

**Summary Risk Assessment (SRA) for Opening of Schools updated March 2021\***

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| <b>Academy / School</b> | <b>Eastlea Community School</b>                      | <b>Trust</b>    | <b>Newham Community Schools Trust</b>       |
| <b>Headteacher</b>      | <b>Sarah Morgan (HoS) / Charlotte Robinson (EHT)</b> | <b>Location</b> | <b>Pretoria Road, Canning Town, E16 4NP</b> |
| <b>Amended</b>          | <b>21.9.20, 5.11.20, 10.11.20, 4.01.21, 29.2.21</b>  |                 |   |

The government has announced that all schools will reopen fully from March 2021. As part of this wider opening we have completed a risk assessment to ensure that we keep our school community as safe as possible. The risk assessment is based on the public health advice that schools should use the 'systems of control'. By following these 'controls' the risk of transmission will be significantly reduced. The systems of control are:

**Prevention**

**You must always:**

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

**In specific circumstances:**

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.


**Response to any infection**

**You must always:**





- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

Eastlea School is taking the following actions to follow the 'systems of control' and reduce the risk of transmission of COVID-19. We are confident that by taking these actions we will significantly reduce the risk of any transmission within school. We will be thoroughly briefing all students and staff on these measures in the first few days of term and we will be regularly reviewing our practice to make sure that everybody understands what is expected of them.


**Actions:**

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| <p><b>Minimising contact with individuals who are unwell</b></p>  | Nobody should enter the school site if they have Coronavirus symptoms.  |
|  | Parents and visitors will not be allowed onto the school site without a prior appointment.  |
|  | All visitors will be asked at reception if they have coronavirus symptoms or have been in contact with anyone who has symptoms. If so, they will not be permitted onto the school site. |
|  | Visitors to the school site will be welcomed by appointment only and only where necessary.  |
|  | Parental meetings will take place by telephone or online where possible. If face to face meetings must take place it will be in well-ventilated rooms and socially                      |





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|  | <p>distanced.</p> <p>Children with COVID-19 symptoms must not come to school. They must self-isolate at home and book a test. If a child tests positively for COVID-19 they should remain at home for at least 10 days. If a member of the child's household has tested positively for COVID-19 then they should self-isolate at home for 10 days. The school attendance team will advise you. <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p> <p>Parents can book a test here:<br/><a href="https://self-referral.test-for-coronavirus.service.gov.uk">https://self-referral.test-for-coronavirus.service.gov.uk</a></p>  |
| <p><b>Use of face coverings in school</b></p>    | <p>Students must wear a face covering at all times in the school building. Staff must use a face covering in communal spaces ( corridors etc) and in classrooms where it is not possible to maintain a 2m + distance.</p> <p>There is a small contingency supply available for people who: are struggling to access a face covering; are unable to use their face covering as it has become damp, soiled or unsafe; have forgotten their face covering.</p> <p>Suitable face coverings must be worn at all times by all members of the community except when they are the only occupant of a space or when they are engaged in an outdoor activity and are appropriately distanced. (This is to be implemented in a 'full lockdown scenario')</p> <p>Guidance on how to use/remove and store/dispose of Face Coverings will be shared with students and staff.</p> |
| <p><b>Cleaning hands more often than usual</b></p>    | <p>Hand sanitising stations will be available at the school gates for students to sanitise their hands at the start of each day.</p> <p>Hand sanitising units and handwashing facilities are located throughout the school and at key entry points to the building.</p> <p>Students will be encouraged to sanitise their hands frequently throughout the school day.</p>   |
| <p><b>Ensuring good respiratory hygiene</b> by promoting the 'catch it, bin it, kill it' approach</p>  | <p>There will be boxes of tissues in every classroom so that students can 'catch it, bin it, kill it'.</p> <p>Students will be briefed on this as part of the student training at the start of term and will receive regular reminders at the start of each day.</p> <p>Classroom windows will be opened to ensure good air circulation and ventilation. Doors to the building will be kept open through the day.</p> <p>All air conditioning units within the school have been serviced and filters changed. All units have been checked for COVID-19 compliance.</p>   |
| <p><b>Cleaning frequently touched surfaces</b></p>    | <p>The school has employed additional cleaning staff to clean frequently touched surfaces throughout the school day.</p> <p>Each classroom will be equipped with spray detergent so that furniture can be cleaned between classes.</p>   |



