

Introduction

It is the Government's plan that all pupils, in all year groups, will return to school full-time from September 2021 with less Covid restrictions in place.

As part of planning for a full return in the autumn term, it is a legal requirement that schools and trusts should revisit and update their risk assessments, in line with DfE guidance, to consider additional risks and control measures to enable a return to full capacity. Anthem will ensure that appropriate measures are in place to reduce risks to the lowest reasonably practicable level.

This risk assessment template will set out guidance and measures to support schools in the following areas:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

School life will resume as it did before the introduction of Covid-related safety measures, with the exception of the required mitigation set out in this document.

Declaration

Upon completion of this risk assessment, the Headteacher must sign and date it, confirming that all measures have been discussed and will be in place from the spring term, as per the content of this document.

Name: Hannah Fahey

Signature: 

Date: 21 July 2021

This document will be periodically reviewed and updated. The Anthem Property Manager (Corey Gilbert) will arrange an initial review shortly after the start of term; additional reviews may also be required as and when Government advice changes.

Trust Level (Clarifications, required mitigations and actions for schools)	School Level (Mitigation, responses and confirmation that actions have been completed)
<p>School life will resume as it did before the introduction of the Covid-related measures, with the exception of the following areas:</p>	
<p>Ensure good hygiene for everyone</p> <p>Hand hygiene - frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Respiratory hygiene – ‘the catch it, bin it, kill it’ approach continues to be very important and must continue to be promoted throughout the school premises.</p> <p>Posters and signage should continue to be used to promote both hand and respiratory hygiene.</p>	<p>Sanitising Packs</p> <ul style="list-style-type: none"> Each authorised room for use contains sanitising pack – includes: hand gel, sanitising spray, tissues, gloves, sanitising wipes <p>Sanitising Stations</p> <ul style="list-style-type: none"> Sanitising stations located all around the academy include entrance/exit points, canteen entrance, student hub area, classrooms and office All students sanitise on entry to the building and into the canteen <p>Communication</p> <ul style="list-style-type: none"> Catch it, bin it, kill it posters located around the Academy All staff communicated through covid updates and INSET day of COVID secure arrangements and signed to say they have understood these.
<p>Maintain appropriate cleaning regimes</p> <p>This remains an important part of managing the risks and you must ensure that a regular cleaning schedule is in place. At the very least, frequently used rooms and equipment should be cleaned twice a day (where possible) and if timetabling allows this, to also spot clean other areas as and when required.</p>	<p>Cleaners (Ridge Crest & Internal)</p> <ul style="list-style-type: none"> 2x cleaners (during school day) 11x cleaners (after school hours) <p>Cleaning schedule (classrooms used by one class only):</p> <ul style="list-style-type: none"> Enhanced cleaning once per day Ridgecrest Cleaning Staff

<p>It is no longer required to quarantine or clean coursework, books and other teaching materials prior to being handled, although the use of hand sanitiser should be considered.</p>	<ul style="list-style-type: none"> • Additional: staff to wipe down their workstation upon arrival and prior to leaving (if more than one staff use same classroom) <p>Cleaning schedule (classrooms used by more than one class):</p> <ul style="list-style-type: none"> • Enhanced cleaning once per day by Ridgecrest Cleaning Staff • Additional: staff and students to wipe down workstation using disinfectant wipes prior to leaving <p>Cleaning schedule (communal areas):</p> <ul style="list-style-type: none"> ▪ At least twice per day: push plates, handrails, door handles ▪ Ridgecrest Cleaning Staff
<p>Keep occupied spaces well ventilated</p> <p>It is essential to ensure that occupied space remains well ventilated throughout the school day. This can be achieved by the following measures;</p> <p>Windows: where possible, windows should be opened to increase ventilation around all rooms used by staff and pupils.</p> <p>Doors: bearing in mind fire safety and safeguarding requirements, consider propping doors open to aid with ventilation and to limit handle use.</p> <p>Air-conditioning: the risk of air-conditioning spreading the virus is extremely low, therefore certain types of air-conditioning systems can be used, if required. If a system introduces fresh air into a room, then they can be used in all locations. An air-con system which only recirculates air within the same area (i.e. no fresh air is introduced), they can be used but only if they serve one room only; any air-con system of this type serving multiple rooms must not be used unless the recirculation mode can be deactivated.</p> <p>Ventilation systems: where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If this is not possible, systems</p>	<p>Windows & Doors</p> <ul style="list-style-type: none"> • Site team to open window and doors as part of school opening arrangements • Classroom based staff to support where required • Ventilation (window open) staff reminder and how to keep warm in winter months discussed at staff briefing <p>Air Conditioning Units</p> <ul style="list-style-type: none"> ▪ Units on site serve isolated rooms only – suitable for continued use <p>CO2 Monitors</p> <ul style="list-style-type: none"> ▪ The Academy will be installing these in September in line with Government guidance

