



CPD SCHOOLS FEDERATION

CPD Schools Re-Opening Guidance and Risk Assessment from September 2021

The document has been updated further following DfE guidance received for the full opening of schools to all children from March 8th 2021 as per this link [Operation Guidance for full opening from March 2021](#). Other useful links can be found at the bottom of this document.

Rationale: To prepare the site for reopening to all pupils and consider actions to be taken to minimise the risk of spread of infection.

The risk assessment and mitigations has been produced to protect all users of the school including children, staff, visitors and contractors.

Schools should use this document as a risk assessment before opening.

This assessment directly addresses risks associated with coronavirus (COVID-19) so that sensible measures can be put in place to control those risks for children and staff.

Schools should include their own risk rating and add to the mitigation column as appropriate. They are also welcome to add any additional things to consider that have not been included or are specific to the school.

The Executive Headteacher and Governors will be reviewing the risk assessment in late August prior to schools opening.

Guide to assessing risk

Impact:

This is the potential impact of the risk on the organisation should it materialise. You can use a scale between 1 and 4 to rate the impact.

Likelihood:

This is the probability of the risk occurring. You can rate the likelihood of the risk using a scale of between 1 and 4.

Risk Rating:

The current risk rating is worked out by multiplying the impact and likelihood ratings of the risk. You should then use this rating to prioritise

	Remote	Unlikely	Likely	Very Likely
Major	4	8	12	16
Serious	3	6	9	12
Significant	2	4	6	8
Minor	1	2	3	4

High Level Risks are risks rated 9-16 are coded **RED**. You should prioritise and manage these risks first.

Medium Level Risks are risks rated 6 – 8 are coded **AMBER**. These risks need to be managed and continually reviewed to ensure they are not posing any significant threats. Close monitoring is essential to avoid them developing into red/ high risks where possible.

Low Level Risks are the risks with the risk rating of 1 – 4 are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats.

Risk Assessment

Every school should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.

The arrangements that have been put in place since June 2020 and throughout the 2020/21 academic year already addresses all risks and this document will not alter what we are already doing. The initial risk rating is based upon those control measures already in place.

From July 2021 the Government changed the law and some mandatory procedures were removed however it is good practice to continue with some arrangements that were in place to minimise possible transmission of Covid 19. Staff who feel comfortable wearing masks in communal areas can still do so. Good ventilation is vital to reduce risk of Covid 19 spreading in rooms. This means open doors and windows.


Newham Context:
 The higher mortality rate in Newham, and among the B.A.M.E population in the UK, appears to be related to several issues including higher levels of underlying health conditions and underlying risk conditions and increased or earlier exposure to the virus as a result of job role, or other exposures. When considering ethnicity as part of individual staff risk assessment this should be through the lens of health conditions and risk factors rather than ethnicity itself.
 For information contact local public health by publichealthenquiries@newham.gov.uk Current Tfl advice can be found at: <https://tfl.gov.uk/campaign/coronavirus>

Issue / Risk Area	Identified Risks / Hazards – who? what? how?	Initial Risk Ratings (LxI=R)	School Mitigation Actions and Control Measures	Revised Risk Ratings (LxI=R)	Who?	Date for completion of actions
Newham - the local context	The Newham context – risk perception, demographics, social aspects, transport – could bring additional risks of infection to those working in Newham.	L2 x I3=6	https://www.newham.gov.uk/coronavirus-covid-19 https://www.newham.gov.uk/coronavirus-covid-19/covid-19-newham/2 Local Public Health Covid-Toolkit provides clear guidance for B.A.M.E risks and assessments to carry out. The Disparities Report (June 2020) outlines the position with regards B.A.M.E groups and whilst no recommendations, a clear indication of assessment required. Attending local public health zoom sessions to keep up to date. Circulate the pull-out guide for managing COVID-19. Headteacher update zoom meetings with LA officers – includes regular public health updates. Latest Government guidance: https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges	L2 x I2=6	EHT /HT	Sept 2021 Ongoing

School – the context	The size of school, layout, entrance and exit arrangements could bring staff, parents and pupils into close proximity aiding transmission of the virus.	L2 x I3=6	Arrangements are to continue with staggered pick-up and drop-off points. Year groups enter and leave through allocated gates Continued and careful alterations to timing of playtimes and lunchtimes to minimise contact. Time given on Inset Day to update all staff. Class sized bubbles will be maintained as far as possible throughout the day with this expanding to whole year group bubbles at play and lunchtimes.	L2 x I2=4	HT /SLT	Sept 2021 Ongoing
Union position	The Union stance on aspects of risk could undermine relations and result in non-engagement and prevent the school opening.	L3 x I3=9	Continued sharing of information and the risk assessment with all staff and union reps in school. Actively seek staff views through consultation throughout. Adhere to NAHT stance as leaders and pay attention to the advice, and address where necessary, advice from appropriate unions.	L1 x I2=2	Exec HT / HT	Ongoing

