

## ATLP COVID-19: Operational risk assessment – Summary of Updates

DATE CHANGE APPLIED	POINT NUMBER & HEADING	CHANGES APPLIED
1/9/20	2.8 Personal Protective Equipment (PPE)	Under Further action/comments:  Staff must ensure they follow the protocol for the appropriate wearing/disposing/storing of PPE.  <del>For general use, Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence is being kept under review. If staff and students want to wear a face mask for general use, this will be allowed but school will not provide one</del>
1/9/20	2.9 Face Coverings	2.9 added as a whole new entry
1/9/20	3.8 Reception Area	<del>People arrive in school and remove face coverings that have been worn outside, which may pose additional risk of infection transmission</del>
1/9/20	6.4 IT staff working on the school site	Under Control Measures: <del>Face coverings can be worn by staff if they choose, as per government guidelines on optional use of your own face coverings (ensuring the protocol for the appropriate disposing/storing of masks worn on public transport before entering the school site is followed).</del>
1/9/20	7.1 Costs of the school's response to COVID-19	Under Residual risk rating: Medium  <del>Low</del>
15/9/20	1.3 Availability of staff and class sizes	Under Control Measures: All school trips are paused until after Christmas to negate the need for staff to be off site thereby maximising staff resource in school.
15/9/20	1.15 Risk Assessments	Under Control Measures: Peri music services providers, whether that be the Local Authority or somebody self-employed, will provide a risk assessment to show how they will manage their services in school. Risk Assessments will be reviewed and approved by the Executive Team.
21/9/20	NO UPDATES	
25/9/20	NO UPDATES	
5/10/20	NO UPDATES	
12/10/20	NO UPDATES	

19/10/20	1.17 Risk of School Closure	1.17 added as a whole new entry
19/10/20	2.10 Ventilation	2.10 added as a whole new entry
26/10/20	1.3 Availability of staff and class sizes	Under Control Measures: Consideration for future school trips will include ensuring appropriate insurance arrangements are in place.
26/10/20	1.14 Catering facilities and Free school meals	Under Control Measures: Catering provision <del>to resume from September</del> is in place in all schools. FSM and UFSM students fully catered for.
26/10/20	1.15 Risk Assessments	Under Control Measures: Peri music services providers, whether that be the Local Authority or somebody self-employed, <del>or other external providers providing other services where appropriate</del> , will provide a risk assessment to show how they will manage their services in school. Risk Assessments will be reviewed and approved by the Executive Team.
26/10/20	2.1 Cleaning	Under heading: Cleaning capacity is reduced so that <del>an initial</del> deep-cleans and ongoing cleaning of surfaces are not undertaken to the standards required  Under Control Measures: <ul style="list-style-type: none"> <li>• <del>A return to work plan</del> Working patterns for cleaning staff (including any deep cleans) <del>is</del> are agreed with contracting agencies and in house cleaning staff <del>prior to opening</del>.</li> <li>• An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>• Working hours for cleaning staff are reallocated and/or increased if required, including adapting to requirements if schools are affected by COVID-19 cases on site.</li> </ul>
26/10/20	2.3 Clothing/fabric	Under Control Measures:  Flexibility with uniform will be implemented if required, in support of maintaining adequate ventilation in cooler weather.
26/10/20	2.4 Testing and managing symptoms	Under Control Measures: Schools will promote, where possible, the track and trace app for staff and pupils aged 16 or over
26/10/20	2.9	Under Control Measures:

	Face Coverings	<ul style="list-style-type: none"> <li>• Government local COVID alert levels are understood and regularly reviewed.</li> <li>• Face coverings are mandatory, for secondary school students, in indoor communal areas, such as in corridors when social distancing is not possible and at break and lunch times.</li> <li>• Staff should wear face coverings in indoor communal areas, where social distancing is not possible cannot be easily maintained and this has been communicated.</li> </ul> <p>Under Further Actions/Comments: Government guidance is being kept under review. Everyone must ensure they follow the protocol for the appropriate disposing/storing of masks worn. Government guidance regarding mandatory wearing of face coverings in certain circumstances, such as in high or very high local COVID alert areas also remains adhered to at all times.</p>
26/10/20	2.10 Ventilation	<p>Under Control Measures:</p> <ul style="list-style-type: none"> <li>• Doors, excluding fire doors, are kept open wherever possible and safe to do so. <del>to improve ventilation.</del></li> <li>• Windows are opened wherever possible <del>and when weather conditions permit doing so without adverse impact on the internal environment.,,</del> including being opened fully when spaces are unoccupied and opened just enough for constant background ventilation in cooler weather.</li> <li>• In cooler weather, high level windows are opened as preference where possible, furniture is relocated where possible to avoid direct draughts and flexibility is implemented regarding clothing. Heating is used as necessary, in addition, to maintain comfort levels.</li> <li>• Mechanical ventilation systems are adjusted to an increased ventilation rate and/or full fresh air where possible, or operated as normal where serving a single room and supplemented by an outdoor air supply.</li> </ul>
26/10/20	6.1 Review of fire procedures	<p>Under Control Measures:</p> <p><del>Some students and staff having been away from the school site for a significant period of time and new staff and students starting.</del></p>
26/10/20	6.2 Managing premises	<p>Under Control Measures:</p> <ul style="list-style-type: none"> <li>• All statutory compliance is up to date, with ongoing monitoring and review at all sites via the Operations &amp; Estates team.</li> <li>• <del>Where</del> If water systems have not been maintained during any period of closure, <del>throughout lockdown,</del> chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>
26/10/20	6.3	<p>Under Control Measures:</p>

