

## 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.,, including being opened fully when spaces are unoccupied and opened just enough for constant background ventilation in cooler weather.</del></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.
4/1/21 Changes applied in support of updated DfE guidance issued on 30 <sup>th</sup> December	1.3 Availability of staff and class sizes	Under Control Measures <ul style="list-style-type: none"> <li>• All school trips are paused until after <del>Christmas</del> February half term to negate the need for staff to be off site thereby maximising staff resource in school. Consideration for future school trips will include ensuring appropriate insurance arrangements are in place.</li> </ul>
4/1/21	1.4 Prioritising provision	Under Control Measures: Following the government's announcement in December, secondary schools will prioritise, in the first week back, face to face education for the children of critical workers and those who are deemed to be vulnerable
4/1/21	1.7 Curriculum organisation	Under Control Measures: <ul style="list-style-type: none"> <li>• Full recruitment process has taken place and a number of academic/pastoral mentors/tutors have been appointed to support those students who have fallen behind.</li> <li>• Schools will be identifying those pupils for whom additional support is needed and monitoring the impact throughout the year.</li> </ul>
4/1/21`	1.8 Staff workspaces	Under Control Measures: Staff training days, where appropriate, have been redesignated 'remote' training days.
4/1/21	1.10 Governance and policy	Under Control Measures: HGB meetings allow for COGs to come together to share school plans and mitigations.
4/1/21	1.13 Staff induction and CPD	Under Control Measures: <ul style="list-style-type: none"> <li>• New covid catch up mentors and tutors have had a detailed induction by the LAT and safeguarding training by Senior DSL.</li> </ul>
4/1/21	1.14 Catering facilities and Free school meals	Under Control Measures: Planning includes contingencies for scenarios when a school or local area <del>may go into lockdown.</del> may become subject to any level of Government restrictions, under the Tier system or otherwise.
4/1/21	2.2 Hygiene and handwashing	Under Control Measures; <ul style="list-style-type: none"> <li>• An audit of handwashing facilities and sanitiser dispensers is undertaken <del>before the school reopens</del> regularly and additional supplies are purchased if necessary.</li> </ul>

4/1/21	2.4 Testing and managing symptoms	<p>Under Control Measures:</p> <ul style="list-style-type: none"> <li>• Government guidance regarding mass asymptomatic testing in schools and colleges from January 2021 is implemented. Information on how testing will operate in each school setting is shared with appropriate parents/carers, students and staff.</li> <li>• Staff, pupils and parents have received clear communications informing them of current government guidance on <a href="#">mass testing in schools from January 2021</a> and the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. (See above – Infection transmission in school).</li> </ul>
4/1/21	2.9 Face Coverings	<p>Under Control Measures:</p> <ul style="list-style-type: none"> <li>• Government <del>local COVID alert</del> <a href="#">Tier system</a> levels are understood and regularly reviewed.</li> </ul> <p>Under Further Action/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 <del>in high or very high local COVID alert</del> <a href="#">any of the relevant Tier levels, at any time</a>, also remains adhered to at all times.</p>
4/1/21	4.1 Pupils with underlying health issues	<p>Under Control Measures:</p> <ul style="list-style-type: none"> <li>• Following the guidance on clinically extremely vulnerable in Tier 4 (30 December), all children and young people still deemed clinically extremely vulnerable are advised not to attend school.</li> </ul>
4/1/21	4.2 Staff with underlying health issues	<p>Under Control Measures:</p> <ul style="list-style-type: none"> <li>• Following the guidance on clinically extremely vulnerable in Tier 4 (30 December), all staff were contacted by Headteachers and asked to advise if they were CEV/had received an instruction to shield. Staff who fall into this category are shielding until 1 February 2021 as advised by the NHS. Arrangements have been made for them to work from home and not be included on school rotas. 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.</li> <li>• Advice for pregnant women from 28 weeks’ gestation, or with underlying health conditions at any gestation, is that they may be at greater risk of severe illness from coronavirus (COVID-19), these staff will be working from home and are not included on rotas to work in school.</li> </ul>