<p>should be operated as normal. Where possible, occupied room windows should be open. Ventilation to chemical stores should remain operational.</p> <p>If you are unsure what type of systems are in use, please consider seeking guidance from a mechanical engineer.</p>	
<p>Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19</p> <p>When an individual develops Covid-19 symptoms: pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive LFD or PCR test result or have been instructed to self-isolate.</p> <p>If anyone in your school develops COVID-19 symptoms, however mild, you should send them home, request that a PCR test is taken and that they follow any public health advice provided.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. The following PPE should be provided, as and when required;</p> <ul style="list-style-type: none"> • a fluid-resistant surgical face-mask • a visor (to further protect from bodily fluids) • disposable gloves • disposable aprons <p>Staff, parents and pupils should be encouraged to arrange a PCR test if they believe they have been in close contact with a person who tested positive for</p>	<p>Communication</p> <ul style="list-style-type: none"> • COVID update letters sent regularly to parents/carers • COVID updates uploaded to school website • COVID updates sent to staff and training provided, where necessary • Staff record of those vaccinated held on file – update required during INSET day, 1st September 2021 <p>COVID Lead</p> <p>SNA provided COVID handover to Principal, Chris Currie and SLT to ensure continued smooth running of managing covid cases and queries as per government guidelines.</p> <p>COVID Lead from September: Christopher Currie</p> <p>Isolation Room</p> <p>Meeting Room 1</p> <p>PPE items in stock (mask, disposable gloves, face shield, disposable apron)</p> <ul style="list-style-type: none"> ▪ Anthem Flowchart ▪ Medical Bin ▪ Bottled water ▪ Tissue ▪ Sanitising Spray ▪ Sanitising Gel ▪ Instruction Communication Slip for parents ▪ Infra-Red Thermometer

Covid-19. Unless they develop symptoms or have received a positive LFD test, individuals do not need to isolate whilst waiting for their PCR test result.

Unless advised to do so by PHE, your local health protection team or any other public health representative, you will **not** be required to send close contacts home (who are not symptomatic) or to undertake contact tracing.

However, adults who are not fully vaccinated will still need to isolate if they are close contacts.

Asymptomatic testing: as pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Students must have had both tests before they enter the classroom. For any new staff member or students joining the school, consent must be obtained prior to the tests being taken. Staff or students who did not provide consent during the 2020/21 academic year should again be asked if consent can be granted.

Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Staff should be issued with testing kits and should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

- Face shields issues to every Designated First Aider

E-Learning COVID Awareness Training

- Completed by staff summer term 2021

Training in COVID-19 First Aid Protocol and PPE

- Completed on Thursday 11 June 2020, 3pm
- Flowchart awareness

Training in Recognising Symptoms, Protocol and H&S in school

- Completed on Thursday 11 June 2020, 9.30am

First Aid Recording

- Medical Tracker system in place from September (web-based system)
- Completed training to key staff on Monday 8th June 2020

Refresher training provided during September inset days

Asymptomatic Testing Centre

Year Group	1st Test	2nd Test
Year 7	3 September	8 September
Year 12/13	3 September	8 September
Year 10	6 September	9 September
Year 11	6 September	9 September

