

COVID-19 Academy Risk Assessment : Step 4

Operations/Work Activities covered by this assessment:	COVID-19 ACADEMY RISK ASSESSMENT: STEP 4		
Academy:	Bluecoat Trent Academy	Department/Service/Team:	Whole Academy
		Date: 8th August 2021	
<p>Note: A person specific assessment MUST be carried out for young persons, pregnant women, nursing mothers, and any Clinically Extremely Vulnerable persons.</p> <p>Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.</p> <p>The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>COVID-19 has been mutating to form new, more transmissible strains of the virus, Whilst there are other symptoms associated with the Delta variant, the three symptoms above are still only used to determine whether someone needs to isolate.</p>			

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning, administrative controls, (PPE is always a last resort and alongside other measures)</i>	Actions <i>Step 4</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Failure to follow National Government Guidelines.	Staff/students/visitors /contractors may be exposed to COVID-19.	Daily checks are made with the Government online guidance. Government guidance may be issued overnight; checks must be made prior to opening each day to ensure accuracy of information. Up-to-date guidance is distributed and communicated through the	Likelihood	Severity	Risk Rating	Principal/Assistant Principal are responsible for checking government guidance daily. Head of Resources will also be responsible for checking guidance and updating risk assessments accordingly. Government COVID-19 guidance is available via; https://www.gov.uk/coronavirus https://www.gov.uk/government/collections/attendance-in-education-and-early-years-settings-during-the-coronavirus-covid-19-outbreak	CM AL	Daily Daily	Ongoing Ongoing	Likelihood	Severity	Risk Rating

		<p>school community, including; Governors, Staff, Union Reps, Academy Trust etc. via emails and staff briefings</p> <p>Any changes to school arrangements will be communicated to parents via Parent Mail and the school website.</p> <p>Head of Resources is subscribed to automatic Government updates.</p> <p>.</p>		<p>Any changes to the RA due to new guidance or changes in circumstances will be communicated to staff immediately.</p> <p>Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p> <p>Any queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, Tel: 0800 046 8687.</p> <p>Staff to email any concerns relating to COVID-19 and the school's control measures to the Head.</p> <p>Head of Resources is Nebosh and Grad IOSH and is able to offer further support on Covid-19/H&S matters.</p> <p>Guidance available from dedicated contact at East Midlands PHE.</p>					
Fire Safety Systems	Staff/students/visitors /contractors – any persons entering the buildings	<p>All relevant fire safety equipment and systems have been tested prior to start of the autumn term and include:</p> <p>Full functional test of the fire detection and alarm system (using multiple call points across the site and involving the call-receiving centre if appropriate).</p> <p>A full discharge test of the emergency lighting system across the site.</p> <p>A visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged.</p>		<p>All fire compliance activities have been carried out prior to occupants returning for the September term. All said activities are detailed on the compliance matrix section of EVERY</p> <p>Fire wardens/ fire evacuation sweep lists have been reviewed due to staffing changes (starters/leavers/) and procedures updated accordingly. Updated fire evacuation procedures will be circulated to staff and shared with students at the start of the new term. Fire evacuation will be rehearsed at the start of the new September term.</p> <p>Site Manager will ensure that fire line up numbers at the assembly point are correct and that the assembly point is clearly marked with signage that meets British Standards.</p>	MP PS/ CM MP	August 21 Sept 21 Sept 21	Ongoing Ongoing Ongoing		

		<p>Checking that fire escape routes are clear of any obstructions.</p> <p>Checking that final fire escape doors are unlocked and operational.</p> <p>Checking the operation of internal fire doors to ensure that they close properly.</p> <p>Checking that automatic fire dampers, smoke venting and smoke extraction systems are operational where appropriate.</p> <p>No statutory inspections have been missed during the summer break.</p>			<p>Fire Risk assessments have been updated to reflect any ongoing additional stocks on site of PPE, cleaning chemicals and sanitiser.</p>						
Legionella	Staff, students, contractors, visitors – anyone accessing the buildings	All scheduled water management activities have continued throughout the summer break in line with L8 and compliance has been maintained.			Water management regime have been reviewed to ensure flushing regime reflects the autumn term occupancy.	MP	As required	Ongoing			
ACSMs – Asbestos Containing Materials	Staff, students, contractors, visitors – anyone accessing the building	Visual checks of any ACMs have been carried out prior to re-opening and any visible damage recorded and remedial work carried out by a licensed asbestos contractor in line with CAR 2012			<p>NES – No ACMs</p> <p>BWA- No ACMs</p> <p>BAA – ACMs present</p> <p>BTA – No ACMs</p> <p>MMW – ACMs present</p> <p>TLES- No ACMs</p> <p>AMA – No ACMs</p> <p>Aspire – ACMs present</p> <p>BBA – ACMs present</p> <p>Lees Brook – No ACMs</p>	N/A					
Restarting of plant/equipment	Staff, students, contractors, visitors – anyone accessing the building	HVAC has been maintained in line with statutory requirements during the summer break.			Gas Safe Certificate were issued during the summer break following scheduled checks and are next due summer 2022.	MP	As required	Ongoing			

		<p>Checks have been carried out to ensure that there are no leaks in the water system and that there is provision of hot water.</p> <p>Kitchen servery equipment has been checked and is safe to use.</p> <p>All PPM and compliance activities have been carried out during the summer holiday period and are up-to-date.</p>			<p>All automatic gate servicing is in date and annual force test carried out to ensure compliant. Next test due summer 2022.</p> <p>All compliance checks completed and are documented in the compliance matrix section of EVERY.</p> <p>M&E servicing and compliance checks are in hand, and CIBSE guidance followed with regard to ventilation systems.</p>						
Statutory Inspections LOLER/Gas/ Electrical/PAT Testing	Staff, students, contractors, visitors – anyone accessing the building	Statutory inspections on lifting equipment, pressure systems, fixed electrical systems, PAT, gas appliances, etc. are 'in date'.			All checks completed to meet statutory compliance and can be evidenced on the compliance matrix of EVERY.	MP	As required	Ongoing			
Communication	Staff, students, parents, carers, visitors, Governors, Trade Unions	<p>This completed risk assessment is shared with all staff and signatures are obtained to acknowledge they have read and understood the risks and control measures in place.</p> <p>Staff are encouraged to give regular feedback on the effectiveness of the control measures and are able to share suggestions.</p> <p>Parents and carers are informed about the changes to school procedures because of the move to Step 4 of the road map. Inform parents of any measures that will still be in place in the autumn term, or of any changes that have become permanent.</p>			<p>Use signage as an additional reminder for controls that remain.</p> <p>PHE posters/visual material is available here: https://coronavirusresources.phe.gov.uk/covid-19-health-behaviours/resources/</p> <p>Staff will be updated of any changes via email and briefings.</p> <p>Procedures are in place for staff to raise any concerns with their Head.</p> <p>Visitor protocol is adhered to and any planned visitors are 'screened' as they sign in at main reception.</p> <p>The completed risk assessment is shared with the recognised Trade Unions.</p>	CM	Sept 2021	Sept 21			
						KN	As required	Ongoing			

