

# COVID-19 Academy Risk Assessment (July 2020)

<b>Operations/Work Activities covered by this assessment:</b>	COVID-19: IMPLEMENTING PROTECTIVE MEASURES AT ARCHWAY LEARNING TRUST FOR A SEPTEMBER RETURN TO SCHOOL		
<b>Academy:</b>	Bluecoat Beechdale Academy	<b>Department/Service/Team:</b>	Whole Academy
		<b>Date:</b>	27th July 2020 Revised 2/9/2020/14/9/2020/9/10//20/14/10/20 2/11/2020

**Note:** A person specific assessment **MUST** be carried out for young persons, pregnant women and nursing mothers and any staff member in the 'Trust red/amber categories returning to work

**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.

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

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 school community, including;	Likelihood	Severity	Risk Rating	Principal/Vice Principal will be responsible for checking government guidance daily. In their absence an Assistant Principal will fulfil this role. Government COVID-19 guidance is available via; <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> Government guidance <b>MUST</b> be checked daily and the RA reviewed accordingly. Any changes to the RA will be communicated to staff immediately. updates to RA will be carried out by Steve Upton under the direction of Angela Labbate.  Government guidance relating to schools and other educational settings is available via;	SKB/RF  SU/AL	Daily  As required	Ongoing  Ongoing	Likelihood	Severity	Risk Rating



		<p>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 ParentMail and the school website.</p> <p>Changes to student arrangements / requirements to be communicated and reinforced via Principal.</p>			<p><a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></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 Principal/Vice Principal</p>	All staff	As required	Ongoing			
Fire Safety Systems	Staff/students/visitors /contractors – any occupants/persons entering the buildings	<p>All relevant fire safety equipment and systems have been tested prior to start of the September 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>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>Fire evacuation procedures will return to normal following those in place for the partial Y10 reopening.</p> <p>Fire wardens/ fire evacuation sweep lists have been reviewed due to staffing changes(starters/leavers/RAs) and procedures updated accordingly.</p> <p>Fire evacuation procedures will be re-issued to ALL staff before the start of the September term. Where persons are named as 'sweepers' or expected to fulfil a specific function during fire evacuation, these individuals will receive separate instruction on what is expected of them during a fire evacuation. All such communication will be recorded by Site Manager in their fire log book.</p> <p>Site Manager will ensure that fire line up numbers at the assembly point are correct.</p> <p>In the event of a fire evacuation, registers will be taken to the fire evacuation point. Attendance team to take student registers, and Office Manager to take staff registers.</p> <p>Assistant Principal/Vice Principal will be responsible for checking student registers at the assembly point</p> <p>Office Manager will be responsible for checking staff registers at the assembly point.</p>	AD	August	1/9/20			
						GA/K G	As required	Ongoing			
						RF/ AF/ SR	As required	Ongoing			
						KG	As required	Ongoing			
							Daily				



		<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 period of 'lockdown' as site teams have continued to work and have carried out their compliance activities.</p>			<p>Site manager/site team to check operation of final fire doors daily during the routine unlock of the premises.</p> <p>Site manager/site team check internal fire doors monthly in line with compliance.</p> <p>External fire exits/staircases have been thoroughly cleaned by site teams prior to the start of term to ensure they are free of any moss or debris that could be a slip hazard during potential evacuation.</p> <p>All compliance activities are detailed on the compliance matrix section of EVERY.</p>	AD	<p>Monthly</p> <p>As required</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			
Legionella	Staff, students, contractors, visitors – anyone accessing the buildings	No water management activities have been missed and flushing activities have been carried out weekly during the period of closure and will continue to be throughout the summer holiday, in line with L8. All scheduled water management activities have continued and compliance has been maintained by site teams who have continued with the legionella management activities.			<p>Water management regime will be reviewed so that all outlets continue to be 'weekly flush', as has been throughout the 'lockdown' and throughout summer, to minimise risk of legionella in areas that will be less occupied due to any changes in use (e.g. not using showers, etc.)</p> <p>Site manager to ensure weekly flush of <u>all</u> outlets is continued.</p>	AD	Weekly	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			Asbestos checks have been carried out and documented in the asbestos register where schools have ACMs.	AD	6 monthly	Ongoing			
Restarting of plant/equipment	Staff, students, contractors, visitors – anyone accessing the building	<p>HVAC has been maintained in line with statutory requirements during period of 'lockdown'.</p> <p>Checks have been carried out to ensure that there are no leaks in the water system</p>			<p>School kitchens have undergone a deep clean and TR19 issued for cleaning of duct work.</p> <p>Gas Safe Certificate will be issued during the summer break following scheduled checks.</p>	SU	As required	Ongoing			



		<p>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 has been carried out and is up-to-date. Site teams have continued to work and statutory PPM activities have continued during the period of 'lockdown', partial opening and all compliance checks will continue throughout the summer.</p>				<p>Science Labs and Food Technology Rooms have had their annual service and gas safe checks completed.</p> <p>All automatic gate servicing is in date and annual force test carried out to ensure compliant.</p> <p>All checks completed to meet compliance and are documented in the compliance matrix section of EVERY.</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' and checks due in the summer holiday will continue as planned.				All checks completed to meet statutory compliance and can be evidenced on the compliance matrix of EVERY.	SU	Ongoing					
Pupils identified as at increased risk and exposed to COVID-19.	Staff, students, contractors and visitors may be exposed to COVID-19. People who are 'clinically extremely vulnerable' are at high risk of serious illness from coronavirus (COVID-19) infection when transmission rates within the community are high.	<p>Children and young people (0 – 18 years of age) who have been classed as 'clinically extremely vulnerable' due to pre-existing medical conditions are <b>advised</b> to shield until 31<sup>st</sup> July 2020 subject to continued decline in the rates of community transmission of Covid-19.</p> <p>Children who are 'clinically extremely vulnerable' can return to their education settings in September. These children should practise frequent hand washing and social distancing.</p> <p>Health care plans and arrangements for supporting</p>				<p>Government guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus is available via: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</a></p> <p>NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</a></p> <p>Identify students who are 'clinically extremely vulnerable' and risk assess.</p> <p>Some pupils and students are no longer required to shield, but those who generally remain under the care of a specialist health professional may need to discuss their care with their health</p>	AL	Daily	Ongoing				
							Year Leaders	1/9/20	2/9/20				