<p>There is no need for primary age pupils (those in year 6 and below) to test over the summer period.</p> <p>Year 6 pupils transitioning into Year 7 will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.</p> <p>Confirmatory PCR tests: staff and pupils with a positive LFD test result should self-isolate in line with stay-at-home guidance. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Clinically extremely vulnerable children (CEV): all CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p>	Year 8	7 September	10 September
	Year 9	7 September	10 September
	<p>Key actions:</p> <ul style="list-style-type: none"> ▪ CCU lead to meet with testing team and delegate tasks/refresher training ▪ Create a new 'COVID Test Results Register' to include all students including new year 7's and staff including new staff (for twice weekly lateral flow results) ▪ Create testing list and timings and share with all relevant staff, especially registration assistants and student support. ▪ Site team to set up testing centre: <ul style="list-style-type: none"> - 7x testing stations (if possible) - 4x registration stations (AGA/HFA to decide if agency staff will register or students will register at home) - 1x Results Recorder Desk ▪ Site Team to check delivery schedule of tests and barcodes https://drive.google.com/drive/folders/1F-AkAdbR62e5YOgCQOPAnR6_pmVzpWpN <p>Clinically extremely vulnerable children (CEV):</p> <ul style="list-style-type: none"> • Families with children that fall into the CEV category are being contacted for one to one meetings with AGA and Student Support over the first two weeks. This is in light of guidance change around CEV children's status. 		
<p>Visitors and contractors: to help with managing the risks on-site, schools should consider retaining any virtual and pre-booking arrangements in place</p>	<ul style="list-style-type: none"> • Virtual meeting will be conducted where possible. • Those arranging meetings on site will be required to inform visitor to take a lateral flow test 24 hours before visit 		

<p>for visitors and contractors, and to also request that a LFD test is completed up-to 24hrs before their scheduled visit to the school.</p> <p>Visitors and contractors should be asked to wear a face covering when moving around the site (consider having a stock of face masks available at main reception).</p>	<ul style="list-style-type: none"> • Main reception to keep spare face masks available for visitors • Contingency action plan refers to limiting and stopping external visitors from coming onto the Academy site.
<p>Lettings: lettings can resume but should follow any national or local guidance in place. You should ensure that any area used is cleaned prior to being used by the school again.</p>	<ul style="list-style-type: none"> • Lettings managed externally by Schools Plus • Risk assessment held on site by Facilities Manager and Director of School Business • In the first instance, external lettings only (astro, tennis court, basketball court) to be reviewed once new Academy Business Director commences
<p>If you have several confirmed cases within 14 days, you may have an outbreak. You should contact both your Education Director and Sheila McKenzie. You should also call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>If an outbreak is confirmed, please refer to your Outbreak Management Plan for information on next steps.</p>	<p>Contingency framework/Outbreak Management Plan</p> <p>This has been prepared to reintroduce more mitigations if there is an outbreak in school or in the local area. These mitigations include:</p> <ul style="list-style-type: none"> • Face coverings in communal areas and/or classrooms for staff and secondary students (never primary pupils) • On site testing of staff and/or students • Shielding of clinically extremely vulnerable staff and pupils/students – however this would only be with directors from government level. • Stopping trips, open days, parents evenings, transition days, live performances, etc or moving online • Attendance restrictions giving priority to vulnerable pupils and critical worker families • Support for vulnerable children that are not in school and the provision of free school meals to those that are eligible

	<p>These additional mitigations will only be introduced with instructions from Merton Health Protection Team.</p> <p>Actions from September</p> <ul style="list-style-type: none"> Academy Business Director will keep COVID case log up to date at all times. <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community:</p> <ul style="list-style-type: none"> If we have 5 or more confirmed positive cases of either staff or students/pupils, where we believe the individuals concerned are likely to have mixed closely we will contact Anthem Trust colleagues, Sheila McKenzie and Jane Coley (Education Director) and Merton local Health Protection Team. If at any time a member of staff or pupil/student of the school is hospitalised we will immediately contact Anthem Trust colleagues, Sheila McKenzie and Jane Coley (Education Director) and Merton local Health Protection Team. If a member of staff tests positive we will notify Self-Isolation Service Hub on 020 3743 6715. We will continue to communicate with staff and parents when a case has been identified and encourage testing. <p>Key contacts:</p> <p>Contact DfE: 0800 046 8687</p> <p>Info: Local Health Protection Team for Merton PHE South London Health Protection Team, Floor 3C Skipton House, 80 London Road,</p>
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	<p>London, SE1 6LH View on Google Maps View on Open Street Map phe.slhpt@nhs.net; slhpt.oncall@phe.gov.uk Phone: 0344 326 2052 Fax: 0344 326 7255 Out of hours for health professionals only: please phone 0344 326 2052</p> <p>Local Authority Advice- Rebecca Gleig Infection Prevention & Control Coordinator London Borough of Merton 3rd Floor, Merton Civic Centre London Rd, Morden SM45DX Tel: 020 8545 4019 Email: rebecca.gleig@merton.gov.uk</p>
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