<p>Preparing the building – maintenance</p>	<p>The building is not ready to admit more pupils safely into the school as maintenance checks not completed.</p>	<p>L2 x I3=6</p>	<p>There will be a continuation of the measures already in place with some amendments:</p> <ul style="list-style-type: none"> • Social distancing signage and markings in place. • Nominated entrances and exits for year groups ‘bubbles’. • Hygiene signage promoting best practice. • Directional signage and one way systems in identified parts of the school. • Building maintenance plan revisited and any additional maintenance checks carried out. • Enhanced cleaning regime remains in place. • Increase ventilation and airflow through the building. Need to manage the flow in classrooms by using windows at high level as well as lower level. <p>Key documents offering guidance</p> <p>https://www.gov.uk/government/publications/building-bulletin-101-ventilation-for-school-buildings</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm?utm_source=hse.gov.uk&utm_medium=referral&utm_campaign=coronavirus&utm_term=air-con&utm_content=home-page-popular</p> <p>https://www.rehva.eu/activities/covid-19-guidance</p> <p>https://www.hse.gov.uk/coronavirus/cleaning/index.htm</p> <ul style="list-style-type: none"> • Frequent cleaning of the toilets during the school day. • Frequent cleaning of classroom equipment and resources. • Air-conditioning units are in use – set to 100% clean air uptake. • Drinking fountains are out of action. Children need to use water bottles. When filling bottles from classroom taps avoid contact with the tap itself. • Janitorial supplies and stock regularly checked. • Arrangements in place for cleaning between year group sittings in the dining hall is in place. • Continue to maintain servery in the dining hall. 	<p>L2 x I2=4</p>	<p>HT / HoF&O / Facilities Manager</p>	<p>Sept 2021</p> <p>Ongoing</p> <p>Reviewed regularly</p>
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Preparing the building – health and safety	The building does not have the control measures in place to minimise the risk of virus transmission to staff, children and parents.	L2 x 14=8	<p>Measures that are in place will be reviewed regularly and any amendments made and shared with all stakeholders:</p> <ul style="list-style-type: none"> • Fire-safety checks with identified assembly points and evacuation routes clearly identified. Fire drill practiced each term. • Isolation room (the Hub) identified for children with Covid symptoms. Equipped with PPE, appropriate information displayed and a medical waste bin provided. • First aid training organised and staff availability checked for coverage. • Regular checks on 1st aid stock availability and PPE stock levels maintained. • First-aid administer at point of accident and therefore portable first-aid packs required. • Reconfiguration and amendments made to the communal areas to reduce capacity and minimise cross-over (e.g. staffroom). • Use of allocated gates for year groups. • Children line up in allocated positions in the playground, in the event of rain children will go straight to the classroom. • Appropriate reminder signage around school – Covid symptoms, hygiene, PPE usage, etc. • Cleaning equipment and supplies available to each class. Site supervisor to check on supplies – staff ask if their classroom supplies are running low. • Lidded bins and bagging facilities for tissue disposal support message of catch it, bin it, kill it. 	L2 x12=4	HT / SLT / HoF&O / Facilities Manager	Ongoing
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<p>Preparing the workforce</p>	<p>Staff are not aware of the safer working practices and how to reduce the risk of transmitting the virus.</p>	<p>L2 x I3=6</p>	<p>A review of many of the actions that have taken place and update as necessary:</p> <ul style="list-style-type: none"> • Refresher updates/reminders for being at work and creating a Covid-safe environment. • Individual risk assessments revisited and any staff care-plans updated if appropriate. Include PPE, hand hygiene, space and modifying duties if needed. • Confirm staff availability for work. • Continued frequent communication updating latest information.. <p>New measures or reminders in place for September:</p> <ul style="list-style-type: none"> • Staff updated via email and through staff briefings. • Identify staff training arrangements we will be returning to meeting face to face in large space with maximum ventilation. • Induction for new staff to cover aspects of managing Covid. • Targeting support for ITT, NQTs and NQT+1 more specifically in light of missed experiences during their training or teaching. • Review work spaces and working arrangements for staff, making adjustments if required to make a safer environment. • Update staff of absence procedures and action if displaying Covid symptoms. • Promote vaccination opportunities along with Covid-testing sites and home testing access arrangements. Ensure all staff are aware of procedures for getting a test for themselves and members of their household. • Promote the 5 steps of covid wellbeing <p>5 STEPS FOR COVID-19 WELLBEING</p>  <p>www.newham.gov.uk/coronavirus</p> <ul style="list-style-type: none"> • MHWB information and advice frequently shared (weekly) with services and contacts promoted. • Staff made aware of any changes in circumstance that have happened over the past few months, and anything picked up through the safeguarding checks that could affect the child's return to school. 	<p>L2 xI2=4</p>	<p>SLT/HT</p>	<p>Sept 2021</p> <p>Ongoing through regular updates to staff</p>
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Protective measures and hygiene	The virus could be transmitted through the building; from home to school and vice versa affecting staff and children if measures to reduce virus transmission were not implemented.	L3 x I4=12	<p>There will be a continuation of the measures already in place with some amendments:</p> <ul style="list-style-type: none"> • All staff must ensure they limit contact through social distancing as much as possible. • Masks are not required in all communal areas of the school however staff can wear masks whenever they are in circumstances where they do not feel comfortable. • Staff are advised when in meetings by keeping a reasonable distance and wearing masks if they feel more comfortable doing so. Staff may choose to wear masks in any face to face contact in meetings. • Ensure availability of PPE for staff to use. • Hand sanitisers, soap, paper towels, detergent wipes, etc. available throughout the school. • Juniper procedures are being followed for cleaning procedures. • Staff deployed and identified for cleaning between dining settings. <p>Creating a Covid-safe environment by strict adherence to the public health guidance in the Guidance for opening from September 2021 on system controls: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> <p>System of controls This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.</p> <p>Prevention:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (C-19) symptoms, or who have someone in their household who does, do not attend school. Staff and pupils who have any Covid 19 Symptoms MUST NOT attend school and must get a Covid test. 2) Staff and pupils who come into close contact with someone with covid 19 are no longer required to isolate but must following guidance and carry out tests. 3) Clean hands thoroughly more often than usual. Follow guidance on when to wash hands. 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. 5) Good ventilation must be ensured in all rooms – open doors and windows. 6) Ensure enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. 7) Staff are encouraged to undertake lateral flow tests twice a week (SUN and WED) and record and report results. This is to establish any early signs of Covid 19 8) Where necessary, wear appropriate personal protective equipment (PPE). <p>Numbers 1 to 5 must be in place in school at all times. Number 5 and 6 must be properly considered and followed as much as is possible and must put in place measures that suit the particular circumstances.</p> <p>Response to any infection:</p> <ol style="list-style-type: none"> 9) Engage with the NHS Test and Trace process. 10) Staff are encouraged to be fully vaccinated. 	L2 x I3=6	HT / HoF&O / Facilities Manager	Sept 2021
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			<p>11) Follow guidance from PHE and DfE (step by step guide)</p> <p>12) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <p>13) Contain any outbreak by following local health protection team advice.</p> <p>Numbers 9 to 13 must be followed in every case where they are relevant.</p>			
Preparing the classroom for returning pupils	Protective measures are not in place to minimise the risk of virus transmission amongst pupils and staff aiding the transmission of the virus.	L2 x I3=6	<p>Continued measures include:</p> <ul style="list-style-type: none"> Classrooms must be ventilated as much as possible. Natural ventilation is always preferable and safer. Staff must ensure windows and doors are open to allow greater flow of air. Rooms must be flushed regularly – staff in these rooms must ensure this happens. A CO2 meter will be used to check on air flow and quality of air in classrooms and areas where ventilation is an issue and appropriate action taken. During breaks and lunchtime all windows need to be open to ‘flush’ the classroom and refresh the air. Blinds should only be pulled down when needed – they should not be down at all times. This is to allow better ventilation from open windows. Reduce unnecessary movements around the classroom. Remove unnecessary items and furniture from the room. Minimising gathering of children together e.g. on the carpet area. When possible, get children to keep as much distance between themselves as possible. Minimise visitors to the classroom and trips around the school. Hygiene – soaps, sanitisers, wipes, tissue bins and small bags etc., available in class. Promotion of good hand hygiene posters. ‘Catch it, Bin it, Kill it’ approach promoted. <p>New measures to be in place:</p> <ul style="list-style-type: none"> Keep to classroom ‘bubbles’ as much as possible, expanded to year group ‘bubbles’ during break and lunchtimes. Staff must avoid mixing with different bubbles unnecessarily. Clear cleaning routines are in place for shared equipment, resources and books. Frequent cleaning of EYFS resources and fixed equipment. Class room risk assessments must demonstrate all Covid 19 considerations. 	L2 x I2=4	HT / SLT/ Facilities Team	Sept 2021
Preparing the pupils	Pupils are not aware of the measures required to reduce transmission of the virus and do not follow them.	L2 x I3=6	<p>The measures already in place will be maintained:</p> <ul style="list-style-type: none"> Increased hygiene measures in place which are clear to all children. Continual reminders of following basic hygiene and avoid close personal contact. Setting the behaviour expectations, especially around deliberate transmission of Covid e.g. deliberate coughing. Clear routines for behaviour expectations in line with rewarding good behaviour as children return to routine, structure and compliance to rules. Toileting arrangements organised so as to minimise cross-over. Integrate MWHB sessions into the curriculum and children knowing how and when to be able to share their concerns and anxieties. 	L2 x I2=4	HT / SLT/ Facilities Team	Sept 2021