		<p>medical needs of students should be reviewed, updated and be communicated to relevant persons only.</p> <p>Assess the need for Personal Protective Equipment or Respiratory Protective Equipment (PPE / RPE) to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).</p>			<p>professional before returning to school in September (usually at their next planned clinical appointment) and in the event of any future lockdown situations.</p> <p>Additional arrangements implemented to support medical needs of students who will be attending school and documented within health care plans. These are signed by parent/carer.</p> <p>Any student unable to attend BBA because they are complying with clinical or public health advice, will have access to remote education.</p> <p>If the need for PPE/RPE is required to support these children, then staff must be trained in the safe donning/doffing.</p> <p>If RPE is required, training and face-fit testing will be required. For more information contact Angela Labbate <a href="mailto:alabbate@archwaytrust.co.uk">alabbate@archwaytrust.co.uk</a></p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p>	<p>SU</p> <p>AL</p> <p>AL</p>	<p>As required</p> <p>As required</p> <p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		
<p>Staff identified as at increased risk and exposed to COVID-19.</p>	<p>Staff, students, contractors and visitors may be exposed to COVID-19.</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>Some people, including those aged</p>	<p>'Clinically extremely vulnerable' staff are advised to follow shielding measures in order to keep themselves safe. Staff in this position are advised to continue to shield until 31<sup>st</sup> July 2020 subject to continued decline of transmission rates within the community.</p> <p>Shielding will be 'paused' on 1<sup>st</sup> August 2020 subject to decline in transmission rates. The relaxation of the shielding guidance will mean people who are 'clinically</p>			<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Staff classed as 'clinically vulnerable' will have a 'suitable and sufficient' personal risk assessment completed in conjunction with a member of SLT and line manager, to enable them to return to work. The RA details clear control measures that will be implemented to protect the individual, in line with government guidance. This will be reviewed following the announcement of the planned national lockdown to ensure RAs remain 'suitable and sufficient'</p>	<p>AL</p> <p>SLT/ Staff</p>	<p>Daily</p> <p>July</p>	<p>Ongoing</p> <p>24/7/20</p>		



	<p>60 and over, those with certain underlying conditions and pregnant women, are 'clinically vulnerable', meaning they may be at higher risk of severe illness from coronavirus.</p>	<p>extremely vulnerable' will be advised they can go to work, as long as they are able to maintain social distancing as much as possible and their workplace is COVID-19 Secure.</p> <p>'Clinically vulnerable' individuals are advised to take extra care in observing social distancing and should work from home where possible.</p> <p>People who live with those who are 'clinically extremely vulnerable' or clinically 'vulnerable can attend the workplace'</p> <p>Regular communication with staff working from home. Staff must not be disadvantaged by not being present on site.</p> <p>Arrangements implemented to support additional needs of staff attending school <b>MUST</b> be documented within an individual risk assessment (e.g. expectant mothers).</p>			<p>Due to the planned national lockdown and high transmission rates within the community, staff falling into the 'clinically extremely vulnerable' category will be advised to work from home.</p> <p>People who can work from home should continue to do so – this is likely to be the case for a very small number of staff.</p> <p>Government guidance on staying alert and safe (social distancing) for clinically vulnerable is available via:  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></p> <p>NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</a></p> <p>All new and expectant mothers will have a personal risk assessment, where they are returning to work.</p> <p>Any individual risk assessments for staff <b>MUST</b> be completed in conjunction with the employee and line manager. Both parties <b>MUST</b> sign the risk assessment. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment <b>MUST</b> be reviewed by both the staff member and manager regularly and updated to reflect any changes to arrangements.</p> <p>Line Managers <b>MUST</b> discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>All staff to respond to surveys from ALT HR to ascertain health status.</p>	<p>AL</p> <p>SLT/ Staff</p>	<p>Daily</p> <p>July</p>	<p>Ongoing</p> <p>24/7/20</p>			
<p>Staff / students living with a 'shielding' or 'clinically vulnerable person'.</p>	<p>Staff, students, contractors and visitors may be exposed to COVID-19.</p>	<p>Shielding advice for all adults and children will pause on 1<sup>st</sup> August 2020 subject to a continued decline in the rates of community transmission of coronavirus</p>			<p>Government guidance on shielding and protecting people defined on medical grounds who are classed as extremely vulnerable is available via:</p>	<p>AL</p>	<p>Daily</p>	<p>Ongoing</p>			



