

## Keystone Academy Trust – COVID-19 Primary Full Opening Risk Assessment –September 2021

Activity being assessed:	Full return of pupils September 2021	Location(s) affected:	All schools within Keystone Academy Trust
Person(s) completing assessment:	Kate Atkinson Head of School	Date original assessment completed:	26.8.2021
Date of review:	13.09.2021	Review completed by:	

This risk assessment has been developed on best available scientific guidance and information and should be read in conjunction with the government guidance document (17.08.21), this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Guidance for full opening: schools

### School Operations

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
School building not safe for use	<b>Pupils, staff, visitors, and the general public. Harm from Legionella</b>	Should any part of the school not be used, ensure any little-used water outlets are flushed weekly and this is recorded. Monthly water hygiene monitoring to continue. Check for evidence of pests, particularly areas of food storage.		Andy during the holidays and	

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	infection, pests, damaged buildings, missed statutory inspections and fire	<p>Ensure all statutory maintenance inspections are all up to date.</p> <p>To ensure fire safety, the following need to be carried out before reopening:</p> <ul style="list-style-type: none"> <li>• Fire alarm test</li> <li>• Visual check of fire extinguishers</li> <li>• Emergency light test</li> <li>• Review fire risk assessment – if you are making any changes to the school’s operation ie one way system, using additional areas of the school, you will need to review your Fire risk assessment.</li> <li>• Review fire evacuation plans</li> </ul> <p>Fire procedure to be reviewed in light of changes and a fire drill carried out in the second week of September</p> <p>Check your building for any damage/attempted break in in advance of reopening.</p>		cleaning staff on training days	
Contracting COVID-19 from being in the school environment by contact with an infected person	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Staff will be asked to opt in to test twice a week using LFD test. Tests will take place on Monday and Thursday mornings - staff testing positive must confirm with a PCR test. Even if they are asymptomatic they must still isolate for 10 days. If they develop symptoms, they must restart their 10 day isolation.</p> <p>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have</p>	<p>Re-send clear guidance to all staff and parents/carers of pupils - 1.9.21</p> <p>Have a procedure in place to isolate</p>		

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		<p>self-isolated for the recommended government period of 10 days; if the individual continues to have a raised temperature or continues to display symptoms, they are required to remain away from school until a normal temperature can be maintained.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative; on informing the school of a negative test, they will be able to return to school.</p> <p><a href="#">Government self-isolation guidance</a></p> <p>If a staff member or child tests positive, close contacts do not have to self isolate if they are under 18 and/or have received two doses of the vaccine. Contact tracing will now be completed by NHS track and trace - not the school.</p> <p>Guidance regarding Reporting Threshold will be followed and additional advice will be sought if 5 pupils or staff test positive within a 10 day period.</p>	<p>pupils that appear symptomatic on site until collected</p> <p>Refer staff who display symptoms for testing via the Employer Referral Portal</p>		
Parent refuses to have their symptomatic child tested- Continued attendance could lead to more cases.	<b>Pupils increased risk of transmission</b>	The Symptomatic child would be treated as if they had tested positive and be asked to remain at home for 10 days. Home learning would be provided.			
Congestion or inability to adequately socially distance when	<b>Pupils, staff, visitors, and the general public</b>	<p>Children to enter via external classroom doors to minimise gatherings.</p> <p>Families requested to only send one adult per family group to drop off and collect pupils to reduce potential</p>	Re-send clear guidance to all staff and parents/carers of	SLT	

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accessing or leaving school grounds	<b>becoming infected with COVID-19:</b>	<p>overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person.</p> <p>Classes/year groups given clear information about gates/times for drop off and collection.</p> <p>If children will not leave their parent, they must return home.</p> <p>Children should wash their hands then sit at their desk and complete their morning task. All teachers should be in their classroom prior to the arrival of their first child. Children with external handwashing facilities will clean their hands before entering the building.</p> <p>For collection, parents will collect children from the external classroom door; once child(ren) and parent/carer reunited, parent/carer requested to leave site immediately by designated gate. Staff to dismiss children at the designated end of the school day (Rec KS1 3.10pm and KS2 3.15pm) Children should not be allowed to leave before these times.</p> <p>All staff to enter and exit by the main school entrance.</p>	<p>pupils</p> <p>Line up points with social distancing measures to be put in place on playground</p> <p>*This may have to be adjusted if heavy rain on arrival</p>		
Congestion or inability to adequately socially distance when pupils accessing or leaving	<b>Pupils, staff, visitors, and the general public becoming infected with</b>	Following outdoor activities, staff to walk their designated group into the building directly into their classroom via each room's external door in a controlled manner.		Teachers	