		<p>Visitor protocol is shared with any non-school based people (e.g. visitors/contractors/coaches/enrichment visitors/clubs)</p> <p>The risk assessment is shared with Trade Unions and Governors.</p>										
Transmitting /contracting Covid-19	Staff, students, visitors, contractors may be exposed to Covid-19.	<p>Procedure in place to inform visitors/parents/carers/students/contractors/suppliers not to enter the school if they are displaying any symptoms of coronavirus:</p> <ul style="list-style-type: none"> • New continuous cough • or a high temperature • or a loss of, or change, in their normal sense of taste or smell (anosmia) <p>Note: although there are other symptoms of coronavirus, which are associated with the Delta variant, the three main symptoms are still the symptoms that are used to determine whether someone needs to isolate.</p> <p>There is a procedure in place for the school to inform parents/carers if their child has symptoms. The school informs parents/carers that if their child has symptoms they must arrange for a PCR test and report the result to the school. In the event that they undertake an LFD test, and the test result is negative, this does not allow</p>				<p>PHE posters/visual material is available here: https://coronavirusresources.phe.gov.uk/covid-19-health-behaviours/resources/</p> <p>Note: in the majority of cases, parents/carers will agree that a child with symptoms should not attend school because of the potential risk to others in the building. In the event that the parent/carer insists on their child attending school, you are able to refuse the child entry if in your reasonable judgement it is necessary to protect the staff and students from possible infection from coronavirus.</p> <p>Any positive cases are logged on the ALT Covid-19 App. Positive cases will be reported on the Health and Safety report to AF&GP.</p> <p>Records are kept of persons with symptoms consistent with coronavirus.</p> <p>The Head of Resources will monitor the ALT Covid-19 App to monitor trend and to advise/react to any potential outbreak, in line with the ALT Outbreak Management Plan.</p> <p>If the academy has several confirmed PCR cases within 14 days, this may be considered an outbreak. Where an 'outbreak' is suspected, the Head of Resources will contact the DfE, who will escalate the issue to the local health protection team (PHE) where necessary, and advise if any additional action is required.</p>	CM/KN	Sept 21	Ongoing			
						KN	As required	Ongoing				
						AL	As required	Ongoing				
						CM	Sept 21	Sept 21				

		them to return to school earlier than the 10-day isolation period allows.			<p>DFE Helpline: 0800 046 8687/select Option 1 for further advice.</p> <p>Further guidance on protecting CEV is available here: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Parent/carer provided with information about key symptoms via letter. Informed of the requirement to keep children at home if presenting with symptoms of COVID-19 and to arrange for testing.</p> <p>Ensure parents/carers' drop-off/pick-up protocols that minimise adult-to-adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the school grounds.</p>					
Preventing individuals who are at a higher risk of carrying the virus attending school	Staff, students, visitors	<p>Staff are made aware of the current quarantine restrictions in their holiday arrangements if they visit countries outside the Common Travel Area (i.e. UK, the Crown Dependencies – Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland). They must be aware that quarantine may affect their ability to be available to return to the workplace and the start of the September term if that country's status is subject to change at short notice.</p> <p>Parents/carers are made aware of the current quarantine restrictions in their holiday arrangements if they visit countries outside</p>			<p>Further guidance available from:</p> <ul style="list-style-type: none"> https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive <p>Visitor protocol in place Contractors only attend for emergency works or where compliance needs to be maintained. Staff have access to home testing kits.</p>	CM	Sept 21	Ongoing		

		the Common Travel Area (i.e. UK, the Crown Dependencies – Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland). They must be aware that quarantine may affect their ability to comply with statutory attendance if that country's status is subject to change at short notice.								
Transmission of Covid-19 by visitors coming on site	Staff, students, visitors, contractors	Minimise visitors to school			Encourage parents/carers to have phone conversations whenever possible.	CM	Sept 21	Sept 21		
		Use an appointment system where visitors are necessary. Any planned visitors to site will be asked whether they or anyone in the household is displaying symptoms of Covid-19.			Staff can access home testing kits.	KN	As required	Ongoing		
		Enhanced cleaning regime continues to be in place, with janitorial presence throughout the day cleaning 'touch points'. Cleaning teams will follow the 'cleaning for Covid-19 checklist' to ensure consistency of cleaning.			Where meetings can continue to take place virtually, continue to do so.	CM	As required	Ongoing		
		2-phase cleaning regime in place; cleaning and disinfection.			Contractors should only come on site if there are emergency works required or where compliance would be compromised. All other scheduled PPM will be scheduled out of school hours and managed in line with visitor Covid-19 protocol.	KN	As required	Ongoing		
					Where meetings take place in person, ensure good natural ventilation by opening windows and use the largest available rooms, which permit attendees to maintain distance from each other.	CM	As required	Ongoing		
			Site Manager will be responsible for ensuring sufficient stocks of cleaning products are maintained, and safely stored so as not to increase the risk of fire. Government guidance relating to cleaning and waste management in non-healthcare settings will be followed. This is available here: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	MP	As required	Ongoing				
			Cleaning schedules, cleaning RAs and checklists reviewed and a Covid-19 cleaning standard	AF	As required	Ongoing				

				established, drawn up and communicated to cleaning teams.				
Outbreak Management	Staff, students, visitors,	<p>The Trust has developed an Outbreak Management Plan.</p> <p>If the school has several confirmed (PCR) cases within 14 days, then there may be an outbreak.</p> <p>Academy SLT and Trust SEMT are familiar with the DfEs contingency framework. The detail of the contingency framework is available here: https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings</p> <p>The Trust Outbreak Management Plan is in line with the DfE's contingency framework. The DfE's contingency framework describes the principles of managing local outbreaks of Covid-19, or responding to variants of concern. The Trust's Outbreak Management Plan takes into consideration that the school may need to respond to measures recommended by the LA, PHE, Directors of Public Health (DsPH), Health Protection Teams (HPTs).</p>		<p>Where an 'outbreak' is suspected, the Head of Resources will contact the DfE, who will escalate the issue to the local health protection team (PHE) where necessary, and advise if any additional action is required.</p> <p>DfE Helpline: 0800 046 8687/select Option 1 for further advice.</p>	AL	As required	Ongoing	

		<p>The Outbreak Management Plan considers the measures that may be necessary at the request of the organisations mentioned above. This could be:</p> <p>Attendance restrictions. If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend the setting. If, by exception attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.</p> <p>Bubbles may be re-introduced for a temporary period, to minimise mixing between groups.</p> <p>Reintroduction of mandatory face coverings in communal areas by adults (unless they are exempt).</p> <p>Reintroduction of shielding (following a ministerial decision).</p> <p>Changes to:</p> <ul style="list-style-type: none"> • Educational visits • Open days • Transition/taster days • Parental attendance in settings 				<p>Refer to Trust Outbreak Management Plan for additional controls</p>						
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		<ul style="list-style-type: none"> Performance in settings. <p>Parental attendance in settings Performances in settings</p>										
Individuals not accessing the vaccine programme	Staff, visitors, contractors, parents/carers may be exposed to Covid-19	Staff, parents, over 18s and other eligible individuals in households are encouraged to access the vaccination programme.				<p>HR to promote the vaccine programme to encourage take-up by staff via regular communication.</p> <p>Posters are available here to encourage parents/carers to take-up the offer of the vaccine programme. https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/</p> <p>The Trust has compiled a list of staff with their vaccination status in line with ICO data protection requirements. This information is required for staff planning purposes and to identify individuals who are at higher risk (see CEV and pregnant staff member section)</p> <p>In line with Step 4 guidance, non-double vaccinated staff close contacts will need to self-isolate, however students will remain in school.</p> <p>The school understands the impact that isolation of non-double vaccinated/non-vaccinated staff could have on delivery of education and has plans in place to address this.</p>	DS	Sept 21	Ongoing			
						CM	As required	Ongoing				
Staff social meetings/events	Staff, students, visitors	Staff are reminded that the removing of social contact restrictions in Step 4 means that meetings between staff out of school, particularly indoors, has the potential to increase the risk of virus transmission and result in non-vaccinated close contact contacts need to self-isolate.				CM	Sept 21	Ongoing				