	Contractors working on site	<ul style="list-style-type: none"> <li>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. Contractors are made aware of Trust/school COVID-19 risk assessments, control measures and operating procedures. It is communicated and understood that they are expected to adhere to these at all times.</li> </ul>
26/10/20	6.4 IT staff working on school site	IT staff continue to work from home whenever possible, to minimise the number of staff on site
5/11/20 Changes applied in support of updated DfE guidance issued on this date.	1.3 Availability of staff and class sizes	<p>Under Control Measures:</p> <p>All staff returned in September with the exception of a few whose risk assessment and personal circumstances supported home working.</p> <p>Following the guidance on clinically extremely vulnerable (4<sup>th</sup> November), all staff were contacted by Headteachers and asked to advise if they were CEV. Those staff who fall into category are shielding for the duration of the second lockdown. Arrangements have been made for them to work from home. In exceptional circumstances, where a member of staff wishes to attend their usual place of work, contrary to guidance issued, evidence of a discussion with a medical professional is requested and individual risk assessments will be used to support.</p>
5/11/20	1.13 Staff induction and CPD	<p>Under Control Measures:</p> <p>Staff returning from maternity leave or long-term absence will be inducted by their school to ensure they are aware of the new systems and protocols in place. HR will continue to support these staff</p> <p>Under Further Actions/Comments: As and when staff return from maternity/long term absence</p>
5/11/20	2.9 Face Coverings	<p>Under Control Measures:</p> <ul style="list-style-type: none"> <li>Face coverings are mandatory, for secondary school students, when moving around the premises outside of the classroom, such as in indoor communal areas, such as in and corridors when social distancing is not possible and at break and lunch times. However, if students are outside in year group bubbles at break and lunchtime, they do not need to wear masks. Students are regularly reminded of expectations.</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff should wear face coverings <a href="#">when moving around the premises outside of the classroom</a>, in indoor communal areas where social distancing cannot be easily maintained, and this has been communicated.</li> <li>• In Primary schools, in situations where social distancing between adults cannot be easily maintained (for example when moving around in corridors and communal areas), Head Teachers have the discretion to recommend the use of face coverings for staff and visitors.</li> <li>• Parents/carers are requested, and regularly reminded, to wear face coverings when dropping children off at, or collecting children from, all schools.</li> </ul>
5/11/20	3.3 Movement in corridors	Under Further Actions/Comments: Induction for staff returning from maternity leave/long term absence
5/11/20	4.1 Pupils with underlying health issues	Under Control Measures: Following the guidance on clinically extremely vulnerable (4th November), all students who fall into this category are shielding for the duration of the second lockdown. As in line with the Remote Teaching and Learning Policy, work will be provided remotely. In exceptional circumstances, where a parent/carer wishes their child to attend school, contrary to guidance issued, evidence of a discussion with a medical professional is requested and an individual risk assessment, signed by the parent, will be used to support
5/11/20	4.2 Staff with underlying health issues	Under Control Measures: Following the guidance on clinically extremely vulnerable (4th November), all staff were contacted by Headteachers and asked to advise if they were CEV. The staff who fall into this category are shielding for the duration of the second lockdown. Arrangements have been made for them to work from home. In exceptional circumstances, where a member of staff wishes to attend their usual place of work, contrary to guidance issued, evidence of a discussion with a medical professional is requested and individual risk assessments will be used to support.
5/11/20	5.2 Mental health concerns – staff	Under Control Measures: Staff continue to be supported by school and HR.
16/11/20	NO UPDATES	
23/11/20	NO UPDATES	
26/11/20 Changes applied in support of updated DfE guidance issued on this date.	4.1 Pupils with underlying health issues	Under Control Measures: Following the updated guidance (26th November) reflecting the local restriction tiers introduced by the government, students who remain in the clinically extremely vulnerable group should return to school from 2 December unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school.

26/11/20	4.2 Staff with underlying health issues	Under Control Measures: Following the updated guidance (26th November) reflecting the local restriction tiers introduced by the government, staff who remain in the clinically extremely vulnerable group should return to their place of work from 2 December. As in line with the guidance for schools in Tier 3 areas, we will discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.
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