:	**7) Engage with the NHS Test and Trace process** Put in place a procedure regarding the NHS Test and Trace process and how to contact [your local Public Health England health protection team](#) (this is likely to be part of the procedure outlined below)

| RESPONSE TO INFECTION: STEPS TO TAKE

Numbers 7 to 9 must be followed in every case where they are relevant | **8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community**

Put in place procedures to manage suspected/ confirmed cases

Read process for dealing with symptomatic pupils

Read procedure for dealing with a suspected outbreak

Identify a room that symptomatic pupils will wait in until parents collect them, ideally with:

● A door you can close

● A window for ventilation

● A separate bathroom (either attached to the room or nearby)

Plan staff training on the process for dealing with symptomatic pupils and ensure they are aware of the steps the school will take in the event of an outbreak |
| | **9) Contain any outbreak by following local health protection team advice**
• Identify any specific PPE needs and ensure sufficient supply using local supply chains |