<p>People at higher risk of becoming seriously ill/hospitalised</p>	<p>Staff, students, visitors</p>	<p>Specific medical conditions that place some people at greatest risk of severe illness from COVID-19. These people are classed as 'clinically extremely vulnerable'</p> <p>Clinically Extremely Vulnerable (CEV) staff:</p> <ul style="list-style-type: none"> The school is aware of the staff that fall into the CEV category from surveys carried out. Risk assessments have been completed for all CEV staff who have been double vaccinated. <p>Clinically Extremely Vulnerable (CEV) students should attend their setting unless they are one of the very small number of children under specialist or paediatric care and who have been advised by their GP or clinician not to attend.</p> <p>Pregnant staff members will have a risk assessment in place.</p>			<p>All CEV staff who have not been double vaccinated and any staff where vaccination has limited effects should act on advice given by their medical practitioner.</p> <p>Liaise with parents/carers of CEV students to ensure they have not received instruction to isolate by their specialist or GP. Any student unable to attend school because they are complying with clinical advice will have access to remote education and not be disadvantaged.</p> <p>Risk Assessment Part 1 has been completed for all vaccinate pregnant staff up to 28 weeks of gestation.</p> <p>Risk Assessment Part 2 has been completed for pregnant staff over 28 weeks gestation who have been double vaccinated and non-vaccinated under 28 weeks.</p> <p>Pregnant staff over 28 weeks who have not been double vaccinated should act on advice from their medical practitioner and must be separated from unvaccinated persons whilst in school (e.g. students).</p>	<p>CM</p> <p>LJ</p>	<p>Sept 21</p> <p>Sept 21</p>	<p>Ongoing</p> <p>Ongoing</p>			
<p>Educational visits</p>	<p>Staff, students</p>	<p>All visits: ensure adequate financial/insurance protection is in place when considering booking a new domestic or international visit.</p> <p>Ensure guidance is closely monitored and adhered to in relation to travel.</p>			<p>Principal and Head of Resources will monitor guidance.</p> <p>Full and thorough risk assessments must be undertaken in relation to all educational visits, these must take into account and include any public health advice, Covid-19 specific measures must be considered (e.g. hand and respiratory hygiene, ventilation, etc.).</p>	<p>CM/ KN</p>	<p>As required</p>	<p>Ongoing</p>			

		<p>International visits: Travel lists and wider international travel policy is subject to continual change, sometimes at short notice. Green list countries may be moved into amber or red categories. Travel lists may therefore change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p>			<p>School to discuss any plans to undertake international travel with Nathan Jeremiah/Angela Labbate prior to booking so that insurers can be consulted before anything is booked.</p>					
<p>First Aid/CPR consideration</p>	<p>In the event of an accident, injury or emergency, staff, students and visitors may suffer because of inadequate first aid provision or incorrect first aid treatment.</p>	<p>The following information has been shared with first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <p>“It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands”</p> <p>Training issued and refreshed continually to first aiders.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to</p>			<p>First Aid needs assessment has been reviewed to ensure adequate first aid provision as some people may have left the organisation at the end of the summer term. First Aid risk assessment has been reviewed and shared with first aiders.</p> <p>No vulnerable staff will be expected to carry out first aid duties.</p> <p>Although the UK Government has now removed social distancing in most workplace situations, first aiders should still triage/assist at a safe distance from the casualty as far as reasonably practicable, and minimise the time they share a ‘breathing zone’ in order to reduce the risk of COVID-19 infection.</p> <p>Government guidance issued for first responders has been considered during first aid response, available at: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/174.htm</p>	<p>KN</p>	<p>Sept 21</p>	<p>Ongoing</p>		

		<p>facilitate care. Where a need is identified, these items must be available and staff informed of requirements.</p> <p>First aid kits suitably stocked located and checked routinely. Procedure in place for Site Manager to liaise with first aiders and to ensure sufficient stock.</p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>Staff have been issued with the PPE guidance sheet as part of the H&S briefing.</p> <p>If RPE is required, training and face-fit testing will be required. For further guidance, contact Angela Labbate.</p>			<p>First aiders have been issued with guidance on CPR for paediatric cardiac arrest: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <p>Pocket masks with valve are located with AEDs and spares held by Academy Admin Managers. All first aid kits to be stocked with face shields with single valve in the event that child CPR is required.</p> <p>First aiders have been instructed to only deliver CPR to adults by chest compressions, and to use a defibrillator – they should not do rescue breaths.</p> <p>PPE</p> <ul style="list-style-type: none"> • a fluid-repellent surgical mask • disposable gloves • eye protection (where risk of splashing) • apron or other suitable covering <p>Staff provided with PPE guidance sheet. Donning/doffing posters are displayed in first aid rooms, and in the Covid-19 isolation room.</p> <p>School are aware of how to contact emergency services should the need arise.</p>						
<p>Person displays symptoms of COVID-19 whilst at school.</p>	<p>Staff, students, contractors and visitors may be exposed to COVID-19.</p>	<p>Staff are able to recognise key Covid-19 symptoms in themselves, other staff members and in students.</p> <p>The Government stay at home guidance MUST be followed if students become unwell with;</p> <ul style="list-style-type: none"> • A new continuous cough, or • A high temperature 			<p>Staff to be regularly reminded of the key symptoms of Covid-19 and of the procedure for dealing with a symptomatic case. This information will regularly be communicated via staff briefings/posters displayed.</p> <p>Signage in classrooms highlighting Covid-19 symptoms, and guidance on what to do if a person displays symptoms will be displayed.</p> <p>Parents/carers are regularly reminded about key symptoms and informed of the requirement to</p>	<p>CM</p> <p>MP</p> <p>CM</p>	<p>Sept 21</p> <p>Sept 21</p> <p>Sept 21</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			