		<p>(COVID-19) - this means that even the small number of pupils and students who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding.</p> <p>People who live with those who are 'clinically extremely vulnerable' or clinically 'vulnerable' can attend the workplace'</p>			<p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace but should ensure they practice strict hand and respiratory hygiene and maintain social distancing.</p>						
Staff identified as at increased risk and exposed to COVID-19.	Staff who may otherwise be at increased risk from coronavirus (COVID-19). Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.	Risk assess people who fall into the BAME category. Discuss their concerns and explain the measures the school is putting in place to reduce risks.			Additional measures in place where appropriate, including working from home where possible, and staggered start times to avoid busy periods on public transport	SLT	July	24/7/20			
Individuals within the same household as staff/students displaying symptoms or confirmed case of COVID-19.	Staff, students, contractors and visitors may be exposed to COVID-19.	<p>Individuals will not attend the setting if anyone in the same household is displaying symptoms. They will follow Govt. advice and self-isolate for 14 days.</p> <p>Individuals to arrange for testing and communicate the result to the setting.</p> <p>Admin Manager to monitor staff absence related to COVID-19.</p> <p>Seek advice from your HR provision if required for staff absences.</p>			<p>NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</a></p> <p>Staff absences should be monitored daily and the RA updated to reflect any impact of staff absence.</p> <p>Flowchart of managing positive cases of Covid-19 in place and shared with staff. This procedure must be followed in order to engage with NHS Test and Trace.</p>	AL  TF/SKB  TF	Daily  Daily  Daily	Ongoing  Ongoing  Ongoing			



<p>Student displays symptoms of COVID-19 whilst at school.</p>	<p>Staff, students, contractors and visitors may be exposed to COVID-19.</p>	<p>Staff able to recognise key COVID-19 symptoms in students.</p> <p>The Government stay at home guidance <b>MUST</b> be followed if students become unwell with;</p> <ul style="list-style-type: none"> <li>• A new continuous cough, or</li> <li>• A high temperature</li> <li>• Anosmia (loss of or change in normal sense of smell. Can also affect sense of taste)</li> </ul> <p>Any student displaying symptoms will be moved to Meeting Room 2 until parent/carer arrives. Suitable PPE <b>will</b> be worn if the person supporting the student is not able to maintain a safe distance from them.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>Any staff member supervising students in the isolation area <b>MUST</b> maintain a distance a safe social distance (minimum of 1m). Where this cannot be achieved (e.g. For a child</p>				<p>NHS guidance relating to coronavirus symptoms is available at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Staff to be regularly reminded of the key symptoms of COVID-19 and of the procedure for dealing with symptomatic students or other staff members. This information will regularly be communicated via staff briefings/posters.</p> <p>Signage in classrooms highlighting COVID19 symptoms and guidance of what to do if a member of staff or student becomes ill displayed.</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>In the event that isolation rooms are used, a full disinfecting procedure will be carried out by cleaning teams, in line with the COVID-19 cleaning guidance.</p> <p>The government stay at home guidance is available at: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Where it is not possible to maintain a safe distance from the symptomatic person, Personal Protective Equipment will be worn as follows:</p> <ul style="list-style-type: none"> <li>• A surgical face mask</li> </ul> <p>If contact with the child is required then additional PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Apron</li> <li>• Surgical face mask</li> </ul>	<p>AL</p> <p>SKB</p> <p>SKB</p> <p>AD</p> <p>AL</p> <p>AD</p>	<p>Daily</p> <p>Daily</p> <p>August 20</p> <p>As required</p> <p>Daily</p> <p>August</p>	<p>Ongoing</p> <p>Ongoing</p> <p>1/9/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>1/9/20</p>			





		<p>with complex needs) PPE <b>MUST</b> be worn.</p> <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>Areas where a symptomatic individual has spent time, and any objects / surfaces they have come into contact with <b>will</b> be suitably cleaned and / or disinfected and then isolated for 72 hours. The Government guidance <b>will</b> be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases <b>will</b> be managed by:</p> <ul style="list-style-type: none"><li>• Placing in a plastic rubbish bag – tied when full.</li><li>• Plastic bag placed in a second bin bag and tied.</li></ul>				<p>If there is a risk of splashing to the eyes (e.g. coughing, spitting or vomiting), then additional PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"><li>• Gloves</li><li>• Apron</li><li>• Surgical face mask</li><li>• Eye protection</li></ul> <p>Site Manager will be responsible for setting up the isolation area. The following elements <b>MUST</b> be included (wherever possible);</p> <ul style="list-style-type: none"><li>• A room with a door that can be closed</li><li>• Supervision provided for pupil(s) in the isolation area.</li><li>• A window available and opened for ventilation.</li><li>• Access to a separate toilet (in case needed whilst awaiting collection).</li><li>• An exit route – enabling symptomatic student to leave site when collected without re-entering the main school.</li><li>• The cleaning/disinfection regime then implemented to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)).</li><li>• Signage will be displayed to indicate the isolation area is in use and a strict “no entry” must be enforced.</li><li>• A record <b>will</b> be kept of everyone the person has been in contact with and monitored for 14 days.</li></ul> <p>If it is not possible to isolate individuals, they <b>will</b> be moved to an area which is at least 2m away from other people.</p> <p>When a child becomes unwell and a supervising a distance of 1m can't be maintained within the isolation area, the following PPE <b>will</b> be worn:</p> <ul style="list-style-type: none"><li>• A surgical face mask</li></ul> <p>If contact with the child is required then additional PPE <b>will</b> be worn:</p> <ul style="list-style-type: none"><li>• Gloves</li><li>• Apron</li><li>• Surgical face mask</li></ul>						
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		<ul style="list-style-type: none"> <li>Bins <b>will</b> be emptied regularly throughout the day</li> </ul> <p>Stored for at least 72 hours before it can be placed in normal waste disposal facilities.</p>				<p>If there is a risk of splashing to the eyes (e.g. coughing, spitting or vomiting), then additional PPE <b>will</b> be worn:</p> <ul style="list-style-type: none"> <li>Gloves</li> <li>Apron</li> <li>Surgical face mask</li> <li>Eye protection</li> </ul> <p>If PPE/RPE is required, then staff must be trained in the safe putting on and removal of items, and staff must be trained on the safe disposal of any PPE.</p> <p>If RPE is required, training and face-fit testing will be required. Further guidance should be sought from Angela Labbate.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p>Staff who have supported unwell students, or any other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms or the person they have supported subsequently tests positive. Staff <b>will</b> wash hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>A record <b>will</b> be kept of everyone the person has been in contact with and monitored for 14 days.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Cleaning/janitorial risk assessments and schedules have been reviewed and revised in line with cleaning and waste management guidance in non-healthcare settings and will be followed</p>	AL	As required	Ongoing			
							AL	As required	Ongoing			
							AL	Daily	Ongoing			
							AL	Daily	Ongoing			
							AL	Ongoing	1/9/20			



