



Covid-19: Operational Risk Assessment January 2022 and Asymptomatic Onsite Testing

Note: This Risk Assessment is in response to the implementation of the Schools Covid-19 operation guidance updated January 2022.



COVID-19: Contingency Planning Operational risk assessment

Context

This document sets out the academy's risk mitigation for daily operation of the academy from January 2022. It will be reviewed alongside national and local guidance as and when this is available. The academy has adopted the GAET Risk Assessment model, adapted from STAR Academies.

This document should be read in conjunction with the previous risk assessment.

| | | | | | |
|---------------------------------|-------------|-------------------|-----------|-----------------------------------|--|
| Assessment conducted by: | RUTH CRAVEN | Job title: | PRINCIPAL | Covered by this assessment | Staff, pupils, contractors, visitors, volunteers |
|---------------------------------|-------------|-------------------|-----------|-----------------------------------|--|

| | | | | | |
|----------------------------|------------|-------------------|------------------------|-----------------------------|---------------------------------|
| Date of assessment: | 04/01/2022 | Assessors: | TMBC H & S, GAET H & S | Date of next review: | Friday 28 th January |
|----------------------------|------------|-------------------|------------------------|-----------------------------|---------------------------------|

| Related documents | |
|---|--|
| Trust/Local Authority documents: | <p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>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</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> |

Covid-19: Operational Risk Assessment For School Reopening Spring Term 2022

| | |
|--|---|
| | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus CLEAPSS Supporting practical science, D & T and art in schools and colleges. CLEAPSS GL343 'Guide to doing practical work' https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRqfrj_b5_P https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings?utm_source=31%20December%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf |
|--|---|

Risk matrix

| Risk rating High (H), Medium (M), Low (L) | | Likelihood of occurrence | | | | | |
|--|---|--------------------------|----------|----|----|--------|---|
| | | Probable | Possible | | | Remote | |
| | | Score | 5 | 4 | 3 | 2 | 1 |
| Likely impact | Major: Causes major physical injury, harm or ill-health. High transmission risk. Results in significant school closure or long term reputational damage affecting future stability, halts learning progress | 5 | 25 | 20 | 15 | 10 | 5 |
| | Major/Severe | 4 | 20 | 16 | 12 | 8 | 4 |
| | Severe: Causes physical injury or illness requiring first aid. Typical transmission risk in line with National rating. Results in temporary school or portion of school closure or reputational damage and impact on learning progress is likely | 3 | 15 | 12 | 9 | 6 | 3 |
| | Minor/Severe | 2 | 10 | 8 | 6 | 4 | 2 |
| | Minor: Causes physical or emotional discomfort. Low and controlled transmission risk. Results in changes to practice to secure continued provision, minor impact on continuity or progress | 1 | 5 | 4 | 3 | 2 | 1 |

Covid-19: Operational Risk Assessment For School Reopening Spring Term 2022

National Risk

Coronavirus alert levels in UK

| Stage of outbreak | | Measures in place |
|---|---|---|
| Risk of healthcare services being overwhelmed | 5 | Lockdown begins |
| Transmission is high or rising exponentially | 4 | Social distancing continues |
| Virus is in general circulation | 3 | Gradual relaxation of restrictions |
| Number of cases and transmission is low | 2 | Minimal social distancing, enhanced tracing |
| Covid-19 no longer present in UK | 1 | Routine international monitoring |

Source: UK government



The national risk is currently at Level 4

Local Risk

As of 7th January 2022, there were 5326 in the last 7 days reported cases within Tameside UTLA, with a rate of 2264 per 100,000 people. This is in comparison to the national infection rate of 1600 and a regional figure of 2207. Tameside is above both the national and regional infection rate.

Data sources:

<https://coronavirus.data.gov.uk/#category=regions&map=rate>

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

<https://coronavirus-staging.data.gov.uk/cases>

National Weekly Covid-19 Surveillance Report: <https://www.gov.uk/government/publications/national-covid-19-surveillance-reports>

Covid-19: Operational Risk Assessment For School Reopening Spring Term 2022

System of controls

Following government guidance, most previous control measures regarding bubbles, isolation and close contacts has come to an end. This risk assessment highlights how we will operationally open our school under the new operational guidance published ([link above](#)). The main control measures continue to be:

1. Good hygiene
2. Ventilation
3. Enhanced cleaning regimes

In accordance with the DfE Guidance for schools we are adhering to the expectations regarding face coverings, the revised guidance on the reduced isolation period to 7 days if testing positive, revised guidance regarding close contacts and isolation, supporting the vaccination programme, and testing students on their return to the academy during the 1st week in January followed by encouraging students to test every day for 7 days, then twice a week ongoing. Staff and students at Copley Academy are expected wear a face covering at all times in the academy unless they are exempt, an exception is if a teacher is teaching at the front of a classroom with a distance of more than 2 meters away from the nearest student, in this instance they can remove the face covering to teach if they wish to do so. If a member of staff has been twice vaccinated, or any student, is classed as a close contact of a confirmed positive case, they are no longer required to self-isolate, rather they should undertake an LFD test for 7 days ascertain their Covid status. For students and staff who test positive on an LFD test, there is no longer a requirement to take a PCR, further LFD tests should be taken on day 6 and 7 from testing positive if asymptomatic or from the date of having symptoms. If the LFD test is negative the student or staff member can return to the academy as long as they are feeling well enough. If they continue to test positive they will complete the 10 day isolation period before returning. There is no longer a requirement to create 'bubble' or 'groups'. In the academy where as much as possible contact between the 'bubbles' is limited to mitigate transmission of Covid-19. In summary, key measures that we are continuing at Copley Academy include:

- **Ensure good hygiene for everyone, ensuring that students clean and sanitise their hand regularly throughout the day**
- **Maintain appropriate cleaning regimes, which include enhanced cleaning throughout the academy throughout the day**
- **Staggered finish to the school day to support social contact distancing**
- **Bubbles will be socially distanced during social times, break and lunch times**
- **In-school testing centre to test students where parents have consented on their return to the academy during the 1st week in January.**
- **We will also have a walk on the left and one way system around the Academy to minimise busy corridors.**
- **Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19.**

Summary of Changes

| Page | Changes made at point of review | Date |
|------|---------------------------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