		<ul style="list-style-type: none"> Anosmia (loss of or change in normal sense of smell or taste) <p>Any student displaying symptoms will be isolated whilst awaiting collection. Suitable PPE will be worn if the person supporting the student is not able to maintain a safe distance from them. They must be sent home and advised to follow stay at home guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>The guidance sets out that they must self-isolate for at least 10 days and should arrange to have a PCR test to see if they have coronavirus. Their self-isolation may end with a negative PCR test but not a negative LFD test.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>Any staff member supervising students in the isolation area MUST maintain a distance a safe social distance (2m). Where this cannot be achieved (e.g.</p>				<p>keep children at home if presenting with symptoms of Covi19 and to arrange for testing.</p> <p>Parent/carers to inform school of any positive results. Staff to inform school of any positive results. When notification is received of any positive results, the Academy Manager will log the result on the ALT Covid App. The ALT Covid App must be kept up-to-date as this is used for monitoring trend and forms the basis of escalation of the Outbreak Management Plan.</p> <p>The isolation room/area must include (wherever possible):</p> <ul style="list-style-type: none"> A room with a door that can be closed Supervision provided for students (ideally from the other side of the door/vision panel) Access to a separate toilet (in case needed whilst awaiting collection) An exit route, enabling the symptomatic person to leave site when collected, without re-entering the main school The cleaning/disinfection regime then implemented to prevent cross contamination between individuals Signage will be displayed to indicate the isolation area is in use and a strict 'no entry' must be enforced <p>If it is not possible to isolate symptomatic individuals, they will be moved to an area which is 2m away from other people.</p> <p>Flow chart of managing cases issued to Academy Managers.</p>	KN/ staff	As required	Ongoing			
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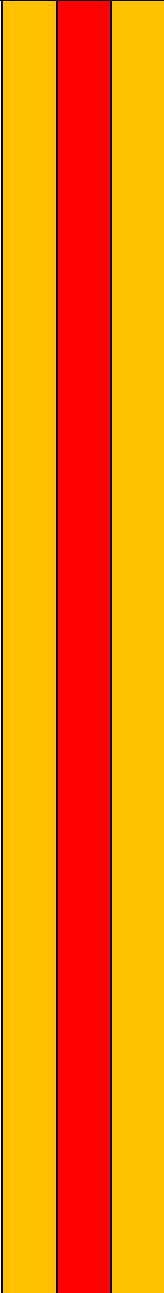
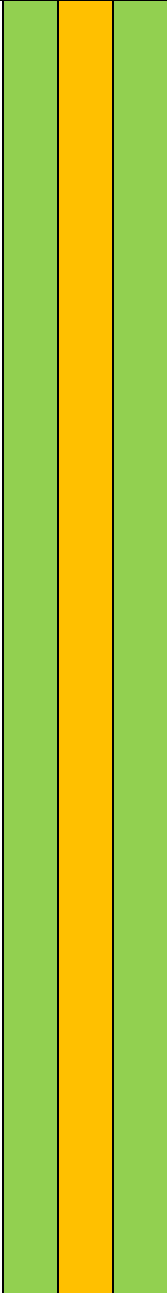
		<p>For a child with complex needs) PPE MUST be worn:</p> <ul style="list-style-type: none"> • a fluid-repellent surgical mask • disposable gloves • eye protection (where risk of splashing) • apron or other suitable covering <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p> <p>999 will be called in the event of an emergency i.e. if anyone is seriously ill, injured or their life is at risk.</p> <p>If staff have specific concerns about their or others' health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals should be avoided.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough, or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>				<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p>						
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		<p>Areas where a symptomatic individual has spent time, and any objects / surfaces they have come into contact with will be suitably cleaned and / or disinfected. The Government guidance will be followed for cleaning non-healthcare settings: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases will be managed by:</p> <ul style="list-style-type: none"> • Placing in a plastic rubbish bag – tied when full. • Plastic bag placed in a second bin bag and tied. <p>In the event that the isolation room is used to hold a symptomatic person awaiting collection, a full disinfection procedure will be carried out by cleaning teams in line with Covid-19 cleaning guidance.</p> <p>Where an adult becomes symptomatic on the premise, they must leave immediately.</p>										
<p>Test and Trace (managing positive cases)</p>	<p>Staff, students may be exposed to Covid-19</p>	<p>The latest NHS/PHE test and trace information has been shared with staff and parents/carers: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p>				<p>In the event that a room will be occupied up to 72 hours after a student or staff member has been present who is a confirmed case (either from LFD or PCR) the school will: Consider outdoor learning</p>	<p>CM</p>	<p>As required</p>	<p>Ongoing</p>			

		<p>Self-isolation of close contacts will only be undertaken on advice from NHS Test and Trace where individuals are over 18 and have not received both vaccinations (applicable from 16th August 2021).</p> <p>When an individual is informed that they are a close contact of a confirmed positive case via PCR test, they are informed that they may arrange their own PCR test.</p> <p>The school understands the purpose of the school's own PCR home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria.</p> <p>The school provides these PCR test kits to symptomatic individuals or close contacts of positive who are struggling to access a test.</p>				<p>Consider individuals' risk of secondary transmission within the classroom. This will depend on: This will depend on:</p> <ul style="list-style-type: none"> • The health category of staff and pupils in the class. • Staff vaccination status. • Whether the staff can socially distance from students. • Ventilation within the classroom. • They may need to be relocated elsewhere within the school. • Clean and disinfect the classroom once it has been emptied and purge the air by keeping doors and windows open for as long as possible: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area <p>Ensure staff and student contact details are up-to-date as part of the data checking exercise.</p> <p>Ensure procedure is in place to keep visitor contact details securely.</p>	KN	As required	Ongoing			
<p>Lateral Flow Testing - staff</p>	<p>Staff/students may contract Covid-19</p>	<p>School has Academy Manager who act as "Covid-19 Coordinator" responsible for:</p> <ul style="list-style-type: none"> • Communicating with stakeholders • Ensuring staff are using the right instructions and that they sign for the test kits using the 'test kit log' 				<p>Academy Manager: Katy Nicol</p> <p>Head of Resources will be responsible for monitoring positive cases recorded on the ALT App to monitor trend and react to any potential outbreaks in line with the Outbreak Contingency Plan.</p> <p>Staff are reminded that:</p> <ul style="list-style-type: none"> • A negative LFT does not eliminate the possibility of an infection. In particular, it 	AL	As required	Ongoing			

		<ul style="list-style-type: none"> Reporting positive cases via the ALT App Reordering tests when required. Liaising with Operations Team for operational matters. <p>The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results.</p> <p>Staff have been identified who wish to take part.</p> <p>The two test days have been decided (3-4 days apart). One of the test days should be recommended as Monday morning.</p> <p>Appropriate action is taken in the event of:</p> <ul style="list-style-type: none"> A negative test result A positive test result (A PCR test should be taken within 2 days of the positive lateral flow test, otherwise the 10 day self-isolation must be completed) Two void test results. <p>Necessary records of tests are kept.</p>			<p>will not detect individuals who are recovering from having had the virus.</p> <ul style="list-style-type: none"> A negative LFT does not allow the individual to pause compliance with Covid-19 rules within school and good hand hygiene outside the workplace. The testing programme does not replace current (PCR) testing policy for those with symptoms. <p>Staff are aware of the need to report any positive test results to school and are familiar with the Government say at home guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>	KN	Sept 21	Ongoing			
General Hygiene	Staff, students, visitors may contract Covid-19	Staff, students, visitors and contractors follow correct			Adequate soap / hand sanitizer and tissues are available for students and staff throughout the school and for visitors arriving at main reception.	AF	As required	Ongoing			