				<p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard.</li> </ul> <p><b>In the event that an academy receives notification of a confirmed case, the COVID-19 Academy Response Procedure will be followed:</b></p> <ul style="list-style-type: none"> <li>• If informed by pupil/parent/staff member, check authenticity of test results e.g. contact parents or ask to see the result from staff.</li> <li>• Notify CEO and People Strategy Director who will inform the Local Authority and Public Health.</li> <li>• Identify all individuals who have been in close contact and this means: <ul style="list-style-type: none"> <li>a. Face to face contact within 1 metre</li> <li>b. Within 1-2 metres for more than 15 minutes</li> </ul> </li> <li>• Send those identified home, where they must self-isolate for 14 days.</li> <li>• Send letter/email (using Trust template) to parents of these pupils/staff advising them to: <ul style="list-style-type: none"> <li>a. Self-isolate for 14 days (other household members do not need to self-isolate unless the pupil/staff member who they live with subsequently develops symptoms).</li> <li>b. Get tested for COVID-19 if they develop symptoms and inform the school of their results. NB Do not share the name of the symptomatic individual with staff, pupils/parents. <ul style="list-style-type: none"> <li>• CEO will prepare press release.</li> <li>• Record absences with either: code C (COVID related absence e.g. self-isolation) or code I (illness including COVID).</li> </ul> </li> </ul> </li> <li>• Academy Manager to complete Coivid-19 tracker and return to Debbie Stanley/Angela Labbate</li> <li>• If applicable, Angela Labbate will make a report under RIDDOR if investigation</li> </ul>	SKB	As required	Ongoing	
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					determines that case is due to occupational exposure.				
Staff member displays symptoms of COVID-19 whilst at work in school.	Staff, students, contractors and visitors may be exposed to COVID-19.	<p>Staff must be trained and regularly reminded so that they are able to recognise key COVID-19 symptoms in themselves and colleagues.</p> <p>The Government stay at home guidance <b>MUST</b> be followed if staff become unwell with;</p> <ul style="list-style-type: none"> <li>• A new continuous cough, or</li> <li>• A high temperature</li> <li>• Anosmia (loss of or change in normal sense of smell. It can also affect sense of taste)</li> </ul> <p>If staff feel unwell with the above symptoms during the school day they <b>MUST</b> go home.</p> <p>A record <b>MUST</b> be kept of everyone the person has been in contact with and monitor for 14 days.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If have staff have any concerns about their or others' health, they should be directed to the Public Health advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals should be avoided.</p>			<p>NHS guidance relating to coronavirus symptoms is available at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>The government stay at home guidance is available at: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Staff to be regularly reminded of the key symptoms of COVID-19 and of the procedure for dealing with symptomatic students or other staff members. This information will regularly be communicated via staff briefings/posters.</p> <p>Signage in classrooms highlighting COVID19 symptoms and guidance of what to do if a member of staff or student becomes ill displayed.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p>Staff who have supported unwell students, or any other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms or the person they have supported subsequently tests positive. Staff <b>will</b> wash hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>A record <b>will</b> be kept of everyone the person has been in contact with and monitored for 14 days.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via:</p>	AL	Daily	Ongoing	
						SKB	As required	Ongoing	
						AD	August	1/9/20	
						AL	Daily	Ongoing	



