

 	Establishment/Department: All TLP schools Landkey Community Primary Academy Address: Bakery Way, Landkey, Barnstaple, EX32 0LJ	Establishment Risk Assessment	COVID-19
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors	Date assessment completed: 09/09/2021 Date to be reviewed: <ul style="list-style-type: none"> • 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		
School reopening plan for September '21	<ul style="list-style-type: none"> • Each school 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; <ul style="list-style-type: none"> ○ Share the plan alongside the RA and other associated documents with all school staff, parents/carers ○ Publish it on your school website <p>Warning: This risk assessment is subject to regular review and may not always reflect up to date guidance or school actions as advice from PHE and the DFE can take place daily.</p>		

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	Pre-opening caretaking & cleaning checks for start of Autumn term Internal <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 • 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 that sufficient numbers of external windows are opened for maximum ventilation • 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 optimum efficiency (filters cleaned) • Keep the water fountain out of service External <ul style="list-style-type: none"> • Caretaker to check entire premises to ensure all areas are safe for use
Asymptomatic Testing (LFD) Isolation/ PCR testing	Staff will test themselves using LFD twice a week at home until the end of September, when this will be reviewed. Wraparound childcare staff will also continue to test twice weekly as well.

	<p>Those who test positive will isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. We will implement high-quality blended learning for any child who is well enough to learn from home.</p> <p>Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate.</p> <p>Pupils and staff will be asked to isolate if they test positive using a PCR test and or if they have C19 symptoms. We reserve the right to send home a pupil or pupils who are displaying C19 symptoms and we will ask for a C19 PCR test to be taken, the result of which should be reported by the parent to the school.</p>
<p>Cleaning and disinfection</p>	<p>Cleaning procedures</p> <ul style="list-style-type: none"> • School leaders/caretaker to ensure adequate numbers of cleaners are available to complete the level of cleaning required • Cleaning team to follow the TLP COVID-19 cleaning procedure to all areas – refer to Premises Guidance document for details • Cleaning to occur on any contact points, doors, door handles, walls, lockers, desks and chairs • To use recommended PPE for cleaning of isolation rooms following incident • Deep clean 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
<p>Drop-offs and pick-ups</p>	<ul style="list-style-type: none"> • Reception pupils will be dropped off and picked up by the Reception class gate. Parents will queue and children enter/leave one at a time. The children will be picked up at 3.10pm. • KS1 children will enter school through the main gate and walk through KS2 playground to access KS1 playground. They can wait with their children and leave via KS2 playground and main gate. Y1 will be picked up at 3.15pm from Seahorses gate. Y2 will be picked up from KS2 playground gate at 3.15pm. • KS2 pupils will access the school via KS2 field gate (with parents if they need to

	<p>speak to class teacher) and then line up on KS2 playground. Y3 pupils will be picked up at 3.15pm at KS2 playground gate. Y4, Y5 and Y6 will be picked up from KS2 field gate at 3.20pm.</p> <ul style="list-style-type: none"> • Face coverings are advisory for parents when accessing the school site but compulsory when entering the building.
<p>Toilets and changing rooms</p>	<p>Toilets</p> <ul style="list-style-type: none"> • Frequently ventilate the toilets and check the cleanliness and good working order of the extractors • Supervise hand washing if possible • Insure adequate stock throughout of soap, paper towels and toilet paper • Organise cleaning inspection throughout the day • Insure deep clean of all toilets on a daily basis – follow cleaning procedure <p>Changing Rooms</p> <ul style="list-style-type: none"> • Ventilate the room as much as possible before and after use
<p>Classrooms</p>	<p>The classroom</p> <ul style="list-style-type: none"> • Ventilate classrooms before, during and after use as much as practically possible • Sanitising equipment to be available for staff to use as needed e.g., following a suspected case
<p>Staff</p>	<p>Common Rules</p> <ul style="list-style-type: none"> • No one with any Covid 19 symptoms should be working on site and should self-isolate • Staff to use isolation room if waiting to go home • Keep reasonable social distancing at all time • Clean shared equipment if possible after each use e.g., photocopier, computer... • Use own equipment where possible i.e., pens, laptops and disinfect regularly • Avoid large group in shared spaces – lunchtimes are staggered, Reception 11.45-12.35, KS1 12.00-12.50, KS2 12.25-1.15 • Repeat Coronavirus guidance regularly to all groups e.g., handwashing • Clean and disinfect your place of work and equipment regularly classroom computer, desk and chair • Each member of staff to have access to PPE and basic cleaning, material and equipment

