

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



<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 September 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.</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 on full opening [2nd July 2020]: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 2. Gov. Guidance for households with possible coronavirus infection [18th June 2020]: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 3. Gov. Guidance: safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) [16th June 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 4. Gov. Guidance: cleaning of non-healthcare settings [15th May 2020] https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 5. Contacts: PHE health protection teams (local) [17th June]: https://www.gov.uk/guidance/contacts-phe-health-protection-teams 6. NHS: Testing and tracing for coronavirus: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ 7. Gov. Advice: Coronavirus: safer travel guidance for passengers [29th June 2020]: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 8. 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 	

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



9. 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>
10. 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>
11. Mental Health support website: <https://www.educationsupport.org.uk/>
12. Gov. Guidance: School workload reduction toolkit [11th October 2019]:
<https://www.gov.uk/guidance/school-workload-reduction-toolkit>
13. 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>
14. 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>
15. 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>
16. HSE: Legionella risks during the coronavirus outbreak: <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>
17. CIBSE: Emerging from lockdown: <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>
18. HSE: Air conditioning and ventilation during the coronavirus outbreak:
<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
19. 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>
20. Gov. Advice: the phased return of sport and recreation [30th June 2020]:
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

- 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.

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
 Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



Version	V2 07/09/2020		
Update:	To reflect guidance for full opening		
School: Wroughton Academies Gorleston NR31 8BD	Additional Site Information: Number of students expected: 565 Year Groups: Reception to Yr 6		
Who may be harmed?	Staff, Students, visitors, contractors.	How many people:	Up to 640 individuals: <ul style="list-style-type: none"> • 557 on roll • Approx 83 staff • 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 Assessment:	24.8.2020
		Date of Review	24.9.2020 or sooner as required

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



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 7 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 14 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 directed to that entrance. • Separate bathroom 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.

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
 Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



		<ul style="list-style-type: none"> • Cleaning and sanitising of “covid” bathroom to be completed before use by anyone else. 		
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 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. 	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. 	<ul style="list-style-type: none"> • Mandatory instruction • Support for students with complex needs. • PHE does not recommend the use of face coverings in schools. • Wroughton do not allow children to bring in face masks (including storage). 	All staff, students and other visitors. Cleaning teams.
System of Control - Prevention	Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard	<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. 	<ul style="list-style-type: none"> • Mandatory instruction • Different groups do not need to be allocated their own toilet blocks. 	All staff, students and other visitors. Cleaning teams.

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
 Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



	products, such as detergents and bleach	<ul style="list-style-type: none"> • Encouragement to wash hands after using toilet. 	<ul style="list-style-type: none"> • PHE will publish revised cleaning guidance to supplement Gov Guidance (4, above). 	
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: • The use of Year bubbles AND • 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 – with the exception of wraparound care and where it cannot be avoided. • Bubbles likely to be the size of a year group. • Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. • Staggered start and end of day to reduce students and maximise distancing. • Utilise all entrances/exits. 	<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. • Siblings may be in different groups. • All teachers and other staff can operate across different classes and year groups to facilitate timetable. 	All staff
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 1m plus away from each other and children. • Avoid close face-to-face contact • Minimise time spent within 1m of anyone. 	<ul style="list-style-type: none"> • Mandatory consideration 	All staff, students and other visitors. Cleaning teams

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
 Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



		<ul style="list-style-type: none"> • Children to be supported to maintain distance, not touch staff or their peers where possible. • Use smaller “bubbles” for students who cannot maintain distancing. • 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. 		
System of Control - Prevention	Minimise contact between individuals and maintain social distancing wherever possible – elsewhere	<ul style="list-style-type: none"> • “Bubbles” to be kept apart – no large gatherings with other groups (assemblies) • Movement around site kept to a minimum. • Stagger breaks and lunchtimes • Allow time for cleaning between groups. • Plan shared staff spaces to help staff distance from each other. 	<ul style="list-style-type: none"> • Mandatory consideration • Passing briefly in the corridor is low risk. • 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. 	All staff, students and other visitors.
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"> • Staggered start and finish times to keep groups apart • Gathering at school gates is not allowed. • Process for removing face coverings from pupils and staff on arrival. 	<ul style="list-style-type: none"> • Mandatory consideration • Parents to be consulted regarding changes to start and end of school day before the end of term. 	All staff, students and other visitors. Cleaning teams

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
 Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



		<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 		
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 of 2m cannot be maintained ○ Where a child has routine intimate care needs that involves the use of PPE 	<ul style="list-style-type: none"> ● Specific instruction 	All staff, students.
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 	<ul style="list-style-type: none"> ● Mandatory instruction ● Ask parents and staff to inform immediately when test results become available 	All staff, students and other visitors. Cleaning teams.