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|  | <p>Classroom doors will be held open at the start and end of lessons so that students do not need to touch door handles / touch points.</p> <p>All classrooms will be thoroughly cleaned at the end of each day.</p> <p>The lifts within the school have had the internal surfaces treated with an antiviral agent.</p> <p>An antiviral fogging agent is used throughout the school on a regular basis offering surface protection .</p>  |
| <p><b>Minimising contact and mixing and maintaining social distancing wherever possible.</b></p>  | <p>Each year group will remain in their year group 'bubble <b>(whilst schools are open and the country is operating a 'tiered' approach)</b>:</p> <p><b>During a full lockdown</b> and only children of critical workers and vulnerable children are attending, the bubbles will cater for the number of children attending e.g. a KS3 and KS4 bubble</p> <p>Students will start and finish school at the following times in order to keep them in their separate bubbles:</p> <ul style="list-style-type: none"> <li>■ Year 7 - start: 8.45am/ finish: 2.45pm</li> <li>■ Year 8 - start: 9am / finish: 3pm</li> <li>■ Year 9 - start: 9.15am / finish: 3.15pm</li> <li>■ Year 10 -start: 9am / finish: 3pm</li> <li>■ Year 11 - start: 8.45am / finish: 2.45pm</li> </ul> <p>All students will be required to use separate gates to enter and leave the school site: years 7, 8 and 9 will enter and exit the school via the Exning Road gate. Years 10 and 11 will enter and exit the school via the Chester Road gate</p> <p>Students will have break and lunch at the times set out below in order to keep them in separate year group bubbles:</p> <ul style="list-style-type: none"> <li>■ Year 7, 11 and 9 - break: 10.15am / lunch: 12.15pm</li> <li>■ Year 8 and 10 - break: 10.40am / lunch: 1.15pm</li> </ul> <p>The playground will be divided into zoned areas for different year groups so that students can remain in year group bubbles.</p> <p>There is a split lunchtime with years 7 and 11 having lunch in one session and years 8,9 and 10 in a different session. This is to minimise contact and speed up service so there will be less queuing.</p> <p>If the school is only open to priority students they will remain in their 'year group bubbles'.</p> <p>Students will move around the school using the one way system.</p> <p>Years 7, 8 and 9 will move to their lessons 2 minutes before years 10 and 11 to lessen the numbers of students moving through the corridors.</p> <p>In classrooms students will sit side by side and facing the front, where possible. Students will sit according to their seating plan.</p> <p>Students will not share equipment and will be provided with their own plastic wallet, board pen and mini whiteboard.</p> <p>We will adapt the curriculum in certain subjects to ensure better social distancing (e.g. PE will teach Sports outside or in large open spaces and involving minimal contact).</p> |



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|  | <p>After school intervention and year 11 revision sessions will take place in school in year group bubbles.</p>  |
| <p><b>Where <u>necessary</u>, wear Personal Protective Equipment (PPE) (i.e. First Aiders)</b></p>  | <p>We will always follow the government shielding guidance and advice with regard to students (and staff) who are identified as 'Clinically Vulnerable' and 'Clinically Extremely Vulnerable. Those expected to shield will be provided with opportunities to work/ learn from home.</p> <p>First Aiders and staff who work closely with those students who require close supervision will use PPE when appropriate.</p> |
| <p><b>Always keep spaces well ventilated</b></p>   | <p>Windows and doors to be opened in all classrooms as part of daily school opening.</p> <p>Doors to the playground left open to increase ventilation in the building throughout the day.</p>  |
| <p><b>Routine Testing to prevent the spread of Covid-19</b></p>  |  |
| <p><b>Routine Testing in the community (asymptomatic cases)</b></p>  | <p>All students will be offered the opportunity to complete three Lateral Flow Tests in school 3 to 5 days apart in the first two weeks of term from March 8th. Students will then be provided with home testing kits to test twice weekly.</p>  |
| <p><b>Routine Testing</b></p>  | <p>All staff and students undertake routine testing at home using a 'Lateral Flow Antigen' tests on a twice weekly basis.</p>  |
| <p><b>Response to any infection:</b></p>   |  |
| <p><b>Engage with NHS Test and Trace process</b></p>   | <p>Information for all staff and students regarding the NHS Track and Trace is available on the school website. DO NOT attend school if you have been told by Track and Trace to self isolate.</p>   |
| <p><b>Manage confirmed cases of COVID-19</b></p>   | <p>Staff and students should NOT attend school if they or a member of their household have either a confirmed case of COVID-19 or symptoms of Covid-19.</p>  |



**Contain any outbreak by following local health protection team advice**

Parents must inform the attendance team if a student or a member of their household has a confirmed case of COVID-19. The school is in regular contact with the local public health protection team.

\*This Summary Risk Assessment has been adopted by all NCST schools September 2020

**Amendments:**

- 21.9.20 - - Students and staff **should** wear face coverings in communal areas inside the building.
- 5.11.20 - - Students and staff **must** wear face coverings in communal areas inside the building unless they are exempt.
- 10.11.20 - - After school interventions and year 11 revision sessions will take place in school in year group bubbles.
- 04.01.21 - - The school is using an antiviral fogging agent throughout the building  
- Increased ventilation throughout the building  
- Lunchtime is split between year groups to reduce crowding.  
- Staff must use a face covering in lessons if they leave the 'teacher zone'.  
- Those members of the community who are identified as 'Clinically Extremely Vulnerable' should not attend school and must 'shield' if the local area is in 'tier 4'.  
- Mass community testing for asymptomatic cases - staff and year 11  
- Routine testing on a weekly basis for staff and students  
- Serial testing (daily testing for 7 days) for staff and students identified as a direct contact of a positive case.
- 29.02.21 - - System of controls updated to reflect new national guidance re asymptomatic testing  
- Students and staff must wear a face covering at all times in the building. Staff must wear a face covering in the classroom unless they are able to maintain a 2 metre distance from others.  
- A contingency supply of face coverings will be available in the school  
- Windows and doors must be kept open to increase ventilation  
- Home testing kits for asymptomatic cases will be provided to staff and students to complete at home twice weekly. Students will receive their first three tests in school from 8th March.