

 	<b>Establishment/Department: All TLP schools</b> <b>Roundswell Community Primary Academy</b>  <b>Claypits Road</b> <b>Roundswell</b> <b>Barnstaple</b> <b>Devon</b> <b>EX31 3WJ</b>	<b>Establishment Risk Assessment</b>	<b>COVID-19</b>
<b>Person(s)/Group at Risk</b> <b>Staff, Pupils, Visitors and Contractors</b>		Date assessment completed: <b>01/09/2021</b> Date to be reviewed: <ul style="list-style-type: none"> <li>• <b>Change in government guidance</b></li> <li>• <b>As required by the school/TLP</b></li> </ul>	
<b>Activity/Task/Process/Equipment</b> <b>Mitigating the risk of a COVID-19 infection</b>		Assessor(s): <b>Erick Muzard</b>	
<b>School reopening plan for September '21</b>	<ul style="list-style-type: none"> <li>• Each school to develop an individual school reopening plan considering all aspects of this Risk Assessment</li> <li>• Once the plan has been checked by the TLP Central Team; <ul style="list-style-type: none"> <li>○ Share the plan alongside the RA and other associated documents with all school staff, parents/carers</li> <li>○ Publish it on your school website</li> </ul> </li> </ul> <p style="text-align: center;"><b>Warning: This risk assessment is subject to regular review and may not always reflect up to date guidance or school actions as advice from PHE and the DFE can take place daily.</b></p>		

<b>Activity and Significant Hazard Section</b>	<b>Control measures in place</b>  <i>Additional measures or actions not included in the column below should be put in the assessor's recommendations at the end of this document.</i>
<b>Pre-opening Premises Checks</b>	<b>Pre-opening caretaking &amp; cleaning checks for start of Autumn term</b>  <b>Internal</b> <ul style="list-style-type: none"> <li>• Caretaker to ensure all statutory compliance checks are up to date (fire system checks, Legionella etc. as per building compliance checklist)</li> <li>• Caretaker to ensure ample stocks of required cleaning materials are in place prior to further opening and ongoing</li> <li>• Caretaker to ensure body fluids clean up kits are supplied with ample materials</li> <li>• Classroom and corridor surfaces to be kept clear to aid cleaning/sanitising</li> <li>• Caretaker/cleaning team to ensure ample hand soap, gloves, sanitiser spray, blue cloths, tissues and hand sanitiser are available within each classroom</li> <li>• Caretaker to ensure that sufficient numbers of external windows are opened for maximum ventilation</li> <li>• Caretaker/cleaning team to ensure toilets are fully stocked with toilet rolls and hand soap</li> <li>• Caretaker to ensure toilet windows are opened and extraction systems are working to optimum efficiency (filters cleaned)</li> <li>• Keep the water fountain out of service</li> </ul> <b>External</b> <ul style="list-style-type: none"> <li>• Caretaker to check entire premises to ensure all areas are safe for use</li> </ul>
<b>Asymptomatic Testing (LFD)</b>  <b>Isolation/ PCR testing</b>	<p style="color: green;">As per government guidance: -</p> <p style="color: green;">This includes:</p> <p style="color: green;">Students in secondary schools and colleges should be tested twice on site at an Asymptomatic Testing Site (ATS) on return in the autumn term. The tests should be 3-5 days apart.</p>

	<p>Thereafter, staff and students in secondary schools and colleges, and staff in primary schools, should test themselves using LFD twice a week at home until the end of September, when this will be reviewed. All early years and wraparound childcare staff should also continue to test twice weekly as they have done throughout the summer.</p> <p>Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. Schools and colleges will need to be prepared to implement high-quality blended learning arrangements so that any child who is well enough to learn from home can do so.</p> <p>Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate. 18- year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated.</p> <p>Pupils and staff will be asked to isolate if they test positive using a PCR test and or if they have C19 symptoms. The school reserves the right to send home a pupil or pupils who are displaying C19 symptoms and ask for a C19 PCR test to be taken, the result of which should be reported by the parent to the school.</p> <p><b>The school will advise parents if their child has been in close contact with a child who has a confirmed PCR test. They will be strongly advised to arrange for their child to have a test but unless displaying symptoms can remain in school until the test result is known.</b></p>
<p><b>Cleaning and disinfection</b></p>	<p><b>Cleaning procedures</b></p> <ul style="list-style-type: none"> <li>• School leaders/caretaker to ensure adequate numbers of cleaners are available to complete the level of cleaning required</li> <li>• Cleaning team to follow the TLP COVID-19 cleaning procedure to all areas – refer to Premises Guidance document for details</li> <li>• Cleaning to occur on any contact points, doors, door handles, walls, lockers, desks and chairs</li> <li>• To use recommended PPE for cleaning of isolation rooms following incident</li> <li>• Deep clean if there has been a suspected case in school – refer to Premises Guidance check list</li> </ul>