Risk Assessment

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|---|-------------|---|------------------------|---|-------------------|------------|
| 1. Establishing a systematic process for full opening in secondary schools | | | | | | |
| 1.1 Organisation of 'bubbles' in full year groups | | | | | | |
| Unintended mixing between year groups will increase the risk of the virus spreading | 5 x 4 =20 | <ul style="list-style-type: none"> • There is full compliance with the system control measures set out in the latest government operational guidance. • There are 3 bubbles - bubble 1 Y7 & Y8, bubble2 Y9 & Y10, bubble 3 Y11. • Students will remain in bubbles during break and lunch times to minimise contact. There will be a staggered end to the day, each bubble will leave at 2 minute intervals to ensure students do not mix and congregate at the end of the day. • Students expected to observe and stick to the corridor rules – walking on the left and the one-way systems. To reduce prolonged contact with others. • Pupils observe hygiene guidance and wash hands frequently. Pupils are reminded to sanitise at the start and end of each lesson. Communication via posters, messages in tutor time and reminders in lessons to ensure students and staff have contact reminders about hygiene measures and social distancing. • Face coverings - Pupils and staff will wear face coverings when moving around the school, in communal areas and in classrooms. Face mask can only be removed when outside or when sat down in a dining area for a drink or something to eat unless a student is exempt. We recognise that there are factors for some students where wearing a face covering would be detrimental to their health and therefore for these students they will be exempt from wearing face coverings. Students who are exempt can, if they wish, wear a coloured lanyard, this helps to avoid staff asking if they need a new face covering. Staff have been asked not to challenge students who are not wearing a | RCR SN DOB CH | <ul style="list-style-type: none"> • A timetable needs to be communicated to the cleaning team stating which rooms need disinfecting throughout the day. • Implement the supervision rota for all non-lesson time. 4th January. Done | 4 x 3 | 12 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|---|-------------|---|--------------------|---|-------------------|------------|
| | | <p>Facemask. LPSOs and SLT will have the list of students who are exempt and communicate with parents.</p> <ul style="list-style-type: none"> In addition, students are not required to wear face covering where this would impact on their ability to take part in exercise or strenuous activity. Students will be supervised at lesson change overs to ensure they go directly to their classroom and there is minimal contact. Break and Lunch are split to enable each bubbles to have their own time. Adequate supervision timetable will be in place for all occasions when students are not in lesson time. Social distancing is fully observed when small groups of pupils are withdrawn (e.g. for SEND pupils), in Alternative Provision/internal inclusion units and when pupils are in detention. The isolation room is split into 3 zones, 1 for each bubble. 2m distance posters around the academy as reminders to students to keep their distance from staff. | | | | |
| 1.2 Organisation of teaching spaces | | | | | | |
| <p>Teaching pupils in full classes will increase the risk of the virus spreading</p> | 5 x 4=20 | <ul style="list-style-type: none"> There is full compliance with the system control measures set out in the latest government guidance. Pupils observe hygiene guidance and wash hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach in place. Contact between individuals is minimized and social distancing maintained wherever possible. Students sanitise their hands on entrance and exit to the classroom. There are strict scripted routines for entrance and exits to classrooms. Pupils are seated side by side and facing forwards, rather than face to face or side on. Unnecessary furniture is moved out of classrooms to make more space. Where possible remove furniture not used often from classrooms to enable more distance between students and teacher. Adaptations have been made to the behaviour policy giving students clear expectations regarding social distancing and measures put in place to minimise transmission of Covid 19. | RCR SN | <ul style="list-style-type: none"> Check to what extent we can move unnecessary furniture out of classrooms. 26/08/2021 – Done ISSET delivered 4th January to remind staff of expectations and communicate changes to the national guidance. Done. | 4 x 2 | 8 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|--|-------------|--|--------------------|---|-------------------|------------|
| The use of shared spaces and specialist classrooms increases the risk of infection between year groups | 4 x 4 = 16 | <ul style="list-style-type: none"> Shared spaces and specialist classrooms to be used by one discrete year group at a time and where possible enough time before the next bubble accesses the room to allow for full disinfecting of the area. Students will have access to specialist rooms where we can and the rooms have been sanitised between use of different bubbles. Occasionally Teachers supervise students sanitising workstations where there are busy cleaning hotspots in the cleaning timetable. This is to support Teachers with individual risk assessments. This is built into individual Teachers' planning. Adequate sanitising resources are always available. All specialist teaching facilities and equipment will be cleaned and disinfected after use and before use by a new group in a different bubble. Large and specialist spaces are cleaned and disinfected thoroughly before and after use. Windows and doors to be kept open where possible to enable good ventilation. Large gatherings prohibited. There will be no full year group assemblies until we receive further, more explicit guidance. Design layout and arrangements in place to enable social distancing, where possible. Music peripatetic teacher will still continue to provide 1 to 1 Music lessons. These will take place in a classroom to maximise distancing. Computer keyboards have plastic coverings to reduce the transmission of Covid 19. | RCR SN | <ul style="list-style-type: none"> Laptops need to be recharged on a daily basis and become part of work streams. Students to wipe down equipment after use using sanitising wipes where possible. Utilise technicians to support with sanitisation between lessons. | 4 x 2 | 8 |
| 1.3 Staffing | | | | | | |
| Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school | 3 x 4 = 12 | <ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Additional measure put in place following risk assessments where needed. Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work. | RCR | <ul style="list-style-type: none"> Review individual risk assessments that have already been carried out if appropriate. Risk assessments reviewed regularly and when changes in the level of national and local risk. | 3 x 3 | 9 |
| 1.4 The school day | | | | | | |
| The start and end of the school day create risks of contact | | <ul style="list-style-type: none"> There is a natural stagger to students arriving at school. An extra access point allows 3 access points to the school. Students sanitise on entry then go straight to their tutor room. | CH RCR | <ul style="list-style-type: none"> Duty rotas in place. | 5 x 2 | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|--|-------------|--|-------------------------|---|-------------------|------------|
| between discrete year groups | 5 x 5 = 25 | <ul style="list-style-type: none"> Students travelling to the academy by public transport will need to dispose of their face covering on entry to the academy or place a reuse able mask in a plastic sealable bag. There will be no communal areas to socialise before the start or end of the school day. Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. A duty rota in place to supervise students and encourage movement to rooms. Attendance patterns have been optimised to ensure maximum safety. Bubbles will have a staggered exit to the academy of 2 minutes between bubbles to ensure that bubbles do not come into contact whilst in the academy. Students will exit in these bubbles – Y11, Y9 & Y10, then Y7 & Y8. Staff member on bus duty will ensure that students are keeping appropriate distance in the queue. | | <ul style="list-style-type: none"> Signs stating which entrances to use for back access points. Students advised where to wait for siblings outside after the school day. | | 10 |
| 1.5 Planning movement around the school | | | | | | |
| Movement around the school risks contact between discrete year groups | 5 x 5 = 25 | <ul style="list-style-type: none"> Staff moving around the academy observe social distancing and hygiene procedures at all times. One-way systems are in place where possible. Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Appropriate duty rota and levels of supervision are in place. Students encourages to walk down the corridors in single file on the left. | RCR CH | <ul style="list-style-type: none"> On the room timetable there needs to be hot spots highlighted when SLT and the pastoral team need to supervised the rooms during lesson hangover. Timetable now in place. Done Students reminded to walk on the left to ensure smooth transition down corridors between lessons. | 3 x 4 | 12 |
| 1.6 Curriculum organisation | | | | | | |
| Having missed up to 5 months' learning, pupils will have fallen behind in their progress during school closures and Achievement gaps will have widened | 3 x 4 =12 | <ul style="list-style-type: none"> The school develops and implements a comprehensive 'catch-up' plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include; revising schemes of work, prioritising key elements of the curriculum, carrying out targeted interventions with specific identified cohorts of students, catch up sessions during the summer holiday and other holidays throughout the academic year, and session 6. | RCR CM SSH CCO | <ul style="list-style-type: none"> GL Assessment to be carried out in weeks 4 and 4 and a timetable for delivery put in place. Ordered. Done Analysis of this data communicated to departments to inform | 2 x 2 | 4 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|--|-------------|--|--------------------|--|-------------------|------------|
| | | <ul style="list-style-type: none"> The plans and timetable allow for students in KS3 for the curriculum to be broad and the full range of subjects taught. GL assessments in English and Maths will take place in week 3 and 4 for the new Y7 students due to us having limited KS2 performance data. Gaps in learning will be assessed and addressed systematically in teachers' planning. In line with the DfE's expectation regarding remote provision, home and remote learning will continue and will be calibrated to complement in-school learning and address gaps identified. Middle leaders will ensure that exam syllabi are covered. Any students attending alternative provision – risk assessments for the provider will be checked and communicated with appropriate parents. Students who do not have access to a laptop and internet at home identified and all students in all year groups are provided with a laptop and internet access if necessary where isolation is necessary. Students are expected to follow their normal timetable when working remotely at home. There will be a mix of synchronous and asynchronous lessons, teachers are expected to be online and available to students during their lessons. | | <p>future planning and interventions</p> <ul style="list-style-type: none"> All KS3 students to have access to a laptop and internet in the event that need to isolate. Do an updated audit of which students need laptops and have laptops and internet access at home. Deadline 14th January. | | |
| Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection | 3 x 5 = 15 | <ul style="list-style-type: none"> Enrichment activities are reviewed and revised accordingly. PE to follow guidance and look for good practise from network groups. After school sports clubs to continue. | RCR MK RM | <ul style="list-style-type: none"> Peripatetic music lessons to continue. Need to acquire Music Service risk assessment. Done. All peri lessons to take place in a large music classroom. Done and resuming. Ensure Music Service have sight of our risk assessment. Done | 3 x 2 | 6 |
| The resumption of non-overnight school visits poses risks to infection control | 5 x 5 = 25 | <ul style="list-style-type: none"> All school visits are considered on a case by case basis. These will not be taking place in the event of resorting the contingency framework – these have been suspended while the rates are high and Tameside is in an enhanced risk area. There will be no overnight visits this term. A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. Measures are taken to ensure that discrete year group bubbles do not mix on school visits. | RCR JTI | | 0 | 0 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|--|-------------|--|--------------------|--|-------------------|------------|
| 1.7 Staff workspaces | | | | | | |
| Staff rooms and offices do not allow for observation of social distancing guidelines | 4 x 4 = 16 | <ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Desks have been rearranged so that staff are not facing each other. Unused offices are now being distributed to staff to create more space in current offices. Most student facing staff will be on a duty rota so will limit the time when many staff will be in offices together. Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. Staff will be encouraged to use the staffroom to get refreshments from the staff room at times other than break and lunch when they have a non-contact to avoid too many staff being in an enclosed area. Reprographics area only used by member of staff responsible for reprographics. Requests for photocopying now placed in the staff room or can be emailed. | RCR SN GB | <ul style="list-style-type: none"> Carry out an audit of office space and reallocate staff where necessary. Deadline 14th January. | 3 x 3 | 9 |
| 1.8 Managing the school lifecycle | | | | | | |
| Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures | 3 x 3 = 9 | <ul style="list-style-type: none"> School calendar for 2021-22 finalised within the context of the guidance on September 2021 opening and revised with the updated January guidance. Any necessary staff recruitment for January 2022 has been completed. Fully recruited all teaching staff. Full induction has been carried out on the 4th January 2022. | CH CCO | | 2 x 2 | 4 |
| Pupils moving on to the next phase in their education do not feel prepared for the transition | 3 x 3 = 9 | <ul style="list-style-type: none"> A plan is in place for pastoral staff and Positive Steps to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. Visits from these providers are scheduled in throughout the term. If necessary visits will be remote. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. | JTI | <ul style="list-style-type: none"> Request the risk assessments for any external representatives visiting the academy. | 1 x 2 | 2 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|--|-------------|---|--------------------|---|-------------------|------------|
| | | <ul style="list-style-type: none"> A comprehensive careers program is in place within the GREAT Lives curriculum. 2 week summer school for Year 6 into Y7 delivered. There have been 2 additional meetings for Parents/Carers of Y11 to attend which have been held virtually., These are to update parents of changes to examination expectations as well as the support we can offer their child. | | | | |
| 1.9 Governance and policy | | | | | | |
| Governors are not fully informed or involved in making key decisions about reopening | 3 x 3 = 9 | <ul style="list-style-type: none"> Online meetings are held regularly with governors. The Chair of Governors will continue to be on the Covid-19 committee for Copley Academy. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed. | RCR EL | <ul style="list-style-type: none"> Information of updates communicated with EL. Covid updates delivered at every LGC meeting. | 1 x 2 | 2 |
| 1.10 Policy review | | | | | | |
| Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances | 1 x 1 | <ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance January 2022 and its implications for the school. This applies particularly to guidance and policy on attendance from September. Staff, pupils, parents and governors have been briefed accordingly. All briefings to continue remotely via teams. Weekly meetings have continued to take place with the CEO to enable the sharing of good practise across the trust. Continued to be involved in meetings with the LA, TASH. LA provide high quality support and resources. | ES RCR BL | <ul style="list-style-type: none"> Meeting cycle communicated with relevant stakeholders. | 1 x 1 | 1 |
| 1.11 Communication strategy | | | | | | |
| Key stakeholders are not fully informed about the plans for reopening and their implications | 3 x 3 = 9 | <ul style="list-style-type: none"> Communication in school done through email as much as possible to enable staff to distance as much as possible. Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents | | <ul style="list-style-type: none"> Update regularly the Covid-19 area on the website. | 3 x 1 | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|--|-------------|---|--------------------------------|--|-------------------|------------|
| | | <ul style="list-style-type: none"> • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners | | | | 3 |
| An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements | 3 x 3 = 9 | <ul style="list-style-type: none"> • Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. • A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. • Contact records for pupils, parents and staff are kept up to date. | CCO CH CM | Continue to build a contingency plan in case of a lockdown situation. Ensure there is a robust system in place for remote learning that is fit for purpose.. Done | 2 x 3 | 6 |
| 1.12 Pupil attendance | | | | | | |
| Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection | 4 x 5 = 20 | <ul style="list-style-type: none"> • Communications with parents reassure them about the safety of opening under the latest government guidance. • Dialogue is held with parents who have concerns. • Opportunity for parents/carer to attend a reintegration meeting with a member of staff prior to the 1st week in Sept. The aim being to ease any anxieties that families may have. • Ongoing alternative provision in place to ensure smooth transitions back into school if needed. | RCR DOB SP | <ul style="list-style-type: none"> • Schedule for meetings to be organised for the week commencing 23rd Aug. Staffing is in pace. Done • Alternative Provision unit in place Sept 2021. Done. | 2 x 2 | 4 |
| 1.13 Staff induction and CPD | | | | | | |
| Staff are not trained in new procedures, leading to risks to health | 5 x 5 = 25 | <ul style="list-style-type: none"> • Revised CPD is delivered to all staff and available on TEAMS. • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> • The systems of control measures set out in the latest government guidance • Organisational arrangements (i.e. year groups operating as 'bubbles') • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management | RCR CH DOB JTI CCO | <ul style="list-style-type: none"> • Training program put together. • Training to be uploaded to Staff Shared. Wed 1st Sept and January 4th 2022. | 3 x 2 | 4 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|--|-------------|--|--------------------|---|-------------------|------------|
| | | <ul style="list-style-type: none"> • Training to be carried out on INSET day Wed 1st Sept and INSET 4th January 2022. • Covid-19 updates and reminders will be a focus of each briefing every Monday morning. | | | | |
| New staff are not aware of policies and procedures prior to starting at the school when it reopens | 3 x 3 = 9 | <ul style="list-style-type: none"> • Induction programmes have taken place for all new staff in July 2021. • Training delivered regarding Covid measure and expectations. See training materials. . • Additional sessions out on for staff throughout the academic year as new staff members join the academy. | RCR CCO | <ul style="list-style-type: none"> • Update the Covid-19 staff training materials with all the guidance related to the risk assessment. | 2 x 2 | 4 |
| 1.14 Free school meals | | | | | | |
| Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period | 3 x 5 = 15 | <ul style="list-style-type: none"> • A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school. • Continued support given to families who are experiencing extreme financial hardship. • A stock of uniform to be kept for students who are vulnerable. | DOB | <ul style="list-style-type: none"> • Use of funding from the MUF to pay of a stock of uniform. Ongoing • Use of the food banks gifted from the MUF allocated where appropriate. | 2 x 1 | 2 |
| 1.15 School transport | | | | | | |
| Conditions and arrangements on dedicated school transport pose risks to infection control | 5 x 5 = 25 | <p>Schools agree with the operators of dedicated school transport the following measures where possible:</p> <ul style="list-style-type: none"> • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet • Dialogue is held with parents about alternative ways of travelling to and from school, including cycling and walking. • Agreement has been reached with companies operating designated school transport on the optimum arrangements possible to minimise the risk of spreading the virus. • Revised guidance is in place for pupils and parents on the new arrangements for pupils travelling on designated school transport, | RCR DOB | <ul style="list-style-type: none"> • Guidance for travelling on public transport or school bus transport in communicated to parents. | 4 x 3 | 12 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|--|-------------|---|--------------------|--|-------------------|------------|
| | | including advice on the use of face coverings if pupils are travelling with children other than from their own 'bubble'. <ul style="list-style-type: none"> Other ways for pupils to travel to and from school, such as walking and cycling, have been explored with parents. | | | | |
| 1.16 Responding to cases of COVID-19 and local lockdowns | | | | | | |
| The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff | 5 x 5 = 25 | <ul style="list-style-type: none"> There is full compliance with the system control measures set out in the latest government guidance. Year group 'bubbles' are kept discrete at all times. The local health protection team is contacted immediately for advice The school engages swiftly with NHS Test and Trace if cases are suspected. Arrangements are in place for home and remote learning in line with DfE expectations for pupils who are required to self-isolate due to having symptoms or a positive test. Arrangements for a full deep clean are in place if such the circumstance arose. Students to be escorted out the side entrance of the building to avoid mixing with staff and students. | RCR SN HA | <ul style="list-style-type: none"> Flow chart to be created to ensure correct procedures are in place and lines of contact adhered to. See appendix. Ensure roles and responsibilities are clear and that the Trust are alerted immediately. | 3 x 2 | 6 |
| The school is unprepared for a local lockdown should the rate of infection rise in the area | 5 x 5 = 25 | <ul style="list-style-type: none"> There is full compliance with the system control measures set out in the latest government guidance. A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. There is regular liaison with the local health protection team. Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. (see contingency plan) Continue to have the Covid-19 area on the website to provide regular information to parents. Continue to develop the TEAMS platform for online learning. Develop further the email contact system for informing parents of important information. | RCR RM JTI | <ul style="list-style-type: none"> Continue to update the school comms system with updated contact details. The academy will have a contingency plan – deadline September 1st 2021 | 2 x 3 | 6 |
| 2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19 | | | | | | |
| 2.1 Cleaning | | | | | | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|---|-------------|--|--------------------|--|-------------------|------------|
| Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required | 5 x 5 = 25 | <ul style="list-style-type: none"> All cleaning staff have continued with extra hours to meet the enhanced cleaning programme. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. All rooms and sanitisation stations to have a closed bin. All students expected to bring their own equipment but for those who forget, students will be given their own pencil case. Students will not share equipment. | GB | <ul style="list-style-type: none"> Hours to be extended for existing staff and agency staff used if needed. Done Room timetable highlighted for specific areas to be cleaned throughout the day. Done | 3 x 2 | 6 |
| 2.2 Hygiene and handwashing | | | | | | |
| Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency | 5 x 5 = 25 | <ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens in September and additional supplies are purchased if necessary. Sanitising station in all classrooms. Including tissues to encourage 'catch it, bin it, kill it'. Additional sanitising stations on entry to the academy. Extra sanitising station in all toilets. Toilets supervised regularly to ensure that stocks of soap and sanitiser are replenished frequently. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Students who use the toilets in lesson time will be monitored by the on-call team. These students are reminded to wash their hands afterwards. | GB SN | <ul style="list-style-type: none"> Ensure that monitoring of replenishing hygiene liquids is built into daily rotas. Hand sanitising stations now outside the PE changing rooms and sports hall. Done All classrooms to have hand sanitising wall dispensers. Done. | 3 x 2 | 6 |
| Pupils forget to wash their hands regularly and frequently | 5 x 4 = 20 | <ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. 'Catch, it, bin it, kill it' School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. Students asked to sanitise their hands at the start and end of every lesson. Alcohol based sanitiser not to be used in the Science Labs. Students to wash their hands before doing any practical work in Science. | RCR CH | <ul style="list-style-type: none"> Reemphasis need for personal hygiene including washing hands regularly in morning tutorials. Supplies replenished throughout the day and built into cleaning schedules. Poster around the academy reminding of personal hygiene including 'catch, bin it, kill it'. Done | 3 x 2 | 6 |
| 2.3 Clothing/fabric | | | | | | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|---|-------------|--|--------------------|---|-------------------|------------|
| Not wearing clean clothes each day may increase the risk of the virus spreading | 4 x 5 = 20 | <ul style="list-style-type: none"> • Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Students will be expected to wear uniform as normal. • Expectations and guidance are communicated to parents. | DOB | <ul style="list-style-type: none"> • Students expected to wear PE kit for all PE lessons. | 3 x 3 | 9 |
| The use of fabric chairs may increase the risk of the virus spreading | 3 x 4 = 12 | <ul style="list-style-type: none"> • Fabric chairs are taken out of use where possible. • Where that is not possible, chairs are limited to single person use. • Meetings limited during the restricted period. | RM | <ul style="list-style-type: none"> • Furniture to be sprayed with disinfectant once a week or after meetings with outside visitors for a deep clean. | 3 x 2 | 6 |
| 2.4 Testing and managing symptoms | | | | | | |
| NHS Test and Trace is not used effectively to help manage infection control amongst staff and pupils, maximise staffing levels and support staff wellbeing | 5 x 5 = 25 | <ul style="list-style-type: none"> • Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. • Staff, parents and pupils are clear that they should <u>book a PCR test</u> if they are displaying symptoms. • Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. • Staff, parents and pupils are clear about the new guidance regarding if they have been in direct contact with someone who has tested positive to Covid-19 and to take an LFD test for 7 days, there is no longer a requirement to self-isolate for adults of the have had 2 vaccinations. There is no need for students to isolate as close contacts but they are advised to take an LFD test for 7 days. | RCR | <ul style="list-style-type: none"> • Further information on expectations related to test and Trace and contact tracing during an outbreak period. | 4 x 3 | 12 |
| Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms | 5 x = 25 | <ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. • A record of any COVID-19 symptoms in staff or pupils is reported to the trust and the local authority. | RCR SLT | <ul style="list-style-type: none"> • Information communicated to students in the reintegration sessions the 1st week back. Done | 3 x 2 | 6 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|--|-------------|--|--------------------|---|-------------------|------------|
| Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 | 4 x 5 = 20 | <ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. | RCR | <ul style="list-style-type: none"> Summer information letter to include updated information regarding Covid measure in the academy and relevance websites. All letters and newsletters have information regarding what to do if a member of the household has symptoms. | 3 x 1 | 3 |
| Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school | 3 x 5 = 15 | <ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Students will have a staggered start to the start of term to enable comprehensive reintegration to take place with a program of relevant activities related to the new measures and expectations related to Covid-19 and for the academy to carry out asymptomatic testing for all students whose parents have consented. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Flowcharts provided for staff and parents. See appendix | RCR SLT | <ul style="list-style-type: none"> Reintegration program finalised for the 1st week back in September and in January 2022. | 3 x 1 | 3 |
| 2.5 First Aid/Designated Safeguarding Leads | | | | | | |
| The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk | 3 x 2 = 6 | <ul style="list-style-type: none"> We currently have 8 staff trained in first aid to ensure we have adequate number of first aiders on site at all times. We have 4 DSL trained and very experienced staff to enable adequate support where needed at all times. We have 3 staff trained in mental fist aid and have had training on the WRAP strategy to deal with initial mental health concerns. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 2 members of the pastoral team have received bereavement training via Winston's Wish. | RCR DOB JT | <ul style="list-style-type: none"> Further work on the WRAP process needed to ensure students know who to go to and how to access support. | 3 x 1 | 3 |
| 2.6 Medical rooms | | | | | | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|--|-------------|--|---------------------------|---|-------------------|------------|
| Medical rooms are not adequately equipped or configured to maintain infection control | 4 x 3 = 12 | <ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. The room is the MIDAS room. The room is well ventilated and large enough to ensure at least 2m distancing. Students who have symptoms in school will be able to access the toilets at the top end of the canteen. These will be thoroughly disinfected straight away after use. Key staff are trained in the wearing of PPE should they need to deal with a suspected case. An on call system specifically related to suspected cases in Covid-19 has been set up to alert key staff trained. Procedures are in place for rooms allocated to suspected Covid cases to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. | SN | <ul style="list-style-type: none"> Update the Covid-19 team. Training been carried out for staff on what to do if. If a child is ill with non Covid symptoms the oncall system to be used for a member of SLT to assess the situation. | 3 x 1 | 3 |
| 2.7 Communication with parents | | | | | | |
| Parents and carers are not fully informed of the health and safety requirements for the reopening of the school | 3 x 5 = 15 | <ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations using a range of communication tools. A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary. A COVID-19 section on the school website is created and updated. Parent and pupil handbooks are created and updated. | RCR CH | <ul style="list-style-type: none"> Further surveys have been carried out regarding access to home learning and the remote learning policy. | 3 x 1 | 3 |
| Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19 | 5 x 5 = 25 | <ul style="list-style-type: none"> Key messages in line with government guidance are reinforced via email, text and the school's website. | RCR | <ul style="list-style-type: none"> Information communicated to parents via parent mail and via the website and social media. | 3 x 2 | 6 |
| 2.8 Personal Protective Equipment (PPE) | | | | | | |
| Provision of PPE for staff where required is not in line with government guidelines | 4 x 4 = 16 | <ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to remove PPE | SLT On call Covid Team | <ul style="list-style-type: none"> Train any new members of staff. | 3 x 1 | 3 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|---|-------------|--|--------------------|--|-------------------|------------|
| | | <p>carefully to reduce contamination and also how to dispose of them safely.</p> <ul style="list-style-type: none"> Staff are reminded that wearing of gloves is not a substitute for good handwashing. | | | | |
| 3. Adopting the new organisational model of discrete year group 'bubbles' | | | | | | |
| 3.1 Pupil behaviour | | | | | | |
| <p>Pupils' behaviour on return to school does not comply with the new guidance on operating within discrete year group 'bubbles'</p> | 5 x 5 = 25 | <ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for operating in year group 'bubbles' and on social distancing at other times is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. Staff continue to model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured to avoid different year groups coming in to contact with each other and are closely supervised. The school's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. Communication of the updated behaviour policy has been sent to parents and this has also been placed in student planners as a constant reminder of expectations. Senior leaders monitor areas where there are breaches of the discrete year group 'bubble' model and arrangements are reviewed. Messages to parents reinforce the importance of adhering to the new arrangements. Wilful disobeying of rules relating to staying within year groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary. | DOB CH | <ul style="list-style-type: none"> Clear and simple systems need to be in place to implement the updated behaviour policy that includes Covid-19 related issues. Work streams need communicating to the pastoral team. | 3 x 2 | 6 |
| 3.2 Specialist learning spaces | | | | | | |
| <p>The use of specialist learning spaces (e.g. science labs, technology and arts areas) risks the spread of infection between</p> | 4 x 5 = 20 | <ul style="list-style-type: none"> The learning space and equipment are thoroughly disinfected. Plastic sleeves have been placed on keyboards to aid cleaning down with antibacterial wipes between lessons. Schemes of work are reviewed to accommodate that specialist rooms may not be able to be accessed for all of the curriculum. Additional resources have been purchased to enable some subjects to be taught in non-specialist rooms such as art and music. | RCR GB | <ul style="list-style-type: none"> Detailed room timetable to highlight additional cleaning needed. Rota for cleaning rooms is now in place | 3 x 2 | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------------|--|--------------------|---|---------------------|----------------------|--------------------------|--|-------------------|------------------|---------------------|-------------------|-----------|---------------------|----------------------|-----------------|---------------------|---------------------|------------------|---------------------|--------------------|-----------|---------------------|----------|---|-------|---|
| different year group bubbles | | <ul style="list-style-type: none"> • Appendices for individual area risk assessments. | | | | 6 | | | | | | | | | | | | | | | | | | | | | |
| 3.3 Shared spaces | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The use of shared spaces (e.g. hall, dining room) risks different year group bubbles mixing | 5 x = 25 | <ul style="list-style-type: none"> • No more than one bubble group is scheduled to occupy a shared space at any one time. This is to enable students to use either the canteen or hall for lunchtime. • Shared spaces are cleaned after use. The split lunch and break time allows for enough time in between for disinfecting of spaces. • <table border="1"> <tr> <td>P1 10.05am – 10.20</td> <td>Y7 and Y8 Break</td> <td>Canteen and outside</td> </tr> <tr> <td>P2 10.20am – 10.40am</td> <td>All in start of lesson 2</td> <td></td> </tr> <tr> <td>P2 10.40am – 11am</td> <td>Y9 and Y10 Break</td> <td>Canteen and outside</td> </tr> <tr> <td>P2 11am – 11.20am</td> <td>Y11 Break</td> <td>Canteen and outside</td> </tr> <tr> <td>P4 12.20pm – 12.50pm</td> <td>Y7 and Y8 Lunch</td> <td>Canteen and outside</td> </tr> <tr> <td>P4 12.50pm – 1.20pm</td> <td>Y9 and Y10 Lunch</td> <td>Canteen and outside</td> </tr> <tr> <td>P4 1.20pm – 1.50pm</td> <td>Y11 Lunch</td> <td>Canteen and outside</td> </tr> </table> | P1 10.05am – 10.20 | Y7 and Y8 Break | Canteen and outside | P2 10.20am – 10.40am | All in start of lesson 2 | | P2 10.40am – 11am | Y9 and Y10 Break | Canteen and outside | P2 11am – 11.20am | Y11 Break | Canteen and outside | P4 12.20pm – 12.50pm | Y7 and Y8 Lunch | Canteen and outside | P4 12.50pm – 1.20pm | Y9 and Y10 Lunch | Canteen and outside | P4 1.20pm – 1.50pm | Y11 Lunch | Canteen and outside | CH GB | <ul style="list-style-type: none"> • Disinfecting of social spaces built into the daily cleaning schedule, especially between bubble breaks and lunches. | 3 x 3 | 9 |
| P1 10.05am – 10.20 | Y7 and Y8 Break | Canteen and outside | | | | | | | | | | | | | | | | | | | | | | | | | |
| P2 10.20am – 10.40am | All in start of lesson 2 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P2 10.40am – 11am | Y9 and Y10 Break | Canteen and outside | | | | | | | | | | | | | | | | | | | | | | | | | |
| P2 11am – 11.20am | Y11 Break | Canteen and outside | | | | | | | | | | | | | | | | | | | | | | | | | |
| P4 12.20pm – 12.50pm | Y7 and Y8 Lunch | Canteen and outside | | | | | | | | | | | | | | | | | | | | | | | | | |
| P4 12.50pm – 1.20pm | Y9 and Y10 Lunch | Canteen and outside | | | | | | | | | | | | | | | | | | | | | | | | | |
| P4 1.20pm – 1.50pm | Y11 Lunch | Canteen and outside | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.4 Alternative provision, inclusion centres, withdrawal of pupils to small groups and detentions | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The use of spaces for AP/inclusion/withdrawal of pupils/ detentions risks the spread of infection | 5 x 5 = 25 | <ul style="list-style-type: none"> • Social distancing is fully observed in spaces where small groups of pupils are brought together for a specific purpose. • Spaces are cleaned after use. Detentions will be held in bubbles. | DOB CH | <ul style="list-style-type: none"> • Seek further guidance from the LA on the managed move system in the event of a lockdown. • Supervision rota needed for each detention. | 3 x 2 | 6 | | | | | | | | | | | | | | | | | | | | | |
| 3.5 Movement in corridors | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The discrete year group 'bubble' arrangements are breached when pupils circulate in corridors | 5 x 5 = 25 | <ul style="list-style-type: none"> • Home base/year group bubble arrangements are in place. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly, split lunch and break times alleviate this. • Appropriate supervision levels are in place. | RCR CH | <ul style="list-style-type: none"> • Adequate duty system in place. | 4 x 3 | 12 | | | | | | | | | | | | | | | | | | | | | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|------------------------------------|-------------|--|--------------------|--|-------------------|------------|
| 3.6 Break times | | | | | | |
| Year groups may mix at break times | 5 x 5 = 25 | <ul style="list-style-type: none"> • Break times are staggered. • Pupils are kept within their assigned 'bubbles' during social times. • External areas are designated for different groups. • Pupils are reminded about staying in their assigned 'bubbles' as break times begin. • Appropriate signage is in place around the school and in key areas. • Supervision levels have been enhanced. • Split breaks and lunches allow for 5 minutes of time at the end to enable students to return to classrooms before the next groups starts their break. | CH | <ul style="list-style-type: none"> • Break expectations communicated to students. • Adequate supervision in place. | 3 x 3 | 9 |
| 3.7 Lunch times | | | | | | |
| Year groups may mix at lunch times | 5 x 5 = 25 | <ul style="list-style-type: none"> • Lunch times are staggered during P4, half hour per bubble. • Pupils are reminded about staying in their assigned bubbles as lunch times begin. • Pupils wash/sanitise their hands before and after eating. • Dining areas are cleaned before and after each bubble has used them. • Pupils eat lunch with others in their bubble. • Pupils can access outside areas during social times. • Students now have a card system rather than having to use their thumb. | CM | <ul style="list-style-type: none"> • Parents expected to use parent pay. 100% of parents have signed up for parent pay. | 3 x 2 | 6 |
| 3.8 Toilets | | | | | | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|--|-------------|---|--------------------|---|-------------------|------------|
| Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete year group 'bubbles' | 5 x 5 =25 | <ul style="list-style-type: none"> We have a different set of toilets designated for each bubble in different areas if necessary. Toilets will be supervised during social times. If a student does need to go to the toilet during a lesson then the on call system will be used and the students will be escorted to and from the toilet unless a student has a toilet pass. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands. | CH GB | <ul style="list-style-type: none"> Duty rota needs to be communicated to supervisors. Regular cleaning built into the daily cleaning schedule. | 3 x 2 | 6 |
| 3.9 Reception area | | | | | | |
| Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines | 4 x 3= 12 | <ul style="list-style-type: none"> Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Arrangements are in place for segregation of visitors. These will be restricted to meeting rooms only. Contact details of all visitors will be recorded to enable track and trace systems. Sanitising station in the reception area for all to use. Visitors expected to use sanitise before using the signing in screen. A full screen has been placed to limit risk to reception staff. Information provided via posters on sanitisation and social distancing. All meetings for parents to be rearranged to limit the number of visitors to the academy. | RM CH | <ul style="list-style-type: none"> Staff and students reminded regularly that only 2 people to be in the reception area at any one time. Data base set up for contact details of visitors. Mention about limiting meetings and visits to the academy on the automated phone system. Max limit of people in offices and meeting rooms placed on doors. New doors put in so deadline 10th January. | 3 x 2 | 6 |
| 3.10 Staff areas | | | | | | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|--|-------------|---|--------------------|--|-------------------|------------|
| The configuration of staff rooms and offices makes compliance with social distancing measures problematic | 3 x 3 = 9 | <ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken to allow for social distancing between staff. Staff are briefed about the limitations to use of staff rooms and distancing. Split break and lunch will limit the number of staff in the staff room at any one time. All staff to have their own drinks cup with a lid for hygiene and safety. Reprographics requests to be placed in staff room instead of outside reprographics. 48 hours notice to be given where possible. Photocopying to be placed in staff pigeon holes in staff room. This is to reduce traffic around the reprographics office area to ensure social distancing. All staff now have a locker in the staff to store personal belongings. This is due to rooms being used by multiple staff. | | <ul style="list-style-type: none"> Staff room to be rearranged to encourage social distancing. | 3 x 1 | 3 |
| 4. Continuing enhanced protection for children and staff with underlying health conditions | | | | | | |
| 4.1 Pupils with underlying health issues | | | | | | |
| Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so | 3 x 3 = 9 | <ul style="list-style-type: none"> All students who were previously classed as CEV are now expected to attend the academy. Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school during an outbreak period Advice taken from the government regarding CEV students attending education. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The register of pupils with underlying health conditions is regularly updated. The academy will continue to provide remote learning to enable students to work at home if needed and also do additional work to avoid falling behind. | DOB JTI RCR | <ul style="list-style-type: none"> Continue to use remote learning platform for home learning. Continue to provide CPD for teachers to enable them to use the remote learning effectively. Continue to communicate to parents the guidance for students with underlying health conditions and any further measures that need to be put in place as well as reviewing any individual risk assessments. SIMS continued to be updated with medical information. Continue to access further government scheme for | 3 x 2 | 6 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|--|-------------|---|--------------------|--|-------------------|------------|
| | | | | disadvantaged CEV and EV pupils | | |
| 4.2 Staff with underlying health issues | | | | | | |
| Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so | 3 x 4 = 12 | <ul style="list-style-type: none"> Staff with underlying health issues have been provided with updated guidance and discussions will be had with them regarding working during a period of contingency. Advice taken from the government regarding CEV colleagues and working during an outbreak. All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Medical documentation needed to help us support needs. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. This advice needs to inform the individual risk assessment in the event of a change Covid measures and resorting to the contingency framework. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and | RCR HR | <ul style="list-style-type: none"> Individual risk assessments for staff need to be completed where directed by the government as part of the contingency framework if necessary. Outcomes of the risk assessments regarding any measures that need to be put in place need actioning. | 3 x 3 | 9 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|---|-------------|--|--------------------|---|-------------------|------------|
| | | <p>those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments.</p> <ul style="list-style-type: none"> • Current government guidance is being applied. | | | | |
| 5. Enhancing mental health support for pupils and staff | | | | | | |
| 5.1 Mental health concerns – pupils | | | | | | |
| Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general | 3 x 4 = 16 | <ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings. • Resources/websites to support the mental health of pupils are provided. | JT JT | <ul style="list-style-type: none"> • Assembly/Tutor program signposts students to appropriate support if needed. | 3 x 2 | 6 |
| 5.2 Mental health concerns – staff | | | | | | |
| The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general | 3 x 4 = 12 | <ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff have been signposted to useful websites and resources. • Refer to Westfield Health if needed. | CH RCR | | 3 x 2 | 6 |
| 5.3 Bereavement support | | | | | | |
| Pupils and staff are grieving because of loss of friends or family | 3 x 4 = 12 | <ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • We currently have SLAs with 'Talk, Listen, Change' and 'Off the Record' to support students when needed. • Support is requested from other organisations when necessary. | JT DOB | <ul style="list-style-type: none"> • Consider having someone in school trained in bereavement counselling. | 3 x 2 | 6 |
| 6. Operational issues | | | | | | |
| 6.1 Review of fire procedures | | | | | | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|---|-------------|--|--------------------|--|-------------------|------------|
| Fire procedures are not appropriate to cover new arrangements | 5 x 5 = 25 | <ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: Pupils operating in discrete year group 'bubbles' during a fire evacuation. Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. | RCR SN | <ul style="list-style-type: none"> Need to draw up evacuation procedure in light of bubble zones. Done First Drill scheduled for Fri 17th Sept. Done Updated procedure needs communicating to all staff and students. | 3 x 2 | 6 |
| Fire evacuation drills - unable to apply social distancing effectively between discrete year group 'bubbles' | 5 x 5 = 25 | <ul style="list-style-type: none"> Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary. Additional assembly points have been placed around both outdoor sectioned areas to enable students to remain distanced between bubbles. Students reenter the building in their bubbles to prevent students mixing. | GB SN | <ul style="list-style-type: none"> Students in isolation will group separately outside of the front of the building in bubbles. Fire evacuation practise to take place during week 3. Fri 17th Sept 2021 Done | 3 x 2 | 6 |
| 6.2 Managing premises on reopening after lengthy closure | | | | | | |
| All systems may not be operational | 3 x 5 = 15 | <ul style="list-style-type: none"> Government guidance is being implemented where appropriate. Checks and servicing on all fire alarm and security systems will have taken place regularly and within H & S guidelines. Water coolers have been regularly tested and drained according to DfE guidelines. We currently have 4 in school actively working and we have hand sanitiser near the dispenser to ensure people hand sanitise before using. | GB | <ul style="list-style-type: none"> Routine checks to be maintained in line with Trust schedule of checks | 2 x 1 | 2 |
| Statutory compliance has not been completed due to the availability of contractors during lockdown | 5 x 5 = 25 | <ul style="list-style-type: none"> All statutory compliance is up to date. As part of the partial opening water systems have continued to be maintained and additional weekly legionella checks completed. | SN | | 2 x 1 | 2 |
| 6.3 Contractors working on the school site | | | | | | |
| Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control | 5 x 5 = 25 | <ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. Any contractor work is carried outside of school hours if impacting on students learning. External building work will be carried out during the day, planning done to ensure limited between contractors and academy staff/students. | GB SN | <ul style="list-style-type: none"> Risk assessment shared between parties for any works carried out. | 3 x 2 | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|--|-------------|--|-----------------------|--|-------------------|------------|
| | | <ul style="list-style-type: none"> An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). All non-essential building work has been scheduled for during the academy holiday periods. | | | | 6 |
| 7. Finance | | | | | | |
| 7.1 Costs of the school's response to COVID-19 | | | | | | |
| The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties | 3 x 4 = 12 | <ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. A request for funding related to Covid-19 has been submitted to the DfE using the finding tool. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. The academy's projected financial position has been shared with governors and trust. | RCR BL EL LB | <ul style="list-style-type: none"> DfE funding now available for AST. Claim funding by 30th September 2021. Done | 2 x 1 | 2 |
| 8. Governance | | | | | | |
| 8.1 Oversight of the governing body | | | | | | |
| Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements. | 3 x 2 = 6 | <ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. | RCR EL BL | LGC meeting dates set for each term where the risk assessment will be reviewed with the governing body. | 2 x 1 | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|---|-------------|---|--------------------|--|-------------------|------------|
| | | <ul style="list-style-type: none"> The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. | | | | 2 |
| 9. Additional site-specific issues and risks | | | | | | |
| Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them | | | | | | |
| PE Area | 5 x 5 = 25 | <ul style="list-style-type: none"> Sanitising station put outside the changing rooms and on the way in and out of the sports hall. Sports equipment will be cleaned thoroughly between each use by different individual groups. Outdoor provision will be prioritised, followed by provision in large indoor spaces which are well ventilated. Changing rooms cleaned regularly throughout the day and when a different bubbles access the changing rooms. | JC CH | <ul style="list-style-type: none"> Advice taken from the following guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation. | 3 x 2 | 6 |
| Science Area | 5x5=25 | <ul style="list-style-type: none"> All Science teacher follow the CLEAPSS Guide PS082 to ensure they are aware of the hazards of working in a lab. No labs to house the same students for the whole day to prevent an uncomfortable working environment for a lengthy period of time. Gas to be switched off and only turned on when needed for an experiments. All equipment, chemicals and science items to be taken out of the lab when room used for dual use. Students to be supervised at all times in science labs. Labs to be locked at all times when not being used where possible. No eating or drinking in labs at any time. For commencement of experiments we aim to follow the advice of CLEAPS GL343and ensure the following: No experiments to take place that involve cheek cell sampling, lung volume capacity or other breathing based activities, activities which make use of saliva, use of straws or other equipment used for blowing through. | JMC LG RCR | <ul style="list-style-type: none"> CLEAPSS Guide referred to by all staff using a science lab. Supervision of science rooms during lesson change over to be built into the duty rota. | 3x2 | 6 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Areas for concern | Risk Rating | Control Measures | Person Responsible | Further action/comments | Post Control Risk | Total Risk |
|-------------------|-------------|--|--------------------|-------------------------|-------------------|------------|
| | | <ul style="list-style-type: none"> • Goggles are sterilised after every use and all other equipment is left for a 72 hour period unless being used within the bubble. • Teachers to ensure that students wash their hands before experiments remove any residue of alcohol gel. Teachers to build into their expectations that students must not use their own sanitiser in Science. If sanitisation is needed in the Science lesson non alcoholic gel is supplied. • Every room has an emergency bag with PPE equipment in case a member of staff needs to respond to a first aid emergency. • Practicals are only periods 1, 3 and 5 due to split breaks and lunches, and to allow cleaning in between. • A Risk Assessment is provided for each practical and that includes measures to reduce the risk of Covid 19. | | | | |

Appendix 1

Covid-19: Operational Risk Assessment For School Reopening Spring Term 2022

APPENDIX 1 – Schools Action List

SCHOOLS ACTION LIST – COVID-19 WHAT TO DO

10/07/2020

REMEMBER – Reduce risk, reduce transmission:

- Pupils or staff with symptoms should stay at home (and household members)
- Regular, thorough handwashing
- Staff and pupils kept in bubbles
- 2m distancing where possible

REMEMBER – Covid-19 symptoms:

- a high temperature
- a new continuous cough
- a loss of, or change to, your sense of taste or smell

Do not leave home if you or someone you live with has any of these symptoms

If you develop symptoms book a test at nhs.uk/coronavirus or call 119

Pupil / Staff member symptomatic on site

Pupil / Staff member calls in and excludes due to covid-19 symptoms

Pupil / Staff member informs that they have had a positive test result

Pupil / Staff member informs that they have been contacted by test and trace service

Isolate this person on site (person doing so should wear PPE) and arrange for them to go home or be collected as soon as possible

Ensure that they are isolating at home

School to contact the TMBC Education team or Public Health (covid-19@tameside.gov.uk) to inform of the situation and seek further advice

Checklist to consider (steps to help be well-prepared)

- ✓ Identify an appropriate member of the leadership team to work with Public Health / contact tracers
- ✓ Begin the process of identifying direct and close contacts of the case within the school setting during the 48 hours prior to the child or staff member falling ill or whilst the child or staff member was ill.
- ✓ Consider the potential number of direct and close contacts and the implications of this for business continuity.
- ✓ Begin to consider the potential support requirements of those who may be asked to self-isolate, including potential online learning requirements.
- ✓ Identify any other individuals who may be symptomatic and support them to apply for a test.
- ✓ Contact your Local Authority Public Health/ Infection Prevention and Control Team or your school/ early years link officer for advice.

For further detail click here for the full Covid-19 schools support pack

Useful Contacts

Tameside Public Health:
Debbie Watson 07970456338
James Mallion 07970946485
Sarah Exall 07971547980

Tameside Education Team:
Jane Sowerby 07970887813

Out of hours contact:
Public Health England (0151 434 4819)

Tameside & Glossop Infection Prevention and Control Team:
0161 922 6194 (9-5pm – out of hours please call PHE contact)

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

COVID-19 Risk Assessment: Academy Based Asymptomatic Testing

| | |
|---|----------------|
| Academy Name: | Copley Academy |
| Local Completion managed by - Name: | Ruth Craven |
| Local Completion managed by - Job Title: | Principal |
| Next Assessment Date: | 07/01/2022 |

| | |
|---|-------------------|
| Trust Risk Assessment - Name: | GAET |
| Assessment conducted by - Job title: | Health and Safety |
| Version Date: | 28/01/2022 |

| Identified Risk | Specific risk details | Risk Rating | Required Control Measures | Complete | Post Risk | Total Risk |
|-----------------------------|--|-------------|---|-------------------------------------|-----------|------------|
| Planning Time and Resources | The academy is not able to plan and make the logistical arrangements required to facilitate the testing in the time provided | 4x4=16 | <ul style="list-style-type: none"> The academy has been able to utilize time within the first 1 week of term January 2022, to put the specified arrangements in place. 4 Senior Leaders have been identified to lead and oversee the academy-based testing program. RCR, CH, SN & JTI (Team Leaders) RCR is the Covid 19 Coordinator. The academy has put in place a quality management system, in line with DfE/NHS requirements, and has a designated Quality Lead who has accountability for quality and risk management of the testing program. The Quality Lead has a clear escalation and decision mechanism process. SN The academy has a quality management plan in place prior to the start of the testing that meets the requirements of DfE guidance and includes the following elements: <ul style="list-style-type: none"> Training Observation of the testing process Monitoring Risk Assessment Recording and Reporting Mass testing will commence once the correct logistical arrangements have been put in place to ensure a safe and effective testing facility. A plan has been put in place to ensure all students have a test first before commencing back at the academy. Testing Staff have been provided with the DfE/NHS training modules and will be followed as required by applicable personnel – detailed further later. All certificates have been given to the Quality Lead. Guidance documentation has been provided by the DfE / NHS and will be followed in the establishment of the testing program. Academies have been provided with full details of the KIT that will be supplied within the NHS Test & Trace deliveries and the Kit that is required to be sourced locally. All required Kit has been checked and secured in a locked room. | <input checked="" type="checkbox"/> | 2x3 | 6 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Identified Risk | Specific risk details | Risk Rating | Required Control Measures | Complete | Post Risk | Total Risk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|--|-------------|---|----------|---------------------------|------------|---------------------------|--------|-------------------------------------|--------|-------------------------------------|---------|--------------------------------------|--|--|---------------|--------------|---------------|-------|---------------|-------|----------------|-------|----------------|-------|----------------|----|----------------|----|----------------|----|----------------|----|---------------|----|---------------|----|--|---|---------------|----|---------------|----|--|--|--|
| | | | <p>Return to Copley Academy Schedule after Lateral Flow Test is shown to be negative-</p> <table border="1"> <tr> <td>Year 7</td> <td>Thursday 6th January 2022</td> </tr> <tr> <td>Year 11</td> <td>Thursday 6th January 2022</td> </tr> <tr> <td>Year 8</td> <td>Friday 7th January 2022</td> </tr> <tr> <td>Year 9</td> <td>Friday 7th January 2022</td> </tr> <tr> <td>Year 10</td> <td>Monday 10th January 2022</td> </tr> </table> <p>Lateral Flow Testing Schedule</p> <table border="1"> <tr> <td></td> <td>Wednesday 5th January 2022</td> </tr> <tr> <td>8.30am</td> <td>11KB & 11AOM</td> </tr> <tr> <td>9.00am</td> <td>11KHS</td> </tr> <tr> <td>9.30am</td> <td>11LBA</td> </tr> <tr> <td>10.00am</td> <td>11MKE</td> </tr> <tr> <td>10.30am</td> <td>11SHA</td> </tr> <tr> <td>11.20am</td> <td>7C</td> </tr> <tr> <td>11.50am</td> <td>7O</td> </tr> <tr> <td>12.20pm</td> <td>7P</td> </tr> <tr> <td>12.50pm</td> <td>7L</td> </tr> <tr> <td>1.50pm</td> <td>7E</td> </tr> <tr> <td>2.20pm</td> <td>7Y</td> </tr> </table> <table border="1"> <tr> <td></td> <td>Thursday 6th January 2022</td> </tr> <tr> <td>8.30am</td> <td>8C</td> </tr> <tr> <td>9.00am</td> <td>8O</td> </tr> </table> | Year 7 | Thursday 6th January 2022 | Year 11 | Thursday 6th January 2022 | Year 8 | Friday 7 th January 2022 | Year 9 | Friday 7 th January 2022 | Year 10 | Monday 10 th January 2022 | | Wednesday 5th January 2022 | 8.30am | 11KB & 11AOM | 9.00am | 11KHS | 9.30am | 11LBA | 10.00am | 11MKE | 10.30am | 11SHA | 11.20am | 7C | 11.50am | 7O | 12.20pm | 7P | 12.50pm | 7L | 1.50pm | 7E | 2.20pm | 7Y | | Thursday 6th January 2022 | 8.30am | 8C | 9.00am | 8O | | | |
| Year 7 | Thursday 6th January 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Year 11 | Thursday 6th January 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Year 8 | Friday 7 th January 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Year 9 | Friday 7 th January 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Year 10 | Monday 10 th January 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Wednesday 5th January 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.30am | 11KB & 11AOM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.00am | 11KHS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.30am | 11LBA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.00am | 11MKE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.30am | 11SHA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11.20am | 7C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11.50am | 7O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12.20pm | 7P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12.50pm | 7L | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.50pm | 7E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.20pm | 7Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Thursday 6th January 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.30am | 8C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.00am | 8O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Identified Risk | Specific risk details | Risk Rating | Required Control Measures | Complete | Post Risk | Total Risk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------|---|-------------|--|-------------------------------------|-----------|------------|----|---------|----|---------|----|---------|----|---------|----|---------|----|--------|----|--------|----|--|---|--------|-----|---------|-----|---------|-----|---------|-----|---------|-----|--|--|--|
| | | | <table border="1"> <tr><td>9.30am</td><td>8P</td></tr> <tr><td>10.00am</td><td>8L</td></tr> <tr><td>10.30am</td><td>8Y</td></tr> <tr><td>11.20am</td><td>9C</td></tr> <tr><td>11.50am</td><td>9O</td></tr> <tr><td>12.20pm</td><td>9P</td></tr> <tr><td>12.50pm</td><td>9L</td></tr> <tr><td>1.50pm</td><td>9E</td></tr> <tr><td>2.20pm</td><td>9Y</td></tr> </table> <table border="1"> <tr><td></td><td>Friday 7th January 2022</td></tr> <tr><td>9.30am</td><td>10C</td></tr> <tr><td>10.00am</td><td>10O</td></tr> <tr><td>10.30am</td><td>10P</td></tr> <tr><td>11.20am</td><td>10E</td></tr> <tr><td>11.50am</td><td>10Y</td></tr> </table> | 9.30am | 8P | 10.00am | 8L | 10.30am | 8Y | 11.20am | 9C | 11.50am | 9O | 12.20pm | 9P | 12.50pm | 9L | 1.50pm | 9E | 2.20pm | 9Y | | Friday 7th January 2022 | 9.30am | 10C | 10.00am | 10O | 10.30am | 10P | 11.20am | 10E | 11.50am | 10Y | | | |
| 9.30am | 8P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.00am | 8L | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.30am | 8Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11.20am | 9C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11.50am | 9O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12.20pm | 9P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12.50pm | 9L | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.50pm | 9E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.20pm | 9Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Friday 7th January 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.30am | 10C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.00am | 10O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.30am | 10P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11.20am | 10E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11.50am | 10Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Testing Location | The academy does not have a suitable location within their estate to manage testing | 4x3 | <ul style="list-style-type: none"> The academy has identified a secure location for the safe storage of new testing kits (with a temperature of between 2°C and 30°C) and for the separate storage of clinical waste prior to collection. Reagents and devices will be stored at room temperature (15-30 degrees centigrade) when used for testing. The academy has identified a testing location that meets the minimum space requirements – the hall. The hall can accommodate testing bays and maintain social distancing requirements for all movements within the room, including the integration of a one-way system of movement for those attending testing (incorporating separate entrance and exits). Layout Options, as detailed within the NHS guidance document, will be used. The location identified for testing has been calculated to have sufficient capacity to facilitate the scheduled program (based upon NHS guidance of 11 tests per testing desk per hour). The academy will facilitate a significant element of Mass Testing prior to all year groups returning to onsite learning so enabling a suitable location to be identified that is not required for timetabled learning. See above plan. The academy will facilitate weekly routine testing for staff (twice a week for full time colleagues) during non-timetabled core hours and close contact serial testing prior to the | <input checked="" type="checkbox"/> | 3x2 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Identified Risk | Specific risk details | Risk Rating | Required Control Measures | Complete | Post Risk | Total Risk |
|------------------|--|-------------|---|-------------------------------------|-----------|------------|
| | | | <p>start of timetabled lessons, so enabling a suitable location to be identified that is not required for timetabled learning.</p> <ul style="list-style-type: none"> • A monitoring system has been put in place for staff to return their results of home tests to the academy as well as recording them to the NHS test and trace site. • The area includes and sectioned off area for students to wait for their results that is adequate to enable social distancing before they go back to their lesson. • The hall has direct access on entry to the academy to prevent students who are direct contacts accessing the body of the academy before they have a negative test. | | | |
| Testing location | The testing location may increase virus transmission | 5x4=20 | <ul style="list-style-type: none"> • The identified location will be able to meet cleaning requirements, i.e. non-porous floor and fully wipeable contact surfaces. • The identified location has all required cleaning materials accessible, which have been secured to ensure sufficient supply. Each station has a supply of all the cleaning material needed to enable ease of access and reduce cross contamination. • Any additional supplies costs will be reclaimed from the additional DFE funding for testing. • Cleaning of all surfaces, in line with COVID-19 protocols, will be undertaken between each test. • The DfE/NHS online training modules that are required to be undertaken and have successful assessments by all testing staff, include the following applicable modules which are applicable to reduce virus transmission: <ul style="list-style-type: none"> • Infection prevention and control measures • Cleaning protocols • Appropriate use of PPE • Test kit storage • How to deal with any contamination or other incidents • Waste management • All staff supporting the testing will be required to maintain social distance whilst students and staff self-administer the tests • Full PPE will be worn by all staff who are supporting testing. The wearing and changing of PPE will be undertaken in line with NHS guidance and training provided will be put on in a separate room near the entrance to the hall. PPE will be doffing in another separate room on exit where the appropriate waste bag will be provided. • There are visual reminders in PPE rooms to ensure that donning and doffing is carried out correctly. Team Leaders will check that PPE is worn correctly. • All waste generated within the testing location will be disposed of in line with NHS guidance, including the use of yellow and Tiger bags (provided within the testing kit) for the identification of healthcare waste. • The academy's waste collector PHS has been contacted and confirmed their ability to collect the healthcare waste from the academy site. • Spillages – any spillages are cleaned up immediately and thoroughly by staff in appropriate PPE. Testing in the affected area is paused until it is safe to continue. • All surfaces which have been contaminated or potentially contaminated, are wiped down with an appropriate disinfectant between samples in addition to regular cleaning. This includes pens and electronic devices. • Only Asymptomatic students and staff can be tested. Symptomatic students and staff will be referred to offsite testing options. | <input checked="" type="checkbox"/> | 4x2 | 8 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Identified Risk | Specific risk details | Risk Rating | Required Control Measures | Complete | Post Risk | Total Risk |
|-----------------|---|-------------|--|-------------------------------------|-----------|------------|
| | | | <ul style="list-style-type: none"> Students and staff will be questioned at the start of the process to ensure they: <ul style="list-style-type: none"> DO NOT have any symptoms of Covid-19. If they do measures set out in the risk assessment will be put in place All staff and pupil attending tests will be required to maintain social distance and wear face masks in line with existing requirements for all areas apart from when swabbing. 2m markers are set out in queues as visual reminders. Students who are exempt will not be expected to wear a face mask but they must have a green colored academy lanyard. Social distancing must be adhered to. All staff and Students will be required to use hand sanitiser on arrival at the testing location and throughout the process and directed. All staff and Students attending tests will use the identified one-way system as well as the distinct entrance and exit of the testing location. Existing Year Group Bubbles will have distinct testing times to ensure social distancing can be adhered to practically. Staff social distancing and conduct will not impact upon bubble contamination. Please see above plan for mass testing. Transfer of students from class to test location will be carefully supervised with socially distanced queuing by the LPSO. During Serial Testing for close contacts – Arrangements are in place for close contacts to attend a separate room each morning while waiting for test results, before joining their class (if negative). This will be the dining hall and also the sectioned off area in the hall. Neither of these are used for timetabled lessons. If a student tests positive they will be guided immediately to the MIDAS room with a staff member who is wearing appropriate PPE. Their parent/guardian will be contacted by the academy as well as then receiving the information via Track and Trace. It has been communicated to parents that if their child tests positive then they need to have appropriate plans in place to ensure their child is collected immediately from the academy and that they travel home in a safe manner, i.e. not on public transport. If a staff member tests positive they will be expected to leave the academy immediately and have plans in place to be able to travel home in a safe manner, i.e not via public transport. Staff or students who test positive will be given a PCR test to carry out immediately once they are at home and to send this to NHS testing. Parents/carers are given information on how to record this to the NHS test and trace site. Measures are in place as per risk assessment to identify close contacts. These students and their parents will be contacted immediately and plans for 7 days testing or 10 day isolation will be put in place. If a staff member or students has a void result they will be asked to carry out the test again using a new test. | | | |
| Staff Resources | The academy is not able to identify suitably trained and sufficient staff to undertake the testing roles required | 5x4=20 | <ul style="list-style-type: none"> A Senior Leader has been identified as the Covid 19 Coordinator to lead and oversee the academy-based testing program to enable them to direct staff accordingly. RCR The academy will facilitate a significant element of mass testing prior to all year groups returning to onsite learning, so enabling pastoral and support staff not required to support either onsite or remote learning to support the testing program. Students will have their 1st test prior to starting back at the academy. Please see plan. | <input checked="" type="checkbox"/> | 3x2 | 6 |

Covid-19: Operational Risk Assessment For School Reopening Spring Term 2022

| Identified Risk | Specific risk details | Risk Rating | Required Control Measures | Complete | Post Risk | Total Risk |
|----------------------|---|-------------|---|-------------------------------------|-----------|------------|
| | | | <ul style="list-style-type: none"> The required testing roles identified by the NHS to support the testing program will be allocated to staff. Staffing will be adequate to undertake the program safely. The small team required for the testing has been identified without the need to divert teaching staff from learning. Staff carrying out the testing process will have regular breaks. Food and drink will not be permitted in the hall at any time. Plans are in place to use additional staffing resources from supply agencies to increase capacity when students return from the lockdown period. We currently have 5 volunteers (not including Team Leaders) that will need to be increased by 8, based on the DfE planning tool, so that we have sufficient supervisors and test processors. The testing team is made up of volunteers recruited from non-teaching staff. Roles that handle staff and student data will be carried out by academy staff only due to GDPR protection. Screening/risk profiling of staff on the testing team is undertaken to ensure suitability for the role (e.g., age, underlying health conditions, vulnerable family members). Staffing levels are sufficient to allow breaks for staff to reduce risk of errors due to fatigue. All testing staff will either be DBS checked, through their academy roles or work under direct supervision. Students will be supervised at all times by DBS cleared staff. Additional resources of £12k have been identified by the DfE and will be accessed as required in line with the published DfE criteria. The rapid testing type used requires low technical skills but is supported with training modules and guidance documentation from the DfE/NHS. We have a Test processor Lead, our Science Technician, who has experience with the equipment. LG can support other staff in this role. Testing staff are to follow the detailed testing protocols without deviation. During the extraction phase of the testing, the swab and extraction tube are to be held at arm's length to minimise the likelihood of contact with any droplets of extraction fluid. Prior to starting testing, all staff with roles will be specifically trained for the role they will execute using DfE/NHS resources via the online training and assessment platform, that has been provided in line with stated requirements. All volunteers will be tested prior to carrying out testing themselves. Only staff who have passed the assessments will be permitted to commence testing. A record of testing staff and their passing of the required modules will be kept by the academy. The DfE Competency Assessment has been completed for all staff roles to ensure their effective operation of the criteria within their role. Any areas of concern have been addressed with a review date set. The Assessments are filed and securely stored. | | | |
| Legal Considerations | The academy has no legal right to undertake onsite testing and may be liable to legal challenge | 3x4=12 | <ul style="list-style-type: none"> All students, parents and staff communication has clearly communicated the legal position of the testing programme. The sharing of health data under the testing program is being facilitated within Safeguarding powers under Section 175 of the Education Act 2002. This is referred to within the Trust Privacy Notice and DfE Testing Program Privacy Notice that has been made available to Students, parents, and Staff. A copy of this is available for viewing at the testing location reception. The testing program is recommended and supported, but not mandated. | <input checked="" type="checkbox"/> | 2x2 | 4 |

**Covid-19: Operational Risk Assessment For School Reopening
Spring Term 2022**

| Identified Risk | Specific risk details | Risk Rating | Required Control Measures | Complete | Post Risk | Total Risk |
|-----------------|-----------------------|-------------|---|----------|-----------|------------|
| | | | <ul style="list-style-type: none"> • Students and staff will not be required to participate in the Mass Testing program. • Staff will not be required to participate in the Weekly Routine Testing program and the 7 day LFD testing post the asymptomatic on site test. • Testing will not be undertaken on students or staff without their consent. • All Students aged 16 years and under who are tested will also be required to have parental or legal guardian consent. • Tests will be self-administered, under adult supervision, to a participant's own throat and nose. • Specific arrangements have been put in place for children with SEND to mitigate risk of harm through parental or legal guardian consent for adult assistance. This agreement is in writing and signed before the testing takes place. • Positive test results will be communicated individually in a location that provides privacy to students and staff. All areas are sectioned off with dividing boards. • Positive test results will also be communicated to the parents or legal guardians of those aged 16 or under. The contact will be the contact that is in the consent form provided by the parent/guardian. • Guidance on safe travel and additional precautions (regarding self-isolation, further testing, and family access to benefits) will be provided to those testing positive. • Students that test positive, parents will be expected to collect them immediately and the plans in place to do so. • During the testing process anonymity will be provided through digital registration and the use of barcodes against samples. Positive tests will be matched against the digital record and known only to the COVID-19 Coordinator, Registration Assistant and Results Recorder. These roles are all academy staff and not 3rd party workforce. • The use of barcodes and the following of guidance regarding their correct use will prevent the miscoding of samples and results. • All electronic and paper record Personal Data associated with testing will be destroyed after 14 days, in line with Trust Data Protection policy requirements. | | | |