			<p>Specific new measures to work on:</p> <ul style="list-style-type: none"> When in breakfast club or extended services ensure that children know the expectation of these ‘bubbles’ – children sit in their year groups. Know the position with regards opportunity for remote learning at home. Identifying the role of the pastoral team in the recovery curriculum. 			
Preparing the pupils with SEND or medical needs	Pupils are not aware of the measures required to reduce transmission of the virus and do not follow them.	L3 x I3=9	<p>In essence there will be a continuation of the measures already in place with some amendments:</p> <ul style="list-style-type: none"> Review individual risk assessment for SEND pupils. Update care plans / medical records as required. Risk assess the ability to social distance and measures to support adults. ‘In case of emergency’ numbers are up to date. Availability of PPE, stock maintained. Weekly checks of stock Staff reminders and training in working with SEND during Covid. <p>Specific new measures will include:</p> <ul style="list-style-type: none"> Risk assessments for agencies and therapists visiting the school (produced by them and implemented by the school and vice-versa). Introduce therapy sessions to help non-verbal pupils communicate worries. Maintain the successful ‘inclusion’ bubble on integration to school to minimise contact and mixing of ‘bubbles’ / bringing in agencies. 	L2 x I3=6	HT / SENCo	Sept 2021
Preparing the parents	Parents are not aware of the safety measures being introduced to reduce the risk of transmitting the virus and do not follow them	L2 x I3=6	<p>Many of the current measures will be continued:</p> <ul style="list-style-type: none"> Frequent communication with updates for parents through newsletters, texts, emails and school apps. Staggered drop off and pick up arrangements for children coming to and leaving school. Zoned areas and identified entrances and exits for year group ‘bubbles’. Limiting access to the building and playground Promotion of good hygiene practice at home before coming to school. Encourage children to walk to school. <p>Parents will need specific communication regarding different arrangements:</p> <ul style="list-style-type: none"> Ensure that the parents are advised to inform the school if the family have direct experience of Covid that may affect the child’s ability to settle back into school. Parents who attend the school to drop off and collect their children are encouraged to wear face coverings and maintain social distancing as much as possible. 	L2 x I2=4	EHT / HT / SLT	Sept 2021

