

<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 onto Lynn Grove Academy 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 (dedicated school transport) ○ 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; • Biometric readers;
<p>V1 - The full return of all pupils from lockdown coming back into school requires the re-assessing of all risks, identifying what could cause harm, who could be harmed and what control measures we will use to manage the risks.</p> <p>V2 – Risk assessment updated in line with release of updated Government Guidance, August 2020.</p>	

	<ul style="list-style-type: none">• Reval machines;• Identify use and management of classrooms;• Use of ICT equipment;• PE Lessons;• 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
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Version	Sept2020 v2 (16.09.2020)		
Update:	Recommissioned to reflect guidance for full opening		
School: Lynn Grove Academy Lynn Grove Gorleston Great Yarmouth Norfolk NR31 8AP	Additional Site Information: Number of students expected: 1125 Year Groups: 7, 8, 9, 10, 11 (and potentially Y12 for GCSE Resits in November)		
Who may be harmed?	Staff, Students, visitors, contractors.	How many people:	Up to 1500 individuals: <ul style="list-style-type: none"> • 1125 on roll • Max 225 Y12 as above • Approx 150 staff • Contractors & visitors
Site Health & Safety Contacts:	Mrs Rachel Cramer 01493 660246 Mr Paul Tidman 07910 135089	Trust Contact: Health & Safety Trustee.	Mr Jon Ward (CET) 07894 535038
Risk rating for this activity:	4 (Medium-High)	Date of Assessment:	16.09.2020
		Date of Review	31.10.2020 or sooner as required

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	<p>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.</p> <ul style="list-style-type: none"> • Mandatory instruction • All parties referred to Gov. Guidance for households with possible 	<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 is sent home. • Other members of households, including 	<p>Letters sent home to parents and pupils (Doc 1)</p> <p>Information posted on the website</p> <p>Government posters displayed throughout the school containing the latest information (Doc 2)</p>	<p>All staff, students and other visitors</p> <p>SMT / CR</p> <p>Site Team</p>

	<p>coronavirus infection (Ref. Link 2)</p> <ul style="list-style-type: none"> • Communication to households must be clear and agreed (scripted) in advance to include: <p>“Do not attend school if you are displaying a change in taste and smell, a new persistent cough or an increased temperature”</p>	<p>siblings, should self isolate for 14 days from when the symptomatic person first has symptoms.</p> <ul style="list-style-type: none"> • Staffing to be managed in line with illness, absence and attendance policies are currently in effect. 	<p>Staff and student absence telephone lines in operation, reception staff to record any suspected coronavirus symptoms and pass details for students to First Aid and staff to SBM</p> <p>SBM directs staff showing possible symptoms to the test booking system for staff as arranged by HR</p>	<p>SMT / Admin</p> <p>SBM</p>
<p>System of Control - Prevention</p>	<p>Anyone developing symptoms during the Academy day are sent home.</p> <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. 	<ul style="list-style-type: none"> • Person to be moved to a 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 • Separate area made available for use – Meeting room in the Atrium • Cleaning and sanitising to be completed before use by anyone else. 	<p>First Aid is to be carried out, in the first instance, by the full time First Aider. All First Aiders will use the amended First Aid Risk Assessment & Guidance for staff on administering first aid schools. (Doc 3)</p> <p>Anyone with suspected symptoms will be moved to one of the meeting rooms in the Atrium until they are able to leave the premises.</p> <p>If they require the use of a toilet facility they will be directed to the toilet in the IER room.</p> <p>Any rooms used will be deep cleaned afterwards by staff in full PPE and left for 72 hours where possible.</p>	<p>First Aider, all staff, students and other visitors. Cleaning teams.</p>

<p>System of Control - Prevention</p>	<p>Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> • Mandatory instruction • Are there sufficient “stations”? <p>Supervision of students with complex needs to avoid ingestion.</p>	<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 ○ When they change rooms ○ Before and after eating • This can be done with soap and running water or hand sanitiser. 	<p>Every classroom has been equipped with hand sanitiser for pupils to use upon entering the classroom and throughout the day.</p> <p>Break and lunchtime locations equipped with hand sanitiser.</p> <p>Hand sanitation and anti-bac cleaning supplies available in shared spaces such as the Main Reception foyer and in the Main Hall.</p> <p>Classroom expectations detail instructions for pupils (Ev 2)</p>	<p>All staff, students and other visitors. Cleaning teams.</p>
<p>System of Control - Prevention</p>	<p>Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach</p> <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. 	<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. 	<p>All classrooms provided with tissues and lidded pedal bins.</p> <p>Posters displaying the latest Government advice displayed in all classrooms. (Doc 2)</p>	<p>All staff, students and other visitors. Cleaning teams.</p>
<p>System of Control - Prevention</p>	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <ul style="list-style-type: none"> • Mandatory instruction 	<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 	<p>Cleaning of all areas to be carried out in line with the Government guidance.</p> <p>Current Housekeeper and two new day time cleaners have been employed to maintain high</p>	<p>Premises Team</p> <p>Housekeeper / Daytime cleaner</p>