		<p>Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with <b>MUST</b> be suitably cleaned and disinfected. The Government guidance <b>MUST</b> be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases <b>MUST</b> be managed by:</p> <ul style="list-style-type: none"> <li>Placing in a plastic rubbish bag – tied when full.</li> <li>Plastic bag placed in a second bin bag and tied.</li> <li>Bins <b>MUST</b> be emptied regularly throughout the day.</li> </ul> <p>Stored for at least 72 hours before it can be placed in normal waste disposal facilities.</p> <p>Staff and members of their household who are experiencing COVID-19 symptoms are eligible for testing. Staff to be encouraged and advised to take up testing as soon as possible.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>				<p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Cleaning/janitorial risk assessments and schedules have been reviewed and revised in line with cleaning and waste management guidance in non-healthcare settings and will be followed</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>Fire risk</li> <li>Impede emergency exit routes</li> <li>Trip hazard.</li> </ul> <p><b>In the event that an academy receives notification of a confirmed case, the COVID-19 Academy Response Procedure will be followed:</b></p> <ul style="list-style-type: none"> <li>If informed by staff member, ask to see the result.</li> <li>Notify CEO and People Strategy Director who will inform the Local Authority and Public Health.</li> <li>Identify all individuals who have been in close contact and this means: <ul style="list-style-type: none"> <li>a. Face to face contact within 1 metre</li> <li>b. Within 1-2 metres for more than 15 minutes</li> </ul> </li> <li>Send those identified home, where they must self-isolate for 14 days.</li> <li>Send letter/email (using Trust template) to parents of these pupils/staff advising them to: <ul style="list-style-type: none"> <li>a. Self-isolate for 14 days (other household members do not need to self-isolate unless the pupil/staff member who they live with subsequently develops symptoms).</li> <li>b. Get tested for COVID-19 if they develop symptoms and inform the school of their results. NB Do not share the name of the symptomatic individual with staff, pupils/parents. <ul style="list-style-type: none"> <li>CEO will prepare press release.</li> <li>Record absences with either: code C (COVID related absence e.g. self-isolation) or code I (illness including COVID).</li> </ul> </li> </ul> </li> </ul>	SKB	As required	Ongoing			
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				<ul style="list-style-type: none"> <li>Academy Manager to complete Covid-19 tracker and return to Debbie Stanley/Angela Labbate</li> <li>If applicable, Angela Labbate will make a report under RIDDOR if investigation determines that case is due to occupational exposure.</li> </ul>					
Students / staff will transmit COVID-19.	Staff, students contractors and visitors may be exposed to COVID-19.	<p>All those within the school, including, teaching staff, support staff, pupils, visitors and contractors <b>MUST</b> follow current advice.</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.</p> <p>All staff, students, contractors and visitors are required to wash or sanitise their hands at regular intervals throughout the day.</p> <p>Staff to reinforce messages to students about;</p> <ul style="list-style-type: none"> <li>Avoid touching eyes, nose and mouth with unwashed hands.</li> <li>Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands.</li> <li>Cleaners/janitors <b>MUST</b> empty bins at the end of each classroom use.</li> </ul> <p>Tissues provided in classrooms.</p>		<p>The following procedure will be communicated and implemented: All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying or sanitise:</p> <ul style="list-style-type: none"> <li>On arrival at school</li> <li>After using the toilet</li> <li>After breaks / sporting activities</li> <li>Before food preparation</li> <li>Before eating any food (inc. snacks)</li> <li>Before leaving school</li> </ul> <p>Personal sanitising pack available to each staff member.</p> <p>Hand sanitiser and wipes are available in every classroom at every teacher desk. These are also provided in office spaces.</p> <p>Site Manager will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues with cleaning/supplies via the EVERY helpdesk.</p> <p>Site Manager to ensure that sufficient supplies of janitorial/cleaning products 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 OBP.</p> <p>Regularly share key messages of hand hygiene with parents / students.</p> <p>Government guidance relating to implementing protective measures in education and childcare settings is available via:</p>	AD	August	1/9/20		
					SKB	Ongoing	As required		
					AL	Daily	Ongoing		



		<p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.</p> <p>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. Note: hand washing is more effective than the use of hand gel.</p> <p>Social distancing will be maintained wherever possible.</p> <p>Visitors will be kept to a minimum and by appointment only.</p> <p>Any planned visitors to site will be asked whether they or anyone in the household is displaying symptoms of Covid-19 or whether they have been in contact with a confirmed case.</p>				<p><a href="https://www.gov.uk/government/publications/coronaviruses-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronaviruses-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>Social distancing and key control measures at BBA include;</p> <ul style="list-style-type: none"> <li>•Sitting children at desks that seat students side-by-side and facing forwards, rather than face-to-face layouts or side on.</li> <li>•No more than 2 students to access the toilets at any one time.</li> <li>•Maintaining year group bubbles during lesson time, and at break and lunch.</li> <li>•Putting guidelines on the floor in corridors to remind staff/visitors/contractors of the need to maintain a safe distance from other adults.</li> <li>•One way systems implemented where possible</li> <li>•Avoiding unnecessary staff gatherings. Meetings should continue to be virtual where possible.</li> <li>•No assemblies – live stream or pre-recorded assemblies in the main.</li> <li>•Students are allocated a zone on a daily basis and all lessons for that year group will take place in that area.</li> <li>•Students do not move around the school during the day – instead staff move. This will prevent busy corridors, entrances and exits. Where this is not possible – i.e. for the use of specialist rooms, these rooms will be cleaned in between groups.</li> <li>•Specified gates will be used for each year group to enter and leave the site, to prevent overcrowding at bottlenecks.</li> </ul> <p>Shared staff spaces will be set up to permit staff keep a safe distance from each other. Maximum occupancy numbers will be displayed on office doors and Perspex protective divider screens set up in between desks where a safe working distance cannot be achieved.</p> <ul style="list-style-type: none"> <li>•Disinfection ‘fogging’ systems have been procured to speed up disinfection of areas in between use.</li> </ul> <p>Fire Risk Assessment has been updated to reflect the presence of hand gel on site and stocks of PPE which increase the risk of fire.</p>	SKB/AD	July/August	1/9/20			
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<p>Increased risk of transmission due to increased students / staff working in close proximity.</p>	<p>Staff, students, contractors and visitors may be exposed to COVID-19.</p>	<p>The prevalence of coronavirus (COVID-19) has decreased and the NHS Test and Trace system is up and running,</p> <p>Social distancing <b>MUST</b> be maintained wherever possible ensuring that staff and students are spaced out at all times.</p> <p>Students and staff to mix in consistent groups with minimum mixing/crossover with other groups.</p> <p>Wherever possible students use the same classroom or area of a setting throughout their session with a thorough cleaning of the rooms at the end of the day. Where this is not possible – i.e. use of specialist rooms – these will be cleaned in between use by different groups.</p>				<p>Where social distancing becomes challenging, the hierarchy of measures will be followed to minimise risk:</p> <ul style="list-style-type: none"> <li>• Avoid contact with anyone with symptoms. Anyone with symptoms will not be allowed on the premises. Anyone displaying symptoms during the school day will be isolated and sent home.</li> <li>• Frequent hand cleaning and good respiratory hygiene practices</li> <li>• Regular cleaning of settings (Inc. throughout the school day)</li> <li>• Minimising contact and mixing</li> </ul> <p>Government guidance relating to implementing protective measures in education and childcare settings is available via:  <a href="https://www.gov.uk/government/publications/coronaviruses-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronaviruses-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>Group year groups of students together and keep them within that bubble, avoiding contact between groups as far as possible.</p> <p>Year groups allocated to specific areas of the buildings and will remain in these areas. Staff will move to classrooms, instead of students moving to another room.</p> <p>Where the layout permits, any movement required around buildings, will be conducted externally where viral load is considerably reduced.</p> <p>Designated areas for year group to remain together in their group for break/lunch.</p> <p>Simplified menu in place with disposables to reduce risk further.</p> <p>Groups will remain in their self-contained units as far as reasonably practicable, with lessons/breaks/lunch taking place within the same area to minimise mixing with other groups.</p> <p>Enhanced cleaning and disinfection is in place. Cleaning/janitorial team will follow the 'cleaning</p>	<p>SKB</p> <p>AL</p> <p>SKB</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>AL</p>
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				<p>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>Use of specialist rooms: further guidance is available from CLEAPPS:  <a href="http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-in-a-partially-reopened-school-Science.pdf">http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-in-a-partially-reopened-school-Science.pdf</a></p> <p>Specialist rooms should not be used unless measures detailed in CLEAPPS have been implemented, particularly with a view to sharing of equipment for experiments/practicals, etc.</p> <p>Specialist rooms will require additional time to clean and disinfect than a standard classroom.</p> <p>Teacher desk position should permit a 2m face-to-face distance from first row of students. Student desks to be facing the front. No face-to-face layouts and where not possible keep same bubble together. Remove any surplus furniture/items from rooms.</p> <p>Staff are to maintain a 2m distance from all students so that they do not circulate rooms etc. which would compromise this. In cases where this is not possible they follow the DfE guidance on withdrawal and for staff like TAs, DT teachers dealing with immediate practical issues or ensuring safety on equipment etc., they can use face visors for additional close contact before withdrawing to the 2m distance. Where this is likely to exceed 15 mins at less than a 2m distance, IIR masks should be worn.</p> <p>Ensure good ventilation of rooms. Open windows to ensure natural ventilation. Site team to open windows as part of their morning unlock duties.</p> <p>Janitor schedule in place to periodically clean 'contact points' throughout the school day.</p>	<p>SU</p> <p>AD</p> <p>AD</p> <p>Staff</p>	<p>Ongoing</p> <p>July/August</p> <p>Daily</p> <p>Daily</p>	<p>As required</p> <p>1/9/20</p> <p>Ongoing</p> <p>Ongoing</p>		
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				<p>Floor tape or paint to mark areas to help staff keep to a safe social distance in Offices, Staff rooms/staff bases/classrooms.</p> <p>Use of Perspex protective screens to separate desks where a safe working distance cannot be facilitated. Maximum occupancy displayed on offices/staff bases which should be strictly adhered to.</p> <p>Staff must maintain a safe distance from other staff when moving around the building, in staff rooms/staff bases.</p> <p>Avoid sharing of workstations. Where this is not possible, sanitising wipes will be provided in each office for staff to wipe down the workstation before using it. Staff will also have access to a personal sanitising pack to wipe workstations with before use.</p> <p>Wedge classroom door open where possible, to minimise touching handles to get into the room.</p> <p>Where possible, continue to use technology to facilitate staff meetings. If staff meetings are essential, keeping all attendees a minimum of 2m apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible.</p> <p>Teaching staff to deliver the lesson from the front of the room and remain behind the 'marker'.</p>				
COVID-19 transmission via the physical school environment.	Staff, students, contractors and visitors may be exposed to COVID-19.	<p>Individuals who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, will not attend work/school.</p> <p>Cleaning regime reviewed to provide extra attention to hand contact points. Surfaces and toilet spaces are cleaned throughout the school day.</p>		<p>Site Manager will be responsible for checking stocks cleaning products and resources are available.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> </ul>	AD	Daily	Ongoing	
					AL	Daily	Ongoing	