- Regularly cleanse hands at the start, during the day and at the end of day/shift
- Replenish as required infection control measures in the school such as sanitiser, tissues etc
- Systematically use the return to work form for any staff coming back from illness – should be done remotely and digitally and prior to return

Reception and admin staff (as above)

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

Catering staff

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

Caretaker

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

Cleaners

- Use own equipment/tools as much as possible or disinfect before and after each use
- Wear single use gloves at all times and change after each task
- Wear gloves, face masks, aprons and overshoes to clean and disinfect any suspected infected areas

	<ul style="list-style-type: none"> • Keep reasonable social distancing at all time • Clean any surfaces after any contacts – disinfectant wipes or other specialised products • Wash hands regularly, even if wearing gloves • Re-evaluation of risks – especially infection – for each task taking into considerations the context and environment
<p>Other building areas</p>	<p>Staff Room</p> <ul style="list-style-type: none"> • Keep reasonable social distancing at all time • Staggered lunch times (see above) • All cutlery/crockery to be washed immediately after use – hot soapy water or dishwasher • Clean and sanitise table and chair immediately after use – cleaning product to be made available • Ventilate the room before, during and after use where possible <p>Meeting Rooms</p> <ul style="list-style-type: none"> • Use a room able to accommodate the number of participants in order to keep reasonable social distancing • Clean and disinfect table, chairs and equipment before and after use • Ventilate the room before, during and after use where possible • Avoid use of paper document – use digital screen as much as possible • Provide tissue and hand sanitiser <p>Offices</p> <ul style="list-style-type: none"> • Ventilate the room before, during and after use where possible • Use own equipment if possible • Sanitize desk, chairs and equipment regularly
<p>Suspected Infection and Outbreak</p>	<ul style="list-style-type: none"> • Phone Andy Cotton CEO TLP to discuss school’s response prior to PHE call • Follow the TLP Outbreak Management Plan • First Aid staff including those responsible for sending ill pupils home to be briefed on the signs and symptoms and procedure for informing SM about concerns of COVID19 infection

	<ul style="list-style-type: none"> • Constant monitoring of all pupils and staff during the operating hours • When and if suspected case; <ul style="list-style-type: none"> ○ Pupils (1 per room) – follow the ISOLATION PROCESS procedure and Premises Guidance – see separate document ○ Staff (1 per room) – follow the ISOLATION PROCESS procedure and Premises Guidance – see separate document <ul style="list-style-type: none"> ➤ 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's CEO • Premises staff – catering, cleaning and caretaking – inform school Leaders and TLP Estates Team
Residential education, including overseas trips	<p>UK Residential</p> <ul style="list-style-type: none"> • Residential RA should be forwarded to Evolve to be assessed for C19 measures • RA must be approved before the trip takes place <p>Overseas Residentials</p> <ul style="list-style-type: none"> • Prior to planning an oversea residential, HT must discuss residential with the TLP CEO & CFO to ensure the trip is insurable and compliant with the latest government regulation on overseas' travel
School Lettings	<ul style="list-style-type: none"> • School should request a RA from the letting organisation which includes measures to support C19 management • The organisation RA should be approved by the school • School will need to provide adequate handwashing facilities, ventilation and cleaning regime
Educational day trips	<ul style="list-style-type: none"> • A RA including measures to support C19 management should be approved by HT prior to the visit commencing • RA should be forwarded to Evolve to be assessed for C19 measures
Extra curricular activities, including competitive sports	<ul style="list-style-type: none"> • A RA including measures to support C19 management should be approved by HT prior to the activities commencing – if offsite

<p>Parents evenings</p> <p>Pupil and parent induction events</p> <p>Indoor and Outdoor community events</p> <p>Assemblies with parents attendance</p> <p>Drama performances with community audience</p>	<ul style="list-style-type: none"> • A RA including measures to support C19 management should be approved by HT prior to the activities commencing • Consider outdoor environment to mitigate infection • Consider use of online approach for parents evening or holding meetings after half term. • Provision of adequate hand washing and sanitizing facilities • Advisory notes on mass gathering – maximise the use of the building to reduce mass gathering • Consider size of audience and proximity – set up of room and seating arrangement • Reinforce ventilation
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Assessor's Recommendations - Additional Control Measures or Actions			
Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

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

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