	<ul style="list-style-type: none"> • Different groups do not need to be allocated their own toilet blocks. • PHE will publish revised cleaning guidance to supplement Gov Guidance (Ref. link 4) 		<p>standards of cleanliness in shared corridors, stairwells, toilet facilities as well as regular cleaning of door handles.</p> <p>Timetable of cleaning of shared specialist classrooms between year group usage to be followed to allow pupils as full a curriculum as possible (Doc 4)</p>	<p>SMT / Premises / Cleaners</p>
<p>System of Control - Prevention</p>	<p>Minimise contact between individuals and maintain social distancing wherever possible – general</p> <ul style="list-style-type: none"> • Mandatory consideration • Where possible limit interaction, sharing of rooms and social spaces. • Siblings may be in different groups. • All teachers and other staff can operate across different classes and year groups to facilitate timetable. 	<ul style="list-style-type: none"> • Reduce number of contacts between children and staff through • The use of 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 • 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 	<p>Each year group has been separated in to different inside and outside areas of the school using separate entrances and toilet facilities as much as possible. (Doc 5 and Doc 6)</p> <p>Pupils will be informed of their allocated areas prior to the start of term and have a minimum 2 hour induction prior to the start of their first full day to include orientation and how they travel through the school to specialist classrooms (Doc 1, Ev 1, Doc 14)</p> <p>Staggered start and finish times as well as break and lunch times will reduce contact between year groups. (Doc 7)</p> <p>Fire Exits used in addition to main school entrances to reduce contact between year groups (Doc 5)</p>	<p>SMT</p> <p>SMT / Progress Leaders / Teaching staff</p> <p>SMT</p> <p>SBM / Site Team</p>

<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 away from each other and children. • Avoid close face-to-face contact • Minimise time spent within 1m of anyone. • Children to be supported to maintain distance, not touch staff or their peers. • Pupils sat side by side, facing forwards in all rooms. • Remove unnecessary furniture to make more space to support distancing. 	<p>Rooms laid out to allow 2m between teacher and pupils.</p> <p>LSA's given specific instructions on supporting individuals in line with Government Guidance</p> <p>All classrooms tidied before re-opening removing any unnecessary equipment, furniture, personal items and wall displays.</p>	<p>Site Team</p> <p>SMT / SENCo</p> <p>All staff</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"> • Mandatory consideration • Passing briefly in the corridor is low risk. • Use of staff room should be minimised. • Staff must have a break of a reasonable length during the day. 	<ul style="list-style-type: none"> • “Bubbles” to be kept apart – no large gatherings with other groups. • 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. 	<p>Each year group has been separated in to different areas of the school using separate entrances and toilet facilities as much as possible. (Doc 5)</p> <p>LRC has separate year group daily allocation (Doc 13a and 13b)</p> <p>Staggered start and finish times as well as break and lunch times will reduce contact between year groups. (Doc 7)</p> <p>One way system for break / lunch areas to reduce mixing of bubbles at the start and end of</p>	<p>SMT / Site team</p> <p>SMT / LRC</p> <p>SMT</p> <p>SMT / Progress</p>

			<p>sessions for Years 7 and 9 (Doc 17)</p> <p>Timetable of cleaning of shared specialist classrooms to be followed to allow pupils as full a curriculum as possible (Doc 4)</p> <p>Additional staff areas made available, new quiet staff room, upstairs dining hall, staff room and office spaces within school with socially distanced spacing within rooms.</p> <p>Shared pupil spaces (IER, Exit Room) will have pupils spaced at least 1m apart and will be fully supervised to avoid mixing as much as possible.</p> <p>Easy to clean seating installed in shared staff areas, seating has been removed to discourage too many staff in shared areas, signage in shared areas reminding staff to socially distance.</p>	<p>Leaders / Duty Staff</p> <p>SMT / Cleaning staff</p> <p>Site Team</p> <p>Site Team, IER staff, SMT</p> <p>Site Team</p>
<p>System of Control - Prevention</p>	<p>Minimise contact between individuals and maintain social distancing wherever possible – arriving at and leaving school</p> <ul style="list-style-type: none"> • Mandatory consideration 	<ul style="list-style-type: none"> • Staggered start and finish times to keep groups apart • Gathering at school gates is not allowed. • No parents are to “walk on” to site to collect students. 	<p>Staggered start and finish times as well as break and lunch times will reduce contact between year groups. (Doc 7)</p> <p>Clear signage at both gates requesting observation of social distancing at school gates.</p>	<p>SMT</p> <p>SMT / Site team</p>