		<p>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>Janitorial presence throughout the school day to ensure 'contact points', toilets, taps, flush handles, push plates, handles, etc. are disinfected throughout the school; this includes entry and exit points.</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 <b>MUST</b> not be propped open.</p> <p>Remove resources that are difficult to clean (such as those with intricate parts).</p> <p>Bins for tissues to be emptied throughout the day.</p> <p>Do not share resources (e.g. pens/pencils/pencil sharpeners). Each student to use their own resources.</p> <p>Do not pass round resources. Where learning resource packs are to be accessed, ensure these are arranged into packs for each student and placed on each student desk ready for when students arrive.</p>		<ul style="list-style-type: none"> <li>• Trip hazard.</li> </ul> <p>COSHH Assessment Form and additional guidance relating to hazardous substances is available from Paul Straw/Steve Upton</p> <p>Cleaning schedules, cleaning RAs and checklists reviewed and a Covid-19 cleaning standard established, drawn up and communicated to cleaning teams.</p> <p>Cleaning teams have been trained on 'cleaning for Covid-19' procedures, had their reviewed risk assessment explained to them and have undertaken a H&amp;S briefing session on how to keep themselves and others safe.</p> <p>Cleaning teams have been issued with the revised COSHH RA and MDSS for the new products that are in use.</p> <p>Cleaning staff are COSHH trained.</p> <p>Site Manager/officer will ensure that where there is a need to prop open a fire door to reduce 'touching' of contact points and thus reduce risk of infection during key movement times during the day, that these doors are then closed again immediately to maintain fire safety. A thorough check of the building must be carried out at the end of the session to ensure that no fire doors have been inadvertently left open.</p> <p>Cleaning products and hand sanitiser stocks are suitably stored and away from any sources of heat or ignition.</p> <p>Cleaning teams have been issued with the revised COSHH RA and MDSS for the new products that are in use; and have been issued with a revised risk assessment and details of PPE required.</p> <p>Staff should be advised not to bring in any cleaning/disinfection products of their own as these could react with any products used by the cleaning team. Only authorised products should</p>	<p>AD</p> <p>SKB</p>	<p>Daily</p> <p>1/9/20</p>	<p>Ongoing</p> <p>2/9/20</p>	
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		<p>The risks from any hazardous substances used for cleaning <b>MUST</b> be COSHH assessed and MSDS sheet available. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage.</p> <p>Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances – to include use of any PPE identified on the RA.</p>		<p>be on site, and the COSHH RA updated accordingly, with MDSS in place for product.</p> <p>Staff must be instructed not to leave bottles of sanitiser exposed to heat as these could pose a fire risk.</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>Students will remain in year group bubbles, and be limited to one zone in school each day. They will remain in these zones for break and lunchtime, only accessing their designated indoor and outdoor spaces.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Reinforce this message with staff and students via posters, displaying messages on TV screens at the setting. Supplies of tissues will be provided in classrooms and offices. Bins are provided in each classroom, office, and communal areas to promote the 'catch it, bin it, kill it' approach.</p> <p>Bins are emptied during the school day and at the end of the school day.</p> <p>Cleaning regime has been revised to permit frequent cleaning of rooms or shared areas that are used by different groups.</p> <p>Staff working with children and young people who spit uncontrollably will need more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' will need more opportunities to wash their hands than children and young people who do not.</p> <p>Increased number of hand sanitising stations at the setting to ensure good hand hygiene. Ensure adequate supervision of hand sanitiser use given risks around ingestion. Pupils with complex needs should continue to be helped to clean their hands properly,</p>	<p>AD</p> <p>Staff</p> <p>AT</p>	<p>Daily</p> <p>Daily</p> <p>1/9/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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				<p>Incorporate these hand washing/sanitising routines into school culture, supported by behaviour expectations and those with complex needs understand the need to follow them.</p> <p>Disinfect and dry feet entrance mats will be placed at each entrance to further reduce risk of transmission.</p> <p>'Fogging system' have been procured to clean/disinfect large areas and equipment (e.g. sports equipment) that is difficult to clean quickly.</p> <p>Staff and students must be instructed not to touch the front of their face covering during use or when removing them.</p>	SU	August	1/9/20	
					Staff	Daily	Ongoing	
Risk of transmission due to contact activities.	Staff, students, contractors and visitors may be exposed to COVID-19.	<p>Organise classrooms and other learning environments so that student desks face the front. No face-to-face layouts.</p> <p>Maximise use of outdoor space to reduce the viral load.</p> <p>Review the school timetable:</p> <ul style="list-style-type: none"> <li>Use timetable and selection of classrooms or other learning environments to reduce movement around school – i.e. move staff and not students as far as the curriculum permits.</li> </ul>		<p>Government guidance relating to implementing protective measures in education and childcare settings is available via the link below and is being followed:  <a href="https://www.gov.uk/government/publications/coronavirus-s-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-s-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via:  <a href="http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx">http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx</a></p> <p>CLEAPSS has issued guidance for D&amp;T Departments and COVID-19 available via:  <a href="http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx">http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</a></p> <p>Staff are to ensure the following:</p> <ul style="list-style-type: none"> <li>Where work sheets/packs are to be handed out, these will be collated and left on desks for students to collect one as</li> </ul>	AL	Daily	Ongoing	
					SLT	1/9/20	Ongoing	