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school building	<b>COVID-19:</b>				
Ineffective personal hygiene measures	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b>	<p>Robust handwashing promoted. All schools to display posters and promote in age appropriate ways. All pupils must wash hands:</p> <ul style="list-style-type: none"> <li>- on arrival at school</li> <li>- After using the toilet</li> <li>- after breaks</li> <li>-before eating</li> </ul> <p>The youngest children and those with complex or behavioural needs should be supported to wash their hands properly- This could be by singing a hand washing song or by physically supporting a child to wash their hands by standing behind or beside them.</p> <p>Staff and pupils are requested to wash hands prior to leaving home in the morning and then on entering the school building - classrooms staff should go straight to their classrooms to wash their hands. Non class based staff should wash their hands in the staff toilets.</p> <p>All staff and pupils <b>must</b> wash their hands for a minimum of 20 seconds with liquid soap and running water on arrival at school, following use of toilet facilities, before eating and after a bout of coughing/sneezing or following outside play and after any transition between activities.</p>	<p>Ensure sufficient disposable tissues are available in school.</p> <p>Display handwashing</p>	<p>Site Manager to ensure sufficient stocks of tissues, hand sanitiser are maintained - ongoing.</p>	

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		<p>Staff and pupils encouraged to follow the Catch it, Bin it, Kill it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</p> <p>Ensure stock of disposable tissues held in each classroom. Lidded bins to be available in all classrooms for used tissues and emptied daily.</p> <p>Posters are displayed by sinks to show how to effectively wash hands.</p> <p>Catch it, Bin it, Kill it posters displayed around the school.</p> <p>Hand sanitiser available for staff who are unable to leave classrooms or use sinks in classroom whilst supervising pupils.</p> <p>Hand sanitiser is available but should be used in addition to hand washing or where handwashing is not accessible rather than a general alternative to handwashing.</p>	<p>posters by all sinks</p> <p>Display Catch it Kill it Bin it Posters around school</p> <p>Ensure sufficient hand sanitiser is available.</p>		
Possible of ingestion of alcohol based hand sanitiser	<b>Pupils</b>	Adults to ensure that all hand sanitiser to be kept out of reach of children and dispensed by an adult at routine times/when needed.			
Possible contamination in reception areas and office	<b>Pupils, staff, visitors, and the general public</b>	<p>Face coverings are no longer advised in primary schools - staff may choose to wear them if they want. Clear visors may also be worn.</p> <p>Parents are not allowed into reception area without an</p>	Consider what room could you use for meetings with easy access		

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	<b>becoming infected with COVID-19:</b>	<p>appointment.</p> <p>Parents/carers advised to contact school by phone/email if they need to speak to a teacher or member of SLT and in exceptional circumstances essential meetings will be arranged and accommodated either outside or in a planned manner within the building.</p>	and sufficient space?		
Possible contamination within classroom/teaching and learning spaces	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b>	<p>There is no need to keep children in bubbles or sat in consistent groups within a class.</p> <p>Classrooms with external door direct to the outside to be used where possible.</p> <p>Tables can now be arranged in groups and do not have to be forward facing.</p> <p>Outdoor learning to be considered and undertaken.</p> <p>Communal equipment no longer needs to be quarantined or cleaned after each use but regular cleaning of equipment is still recommended.</p> <p>Windows to be opened to provide fresh air to be circulated within classroom and learning areas. All class rooms to have natural ventilation (internal classrooms have a fresh air ventilation system which extracts 'old' air). Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation) Opening internal and external doors can also assist with creating a throughput of air if</p>		<p>Review cleaning procedure with Site Manager prior to September</p> <p>Site Manager to ensure</p>	

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		<p>they are not fire doors and the weather allows. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> <li>- opening high level windows in preference to low level to reduce draughts</li> <li>- increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Each class to have supply of disposable tissues.</p>	<p>No soft toys should be brought from home.</p> <p>Teachers will be responsible for the cleaning of equipment and resources used and will use recommended cleaning products.</p>	<p>cleaning staff are fully briefed on expectations for cleaning on September 1<sup>st</sup> 2021</p>	
Possible contamination from use of toilet/welfare facilities	<p><b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b></p>	<p>Staff to only access toilet areas three at a time. Year groups will have set toilets designated for their use. Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing). Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by cleaners and will be</p>		<p>Site Manager to check on stocks</p>	