	<ul style="list-style-type: none"> • Consultation period for changes to start and end of school day has passed. 	<ul style="list-style-type: none"> • 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 	<p>Letter to parents with instructions and FAQs (Doc 1) also posted on the school website page</p> <p>Duty staff on entrance duty to be informed of process for removal of face masks before pupils enter the school grounds</p> <p>Pupils arriving early due to bus timetables to be directed to breakfast club in the dining hall</p> <p>Letter regarding face coverings in school sent to all parents (Doc 8)</p>	<p>SMT / IT</p> <p>SMT / Duty staff</p> <p>SMT / Duty staff</p> <p>Principal</p>
<p>System of Control - Prevention</p>	<p>Where necessary, wear appropriate personal protective equipment (PPE)</p>	<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 	<p>First Aid is to be carried out, in the first instance, by the full time First Aider. All First Aiders will use the amended First Aid Risk Assessment & Guidance for staff on administering first aid schools. (Doc 3)</p> <p>Routine intimate care is not carried out at LGA, however first aid staff attending pupils with other complex medical needs will use PPE where appropriate. (i.e.Epileptic incidents)</p> <p>Staff have been sent a consultation questionnaire regarding the wearing of face</p>	<p>First Aiders</p> <p>First Aiders</p> <p>Principal</p>

			<p>coverings in school. Until local restrictions enforces this requirement, there remains the option for pupils and staff to wear face coverings in the correct manner in shared areas if they wish. (Doc 8)</p> <p>Individual department risk assessments have been carried out to determine whether the wearing of additional PPE for staff (such as Face shields) is required.</p>	<p>HODs / shared area staff (LRC, Finance etc)</p>
<p>System of Control – Response to any infection</p>	<p>Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • Mandatory instruction • Ask parents and staff to inform immediately when test results become available 	<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 (Doc 9) as necessary 	<p>Academy will register with local Health Team NHS Track and Trace (Doc 9)</p> <p>Academy has registered for staff tests and directs staff where applicable</p> <p>A procedure will be put in place for the distribution of Home Testing Kits to be provided to schools by the Government.</p> <p>Staff responsible for timetables for students and staff informed of the requirement to keep accurate records for Track and Trace.</p> <p>Visitor badges to record a contact number as well as the</p>	<p>SMT / First Aid</p> <p>HR / SBM</p> <p>SMT / First Aid</p> <p>SMT / Data Manager</p> <p>Reception / Admin</p>

			locations visited in school (carbon book)	
System of Control – Response to any infection	<p>Manage confirmed cases of coronavirus amongst the school community</p> <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) <p>Evidence of negative tests are not to be requested.</p>	<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 contact” must be kept 	<p>Academy will work with Public Health England and provide all information requested.</p> <p>Academy will inform Head Office as soon as possible and seek additional guidance if required.</p> <p>Staff responsible for pupil and teacher timetable to be informed in order to prepare the necessary information.</p> <p>Admin team to be informed to prepare the necessary visitor details.</p>	<p>SMT / Admin</p> <p>SMT</p> <p>SMT / Data Manager</p> <p>Reception / Admin</p>
System of Control – Response to any infection	<p>Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • Mandatory instruction <p>Two or more confirmed cases in 14 days <i>may</i> be an outbreak.</p>	<ul style="list-style-type: none"> • PHE/Local health protection team will advise as necessary. 	<p>Academy will work with Public Health England and follow instructions accordingly.</p>	<p>SMT</p>
School Operations	<p>Transport – dedicated school transport</p> <ul style="list-style-type: none"> • Dedicated school transport only carries school pupils. 	<ul style="list-style-type: none"> • Seating in bubble groups • Use of hand sanitiser upon boarding and disembarking • Additional cleaning of vehicles 	<p>Academy minibus insurance only allows for the transportation of Lynn Grove Academy pupils and staff.</p>	<p>SMT</p>