			<ul style="list-style-type: none"> Analyse the safeguarding checks carried out over the past few months to identify any potential issues with the child returning to school and/or support needed. Check with Social Care (Operation Encompass) if there are any new families known to them over this period. Put in pastoral support for children if necessary. Expectations on all pupils and parents that attendance is a mandatory requirement. Expectations on behaviour in schools – parents to be informed of difficult behaviour and challenges related to C19. Expectations with regards the requirements to complete remote learning and home learning. Expectations and arrangements for informing the school around illness and absence. Advertise the local arrangements for testing and promoting test and trace. Sharing information from Public Health and the Covid 19 Dashboard for the Covid position in Newham. Provide clarity to parents through regular updates on system controls to prevent, manage and contain the virus. 			
Preparing the learning for those pupils in school	Due to anxieties and personal experiences of COVID-19 pupils are not ready to access formal learning through the National Curriculum.	L2 x I2=4	<p>The expectation for learning in the classroom is predominately revised to fulfil the expectations of the DfE for a full return to school. The school will need to ensure:</p> <ul style="list-style-type: none"> There is a return to the full breadth and ambition of the curriculum as soon as possible. Gap analysis is carried out identifying missed learning and non-negotiable knowledge and skills not achieved. Specific programmes for catch-up and intervention continue to be implemented. All year groups will consider the choice of resources and equipment to deliver the curriculum. Class teachers have completed their own classroom risk assessments. 	L1 xI2=2	HT / SLT	Sept 2021 Reviewed regularly
Preparing for outside of the classroom	Procedures for moving around the building and outdoors do not support social distancing	L2 x I2=4	<ul style="list-style-type: none"> Planning of activities to minimise cross-transfer of the virus. Timetabling the use of the outdoors as much as possible. Zoning playground areas. The use of equipment and frequent cleaning of equipment. Children to sanitise their hands at the start and end of lessons and when returning from breaks. <p>Areas that have been implemented from September:</p>	L1 xI2=2	HT / SLT	Sept 2021 Ongoing