	<ul style="list-style-type: none"> <li>• Systematically use the return to work form for any staff coming back from illness – should be done remotely and digitally and prior to return</li> </ul>
<b>Drop-offs and pick-ups</b>	<ul style="list-style-type: none"> <li>• School to consider arrangements for pick up and drop off to reduce incidence of large group gathering to enable smooth start and end of the day</li> <li>• Face coverings, whilst Devon is an Enhanced Response area, will be compulsory for all parents coming on site. This will be reviewed if Devon's status changes.</li> </ul>
<b>Toilets and changing rooms</b>	<p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• Frequently ventilate the toilets and check the cleanliness and good working order of the extractors</li> <li>• Supervise hand washing if possible</li> <li>• Insure adequate stock throughout of soap, paper towels and toilet paper</li> <li>• Organise cleaning inspection throughout the day</li> <li>• Insure deep clean of all toilets on a daily basis – follow cleaning procedure</li> </ul> <p><b>Changing Rooms</b></p> <ul style="list-style-type: none"> <li>• Ventilate the room as much as possible before and after use</li> </ul>
<b>Classrooms</b>	<p><b>The classroom</b></p> <ul style="list-style-type: none"> <li>• Ventilate classrooms before, during and after use as much as practically possible</li> <li>• A government funded carbon dioxide monitor will assess a room where they are made available by the government and actions taken where possible</li> <li>• Sanitising equipment to be available for staff to use as needed e.g., following a suspected case</li> </ul>
<b>Staff</b>	<p><b>Common Rules</b></p> <ul style="list-style-type: none"> <li>• No one with any Covid 19 symptoms should be working on site and should self-isolate</li> <li>• Staff to use isolation room if waiting to go home</li> <li>• Face coverings to be worn by staff in communal areas whilst Devon is an Enhanced Response Area. This will be reviewed if Devon's status changes.</li> <li>• Keep reasonable social distancing at all time</li> <li>• Clean shared equipment if possible after each use e.g., photocopier, computer...</li> <li>• Use own equipment where possible i.e., pens, laptops and disinfect regularly</li> <li>• Avoid large group in shared spaces – stagger access times</li> </ul>

- Repeat Coronavirus guidance regularly to all groups e.g., handwashing
- Clean and disinfect your place of work and equipment regularly classroom computer, desk and chair
- Each member of staff to have access to PPE and basic cleaning, material and equipment
- Regularly cleanse hands at the start, during the day and at the end of day/shift
- Replenish as required infection control measures in the school such as sanitiser, tissues etc
- Systematically use the return to work form for any staff coming back from illness – should be done remotely and digitally and prior to return

**Reception and admin staff (as above)**

- Interaction with visitors at reception – use the privacy glass (if in place)
- No sharing of pens and regular disinfection of counter
- Regularly cleanse hands and workstation especially at the start and end of shifts

**Catering staff**

- Special attention to cleaning and disinfection of any surfaces and equipment with food contact
- Use gloves and aprons during the food prep and service
- Use your own knives as much as possible

**Caretaker**

- Use own equipment/tools as much as possible or disinfect before and after each use
- Wear single use gloves at all times and change after each task
- Keep reasonable social distancing at all times and if any task requires more than one individual, the correct procedure (method statement) should be followed, and the correct PPE should be used
- Work independently as much as possible
- Clean any surfaces after any contacts – disinfectant wipes or other specialised products
- Wash hands regularly, even if wearing gloves
- Re-evaluation of risks – especially infection – for each task taking into considerations the context and environment

	<p><b>Cleaners</b></p> <ul style="list-style-type: none"> <li>• Use own equipment/tools as much as possible or disinfect before and after each use</li> <li>• Wear single use gloves at all times and change after each task</li> <li>• Wear gloves, face masks, aprons and overshoes to clean and disinfect any suspected infected areas</li> <li>• Keep reasonable social distancing at all time</li> <li>• Clean any surfaces after any contacts – disinfectant wipes or other specialised products</li> <li>• Wash hands regularly, even if wearing gloves</li> <li>• Re-evaluation of risks – especially infection – for each task taking into considerations the context and environment</li> </ul>
<p><b>Other building areas</b></p>	<p><b>Staff Room</b></p> <ul style="list-style-type: none"> <li>• Keep reasonable social distancing at all time</li> <li>• Stagger the breaks and lunch times where possible</li> <li>• All cutlery/crockery to be washed immediately after use – hot soapy water or dishwasher</li> <li>• Clean and sanitise table and chair immediately after use – cleaning product to be made available</li> <li>• Ventilate the room before, during and after use where possible</li> </ul> <p><b>Meeting Rooms</b></p> <ul style="list-style-type: none"> <li>• Use a room able to accommodate the number of participants in order to keep reasonable social distancing</li> <li>• Clean and disinfect table, chairs and equipment before and after use</li> <li>• Ventilate the room before, during and after use where possible</li> <li>• Avoid use of paper document – use digital screen as much as possible</li> <li>• Provide tissue and hand sanitiser</li> </ul> <p><b>Offices</b></p> <ul style="list-style-type: none"> <li>• Ventilate the room before, during and after use where possible</li> <li>• Use own equipment if possible</li> <li>• Sanitize desk, chairs and equipment regularly</li> </ul>