	<ul style="list-style-type: none"> • Social distancing principles do not apply to dedicated school transport. • DfE to publish further guidance to LAs on dedicated school transport. • May require LAs to provide additional dedicated school transport to reduce pressure on public transport services. 	<ul style="list-style-type: none"> • Organised queueing • Distancing within vehicles where possible • The use of face coverings for children over 11 where appropriate 	Academy will transport pupils in accordance with the latest Government advice.	SMT / Authorised minibus drivers
School Operations	<p>Transport – wider public transport</p> <ul style="list-style-type: none"> • Consultation period for changes to start and end of school day has passed. <p>LAs asked to consider alternate arrangements, including more dedicated school transport.</p>	<ul style="list-style-type: none"> • Use by pupils to be kept to absolute minimum. • Stagger start times to avoid peak hours. • Encourage walking, cycling or “walking buses”. • Refer parents to safer travel guidance (8, above) 	<p>Academy does not have a Local Authority bus service to the school.</p> <p>Letter to parents encourage pupils to use suitable methods of travel to school.</p> <p>Bike sheds will be left open longer to allow for staggered starts / leaving times.</p>	SMT
School Operations	Attendance	No relevant statements to support RA	SBM signed up for DfE Coronavirus alerts. Any information received regarding the DfE requirements for attendance reporting is forwarded to the Vice Principal	SBM
School Operations	<p>School Workforce – general</p> <ul style="list-style-type: none"> • Expectation that most staff will attend school. 	<ul style="list-style-type: none"> • Those that can continue to work from home (e.g. administrative roles) should be considered as doing so 	Vulnerable staff to have individual risk assessments carried out and decisions about	SMT / Line Managers / Vulnerable staff

	<ul style="list-style-type: none"> • Pregnant staff are identified as “clinically vulnerable”. • Schools to accommodate additional measures where appropriate to reflect staff who may otherwise be at risk (Ref. link 9) • Schools have a legal obligation to protect employees and others, and should consider how to meet equalities duties in the usual way. 	<ul style="list-style-type: none"> • 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. 	<p>working conditions assessed on a case by case basis.</p> <p>Pregnant staff to have Covid-19 discussions as part of their mandatory Health and Safety Risk Assessment meetings with SBM.</p> <p>Shared offices will have furniture rearranged where possible to accommodate staff at a 2m working distance. Where this is not possible other systems such as the use of protective shields will be investigated.</p> <p>Risk assessments for those areas will be carried out to identify the safest manner of working for those staff and assessed on a case by case basis.</p> <p>If it is deemed that it is not safe for some staff to work within the school setting, and it is possible for them to do so, staff will operate on a shared system of some staff in school and some working from home on a rota system until Government guidance changes.</p>	<p>SBM</p> <p>SMT / Site Team</p> <p>SMT / Staff / Head Office</p> <p>SMT / Head Office</p>
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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) 	Academy provides a free Employee Assistance Programme to all staff through Health Assured offering a wide range of professional, supportive services	SBM / HR / EAP
School Operations	Staff deployment <ul style="list-style-type: none"> • Use school workload reduction toolkit (Ref. link 12) and case studies (Ref. link 13) to support actions taken. • Staff taking holidays abroad need to be available for work from the start of the Autumn term (Ref. link 14) 	<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. • Training for ITTs can continue as normal. 	HR guidance received from Head Office and distributed to all staff (Docs 10a & 10b) LSA's to follow additional separate risk assessment in line with Government advice. Full induction and probation system to continue, meetings can take place via Teams video if required, or at a socially distanced meeting place in school	HR / SMT SMT / SENCo SMT / Line managers
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. 	DSL actively promoting measures to support pupils return to school via training sessions for staff Family Support Worker also available to assist where required.	DSL / Deputy DSL's / SMT support
School Operations	Catering <ul style="list-style-type: none"> • Compliance to guidance required (Ref. link 15) • School to allocate separate dining areas 	<ul style="list-style-type: none"> • Kitchens to be fully open from start of autumn term. 	Three separate areas to be used for catering for different year groups (Doc 7) with 2 sittings in 2 of the areas.	Contract Caterers / SMT / Site Team