		<p>handwashing and good hygiene.</p> <p>Students wash their hands at the designated times during the day and after certain activities: On arrival at school After breaks and sport activities When they change rooms Early Years: after using wheeled bikes, trikes and other large, movable toys Before cooking and eating After sneezing or coughing After using the toilet Before leaving home.</p> <p>Note: Electric hand dryers may be used.</p> <p>Adequate soap / hand sanitizer and tissues are available for students and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical.</p> <p>A procedure is in place for removing face coverings if students and staff who use them arrive at school. Students are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all). Students dispose of temporary face coverings in a covered bin or</p>				<p>Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical.</p> <p>Hand sanitiser is available around the school, at points of entry to building, and in each room. Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire.</p> <p>Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Small children and students with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative.</p> <p>Note: hand washing is more effective than the use of hand gel and remains the preferred option.</p> <p>Site Manager to ensure that sufficient supplies of janitorial/cleaning/sanitising products/sanitizer/tissues and PPE to last a month are stored, to allow for any delays in future deliveries. Site Manager to procure PPE and janitorial/cleaning products via their usual procurement routes.</p> <p>Regularly share key messages of hand hygiene with parents / students.</p> <p>Frequent hand cleaning and good respiratory hygiene practices to be promoted.</p> <p>Sufficient ongoing cleaning is undertaken in areas occupied by staff and students. Janitor on duty during core hours to clean contact points, frequently touched areas and toilets. Fogging equipment can be used to clean areas, which are normally difficult to clean (e.g. fabric/toys, etc.). Where areas are fogged, the timetable must allow a 30-minute 'soak time' before the room is re-occupied.</p>	<p>CC</p> <p>MP</p> <p>CM</p> <p>AF</p>	<p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			
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		<p>place reusable face coverings in a plastic bag that they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups</p>		<p>A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches. Frequently touched surfaces and touch points are cleaned using sanitizing chemicals</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning risk assessment has been reviewed and shared with cleaning team, along with training on the correct donning/doffing and disposal of any PPE identified on their risk assessment.</p> <p>Wherever possible contactless payments are accepted on site rather than cash. In the event that this is not possible, staff should wash or sanitise their hands immediately after handling any coins/cash.</p> <p>Rooms will still need to be cleaned after a positive case therefore the contents of the classrooms and their ease of cleaning should be considered. Keep clutter to an absolute minimum.</p> <p>Teaching staff may wish to continue to clean articles or areas within the classroom during the school day e.g. books after being touched by student, touch points within their class, e.g. in the event a student has dropped a used tissue on a table, etc. For this purpose, it is safest for staff to use the sanitising wipes provided in classrooms. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE will be required.</p>	Staff	As required	Ongoing	
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				<p>Teachers may wish to continue to wash or sanitise their hands before and after handling students' books.</p> <p>Site Manager will be responsible for checking stocks of soap and hand drying facilities throughout each day in all toilets/kitchenette areas. Staff to report any issues with cleaning/supplies via the EVERY helpdesk.</p>	MP	As required	Ongoing			
Personal Protective Equipment (PPE)	Staff, students, visitors may be exposed to Covid-19	<p>Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures.</p> <p>Training and instruction have been provided for the donning/doffing (putting on and taking off), and disposal of PPE.</p> <p>Aerosol generating procedures (AGPs): Within education settings, these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health</p>		<p>Where students require medical procedures, risk assessments are in place for these medical procedures and have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary.</p> <p>Site Manager is responsible for ensuring sufficient stocks of PPE, cleaning materials and hygiene products and that these are suitable stored. Local supply chain must be used to source PPE, cleaning/janitorial and hygiene products. School will call on help from another academy in the Trust in the event that there is an unmet urgent need for PPE.</p> <p>Academy Managers are aware of how to procure PPE via the DfE link using their UON.</p> <p>Risk assessments will determine the level, if any, of PPE required by individuals. Where RAs</p>	CC MP KN	Sept 21 As required As Required	Sept 21 Ongoing Ongoing			

		<p>England's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is:</p> <ul style="list-style-type: none"> • FFP2/3 respirator • gloves • a long-sleeved fluid repellent gown • eye protection 			<p>highlight the need for PPE, staff required to use it will be trained on donning/doffing.</p> <p>Donning/doffing posters are displayed in key areas (first aid room/Covid-19 isolation room)</p> <p>Staff working in ATS prior to the start of the autumn term have been suitably trained to carry out the role expected of them. They received training on safe donning/doffing of PPE detailed on the ATS risk assessment. There is a QA procedure in place to ensure that ATS operates safely and in accordance with guidance.</p>						
Use of face coverings	Staff, students, visitors, contractors may be exposed to Covid-19	<p>Face coverings may (only) be worn in school by:</p> <ul style="list-style-type: none"> • Staff as a personal preference outside the classroom where they are not a barrier to communication and proper hand hygiene is observed and they are disposed / cleaned on a regular basis. • Visitors/contractors 			<p>Ensure procedure is in place for removal of face coverings for people entering the building.</p> <p>Donning/doffing poster should be displayed at entrance to building and bins provided for disposal of single use face coverings. People entering the building with re-usable face coverings, should store these in a bag and keep them on their person at all times. Any face coverings left unattended will be disposed of.</p>	KN	Sept 21	Ongoing			
Transmission of Covid-19 via touchpoints	Staff, students, visitors, contractors may transmit or contract Covid-19	<p>Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices.</p> <p>Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching, and the screens are cleaned on a regular basis.</p>			<p>A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches. Frequently touched surfaces and touch points are cleaned using sanitizing chemicals.</p> <p>Teaching staff may wish to continue to clean articles or areas within the classroom during the school day e.g. books after being touched by student, touch points within their class, e.g. in the event a student has dropped a used tissue on a table, etc. For this purpose, it is safest for staff to use the sanitising wipes provided in classrooms. If other cleaning chemicals are used then</p>	AF	As required	Ongoing			
						Staff	As required	Ongoing			

		<p>Consider whether drinking fountains need to be taken out of action.</p> <p>Enhanced cleaning and disinfection is in place. Cleaning/janitorial team will follow the 'cleaning for Covid-19' checklist to ensure consistency of cleaning and ensure that touch points/routes into and out of the building/rooms/toilets and any staff bases used are cleaned and disinfected.</p>				<p>additional COSHH risk assessments, training and PPE will be required.</p> <p>Where drinking fountains are in use, students should only fill their own bottle, and sanitising wipes should be provided by the water fountain to wipe the touch point with before use.</p> <p>Limited 'shared' items from staff rooms i.e. microwaves, toasters and kettles. These are items that are frequently touched and should staff choose to use them they must wipe them down before use, using the sanitising wipes provided in staff rooms/staff bases/offices. Signage to this effect will be displayed.</p> <p>Teaching staff reminded to keep desk surfaces clear of clutter, remove personal items in order to make cleaning easier. Sanitising wipes available in each classroom for staff to periodically wipe surfaces, keyboards, handles, switches and other touch points as an additional safety measure to the increased cleaning and disinfection in place with cleaning teams.</p> <p>Sanitising wipes in each classroom/meeting room to permit wipe down of contact points/tables before start of meetings.</p> <p>COSHH Assessment Form and additional guidance relating to hazardous substances is available from Paul Straw.</p> <p>Cleaning schedules, cleaning RAs and checklists reviewed and a Covid-19 cleaning standard established, drawn up and communicated to cleaning teams. 2-phase cleaning regime in place – cleaning and disinfection.</p> <p>Covid-19 cleaning/janitor checklist drafted to ensure consistency of cleaning across teams</p> <p>Cleaning teams have been trained on 'cleaning for Covid-19' procedures and risk assessments reviewed and shared with cleaning teams.</p>	PS	As required	Ongoing			
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Travelling to/from school on public transport	Staff, students, parents/carers may be exposed to Covid-19.	Families using public transport are referred to the safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers				Promote walking and cycling to minimise use of public transport and the potential for congregating at bus stops at the end of the school day.	CM	Sept 21	Ongoing	
Organising the school day	Staff, students, parents/carers may be exposed to Covid-19	Drop-off and collection times may continue to be staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups. The views of parents/carers is taken into consideration.				Parents/carers drop-off and pick-up protocols that minimise adult-to-adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the school premises	CM	Sept 21	Ongoing	
Receptions/Office s/Meeting Rooms/Staff bases	Staff, students, visitors may be exposed to Covid-19	Use of Perspex protective screens to separate desks in staff bases/offices where a safe distance cannot be maintained. Perspex screens to remain on reception desks, along with floor marking denoting a 2m distance from the desk. Where reception desks have fixed screens, keep in closed position wherever possible.				Hand sanitiser, wipes and tissues are provided in all meeting rooms, staff bases, offices, receptions and classrooms. Hot desks are avoided where possible. Where not possible workstations are cleaned between uses, using the wipes provided in each room. Remote working tools (Teams, Zoom) are used to avoid in-person meetings whenever possible. Meetings are held outdoors or in large, well-ventilated rooms whenever possible. Where meetings are indoors and in person, staff should maintain a safe distance from each other. Reduced occupancy of offices/staff bases/meeting rooms will remain in place until the end of September, and will be reviewed regularly. Staff must not exceed maximum	CM	Sept 21	Ongoing	

				occupancy that is displayed on office/meeting room doors.					
Curriculum: School Sport	Staff, students may be exposed to Covid-19	<p>The school may work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfactory risk assessments are in place.</p> <p>Competitions between different schools: The school refers to guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance.</p>		<p>Prioritise outdoor sports where possible and use large indoor spaces where outdoors is not an option. Avoid contact sports.</p> <p>The school only provides team sports on the list available at https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</p> <p>Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>Sports equipment is thoroughly cleaned (or kept in quarantine for 72 hours) at regular intervals, or fogged using specialist equipment.</p>	JC	As required	Ongoing		
Curriculum: Music, dance and drama in school performances	Staff, students, visitors may be exposed to Covid-19	<p>Playing instruments and singing in groups take place outdoors wherever possible. If indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. It is important to ensure good ventilation</p>		<p>Refer to further guidance: https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</p> <p>The school will complete a risk assessment for any performance, taking into account the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance, the school also gives particular consideration to the guidance on delivering outdoor events</p>	CM	Sept 2021	Ongoing		