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		<p>topped up in between if required.  Only liquid soap is permitted in school.  Hand drying will be by disposable paper towels - Children's toilets will have hand driers activated.</p>		of soap in toilets regularly	
Possible contamination from inadequate social distancing in other communal gatherings - assembly	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b>	<p>Assemblies will take place in Key Stages and children will sit in classes.  If an outbreak occurs - assemblies will return to TEAMS.</p>			
Insufficient access to first aid	<b>Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment</b>	<p>Sufficient first aid provisions are in place in line with the schools first aid risk assessment.- Trust officer to monitor stock level and place orders in good time.  Staff will use mobile phones in an emergency to summon support to their classroom by ringing the office or first aider.  Mobile phones must not be used in classes for any other use.</p>	Review first aid risk assessment – with nursery, reception, and yr. 1 pupils in school their must be as an absolute minimum an emergency paediatric trained member of staff on site (ideally a 12-	Staff who are paediatric first aid trained will have to be	

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			hour paediatric trained first aider)	on stand by as mobile responders for Nursery/ Reception. See note below about volunteers.	
Possible contamination by close contact when providing first aid or care to pupils	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b>	Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. Where it is considered necessary due to the close proximity of care required, visors, face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care to children with	Set up a first aid station complete with disposable gloves, apron, face mask and visor.  Also set up an		

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		<p>COVID symptoms. Staff will be shown how to put on and remove and dispose of PPE safely. All visors will be washed and disinfected after use.</p> <p>Staff are not required to wear facemasks to administer non COVID related first aid but they may wish to do so.</p>	<p>emergency cleaning kit for cleaning vomit from classrooms</p>		
Possible contamination from a symptomatic person on site	<p><b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b></p>	<p>Symptomatic person should not be on site – see first section.</p> <p>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.</p> <p>Should a pupil become symptomatic whilst at school they will be isolated in a room with a closed door, supervised by a staff member who will be required to wear a face mask, visor, disposable gloves and apron for the duration of the supervision. They should maintain a 2m distance from the child. Parent/carer will be contacted and required to collect pupil immediately. Parent to be advised to have child tested for virus within 3 days.</p> <p>Staff member supervising will then remove all PPE and dispose on into a plastic bag for immediate disposal outside and will wash hands thoroughly – staff member will be given the option to go home and thoroughly shower/change clothes prior to returning to school.</p>	<p>Ideally we need an empty room near an exit, with a window, big enough for 1 staff member and pupil to be 2m apart, ideally with a washable floor.</p> <p>All potentially contaminated waste/PPE must be placed in a plastic bag and sealed, then placed inside another plastic bag and sealed, then securely stored for</p>		

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		<p><a href="https://www.keystoneacademytrust.org.uk/assets/ckfinder_library/files/KAT%20Managing%20Suspected%20Cases%20of%20Covid-19%20Policy.pdf">Government guidance</a> will then be followed in conjunction with the Kat policy for managing suspected cases of Covid 19</p> <p><a href="https://www.keystoneacademytrust.org.uk/assets/ckfinder_library/files/KAT%20Managing%20Suspected%20Cases%20of%20Covid-19%20Policy.pdf">https://www.keystoneacademytrust.org.uk/assets/ckfinder_library/files/KAT%20Managing%20Suspected%20Cases%20of%20Covid-19%20Policy.pdf</a></p> <p>The area and classroom will then be thoroughly cleaned with normal household bleach. Once bleached the area must then be rinsed with soap water and dried. When not in use, the bleach must be stored in a locked area away from children.</p>	72 hours before placing in normal waste. Eye protection to be thoroughly disinfected using recommended products		
Inadequate management of circulation areas	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19</b>	The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted.		Site Manager - ongoing	
Possible contamination from	<b>Pupils, staff, visitors, and</b>	There is no longer a requirement to socially distance in school; however, some staff may feel more comfortable			

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<p>inadequate social Distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.</p>	<p><b>the general public becoming infected with COVID-19</b></p>	<p>keeping their distance from other staff.  The main staff room will now be in use and other staffrooms returned to their original use. (Mezz rooms for PPA etc.) Regular cleaning of high touch areas will still need to take place. Communal staff room equipment should be cleaned after use and desks in Mezz wiped after each PPA. Windows/doors to be opened to enable circulation of fresh air when occupied.</p> <p>PPA will now be back on site for all year groups.</p> <p>Staff meetings will be face to face and take place in a classroom.</p> <p>In the event of an outbreak - these procedures will be revised.</p>			
<p>Insufficient or ineffective cleaning</p>	<p><b>Pupils, staff, visitors, and the general public becoming infected with COVID-19</b></p>	<p>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments. Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with recommended cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc)in addition to standard cleaning regimes.</p>	<p>Update cleaning procedure</p> <p>Detailed school-specific cleaning RA completed 13/5/20</p>		