	and aide the transmission of the virus.		<ul style="list-style-type: none"> • Re-introduction of servery arrangements for lunch and the necessary precautions to aide this. • Ensure Juniper staff are observing their own risk assessments and procedures. • Children can wear their PE kits all day on PE days. • Advise staff and parents when we plan to reinstate local educational visits no use of public transport until October half term – review. 			
Preparing the learning for those pupils remaining at home	Some children will continue to miss out on quality first teaching and the educational gap will increase.	L2 x I3=6	<p>A remote learning programme is going to be required should Newham enter a local lockdown but also in more likely circumstances where individuals will be sent home from Sept 2021.</p> <p>Requirements:</p> <ul style="list-style-type: none"> • The schools remote learning plan was published at the end of September 2020. • Review the online safety policy to ensure it covers all aspects of home learning. • A remote learning programme prepared in advance to be enacted upon immediately. • A remote learning curriculum that is accessible to all, covers the full national curriculum and allows for monitoring and feedback by staff. • Staff training around the area of blended learning approaches, best practice in providing remote learning. <p>Two main actions need to happen:</p> <ol style="list-style-type: none"> 1. Identify any pupils or their families that have health conditions that are will prevent the immediate return of the child to school in September. 2. AHTs to continue to monitor and assess the digital divide and make arrangements to close that gap. 	L2 x I2=4	HT / SLT	Sept 2021 Ongoing
Preparing contractors and visitors to the site.	Additional adults in the building do not know the procedures to minimize the spread of the virus and do not follow them.	L2 x I3=6	<p>We will continue to adopt an essential visitor only approach. Any visitors (or contractors) to the school will need to follow the guidance for being in the school, including indicating if have any Covid symptoms or any contact with Covid patients.</p> <p>Continued arrangements include:</p> <ul style="list-style-type: none"> • Reading documentation on requirements in school. • Obtaining a risk assessment from the company/individual if available. • Use of sanitiser for hand hygiene on entry to the school. • Notices and information displayed for visitors to the school around Covid. • Posters to remind visitors to wear masks if engaged in face to face close contact. Have a stock to provide for visitors who require one. • Display QR code for NHS Track and Trace and simple explanations. • All visitors to complete a Covid 19 self-declaration health questionnaire. Kept for 14 days from date of visit then destroyed. • Admin staff training in procedures for allowing visitors on site. 	L2 x I2=4	HT / SLT/ Facilities Team	Sept 2021

			<ul style="list-style-type: none"> • Clear expectations for planned and unplanned use of agency staff if required. • Clarity of procedures for parents' meetings. These are taking place via phone – looking to move towards zoom meetings autumn 2021. 			
Preparing Governors	Individual governors do not share the same rationale for full opening of the school and give different advice to parents which could exacerbate the situation resulting in non-attendance.	L2 x I2=4	<p>Governors have already approved a number of measures to working practice on the basis that the rationale is clear and they are included in the risk assessment. Actions required:</p> <ul style="list-style-type: none"> • We used non-pupil days at the start of term for health and safety training, ensuring the building is Covid-safe and training for new processes and procedures; alongside the usual INSET sessions for the start of term e.g. safeguarding and new school plan priorities. • Governors to be reminded of the code of conduct which requires them to publicly support the decisions of the GB. 	L1 x I2	Exec HT	Sept 2021

Headteacher: Paul Taylor	Date:
Executive Headteacher: Darren Williams	Date:

Useful Links –

DfE - <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

DfE – <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

HSE – <https://www.hse.gov.uk/coronavirus/index.htm>

PHE – <https://www.gov.uk/government/organisations/public-health-england>