			<p>Hot and cold meal provision to be made available for all year groups.</p> <p>Hot 'main meal' option to be ordered in advance using Parentpay system and delivered to relevant pupil dining area.</p> <p>'Grab and Go' serviette hot and cold food and drinks to be available at all 3 locations.</p> <p>Biometric scanners to be used, pupils to sanitise hands upon entry to food area, scanner to be wiped after each use.</p> <p>New daytime cleaning staff to be on duty in shared dining areas to clean between year groups.</p>	<p>Caterers</p> <p>Caterers / Finance</p> <p>Caterers</p> <p>Caterers / duty staff (hand sanitising supervision)</p> <p>Site team</p>
School Operations	<p>Estates</p> <ul style="list-style-type: none"> • Legionella guidance (Ref. link 16) • Reoccupying buildings guidance (Ref. link 17) • Ventilation guidance (Ref. link 18) 	<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. 	<p>Compliance audit to be completed on Smartlog prior to opening, ensuring all required checks have been carried out to the appropriate standard</p> <p>Ongoing programme of maintenance to be continued as normal</p>	<p>SBM / Senior Caretaker</p>
School Operations	<p>Educational Visits</p> <ul style="list-style-type: none"> • Can resume non-overnight domestic visits, in line with existing guidance. 	<ul style="list-style-type: none"> • Educational visits to be carried out in line with Government and Insurance company (RPA) guidance. 	<p>The usual in school process for requesting and planning trips will apply.</p>	<p>SMT / Educational Visits Co-Ordinator</p>

<p>School Operations</p>	<p>Uniform</p> <ul style="list-style-type: none"> Uniforms do not need to be cleaned more often than usual. 		<p>Letter to parents will include information about uniform and appearance expectations (Doc 1)</p>	<p>SMT / Admin</p>
<p>School Operations</p>	<p>Extra-curricular provision</p> <ul style="list-style-type: none"> Breakfast and after-school care should start from the Autumn term. 	<ul style="list-style-type: none"> Planning in line with Protective measures advice 	<p>Breakfast club to be made available to all year groups sat in separate locations in the dining hall supervised by a member of staff as per instructions in a separate risk assessment for this.</p> <p>Reduced menu offered to include wrapped cereal bars and cartons of drink to avoid cross contamination</p> <p>Dining Hall to be cleaned after use by site team including the daytime cleaning staff.</p> <p>Reduced number of after school provisions to be offered in order to maintain social distancing between year groups. LRC to offer reduced provision in socially distanced areas.</p> <p>Peripatetic music teachers to provide risk assessments stating covid protection measures for pupil lessons in line with Government guidance. Lessons take place in a separate room with a separate entrance / exit. Hand sanitiser</p>	<p>SMT / Breakfast club supervisor</p> <p>Site team</p> <p>SMT / Supervising staff</p> <p>Music staff / Site team / Peripatetic teachers</p>

			and anti-bac cleaning products for use between pupils.	
Curriculum, behaviour and pastoral support	<p>Physical activity</p> <ul style="list-style-type: none"> Guidance issued for the phased return of sport and recreation (Ref. link 20) 	<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 is this supports distancing, cleaning and hygiene. 	<p>Each year group to have separate equipment supplies</p> <p>Changing rooms cleaned between use by separate bubbles as per cleaning rota (Doc 4)</p> <p>Additional changing rooms have been identified for Year 10 and 11 individual classes to allow as many activity based lessons as possible.</p> <p>Where this is not possible pupils will participate in uniform / pe kit activities on a rota system</p> <p>Outdoor sports to take place as much as possible, indoor sports hall to be used in line with Government Guidance</p>	<p>PE staff</p> <p>SBM / Premises Team</p> <p>PE staff</p> <p>PE staff</p> <p>PE staff</p>
School Operations	<p>Visitors to reception</p> <ul style="list-style-type: none"> Only essential visitors to be given access. Visitor information to be provided to Admin team in advance System for parents bringing in pupil items during the day 	<ul style="list-style-type: none"> Maintain procedures as currently in place for lockdown since March, internal door to remain on exit only, access granted by admin staff or tensor card (staff). Sanitiser available on entry 	<p>Access to school limited by use of barrier and entry system to main reception.</p> <p>Letter to parents to explain admittance process and request parents no longer bring 'forgotten items' such as pe kit and cookery ingredients to school (Doc 1)</p>	<p>Site team / Admin team</p> <p>Principal</p>