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		<p>Toilet and washroom areas, food preparation areas are cleaned at least twice daily.</p> <p>Staff are expected to keep their area clean and tidy during the day, clearing up after themselves and wiping surfaces with <b>disinfectant</b> spray and disposable tissue as they go along - not wipes.</p> <p>Areas not in use are closed and locked off so cleaning can be concentrated where required.</p> <p>Only disposable cloths should be used for cleaning surfaces.</p> <p>Where non disposable mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use and replaced at least weekly.</p> <p>Additional cleaning of touch points is taking place daily (all door handles, <b>push plates, window openings</b>, light switches, and handrails).</p> <p>All internal bins will be emptied daily to external bins.</p> <p>In the event of a confirmed or suspected COVID-19 case in the school, government guidelines for additional cleaning will be followed.</p>	Add in any other touch points you may have		
Ineffective management of potentially contaminated waste	<b>Pupils, staff, visitors, and the general public becoming infected with</b>	<p>Standard waste will continue to be managed in line with existing arrangements.</p> <p>Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins; this will include</p>		Site Manager to monitor -	

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	<b>COVID-19</b>	any used PPE and any used tissues by persons who are unwell and awaiting collection. Such waste must be securely stored for 72 hours before placing in the normal waste.		ongoing	
Ineffective safeguarding measures	<b>Pupils may be more vulnerable during times of uncertainty, stress, or financial strain</b>	School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available. All staff have had safeguarding training, updated in September 2021. Staff have been reminded of the importance to look out and not changes to “normal” behaviours of pupils and report any concerns immediately. Continue to monitor wellbeing of vulnerable pupils who may not have been in school. Duty staff (including pastoral team) to be available as pupils come into school/throughout the day. Key safeguarding information to be shared with the next class teacher as appropriate.	Is your DSL in school and available?	DSLs	
Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about	<b>Staff may experience higher levels of stress and anxiety Potential increase in incidents of</b>	School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff. SLT regularly checking on staff and have an open door to discuss concerns. SLT reassuring staff and communicating thoroughly and	Review procedures and support available to staff	Strategic Team	

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contracting COVID-19	<b>Domestic violence</b>	opening all measures, controls, and arrangements in place to maintain safety.			
Pupils and staff arriving at school in face coverings providing a greater risk to infection through touching face covering or removing and disposing of the face covering incorrectly	<b>Pupils and staff Increased risk of cross infection</b>	Message to all parents that pupils and staff have been advised that face coverings are no longer required (this guidance will be continually revisited in line with government guidance). All staff will be shown how to remove face coverings (after use for first aid or intimate care) correctly to prevent the spread of the virus. These face coverings will then be disposed of in a covered bin or, for reusable masks, placed in a sealed plastic bag.	SLT letter to parents about returning to school		
<b>SEND pupils</b>					
Pupils and or their parents might have increased anxiety about returning to school	<b>Increased anxiety leading to behaviour issues or non-attendance</b>	Social stories are provided for SEND pupils sharing what pupils might expect on their return to school. Risk assessments are completed for each SEND pupil to ensure that their individual needs have been considered these should be shared with the class teacher and any TA working in the classroom or with the individual pupil. Transition information sent out to all parents- some parents may receive additional phone calls to support their understanding A transition day arranged for SEND pupils to visit their new		<b>SEND CO to ensure that all SEND pupils have their transit</b>	



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		classroom and meet their new teacher		ion needs met	
Pupils might not want to come into school and abscond	<b>Pupils</b>	Exits from school are monitored during times when gates need to be open Staff are ready to greet pupils in class and support them during transition times during the day.	At risk children clearly identified and progress reviewed regularly	SEND Co	
<b>Staff Issues</b>					
Supply staff, outside agencies and peripatetic staff sports coaches, moving between schools and spreading the infection of Covid 19	<b>Staff and pupils and their families through increased local R rate</b>	All staff that work in more than one setting should ensure that each school has a list of all the settings that they work in. Each school should keep a careful record of all groups/individuals that come into contact with these staff for the purpose of Track and Trace if required. There should be a simple checklist provided to these staff which covers how they should conduct themselves on our site and elsewhere.	Clear register	Office staff	
Volunteers moving between home and school and spreading the infection of Covid 19	<b>Increased risk of infection due to increased number of external interactions</b>	Volunteers will be invited back into school but if an outbreak should occur this will be revised.		Office staff	

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<b>Curriculum Issues</b>					
Extra curricular clubs	<b>Pupils</b> <b>Increased risk of transmission</b>	Normal after school clubs will resume unless an outbreak takes place when bubbles may be reinstated.			
Wrap around care-greater range of contacts therefore increased risk of transmission	<b>Pupils, staff and families</b> <b>Increased risk of transmission</b>	Bubbles will no longer be necessary but may be reinstated in the event of an outbreak.	Contact all wrap around care providers	SLT	
Signature of Senior Leadership Team:			Date: 28.2.21		
					
Date review required: 15.9.21					