<b>Suspected Infection and Outbreak</b>	<ul style="list-style-type: none"> <li>• Phone Andy Cotton CEO TLP to discuss school's response prior to PHE call</li> <li>• Follow the TLP Outbreak Management Plan</li> <li>• First Aid staff including those responsible for sending ill pupils home to be briefed on the signs and symptoms and procedure for informing SM about concerns of COVID19 infection</li> <li>• Constant monitoring of all pupils and staff during the operating hours</li> <li>• When and if suspected case; <ul style="list-style-type: none"> <li>○ Pupils (1 per room) – follow the ISOLATION PROCESS procedure and Premises Guidance – see separate document</li> <li>○ Staff (1 per room) – follow the ISOLATION PROCESS procedure and Premises Guidance – see separate document <ul style="list-style-type: none"> <li>➤ Systematically use the return to work form for any staff coming back from illness – should be done remotely and digitally and prior to return</li> </ul> </li> </ul> </li> </ul>
<b>Staff shortage</b>	<ul style="list-style-type: none"> <li>• Inform school Leaders and TLP's CEO</li> <li>• Premises staff – catering, cleaning and caretaking – inform school Leaders and TLP Estates Team</li> </ul>
<b>Residential education, including overseas trips</b>	<p><b>UK Residential</b></p> <ul style="list-style-type: none"> <li>• Residential RA should be forwarded to Evolve to be assessed for C19 measures</li> <li>• RA must be approved before the trip takes place</li> </ul> <p><b>Overseas Residentials</b></p> <ul style="list-style-type: none"> <li>• Prior to planning an oversea residential, HT must discuss residential with the TLP CEO &amp; CFO to ensure the trip is insurable and compliant with the latest government regulation on overseas' travel</li> </ul>
<b>School Lettings</b>	<ul style="list-style-type: none"> <li>• School should request a RA from the letting organisation which includes measures to support C19 management</li> <li>• The organisation RA should be approved by the school</li> <li>• School will need to provide adequate handwashing facilities, ventilation and cleaning regime</li> </ul>
<b>Educational day trips</b>	<ul style="list-style-type: none"> <li>• A RA including measures to support C19 management should be approved by HT prior to the visit commencing</li> <li>• RA should be forwarded to Evolve to be assessed for C19 measures</li> </ul>
<b>Extra curricular activities, including competitive sports</b>	<ul style="list-style-type: none"> <li>• A RA including measures to support C19 management should be approved by HT prior to the activities commencing – if offsite</li> </ul>

<b>Parents evenings</b>  <b>Pupil and parent induction events</b>  <b>Indoor and Outdoor community events</b>  <b>Assemblies with parents attendance</b>  <b>Drama performances with community audience</b>	<ul style="list-style-type: none"> <li>• A RA including measures to support C19 management should be approved by HT prior to the activities commencing</li> <li>• Consider outdoor environment to mitigate infection</li> <li>• Consider use of online approach for parents evening</li> <li>• Provision of adequate hand washing and sanitizing facilities</li> <li>• Advisory notes on mass gathering – maximise the use of the building to reduce mass gathering</li> <li>• Consider size of audience and proximity – set up of room and seating arrangement</li> <li>• Reinforce ventilation</li> </ul>
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<b>Assessor's Recommendations - Additional Control Measures or Actions</b>			
<b>Section</b>	<b>List Actions / Additional Control Measures</b>	<b>Date action to be carried out</b>	<b>Person Responsible</b>
<b>Drop-offs and pick-ups</b>	Communicate to parents the reintroduction of face coverings at all times whilst on the school site	06.09.21	KF / ES
<b>Staff</b>	Communicate the staff the need for face coverings when in communal areas in the school	06.09.21	KF / ES

**Signed: Headteacher/Head of Department:** ..... **Date** .....

The outcome of this assessment should be shared with the relevant staff  
A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator