

 	Establishment/Department: All TLP schools Sticklepath Community Primary Academy	Establishment Risk Assessment	COVID-19
Address : Woodville Estate, Barnstaple, EX31 2HH			
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 13/5/2020 Date to be reviewed: <ul style="list-style-type: none"> ● When additional years and numbers of pupils increase ● Change in government guidance ● As required by the school/TLP 	
Activity/Task/Process/Equipment Mitigating the risk of a COVID-19 infection		Assessor(s): Erick Muzard / Terry Simons	

School reopening plan	<ul style="list-style-type: none"> ● Each schools to develop an individual school reopening plan considering all aspects of this Risk Assessment ● Once the plan has been checked by the TLP Central Team; ○ Share the plan alongside the RA and other associated documents with all school staff, parents/carers ○ Publish it on your school website
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Activity and Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in the column below should be put in the assessor's recommendations at the end of this document</i>
Pre-opening Premises Checks	<p>Pre-opening caretaking & cleaning checks of dormant internal & external areas that are to be used.</p> <p>Internal</p> <ul style="list-style-type: none"> ● Caretaker to ensure all statutory compliance checks are up to date (fire system checks, Legionella etc. as per building compliance checklist). ● Caretaker to ensure ample stocks of required cleaning materials are in place prior to further opening and ongoing. ● Caretaker to ensure body fluids clean up kits are supplied with ample materials. ● Areas of the premises that have been out of use to be checked for safety by premises caretaker i.e. fire doors functioning correctly, windows open effectively, classroom sinks and taps flushed. ● Caretaker to wedge open all internal doors where possible to prevent human touch ● Cleaning team to complete a standard clean on all rooms to be used that have been out of use before carrying out a full sanitising of the room following the agreed procedure. ● Caretaker/teaching staff to remove all non-essential furniture (surplus chairs, tables and mobile units) from the classroom. If storage is an issue, tray units can be turned to face the wall, chairs & tables stacked etc. ● Teaching materials (stationary etc) kept to minimum to aid with sanitising after use by teaching staff ● Classroom and corridor surfaces to be kept clear to aid cleaning/sanitising. ● Caretaker/cleaning team to ensure ample hand soap, gloves, sanitiser spray, blue cloths, tissues and hand sanitiser are available within each classroom. ● Caretaker to ensure all available external windows are opened for maximum ventilation – this will be done first thing in the morning prior to school opening ● Caretaker/cleaning team to ensure toilets are fully stocked with toilet rolls and hand soap. ● Caretaker to ensure toilet windows are opened and extraction systems are working to

	<p>optimum efficiency (filters cleaned).</p> <p>External</p> <ul style="list-style-type: none"> ● Caretaker to check entire premises daily to ensure all areas are safe for use. ● Outdoor play equipment will be confined to specific pods and sanitised by teaching staff after use. Any play equipment that cannot be sanitised will be taken out of use by the caretaker following risk assessment by co-heads
<p>Cleaning and disinfection</p>	<p>Cleaning procedures for expanded numbers of premises users</p> <ul style="list-style-type: none"> ● School leaders/caretakers to adapt cleaning staff hours temporarily as required to match schools new opening hours to ensure upgraded thorough cleaning/sanitising is carried out every day. ● School leaders/caretaker to ensure adequate numbers of cleaners are available to complete the level of cleaning required – cleaners will be assigned to zones ● Duty Senior Leader or delegated person to brief all staff before starting shifts to changes or incidents that will affect their working pattern. ● Caretaker to ensure copies of COSHH risk assessments/safety data sheets are available for sanitiser and other chemicals. ● Support & Teaching staff to be trained by caretaker in the procedure and safe use of classroom sanitiser ● Cleaning team to follow the TLP COVID-19 cleaning procedure to all areas – refer to Premises Guidance document for details (copy available in caretaker’s office and school office) ● Increase the level of cleaning across the schools, focusing on any contact points, doors, door handles, walls, lockers, desks and chairs. ● All rooms waste to be double bagged and place in the skip at end of lunchtime by teaching staff and at the end of the day by the cleaning staff ● Always reinforce the message to all cleaning teams of the necessity of wearing PPE (gloves and plastic aprons) – carry out spot checks to ensure this is being followed. ● To use face masks for cleaning of isolation rooms following incident ● Cleaning if there has been a suspected case in school – refer to Premises Guidance check list. ● Systematically use the return to work form for any staff coming back from illness – should be done remotely and digitally and prior to return – by co-headteacher