		<ul style="list-style-type: none"> Parents walking into reception requesting meetings are to confirm contact number for later telephone contact, and then asked to leave site. 	<p>Authorised visitors to provide contact number for Test and Trace which will be recorded on their visitor badge alongside the locations within school that they visit alongside the date and time of that visit.</p>	<p>Visitors / Reception / Admin</p>
School Operations	<p>Movement around designated areas of the site.</p> <ul style="list-style-type: none"> Maps of bubbles Movement for break / lunchtime Catering system 	<ul style="list-style-type: none"> Groups remain in one area throughout; teachers rotate around rooms Classes remain in areas except for breaks. All movement around site is supervised One-way system applied to canteen/quiet area and post-break access 	<p>Pupils to receive orientation advice on induction session prior to the start of term (Ev 1)</p> <p>Corridors to be monitored using support staff where required if teachers are not available using the 'Hang 5' timetable (Doc 16)</p> <p>One way systems applied where able for routes from bubbles to shared classrooms (Doc 14)</p>	<p>SMT / Progress Leaders / Form Tutors</p> <p>All staff</p> <p>SMT / Site team</p>
School Operations	<p>Ventilation</p> <ul style="list-style-type: none"> Refer to HSE guidance on use of air conditioning and air handling units 	<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. 	<p>Air conditioning units to be used in line with current HSE (Health and Safety Executive) advice.</p> <p>Windows to be open to allow natural ventilation</p> <p>Window tinting has been applied to rooms to reduce the effect of strong, direct sunlight and reduce heat in classrooms</p>	<p>SBM / Site team</p> <p>All staff</p> <p>Site Team / External contractor</p>

		<ul style="list-style-type: none"> 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. 		
<p>School Operations</p>	<p>Use of welfare facilities</p> <ul style="list-style-type: none"> Guidance suggests that bubbles do not need to be allocated specific toilet facilities 	<ul style="list-style-type: none"> Toilets cleaned throughout the day by Housekeeper especially after break and lunch. Deep cleaned by cleaners after school. 	<p>Each bubble area has its own separate toilet facilities although pupils are not limited to only using those facilities, they will be encouraged to use them where possible. (Doc 5)</p> <p>Within reason, pupils to be allowed to use toilet facilities during lessons to reduce congestion during break and lunchtimes.</p> <p>Pupils with medical passes to be allowed to use toilet facilities as per the details on their individual care plans.</p>	<p>All staff</p> <p>All staff</p> <p>First Aid / Teaching staff</p>

			Toilets will be cleaned regularly throughout the day	Premises team / Housekeeper
School Operations	Biometric readers	<ul style="list-style-type: none"> Use of biometric readers to be re-introduced due to increased numbers of pupils accessing the canteen areas 	<p>Pupils will use hand sanitiser upon arrival at all canteen areas.</p> <p>Biometric scanner will be wiped by canteen staff after each use.</p> <p>Parents will be encouraged to monitor balances via Parentpay and top up accounts accordingly.</p>	<p>Pupils / MSA / Canteen staff</p> <p>Canteen staff</p> <p>Parents / Finance</p>
School Operations	<p>Reval machines</p> <ul style="list-style-type: none"> Need to liaise with Y7 Induction Programme team re biometric enrolment 	<ul style="list-style-type: none"> Communication home to reinforce preference of using ParentPay online system Enrolment of new Year 7 to ParentPay and Biometrics to be carefully and deliberately delivered 	<p>In the first instance both reval machines to be switched off to discourage pupils bringing cash into school.</p> <p>Parents to be informed and encouraged to top up pupil accounts using the Parentpay online system.</p> <p>Biometric enrolment for new Year 7 pupils to take place during their induction days (Ev 1).</p> <p>A new online ordering system will be set up during September to allow staff and parents to pre-order the hot meal option available each day.</p> <p>Letters will be sent home to parents containing instructions</p>	<p>Site team</p> <p>SMT / Finance</p> <p>Year 7 Progress Leader / Finance</p> <p>SBM / Finance</p>

			on ordering Parentpay to include Covid information	
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. Teachers operate at front of class only 	As far as possible desks to be laid out in rows with all pupils facing forward, achievable for most standard teaching classrooms. Teachers desks will be 2m from the nearest pupil.	SBM / Site team
			Specialist rooms with bespoke, fitted furniture, such as Science Laboratories, adapted as far as possible to allow for pupils to face forward by introducing additional desks / tables and seating.	SBM / Site team
			Teachers and supporting staff will be instructed to maintain 2m distance from pupils unless in an emergency health and safety situation.	SMT
School Operations	Use of ICT classrooms	<p>ICT classrooms will adhere to the same 2m distance rules to separate teachers from pupils as for traditional classrooms.</p> <p>Two bespoke ICT classrooms are laid out with the teacher teaching from the back of the room behind the pupils so that they can see the pupils’ screens.</p>	<p>Cleaning will be carried out at the end of each day using disinfectant to clean all affected areas including the keyboards, mice, headphones and hard-drives. Wipes will also be available in all classrooms for pupils to wipe down their keyboards and mice before use.</p> <p>Shared ICT classrooms will be identified on the cleaning</p>	Site Team / Cleaners