					Make use of outdoor facilities to minimise risk of transmission						
Curriculum: KS3 and KS4 Science	Staff, students may be exposed to Covid-19	CLEAPPS guidance is followed as necessary: GL343 - Guide to doing practical work during the COVID-19 pandemic - Science - Version 4.01 - 14/07/21				MB	Sept 21	Ongoing			
Curriculum: KS3 and KS4 D&T/ Food Technology & Art	Staff, students may be exposed to Covid-19	CLEAPPS guidance is followed as necessary: GL344 Guide to doing practical work during the COVID-19 Pandemic; D&T, food & art, Version 5.01 - 14/07/21				ED	Sept 21	Ongoing			
Lack of air changes / ventilation	Staff, students, visitors may be exposed to Covid-19	<p>Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply).</p> <ul style="list-style-type: none"> Natural ventilation is used to help reduce the risk of spreading coronavirus: Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully 			<p>Ensure good ventilation of rooms. Open windows to ensure natural ventilation.</p> <p>Trust's M&E service provider has reviewed mechanical ventilation systems to ensure they are in line with CIBSE.</p> <p>Further advice available here (HSE) and here (CIBSE).</p> <p>DFE procuring CO2 monitors and to be deployed as soon as available</p>	MP	Sept 21	Ongoing			

		<p>during breaks to purge the air in the space).</p> <ul style="list-style-type: none"> • Opening internal doors (note that this also has the benefit of reducing touch points). • Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts. <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch) • Providing flexibility to allow additional, suitable indoor clothing. The school has a mindful and considerate approach with parents who have difficulty obtaining uniform items or are 										
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		<p>experiencing financial pressures.</p> <ul style="list-style-type: none"> Rearranging furniture where possible to avoid direct drafts. <p>Heating is used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.</p>										
<p>Operational Issues: Staff Availability</p>	<p>Staff, students, parents/carers may not be able to attend the setting.</p>	<p>From September there is a higher likelihood that a class will remain in school:</p> <ul style="list-style-type: none"> Where their teaching staff with symptoms/test positive are self-isolating. Non-double vaccinated staff identified as close contacts will be required to self-isolate. <p>The potential impact on staffing has been explored and contingency plans are in place (use of supply / re-deploying school staff.</p> <p>Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating. These may include:</p> <ul style="list-style-type: none"> Staff involved and trained in personal care First Aiders / Paediatric First Aiders Estates/Cleaning Team Catering Teams 				<p>Surveys have been carried out to understand the impact on staffing and to inform planning.</p> <p>The Trust has engaged with supply staff agencies.</p> <p>The academy has considered building resilience where a small staff cohort has specialist skills and training, so that in the event of staff absence, due to self-isolation, the school can operate as normal. In exceptional circumstances, there may be situations where the academy cannot provide their usual interventions and provision at adequate staffing rations, or with staff with vital specialist training, In these circumstances, they seek to resume as close as possible to the specified provision for the young person as soon as possible. Where attendance is mandatory, full-time provision should be provided.</p> <p>Operations Team from other schools can be called upon to support in the event of staffing shortages on Estates, Cleaning, and Catering.</p>	<p>CM/ KG</p>	<p>Sept 21</p>	<p>Ongoing</p>			

<p>Staff welfare and staff redeployment</p>		<ul style="list-style-type: none"> • DSL <p>Governing boards and school leaders have regard to staff work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in the process.</p> <p>Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher</p> <p>Any redeployments are not at the expense of supporting pupils with SEND.</p> <p>Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit. DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing.</p>			<p>Appropriate support and contact is provided to staff who are home working, particularly for extended periods of time.</p> <p>https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/</p> <p>Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work.</p>	<p>CM</p>	<p>As required</p>	<p>Ongoing</p>			
<p>Student welfare and mental health support</p>	<p>Students/parents/carers may experience anxiety</p>	<p>Where students, parents and households are reluctant or anxious about attending school their concerns are discussed and reassurance</p>			<p>Year Leaders and Learning Support and Behaviour Team available to students around school.</p>	<p>FS</p>	<p>Sept 21</p>	<p>Ongoing</p>			

		<p>provided on the measures you are putting in place to reduce any risks. Students may include those who:</p> <ul style="list-style-type: none"> are concerned about the possible increased risks from coronavirus <p>Ref: Wellbeing for Education Return</p> <p>Pastoral support is offered to pupils who are:</p> <ul style="list-style-type: none"> self-isolating shielding due to advice of clinician/GP vulnerable 				Referrals to CAMHs if needed.						
Remote Learning	Staff, students, parents/carers may be impacted if not able to attend the setting.	<p>Remote education plans are in place for individuals or groups of self-isolating student, students who face challenges in returning from abroad or because they are complying with clinical or public health advice. Students have access to remote education as soon as reasonably practicable, which may be the next school day. The remote education provided is equivalent in length to the core teaching pupils would receive in school.</p> <p>Systems are in place for checking, daily, whether students are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern</p>				<p>Some students with SEND may not be able to access remote education without adult support. The academy will work collaboratively with families and put in place reasonable adjustments so that students with SEND can successfully access remote education appropriate for their level of need.</p> <p>Refer to the Outbreak Management Plan.</p> <p>Assistant Principal to ensure remote learning is of high quality and experiences high levels of engagement.</p> <p>The school access programmes and activities to support pupils to make up education missed as a result of the pandemic.</p>	CC	As required	Ongoing			
						JC	As required	Ongoing				

		<p>A named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education is appointed.</p> <p>The school has published information about their remote provision on their website. An optional template is available to support this legal requirement.</p>										
Incident Reporting	<p>Staff experience violence, verbal abuse and aggression from parents / students/ visitors / contractors / members of the public. Staff, students, visitors may experience an accident, near miss or receive first aid treatment.</p>	<p>A case of disease is recorded via the school's incident reporting system and to the HSE (via RIDDOR) where a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease.</p> <p>https://notifications.hse.gov.uk/riddorforms/Disease</p>				<p>Academy Managers will log positive cases on ALT Covid-19 App.</p> <p>Angela Labbate will be responsible for escalation to HSE via RIDDOR where illness is likely to have been caused by occupational exposure.</p> <p>All incidents of first aid/violence/accidents/near-misses MUST be reported on E-works in the usual way. Where staff are working from home, they must still report any accidents/near-misses on E-works in the usual way.</p>	<p>KN</p> <p>AL</p>	<p>As required</p> <p>As required</p>	<p>Ongoing</p> <p>Ongoing</p>			
Safeguarding	<p>Students may become more vulnerable if not at school</p>	<p>If a vulnerable student is required to self-isolate, the school:</p> <ul style="list-style-type: none"> notifies their social worker (if they have one) agrees with the social worker the best way to maintain contact and offer support checks if a vulnerable pupil is able to access 				<p>DSLs, SENDCo, Year Leader and SLT will convene to identify the best course of action on an individual basis.</p>	<p>CM/ JC/ FS/ CC</p>	<p>As required</p>	<p>Ongoing</p>			