<p>Drop-offs and pick-ups</p>	<p>Drop-offs</p> <ul style="list-style-type: none"> ● Develop a drop-off and pick-up plan according to your setting and number of expected pupils – school gates to be opened and driveway pedestrianized to facilitate more effective social distancing at the beginning and end of day ● Communicate the drop-offs plan to parents/carers ● Stagger the beginning and end of the school day, so not all pupils enter and leave school at the time ● Set out 2-metre markers on the ground using, tape, cones, barriers or spray if required to encourage social distancing ● Use clear and visible directional, safety awareness and information signage – internally and externally, especially in corridors where needed. ● Member of staff positioned at the school entrance to manage and monitor the pupil flow during drop-offs ● Do not allow parents/carers of pupils attending school to enter the school building during drop-offs and pick-ups – pupils should be let in by staff only (Pupils attending the key worker drop in club will continue to drop off and collect their children at the club entrances) ● Maintain all doors and gates open during drop-offs ● Organise pupils hand washing before joining the group – staff to oversee <p>Pick-ups</p> <ul style="list-style-type: none"> ● Member of staff positioned at the school entrance to manage and monitor the pupil flow during pick-ups ● Communicate the pick-ups plan to parents/carers ● Do not allow parents/carers to enter the school premises during pick-ups – pupils should be let out by staff only (Pupils attending the key worker drop in club will continue to drop off and collect their children at the club entrances) ● Maintain all doors and gates open during pick-ups ● Maintain all doors and gates open during pick-ups ● Use external doors as much as possible
<p>Toilets and changing rooms</p>	<p>Toilets</p> <ul style="list-style-type: none"> ● Pupils will use the toilets during planned staggered toilet breaks to limit the risk of contact and mixing between teaching pods.

	<ul style="list-style-type: none"> ● Frequently ventilate the toilets and check the cleanliness and good working order of the extractors ● Younger pupils will be supervised hand washing during planned toilet breaks and whenever practical throughout the day; older pupils who be taught and reminder frequently about handwashing regimes ● Insure adequate stock throughout of soap, paper towels and toilet paper ● Organise cleaning inspection throughout the day – teaching staff to check regularly ● Insure deep clean of all toilets on a daily basis – follow cleaning procedure <p>Use of Disabled Toilet for Pupil Changing</p> <ul style="list-style-type: none"> ● Any pupil who requires changing in the day will be changed in the disabled toilet ● Staff will wear PPE to change pupils ● Any clothes/waste will be double bagged; dirty clothing will be returned to parents at the end of the day; clinical waste will be disposed of using the school’s agreed procedures; all other waste to be double bagged and disposed of in the skip immediately
<p>Classrooms</p>	<p>The classroom should be set in order to respect social distancing <u>as much as reasonably practical</u></p> <ul style="list-style-type: none"> ● Allocate one teaching pod per space and where possible keep pupils constant ● Set the tables accordingly – theatre style or other – avoiding face to face between pupils ● Child to have own equipment and own table and chair ● Remove any unnecessary furniture in order to create maximum available space ● Reduce the movement within the class ● Set up a visible class one way traffic - arrows on the floor (tape) if required ● Ventilate the class before, during and after use as much as practically possible ● Minimise as much as possible the number of objects, equipment used by the pupils – especially small items ● Sanitize all equipment and surfaces as often as possible throughout the day ● Consider use of outdoor learning environment for teaching <p>Before class</p> <ul style="list-style-type: none"> ● Open all windows for natural ventilation ● Check the set up of the class

	<ul style="list-style-type: none"> ● Prop the door open (external if possible) ● Guide the group respecting the directional arrows - one way system when in place ● Class teacher to check that all teaching equipment has been cleaned and disinfected <p>During class</p> <ul style="list-style-type: none"> ● Monitor and enforce social distancing between pods as much as is reasonably practical ● Avoid exchange of personal objects ● Use outside areas as much as possible <p>At the end of class</p> <ul style="list-style-type: none"> ● Prop the door open (external if possible) ● Check that the corridors are free ● Guide the group respecting the directional arrows - one way system when in place
Movement within the school	<ul style="list-style-type: none"> ● Use external doors wherever possible and limit use of corridors ● Place in strategic position simple directional signage around the school – poster, arrows, colour scheme.. ● Adopt, whenever possible, a propped open door policy within the school to avoid contact points and potential cross contamination ● Use external doors as much as possible ● Put 2 metre markers in corridors to encourage social distancing wherever possible ● Stagger arrival, departure, breaks, lunch as much as possible and communicate timings to all staff
Breaks	<ul style="list-style-type: none"> ● Handwashing before and after breaks ● Avoid more than 1 group to take a break at the same time in the same location ○ Stagger break time and communicate between classes ○ Assign designated areas for each group if possible ○ Use external areas as much as possible ○ Use external doors for exit and entry as much as possible ○ Prop doors open when moving out of the classroom to reduce risk of contamination ● Monitor and enforce social distancing between pods wherever practical ● No physical contact games ● Assign outdoor play equipment to specific pods and disinfect after each use ● Propose games and activities which teach and encourage social distancing