			timetable and cleaned thoroughly between use. (Doc 4)	SMT / Housekeeper / Daytime cleaner
School Operations	Management of Science, Design and Technology Practical	<ul style="list-style-type: none"> CLEAPPS Covid-19 guidance received by practical departments. Department Risk assessments carried out for practical lessons based on this guidance. 	<p>Individual department risk assessments undertaken to incorporate Covid-19 risks. Advice issued from HSE and CLEAPPS used to form those risk assessments.</p> <p>Most practical subject rooms are laid out to enable the teacher to demonstrate at a 2m distance from pupils. If the teacher needs to intervene in a non-emergency situation, the pupil will be asked to step away from their workbench to allow the teacher access.</p> <p>Teachers and supporting staff will be instructed to maintain 2m distance from pupils unless in an emergency health and safety situation.</p> <p>Face visors and other PPE will be worn by staff members where this is detailed in their individual department risk assessments.</p>	HODs Staff
Emergency Processes	Fire Evacuation	<ul style="list-style-type: none"> Return fire procedures to original central processes 	Fire evacuation procedures to remain the same as prior to lockdown with pupils and staff	All staff and pupils

		<ul style="list-style-type: none"> • Sounder alarm fire drill for all staff and new year 7 pupils • Walk through fire drills for the rest of the returning pupils already familiar with evacuation procedures • Adjust assembly points to maximise social distancing by year group bubbles • Opening of doors to prevent contact contamination, fire marshalls to ensure doors are closed as soon as fire alarm sounds and site team to ensure all doors are closed at night before school is locked 	<p>using the nearest available exit to their location as displayed on signs in classrooms.</p> <p>Assembly points alongside the AWP further distanced to ensure maximum distance between year groups</p> <p>Full staff with Year 7 Full sounder fire drill to take place during induction (sole year group) (Ev 1) (Doc 11)</p> <p>Remaining year groups already familiar with evacuation procedures to have separate Year group walk through drills during a time when corridors should be free from other year groups (Ev 1)</p> <p>To minimise risk of covid through contact with door handles, some doors within school with high volumes of traffic will be opened. Some classroom doors may also be opened to reduce contact, reduce room temperature and increase natural ventilation. These doors will be labelled with a sign giving clear instructions that they are to be closed in the event of the fire alarm sounding (Doc 15),</p>	<p>SBM / Site team</p> <p>All staff / Year 7 Form Tutors</p> <p>SBM / Progress Leaders / Form Tutors</p> <p>Site team / all staff / Fire Marshalls</p>
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			initially by the room occupant and checked by a Fire Marshall. The site team will ensure all doors are closed at the end of the day before the school is locked for the night.	
Emergency Processes	Lockdown	<ul style="list-style-type: none"> Lockdown process to be introduced 	A revised emergency Lockdown procedure will be introduced during the Autumn term. Guidance will be communicated to parents, pupils and staff.	SBM / Site Team / SMT / all staff
Emergency Processes	<p>First Aid Provision</p> <ul style="list-style-type: none"> First aid provision as per guidance 	<ul style="list-style-type: none"> First Aid provision to include 'waiting' area outside room Room cleaned between pupils PPE must be available for FA in line with CET First Aid Risk Assessment 	<p>If a pupil becomes unwell during a class they will be asked to stand outside the classroom door away from other pupils and staff and wait for the first aider to come to them. The teacher will call for first aid.</p> <p>First Aid is to be carried out, in the first instance, by the full time First Aider. All First Aiders will use the amended First Aid Risk Assessment & Guidance for staff on administering first aid schools. (Doc 3)</p> <p>Cleaning products have been placed in the First Aid Office for cleaning between pupils. Furniture has been removed and plastic 'waiting' chairs placed (socially distanced) in the corridor opposite first aid.</p>	<p>Teacher / First Aider</p> <p>First Aiders</p> <p>First Aiders / site team</p> <p>First Aider</p>