		<p>remote education support</p> <ul style="list-style-type: none"> • supports them to access it (as far as possible) • regularly checks if they are accessing remote education 									
School Meals	Students may not have access to food	The school continues to provide free school meal support to students who are eligible for benefits related free school meals and who are learning at home during term time.				School are aware of students who may be facing food poverty. Hot food is available to all students everyday	KN/FS	Sept 21	Ongoing		
SEND	Staff and students may be exposed to Covid-19	Individual student risk assessments are subject to regular reviews noting any behavioural changes with the student on site. Staff working with students who spit uncontrollably should wash their hands more frequently than other staff. Face shields are considered as a possible control measure Students who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands.				Where students with EHC plans are not attending their setting because they are following public health advice, multi-agency professionals collaborate to agree how to meet their duties to deliver the provision set out in the EHC plan. This may include face-to-face visits to the home, or virtual support by means of video or telephone calls, or via emails. Where home visits are conducted, a separate risk assessment will be in place.	CC	Sept 21	Ongoing		
Monitoring Controls	All	Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the Trust, Government advice, and national or local directions from Public Health England.				Staff are encouraged to report concerns so that these can be addressed. HR send out regular questionnaires and staff are encouraged to feedback highlighting any concerns they have about control measures. Any updates are highlighted on the risk assessment and immediately shared with staff.	CM DS CM	Sept 21 Sept 21 Sept 21	Ongoing Ongoing Ongoing		

<p>Persons entering site with COVID19 symptoms Transmission of Covid-19 to the school community</p>	<p>Students, staff, contractors and visitors may be exposed to COVID-19. Staff/children Some BAME children/students & staff members are statistically at higher risk</p>	<p>Staff, students/visitors must not attend if they have symptoms or are self-isolating due to symptoms in their household.</p> <p>Visitors by appointment. Contractors to attend for emergencies only and following the visitor protocol.</p>				<p>Signage displayed to encourage: Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Hand sanitising stations placed at entrance points. All visitors to be signed in by receptionist and asked to use hand gel on arrival.</p> <p>Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach – reinforce this message with staff and children throughout the day – verbal reminders and good signage displayed to act as a constant reminder.</p> <p>'Screening' procedures in place for any planned visitors to site to ensure that neither they nor anyone in household is displaying symptoms or have been in contact with a confirmed case.</p> <p>Staff to be issued with home testing kits until guidance is reviewed at the end of September.</p>	<p>MP</p> <p>CM</p> <p>KN</p>	<p>Sept 21</p> <p>Sept 21</p> <p>Sept 21</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			
<p>Students unable to understand recognise the Covid-19 control measures.</p>	<p>Students, staff, contractors and visitors may be exposed to COVID-19.</p>	<p>Reinforce key messages throughout the school day and build into routines.</p> <p>Teach students hand washing techniques.</p> <p>Build hand washing / sanitising into the routine of the school day;</p> <ul style="list-style-type: none"> • On arrival • Before / after break • Before / after lunch • Before leaving school <p>Consistent reminders and positive reinforcement to students regarding key control measures;</p>				<p>Revise behaviour policy and communicate to all stakeholders.</p> <p>Individual risk assessments completed for identified students and implement control measures: Pastoral Leads to identify individual students who may pose a risk and complete risk assessments.</p> <p>Risk assessments are in place for high risk students.</p> <p>Those identified SEND students (whether with EHC plans or on SEN support) will need specific help and preparation for any controls that remain which represent a change to routine.</p>	<p>FS/CC</p>	<p>Sept 21</p>	<p>Ongoing</p>			

		<ul style="list-style-type: none"> • Cough / sneeze into tissue • Washing hands 								
<p>Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.</p>	<p>Staff, students, contractors and visitors may be exposed to COVID-19.</p>	<p>Local supply chains MUST be used to source PPE, cleaning materials and hygiene products.</p> <p>Assurance of a secure supply chain to be in place for essential supplies prior to start of autumn term so far as reasonably practicable.</p> <p>Ensure that processes are in place for the supply of materials and provision of services (i.e. catering supplies, refuse collections, sanitary hygiene collections).</p> <p>Emergency plans in place if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely.</p>			<p>Site Manager will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products via their usual procurement routes.</p> <p>Academy Managers are also aware of how to procure PPE for testing stations via the DfE link using their UON</p> <p>Where there is an unmet urgent need for PPE please contact the nearest local resilience forum for support, information accessible via: https://www.gov.uk/guidance/local-resilience-forums-contact-details#england</p> <p>Initial stock of PPE is in place and one month of stock should always be maintained to allow for delivery times.</p> <p>Call on help from another academy in the Trust PPE also available via the LA</p> <p>RAs will determine the level, if any, of PPE. Where RAs highlight the need for PPE, staff required to use it will be trained on donning/doffing. Staff provided with PPE guidance sheet. Donning/doffing posters are displayed in first aid rooms, and in the Covid-19 isolation room.</p>	MP	As required	Ongoing		
<p>Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.</p>	<p>Staff, students, contractors and visitors may be exposed to COVID-19.</p>	<p>Avoid and discourage any unnecessary visitors to site.</p> <p>Avoid any contractor works unless emergency or essential.</p> <p>Communicate with contractors and suppliers that need to prepare to support school arrangements</p>			<p>Operations Manager and Site Manager to review and implement adaptations to reception area to provide screens, arrange office layout/minimise number of staff working in the office and to mark out safe distance from reception desk for people to stand at.</p> <p>Site Manager to conduct contractor induction and maintain a record in the event that a contractor needs to attend site for an emergency repair or service.</p>	SU/MP	As required	Ongoing		