	<ul style="list-style-type: none"> ● During bad weather use the hall if possible, enforcing the same rules as for external play ● Organise and supervise handwashing after breaks before re-integrating the classroom <p>Before the Breaks</p> <ul style="list-style-type: none"> ● Double check the timing and location ● Avoid crossing path with another pod <p>During the Breaks</p> <ul style="list-style-type: none"> ● Monitor and enforce social distancing between pods wherever practical ● Provide face masks and gloves to staff on duty in case of close assistance required ● Ban exchange of personal objects <p>After the Breaks</p> <ul style="list-style-type: none"> ● Avoid crossing path with another pod ● Organise and supervise handwashing after breaks before re-integrating the classroom
<p>Lunch – Packed lunch and school dinners</p>	<ul style="list-style-type: none"> ● Keep pupils in learning groups which then play ● Packed lunch to be eaten in classrooms or outside (weather permitting) ● Kitchen to provide cold food option or hot bag meal which will be delivered and eaten in the classroom ● Organise staggered time for school dinners ● School hall not to be used for lunchtimes ● Handwashing before and after meals – to be supervised ● Clean and sanitize tables and chairs immediately after use – using the recommended food safe cleaning products ● Provide face mask and gloves to Teaching Meal Assistant – especially when close assistance is required ● Remind pupils at the beginning of meal not to share food, water or cutlery ● Provide bins for pack lunch rubbish and dispose off ASAP ● Pupils to provide own water bottles.
<p>Sports and other manual and cultural activities</p>	<p>Sports Activities</p>

	<ul style="list-style-type: none"> ● Wash hands prior to and after activity ● Reduce contact sports activity ● Avoid contact sports ● Avoid using PE equipment likely to be used by numerous pupils - or disinfect after each use ● Promote individual sports activity in order to teach and encourage social distancing ● Pupils to wear casual clothes to school suitable for physical activity – no PE kits will be in school <p>Other manual or cultural activities</p> <ul style="list-style-type: none"> ● Ask pupils to bring their own art equipment or provide each pupils with an individual set ● Avoid exchange of material and equipment between pupils ● Avoid the use of the library ● Use the digital screens/medium as much as possible ● Avoid any activities which requires touching shared surfaces and objects wherever practical ● Avoid contact point activities or activity which requires close contact i.e. dance, gymnastics, contact sport wherever practical
Staff	<p>Common Rules</p> <ul style="list-style-type: none"> ● No one with any Covid 19 symptoms should be working and should self-isolate ● Staff to use isolation room if waiting to go home ● Respect social distancing wherever practical ● Single use gloves to only be used during meal time, first aid, playtime, caretaking and cleaning – refer to other sections of RA for details ● Attend all school briefing and meetings ● Get briefing from Duty Senior Manager or delegated person before starting day/shift ● Avoid using shared equipment if possible or clean after each use i.e. photocopier, computer...signage to be displayed in key areas ● Use own equipment i.e. pens, laptops and disinfect regularly ● Avoid large group in shared spaces – stagger access times ● Repeat Coronavirus guidance regularly to all groups ● Clean and disinfect your place of work and equipment as often as possible i.e. classroom computer, desk and chair. ● Each pod to have access to PPE and basic cleaning, material and equipment

- Regularly cleanse hands at the start, during the day and at the end of day/shift
- Replenish as required infection control measures in the school such as sanitiser, tissues etc.
- Systematically use the return to work form for any staff coming back from illness – should be done remotely and digitally and prior to return – completed by co-headteacher
- For all aspects of close contact e.g. intimate care; first aid - staff will use PPE including masks. Kits will be available in all pods and isolation rooms. These will be available at all break times.

Reception and admin staff (as above)

- Reduce visitors to absolute minimum and strictly no volunteers
- Reception will remain physically closed. All parent communication to take place via email, phone or virtually
- No sharing of pens and regular disinfection of counter
- Permanent contact with Senior Manager (SM) via phone
- Regular check ups from other team members
- Regularly cleanse hands and work station especially at the start and end of shifts

Catering staff

- Special attention to cleaning and disinfection of any surfaces and equipment with food contact
- Reduce the number of catering personnel – adapt the catering offer accordingly
- Wear single use gloves and aprons during the food prep and service
- Use your own knives as much as possible
- All dirty uniform and laundry to be bagged as soon as the end of the shift for contracted or personal cleaning

Caretaker

- Use own equipment/tools as much as possible or disinfect before and after each use
- Wear single use gloves at all time and change after each tasks
- Respect social distancing wherever practical and if any task requires more than one individual, the correct procedure (method statement) should be followed and the correct PPE should be used
- Work independently as much as possible
- Clean any surfaces after any contacts – disinfectant wipes or other specialised products