		<p>Avoid teaching activities which involve:</p> <ul style="list-style-type: none"><li>• Passing items around a class</li><li>• Artefact sharing</li></ul> <p>Staff must not shake hands with colleagues and visitors.</p> <p>Staff and students to avoid bringing additional items from home into school unless absolutely necessary.</p> <p>Students to have their own equipment provided and remain with this equipment. For example; pens, books, glue sticks.</p> <p>Wherever possible there should be outdoor learning to reduce the viral load.</p> <p>When working inside, ensure areas are well ventilated (e.g. with windows / outside doors open) and avoid crowding on corridors..</p>		<p>they enter rooms, rather than handing out, taking a sheet and passing around.</p> <ul style="list-style-type: none"><li>• No sharing of items (e.g. cups/resources/pens/pencils/curriculum specific items – e.g. for Science and specialist subjects).</li><li>• Students to have own equipment which remains with them.</li><li>• For specialist subjects such as Science/D&amp;T, further measures need to be implemented (see CLEAPPS guidance).</li></ul> <p>Classroom based resources, such as books and games, can be used and shared within the group and these must be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between uses by different bubbles.</p> <p>'Fogging' equipment has been purchased to permit disinfection of equipment that is otherwise difficult or time consuming to clean.</p> <p>Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals (e.g. sensory resources).</p> <p>Outdoor playground equipment should be more frequently cleaned by using the 'fogging' system.</p> <p>Students to bring in their own named water bottle which is taken home and cleaned every night. No sharing of bottles/cups.</p> <p>Minimum items to be brought into school – limit to lunch box, bag, coat and stationery.</p> <p>Any toilet breaks/hand washing breaks will be staggered and well managed to be able to maintain social distancing. Janitorial support will be on hand to ensure toilets are cleaned and</p>				
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				<p>disinfected during the day and as part of the evening clean.</p> <p>Students will be managed into the building, following social distancing markers which will be placed along the route in. Where building permits, or staggered arrivals/departures not possible, bring groups in via designated entrance points to avoid mixing/cross over of groups.</p> <p>Where possible, do not use the lift; where this is not feasible, limit only one person per journey. Signage displayed limiting use to only one person at a time.</p> <p>There will be minimum hot desking - where there is no other option, workstation will require cleaning in between users and tubs of sanitising wipes are provided in each office for people to wipe the station before using it. Areas of the school will be re-purposed to create additional staff work space. Staff bases will display maximum occupancy numbers on door.</p> <p>Staff members are provided with their personal sanitising pack.</p> <p>Hot food provision will be a simplified menu permitting use of disposables to reduce risk of transmission. Students will remain in their designated group area of the building for lunch.</p> <p>The OBP will regularly audit that the cleaning is being carried out as per guidance issued:</p> <p>Taps/toilets/flush handles/cubicle door touch points, sinks and all contact points will be cleaned after breaks and lunch by the janitor/cleaners on duty. Cleaners will follow their 'cleaning for Covid-19' checklist to ensure consistency and standard of cleaning.</p> <p>The route in, will be disinfected by the janitor once students have settled into their lesson.</p> <p>Remove 'shared' items from staff rooms i.e. microwaves, toasters and kettles. These are items that are frequently touched. Where this</p>					
					SU	As required	Ongoing		
					AD	As required	Ongoing		
					AD		Ongoing		