		<p>(e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <p>Disable any touch screen for signing in purposes that may be present on your sites.</p> <p>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.</p> <p>Review reception area of school, including;</p> <ul style="list-style-type: none"> • Method of signing in • Remove any touch screen or biometric check in or intercom which involves skin contact • Maintenance of safeguarding controls / security • Physical barrier to protect those working in reception • Social distancing marking • Signage on gate / door advising of procedures • Inform of procedures via intercom • Frequent cleaning regime of hand contact points • Hand gel available <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p>				<p>Site managers have Contractor on site induction forms and Covid-19 specific questions have been included in contractor checks/RAMS prior to anyone attending site.</p> <p>Operations Business Partners to ensure that Site Managers adhere to this</p> <p>Site Managers/site teams to be aware that there are external touch points (push plates on gates, push to exit buttons, intercom buttons). These may present a risk to site teams coming onto site to unlock the buildings each morning and so should wear appropriate gloves when unlocking the site. These items should also be regularly sanitised by site team and could be done during the routine litter pick (e.g. after arrival of students and after departure of students).</p> <p>For key arrival/departure times, gates on automated systems should be 'held open' to reduce the need to 'push open' and should be closed again to maintain maximum security. Visitors/parents/carer visits must be for essential reasons only and by appointment.</p> <p>Receptionist signs in to avoid sharing of pens.</p> <p>Record of all visitors will be kept.</p> <p>Screening of any planned visitors is in place to ensure they are not experiencing any Covid-19 symptoms, or are from a household where symptoms are present or someone has tested positive.</p>							
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<p>Risk of fire and delayed evacuation due to insufficient fire safety management.</p>	<p>Staff, students, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.</p>	<p>Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors MUST not be propped open. Fire evacuation routes to be kept clear at all times.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via staff briefings.</p> <p>Fire drill to be completed upon return in September and a record maintained in the fire log book.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and students.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p>		<p>Angela Labbate has reviewed the fire risk assessment and reviews it periodically to ensure it remains suitable and sufficient in the ever-changing landscape.</p> <p>Health, Safety and Compliance Manager will be responsible for updating any fire evacuation procedures with their Principal/Academy Manager.</p> <p>Site Manager will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>Site Manager will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear. These checks will be documented on EVERY.</p> <p>Fire doors which are on magnetic hold open (i.e. on corridors should be held open as they will automatically close in the event of the fire alarm ringing. This will reduce the need to touch doors.</p> <p>The school is not on automatic response; i.e. in the event of a real fire, the fire services do not automatically attend. In the event of a real fire, site team are responsible for ringing the emergency services.</p> <p>Communication issued must be recorded in the fire log book by the Site Manager.</p> <p>Additional hazards have been included in the FRA – PPE supplies, supplies of sanitiser and increased supplies of chemicals for cleaning. These additional products will be safely stored to minimise risk of fire, and stored in line with COSHH regulations.</p>	<p>AL</p> <p>PS/ CM/ KG</p> <p>MP</p>	<p>Sept 21</p> <p>As required</p> <p>As required</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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				<p>Site team staff should take responsibility for the fire alarm panel and for determining whether there is a real fire, or false alarm.</p> <p>Refresh/re-train persons named of sweep lists.</p> <p>The panel must not be silenced nor re-set until a false alarm has been confirmed.</p> <p>Where call points are not 'manual break-glass' it is crucial that staff and students are re-briefed on procedures for raising the alarm. Staff must be issued with a call point key and students should be briefed that they must raise the alarm with the nearest staff member should they suspect a fire. All communication and refresher training issued to staff and students should be documented in the fire log book by the site manager.</p> <p>Nobody should re-enter the building until the all clear has been given by SLT member.</p> <p>Class registers must be maintained and taken to the assembly point to ensure that students are accounted for.</p> <p>Good housekeeping essential due to the increased fire risks from stocks of sanitising gel, stocks of PPE and additional cleaning chemicals being stored in the building</p> <p>Regular reminders to staff about housekeeping and staff reminded to not leave sanitiser next to a source of heat/in sunlight.</p> <p>No hot works permitted without prior agreement with Angela Labbate/insurers.</p> <p>SENCO will be responsible for reviewing PEEPs regularly and amending support plans as required and for identifying any additional PPE requirements.</p> <p>SEN students RAs must be reviewed by SENCO.</p>						
					KG	As required	Ongoing			
					AL	As required	Ongoing			
					CC	As required	Ongoing			
					CC	As required	Ongoing			

					Any supply staff brought in to support staff absences must be inducted in fire evacuation procedures and basic fire safety.						
Stress upon staff members caused by: Roles may be overlapping with greater demands in shorter term; Parents may make increased demands upon staff. Ongoing anxiety from the pandemic	Staff	Prioritisation of important tasks for the school community for that day/ week. Staff kept informed of developments before students/ children & parent community.			Staff aware of need to report concerns to Principal. Governing Body aware of the need to support Principal & Leadership Team. All employees have access to employee support programme and are encouraged to engage with it.	CM	As required	Ongoing			

Additional Controls:

Social Distancing:

Restrictions will continue in the form of reduced occupancy of offices/staff bases/meeting rooms. Staff must adhere to maximum occupancy numbers detailed on the door. Staff should continue to maintain social distancing as far as reasonably practicable.

Touch Points:

Entrance gates/doors will be held open by NET2 or wedged open for the arrival of students to minimise the need to push open/touch push plates and thus minimise the possible spread of infection and students managed into the building.

Where corridor fire doors are installed with magnetic 'hold open', these should remain open to minimise touching; this will also improve flow of air through circulation routes, which will aid ventilation.

Hygiene:

Additional sanitiser sources are available for use – although preferred option is regular hand washing with hot water and soap. Children and adults should periodically do this throughout the day. There should be regular 'slots' for children and adults to be able to wash their hands during the course of the day.

Staff to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying; and also reminded to catch coughs and sneezes in tissues – Follow 'Catch it, Bin it, Kill it' and to avoid touching face, eyes, nose or mouth with unclean hands. Posters displayed throughout to encourage hand washing, sneezing, etc.

Students also regularly reminded to follow the above guidance; students are supervised and encouraged to wash hands regularly.

Where staff are supporting children with special needs, staff must regularly wash hands as per guidance issued by DfE/PHE.

Govt. guidance is being followed in that PPE is not deemed necessary for school settings other than for risks identified by a risk assessment or where they are supporting a student or adult who develops symptoms of Covid-19 and a safe distance cannot be maintained.

Sanitising stations sited at entrance points. Sanitising wipes provided in offices, meeting rooms, staff bases, receptions and classrooms.

Avoid 'hot desking' where possible. Where this is unavoidable, staff should use the sanitising wipes provided in all rooms to wipe down keyboards/mouse/printers/phones before use.

Cleaning

Frequent cleaning and disinfection of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, toilet flush handles, computer keyboards, reception area, using appropriate cleaning products and methods. Regular checks carried out by Site Manager/Cleaning Supervisor. Cleaning team presence during the day to allow for disinfection of contact points and introduction of Covid-19 cleaning checklist to ensure consistency across team members. Full clean and disinfection of areas used at the end of the school day.

Cleaning is two phase; cleaning (i.e., removing debris/soiling, followed by disinfection)

Full clean at the end of day, and disinfection/sanitising ongoing throughout the day to ensure 'contact points' are disinfected twice daily.

Deep clean weekly.

Where external lettings are permitted, ensure sufficient provision for cleaning prior to agreeing to the letting.

Cleaning concerns:

Where staff have cleaning concerns, staff have been instructed to log their issues on the estates team helpdesk so that any issues can be addressed and an audit trail of remedial action in place.

Sanitiser:

In accordance with CLEAPPS guidance, sanitiser used in labs shall not be alcohol based due to risk of flammability in a higher risk environment. Hand washing should be implemented within labs.

Library:

Contact hazard with library books and handling –books to be dropped into a box and librarian deals with them 48 hours later

NHS Test and Trace process

The Trust understands and is engaged with NHS Test and Trace process and are aware of how to contact their local Public Health England health protection team. Staff members and parents and carers will understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms - staff and students must not come into the setting if they have symptoms, and must be sent home to self-isolate if they develop them when at the setting - all children and young people can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details, if asked by Test and Trace, of anyone they have been in close contact with, if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace,
- isolate if they test positive.

Self-isolation of close contacts will only be undertaken on advice from NHS Test and Trace, where they are aged 18 and over and where they have not received both vaccinations

The latest NHS/PHE test and trace information has been shared with staff, parents and carers: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Facial Coverings

In line with Step 4 of the Government's Road Map, adults moving around the building will no longer be required to wear face coverings, but may do so if this eases their anxiety.

Reference Documents:

DfE: Schools coronavirus (COVID-19) operational guidance (July 2021)

<https://www.gov.uk/government/collections/attendance-in-education-and-early-years-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>

<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Management of Health and Safety Regulations 1999

The Workplace Health, Safety and Welfare Regulations 1992

The Health and Safety at Work Act 1974

WHO: Getting your workplace ready for COVID-19

PHE: Advice on the Coronavirus for places of Education
GOV.UK: Guidance to Educational Settings about COVID-19.
CAR 2012
The Regulatory Reform (Fire Safety) Order 2005
CIBSE

Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions

Review Date (Step 5):

Assessors Signature:



Date: 7/9/2021

Authorised By:

Date:

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
	Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)	
Likelihood of Harm Occurring				

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category MUST have a written method statement/safe system of work and arrangements MUST be made to ensure that the controls are maintained and monitored for adequacy.