	<ul style="list-style-type: none"> ● Wash hands regularly, even if wearing gloves ● Re-evaluation of risks – especially infection – for each tasks taking into considerations the context and environment <p>Cleaners</p> <ul style="list-style-type: none"> ● Use own equipment/tools as much as possible or disinfect before and after each use ● Wear single use gloves at all time and change after each tasks ● Wear gloves, face masks, aprons and overshoes to clean and disinfect any suspected infected areas ● Respect social distancing wherever practical ● Work independently as much as possible ● Clean any surfaces after any contacts – disinfectant wipes or other specialised products ● Wash hands regularly, even if wearing gloves ● Re-evaluation of risks – especially infection – for each tasks taking into considerations the context and environment
<p>Other building areas</p>	<p>Staff Room</p> <ul style="list-style-type: none"> ● Observe social distancing wherever practical ● Stagger the breaks and lunch times – minimise the number of chairs used ● No sharing of foods ● Do not eat face to face ● Avoid speaking face to face to avoid saliva droplets ● All cutlery/crockery to be washed immediately after use – hot soapy water - or placed in dishwasher ● Clean and sanitise table and chair immediately after use – cleaning product to be made available ● Cover food when using the microwave <p>Meeting Rooms</p> <ul style="list-style-type: none"> ● Use a room able to accommodate the number of participants in order to support social distancing

	<ul style="list-style-type: none"> ● Clean and disinfect table, chairs and equipment before and after use ● Ventilate the room before, during and after use ● Avoid use of paper document wherever practical – use digital screen as much as possible ● Provide tissue and hand sanitiser ● Discard of any rubbish immediately after the meeting <p>Offices</p> <ul style="list-style-type: none"> ● Ventilate the room before, during and after use ● In shared offices – do not seat face to face ● Use own equipment if possible ● Clean and disinfect desk, chairs and equipment before, during after use <p>Meetings with Parents</p> <ul style="list-style-type: none"> ● Avoid face to face meetings if possible – use phone calls or IT meetings ● Meet the family outside applying the 2 metres social distancing if possible, and if not follow the ‘ Meeting Rooms Guidance’
Deliveries	<ul style="list-style-type: none"> ● Reduce numbers of deliveries as much as possible ● All non-catering deliveries to be left at main entrance lobbies ● Catering deliveries to be left outside kitchen entrance door – NO DELIVERY DRIVERS SHOULD ENTER THE KITCHEN
Contractors	<ul style="list-style-type: none"> ● Cancel all non-essential visits – refer to Premises Guidance document for details ● All pre booked contractor which cannot be rearranged should be sent a ‘Self Declaration’ form in advance of the visit and where possible they should have returned in advance. The visitor should also bring the signed form with them to site or will be required to sign a new form upon arrival, if they cannot confirm they are well via this document they will not be allowed on any of our schools
Suspected Infection	<ul style="list-style-type: none"> ● First Aid staff including those responsible for sending ill pupils home to be briefed on the signs and symptoms and procedure for informing SM (who) about concerns of COVID19 infection ● Brief all staff on the signs and symptoms of COVID19 ● Constant monitoring of all pupils and staff during the operating hours ● When and if suspected case; ○ Pupils (1 per room) – follow the ISOLATION PROCESS procedure and Premises Guidance – see separate document

	<ul style="list-style-type: none"> ○ Staff (1 per room) – follow the ISOLATION PROCESS procedure and Premises Guidance – see separate document ➤ Staff with suspected infection - essential workers can apply for you or your household to be tested for COVID-19 through the following link https://self-referral.test-for-coronavirus.service.gov.uk/ ➤ Systematically use the return to work form for any staff coming back from illness – should be done remotely and digitally and prior to return
Staff shortage	<ul style="list-style-type: none"> ● Inform school Leaders and TLP ● Premises staff – catering, cleaning and caretaking – inform school Leaders and TLP Estates Central team
Fire Evacuation Procedures	<ul style="list-style-type: none"> ● Follow agreed Premises Fire Evacuation Procedure ● Caretaker to ensure all fire doors are unlocked and escape routes are clear at all times ● Teaching and support staff to familiarise themselves with the evacuation route/point identified for the room/area they are using. Procedures to include closing doors that have been propped open.

Assessor's Recommendations - Additional Control Measures or Actions			
Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

Sports and other manual and cultural activities	Risk assessment for Forest Schools	21.5.2020	IDO
Classrooms	Risk assessment for Safeguarding of pupils	21.5.2020	SWA

Signed: Headteacher/Head of Department: S Warner R Blunt
Date 18.5.2020

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