4/1/21	5.1 Mental health concerns – pupils	Under Control Measures: Pastoral mentors have been appointed as part of the Covid catch-up funding to support pupils’ mental health and well-being where appropriate.
4/1/21	6.2 Managing premises	Under Control Measures: <ul style="list-style-type: none"> <li>All systems <del>have been</del> are recommissioned following any period of complete closure.</li> </ul>
4/1/21	6.4 IT staff working on the school site	Under Control Measures: <ul style="list-style-type: none"> <li>Remote IT support is prioritised whenever possible at all times. Onsite support is only provided if remote support cannot resolve the issue.</li> </ul>
4/2/21 New guidance published entitled: Restricting attendance during the national lockdown: schools	NO UPDATES	
25/2/21 In light of new guidance	1.2 Organisation of teaching spaces	Under Control Measures: <ul style="list-style-type: none"> <li>Face coverings are worn in areas where adequate social distancing cannot be maintained (including classrooms where appropriate)</li> </ul>
25/2/21	1.3 Availability of staff and class sizes	Under Control Measures: <ul style="list-style-type: none"> <li>Following the decision to lift shielding restrictions on 1 August, all staff are permitted to return to work. HR have risk assessed and are working closely with these staff to mitigate any concerns and enable them to return in September. There may still be a need for home working for some staff where their role allows for this. Update lockdown 3: Return to work w/c March 8<sup>th</sup> 2021. CEV with shielding letter continue to work from home, as will those who are over 28 weeks pregnant, or pregnant with underlying health conditions as per the guidance.</li> <li>Following the guidance on clinically extremely vulnerable (4th 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 and third lockdown.</li> <li>All school trips are paused until <del>after February half term</del> the end of the 2021 academic year to negate the need for staff to be off site thereby maximising staff resource in school. Consideration for future school trips will include ensuring appropriate insurance arrangements are in place.</li> </ul>



25/2/21	1.4 Prioritising provision	Under Control Measures: •Mentors have been appointed in our schools to support with vulnerable students, as per government catch-up funding
25/2/21	1.7 Curriculum organisation	Under Control Measures: •Covid catch-up mentors have been appointed to work in our schools to support provision
25/2/21	2.4 Testing and managing symptoms	Under Control Measures: • Government guidance regarding mass asymptomatic testing in <a href="#">secondary schools and the transition to at home self testing for staff in all schools (and students in secondary schools) from March 2021</a> <del>and colleges from January 2021</del> is implemented. Information on how testing will operate in each school setting is shared with appropriate parents/carers, students and staff.
25/2/21	2.9 Face Coverings  Use of face coverings <del>in highly populated communal areas</del> is not <a href="#">appropriately</a> implemented, which may contribute to increased risks of COVID-19 spreading	Under Control Measures: • Government guidance on the safe wearing, removal and disposal of face coverings is understood and communicated to all staff, students and visitors to site. <a href="#">This includes awareness of individuals who have reason be exempt from wearing face coverings.</a> • <del>Government Tier system levels are understood and regularly reviewed.</del> • Face coverings <a href="#">should be worn by mandatory</a> for secondary school students <a href="#">where adequate social distancing and/or other protective measures cannot be maintained. This includes in the classroom., when moving around the premises outside of the classroom, such as in indoor communal areas 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.</a> Students are regularly reminded of expectations. • Information regarding <a href="#">mandatory</a> face coverings for secondary school students has been communicated to all parents/carers. • Staff should wear face coverings <del>when moving around the premises outside of the classroom, in indoor communal areas</del> where <a href="#">adequate</a> social distancing <a href="#">and/or other protective measures</a> cannot be easily maintained, and this has been communicated.  • <del>Staff should wear face coverings in indoor communal areas, where social distancing cannot be easily maintained, and this has been communicated.</del>

		<ul style="list-style-type: none"> <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), <del>Head Teachers have the discretion to recommend the use of</del> face coverings for staff and visitors <del>are recommended to be worn.</del> <b>are recommended to be worn.</b></li> </ul> <p>Under Further action/comments</p> <p>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 <del>in certain circumstances, such as any of the relevant Tier levels, at any time, also</del> remains adhered to at all times.</p>
25/2/21	3.2 Classrooms and teaching spaces	<p>Under Control Measures:</p> <ul style="list-style-type: none"> <li>Face coverings to be worn in classrooms at all times where adequate social distancing and/or other protective measures cannot be maintained.</li> </ul>
25/2/21	3.3 Movement in corridors	<p>Under Control Measures:</p> <ul style="list-style-type: none"> <li>Face coverings to be worn in corridors at all times where adequate social distancing and/or other protective measures cannot be maintained</li> </ul>
25/2/21	3.11 Staff areas	<p>Under Control Measures:</p> <ul style="list-style-type: none"> <li>Face coverings to be worn at all times where adequate social distancing and/or other protective measures cannot be maintained</li> </ul>
25/2/21	4.2 Staff with underlying health issues	<p>Under Control Measures:</p> <ul style="list-style-type: none"> <li>Following the guidance on clinically extremely vulnerable in Tier 4 (30 December), all staff were contacted by Headteachers and asked to advise if they were CEV/had received an instruction to shield. Staff who fall into this category are shielding until <del>1 February 2021</del> <b>31<sup>st</sup> March 2021</b> as advised by the NHS. Arrangements have been made for them to work from home and not be included on school rotas. 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.</li> <li><b>Update lockdown 3: Return to work w/c March 8<sup>th</sup> 2021. CEV with shielding letter continue to work from home, as will those who are over 28 weeks pregnant, or pregnant with underlying health conditions as per the guidance.</b></li> </ul>
		Under Control Measures:

8/3/21	2.9 Face Coverings	Modification to face coverings to support a hearing impaired staff member, students requested to temporarily lower the covering when speaking to the staff member so he can lip read. Parents have been notified of the reasons for the modification
31/3/2021 Updated in line with shielding guidance	2.5 First Aid/Designated Safeguarding Leads	Under Further action/comments Additional first aid guidance in place removed from 1st April as shielding ceases on 31st March and low infection rates and home testing mean staff are required to resume all first aid duties
31/3/21	4.1 Pupils with underlying health issues	Under Control Measures: Shielding ceases on 31st March 2021 and CEV children are advised to return to school with the exception of those who are still advised by their consultant not to do so for medical reasons.
31/3/21	4.2 Staff with underlying health issues	Under Control Measures: <ul style="list-style-type: none"> <li>•Update for 31st March - the guidance says 'as part of your risk assessment, you should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. HR will contact each member of staff and risk assess on an individual basis. As the shielding guidance has been lifted it is hoped many pregnant staff can continue to work in school and keep safe by adhering to the guidance in place. There may be some concerns about social distancing being maintained for those staff who work in early years so we may seek to adapt their duties or facilitate working from home if that is what the risk assessment dictates.</li> <li>•Update for 31st March – shielding ends on 31st March so all CEV staff are being contacted by HR to advise they can return to school. Any staff with concerns about returning will be supported by their HT and HR. HR will encourage staff to seek advice from their GP/Consultant about any medical concerns they may have regarding a return to work.</li> </ul>
17/5/2021	1.2 Organisation of teaching spaces	Under Control Measures: <del>Face coverings are worn in areas where adequate social distancing cannot be maintained (including classrooms where appropriate)</del>
17/5/2021	1.3 Availability of staff and class sizes	Under Control Measures: All school trips are paused until the end of the 2021 academic year to negate the need for staff to be off site thereby maximising staff resource in school. Consideration for future school trips will include ensuring <a href="#">appropriate terms and conditions with trip providers</a> and insurance arrangements are in place
17/5/2021	2.9 Face Coverings	Under Control measures: <ul style="list-style-type: none"> <li>• <del>Face coverings should be worn by secondary school students where adequate social distancing and/or other protective measures cannot be maintained. This includes in the classroom. Students are regularly reminded of expectations.</del>—As per Government guidance, from May 17<sup>th</sup> 2021 face coverings are no longer required to be worn by students in school, although students remain free to wear face coverings at any time if they wish.</li> </ul>

		<ul style="list-style-type: none"> <li>• Government guidance will continue to be followed regarding any future potential reintroduction of face coverings in response to localised outbreaks and variants of concern, as per official Public Health advice.</li> <li>• Information regarding face covering for secondary school students has been communicated to all parents/carers.</li> <li>• Staff and visitors should wear face coverings outside of the classroom, where adequate social distancing and/or other protective measures cannot be easily maintained, and this has been communicated.</li> </ul>
17/5/2021	3.2 Classrooms and teaching spaces	<p>Under Control Measures:</p> <p><del>• Face coverings to be worn in classrooms at all times where adequate social distancing and/or other protective measures cannot be maintained.</del></p>
17/5/2021	3.3 Movement in Corridors	<p>Under Control Measures:</p> <p><del>Face coverings to be worn in corridors at all times where adequate social distancing and/or other protective measures cannot be maintained</del></p>
17/5/2021	3.11 Staff areas	<p>Under Control Measures:</p> <p>Face coverings to be worn at all times outside of the classroom, where adequate social distancing and/or other protective measures cannot be maintained.</p>