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
 Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



		<p>with someone who develops symptoms or tests positive</p> <ul style="list-style-type: none"> • Contact local PHE (6, above) as necessary 		
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 (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) ○ 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. 	All staff, students and other visitors. Cleaning teams.
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. • Stagger start times to avoid peak hours. 	<ul style="list-style-type: none"> • Consultation period for changes to start and end of school day has passed. 	All staff, students and parents.

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
 Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



		<ul style="list-style-type: none"> • Encourage walking, cycling or “walking buses”. • Refer parents to safer travel guidance (8, above) 	<ul style="list-style-type: none"> • LAs asked to consider alternate arrangements, including more dedicated school transport. 	
School Operations	Attendance	<ul style="list-style-type: none"> • No relevant statements to support RA 	<ul style="list-style-type: none"> • 	All staff.
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. 	<ul style="list-style-type: none"> • Expectation that most staff will attend school. • Pregnant staff are identified as “clinically vulnerable”. • 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 day – induction for all staff. • Additional guidance also given see September logistic doc. 	
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.

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
 Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



		<ul style="list-style-type: none"> • Ensure appropriate support is available for SEND students. • Recruitment continues as usual. • Engage supply teachers as usual. • Training for ITTs can continue as normal. 	<ul style="list-style-type: none"> • Staff taking holidays abroad need to be available for work from the start of the Autumn term (see 14, above) 	
School Operations	Safeguarding	<ul style="list-style-type: none"> • Revise CP policy 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. 	SLT, all staff.
School Operations	Catering	<ul style="list-style-type: none"> • Kitchens to be fully open from start of autumn term. • Normal arrangements in place but with extended lunch periods to maintain bubbles. 	<ul style="list-style-type: none"> • Compliance to guidance required (15, above) 	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. 	<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 autumn 1. 	<ul style="list-style-type: none"> • Can resume non-overnight domestic visits, in line with existing guidance. 	All staff.
School Operations	Uniform	<ul style="list-style-type: none"> • Uniform policy re-shared with parents. 	<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"> • Planning in line with Protective measures advice (19, above) 	<ul style="list-style-type: none"> • Breakfast and after-school care should start from the Autumn term (week 2) 	All staff.

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
 Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



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). • 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 hatch window closed. • Sanitiser available on entry • Cleaning wipes for signing in book and pen – use before signing in • Parents requesting meetings are to confirm contact number for later telephone contact, and then asked to leave site. • Only one person in the reception area at a time 	<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"> • • Groups remain in one room throughout the day, with some exceptions for phonics and sets (across years only) • Classes remain in room except for breaks and above. • All movement around site is supervised 	<ul style="list-style-type: none"> • 	All staff and site staff.

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
 Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



		<ul style="list-style-type: none"> • One-way system applied to the hall and outside on 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 midday, at the end of the school day and when required. 	<ul style="list-style-type: none"> • Guidance suggests that bubbles do not need to be allocated specific toilet facilities. 	All staff and cleaning team.

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
 Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



		<ul style="list-style-type: none"> Toilet passes to be issued when outside to limit numbers accessing the facilities. 		
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. 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. 	•	All staff, site staff, Operations Manager and SLT.
School Operations	Use of ICT classrooms	<ul style="list-style-type: none"> Included in ICT Risk Assessment 	•	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. 	•	All staff, Operations Manager and SLT.
Emergency Processes	Lockdown	<ul style="list-style-type: none"> Lockdown process remains unchanged except Students encouraged to sit back-to-back during lockdown 	•	All staff, Operations Manager and SLT.
Emergency Processes	First Aid Provision	<ul style="list-style-type: none"> Lunchtime First Aid provision identified on timetable. PPE must be available for FA in line with CET First Aid Risk Assessment (Appendix 3). 	<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. 	All staff, Operations Manager and SLT.

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
 Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



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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 toilet blocks at prescribed times. • Cleaning canteen area before, during and after use. • All equipment to be cleaned in-between use between bubbles. • 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"> • 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.
Site	Cross-Bubble Working (IT and Site Teams)	<ul style="list-style-type: none"> • Avoid operating in “bubble spaces” unless absolutely necessary. 	<ul style="list-style-type: none"> • IT team to operate remotely where possible 	All staff, visitors and Cleaning team.

CREATIVE EDUCATION TRUST – WROUGHTON INFANT AND JUNIOR ACADEMY
 Risk Assessment – COVID-19 Full Reopening from September 2020 (updated 7th September 2020)



		<ul style="list-style-type: none"> • 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 depending on work being undertaken. 	<ul style="list-style-type: none"> • 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”. 	
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. 	
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