			A timetable for Type A diabetic pupil checks has been produced to limit mixing of pupils from different year groups	
Site	Visiting Contractors on site	See guidance on Site Protocol	<p>All contractors will follow the guidance as set out in the Site Protocol document (Doc 12). Before coming on to site, they will provide Risk Assessments (including Covid-19 RA), Method Statements and personnel DBS information (where required). They will follow visitor sign in and fire evacuation procedures.</p> <p>Admin team will record the date, time and location of their visit on their visitors badge along with a contact number for Test and Trace</p>	<p>Contractors / Site Team / Admin Team</p> <p>Reception / Admin Team</p>
Site	Cleaning Regime	<ul style="list-style-type: none"> • After school cleaners 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. 	<p>Areas used will be cleaned at the end of the school day in line with Government Guidance and school schedule.</p> <p>The Housekeeper and new daytime cleaners, supported by the duty caretaker, will also be on-site during the day to clean all areas where more than one group will be accessing the area (Doc 4).</p>	<p>Site Team / Cleaning Team</p> <p>Site Team / Housekeeper / Daytime Cleaners</p>

		<ul style="list-style-type: none"> • Housekeeper and new daytime cleaners to maintain current cleaning regime and enhance to include: <ul style="list-style-type: none"> ○ Cleaning toilets more regularly ○ Cleaning canteen areas before, during and after breaks. 	<p>Spill kits will be placed around the school and cleaning staff will be trained in the safe use of these.</p> <p>Bodily fluids cleaned in line with amended risk assessment with the correct PPE.</p>	<p>Site Team / Cleaners</p> <p>Site Team / First Aider / Housekeeper / Cleaners</p>
<p>Site</p>	<p>Cross-Bubble Working (IT and Site Teams)</p>	<ul style="list-style-type: none"> • Avoid operating in “bubble spaces” unless absolutely necessary. • Additional PPE to be used by site/IT teams if working in “bubble spaces” is essential • No prolonged interaction with cleaning/kitchen staff • Cleaners to be informed of additional areas to clean depending on work being undertaken. 	<p>The Risk assessment for IT and Site teams set out procedures for safe working in school in line with Government guidance.</p> <p>Where possible the team should work mainly from IT office ‘remoting’ into devices. The office is large enough for both Technicians to work alongside each other with a space of 2m between.</p> <p>Staff not to “visit” IT office unless requested by IT team, promotion of use of IT ‘Ticket’ system.</p> <p>Site staff to complete tasks when pupils have left school where possible</p> <p>PPE not necessary when transitioning through “bubble spaces” but can be worn to collect equipment from areas</p>	<p>IT Team</p> <p>IT Team</p> <p>IT Team</p> <p>Site team</p>

			<p>around the school (i.e. laptops for repair), risk assessment contains further details.</p> <p>Sanitation supplies provided for use by IT Technicians and site staff.</p>	
Site	On-site Contractors (catering team)	<ul style="list-style-type: none"> Follow guidance from employers, including RA and PPE expectations Avoid prolonged interaction with LGA staff 	<p>Utilise site team to support actions during the day where possible</p> <p>Caterers to work in accordance with their own risk assessment as well as following any guidance which applies to them from the Academy's Risk Assessment</p>	<p>Caterers / Site Team</p> <p>Caterers / SMT</p>
Site	Lettings	<ul style="list-style-type: none"> Lettings to be introduced from September 	<p>Hirers have been contacted to rebook lettings with existing hirers given priority.</p> <p>Changing facilities will not be provided however the toilets will be open in the Sportshall with more regular cleaning during the evening.</p> <p>Food and drink is strictly prohibited on the all weather pitch with the exception of drinking water in suitable containers only. Hirers will be expected to provide their own drinking water whilst on the premises.</p>	<p>Lettings Administrator / Head Office</p>

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			<p>Hirers will be asked to provide a risk assessment prior to lettings and asked to comply with Government Guidance and school procedures.</p> <p>Currently lettings will end at dusk whilst maintenance works continue on the flood lighting.</p>	
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Key Reference Documents and other useful links:

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>
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>
21. NHS Test and Trace, how it works [27 August 2020]: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
22. Gov. Advice: FAQs (updated for 6 person rule): <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do#:~:text=If%20you%20and%20your%20household,receive%20a%20negative%20test.>
23. Gov. Advice: Meeting people safely and socially distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

Dates [] indicate date of latest update of document or webpage, where available.

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