			L	<p>cannot be avoided, you must display a notice instructing staff to wipe contact points before each use and provide tubs of sanitising wipes for the staff to do so.</p> <p>Notice displayed on the staff room door limiting numbers in the staff room and room layout permits adults to keep a safe social distance.</p> <p>Where ICT rooms are in use, allow more time of cleaning and disinfection of the room after use as this will require each keyboard, surface, screen, mouse and chair to be thoroughly cleaned after each group use. If being used by same group on consecutive days, consider seating the students at the same PC each day. The procurement of 'fogging' system will assist with disinfection of these rooms in between groups.</p> <p>Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing. Where they are at risk of coming into contact with bodily fluids they should access their bodily fluid kits and where there is a risk of spitting, they should refer to specific risk assessments and any additional PPE required.</p> <p>Avoid large gatherings (i.e. use technology to deliver training). Where gatherings take place they must be in an adequate space to allow social distancing.</p> <p>Any bikes that need storage will be supervised by a member of site staff. Only one pupil will be permitted in the bike shed at any one time.</p>	AT	As required  Daily	Ongoing	L	
Persons entering site with COVID19 symptoms Transmission of COVID19 to the school community	Students, staff, contractors and visitors may be exposed to COVID-19. Staff/children	Staff, students/visitors must <b>not</b> attend if they have symptoms or are self-isolating due to symptoms in their household.		<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>	AD	August	1/9/20		





	Some BAME children/students & staff members are statistically at higher risk					<p>Hand sanitising stations and feet disinfection mats 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>						
COVID19 virus being accidentally brought onto the site and transmission of the virus to the school community	Students, staff, contractors and visitors may be exposed to COVID-19. Staff/children Some BAME children/students & staff members are statistically at higher risk	Regular reminders to staff/students/visitors to not attend if they have any symptoms. Visitors by appointment. Contractors to attend for emergencies only and following the contractor procedures which include Covid-19 specifics.				<p>All visitors to be signed in by receptionist and asked to use hand gel on arrival.</p> <p>A record of visitors/contractors must be kept.</p> <p>Sanitising wipes in each classroom/meeting room to permit wipe down of contact points/tables before start of meetings.</p> <p>Cleaning staff have been issued with Covid-19 cleaning instructions.</p> <p>Mark out a minimum 1 metre minimum exclusion zone for any visitors to remain behind at receptions whilst dealing with staff. Screens will be used to protect office/reception staff.</p> <p>Any visitors/contractors coming to site will have guidance on physical distancing and hygiene measures explained to them before or upon arrival. Where such visits can happen outside of school hours, they should.</p> <p>Parents dropping off children must not enter the building unless by prior arrangement – regular reminders.</p> <p>Minimise face-to-face contact with people – use technology to conduct meetings. Where a face-to-face is unavoidable, use barrier screens to protect people and arrange tables/chairs to allow</p>	TF  AD       SKB	Daily  As required       As required	Ongoing  Ongoing       Ongoing			



				<p>a safe social distance to be maintained. Cleaning frequently touched surfaces during the day in line with the revised cleaning/janitor schedules.</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>					
Students unable to understand recognise the COVID-19 control measures.	Students, staff, contractors and visitors may be exposed to COVID-19.	<p>Reinforce key messages throughout the school day and build into routine.</p> <p>Teach students hand washing techniques.</p> <p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> <li>• On arrival</li> <li>• Before / after break</li> <li>• Before / after lunch</li> <li>• Before leaving school</li> </ul> <p>Consistent reminders and positive reinforcement to students regarding key control measures;</p> <ul style="list-style-type: none"> <li>• Social distancing</li> <li>• Cough / sneeze into tissue</li> <li>• Washing hands</li> <li>• How to sit 'in class'</li> <li>• Non-sharing of items</li> <li>• Not getting up to move around the class/leave the class</li> </ul> <p>Review of behaviour policy</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 the changes to routine that the control measures will involve, so staff have planned to meet these needs.</p>	SR	1/9/20	2/9/20		
					SR	July	1/9/20		
					AT	July	1/9/20		



<p>Large groups congregating making social distancing difficult.</p>	<p>Staff, students, contractors and visitors may be exposed to COVID-19.</p>	<p>Arrangements for parents to drop off / collect pupils to be reviewed to enable social distancing (between parents and children).</p> <p>Parents / Carers directed to not congregate at entrance gates or doors or enter the site (unless they have a pre-arranged appointment – which should be conducted safely).</p> <p>Arrangements for break times and lunch times <b>MUST</b> be reviewed to enable social distancing (e.g. stagger timings or designate specific areas for each group to have break/lunch).</p> <p>Arrangements for the movement of students around school to be reviewed and managed (e.g. markings on flooring, stagger timings for arrival/departure of groups and limit need for movement around building).</p> <p>One-way system in place around the building to avoid or minimise any cross-over.</p> <p>Rooms will be accessed directly from outside where building layout permits.</p>				<p>Information communicated by letter, email/parent mail, prior to students returning:</p> <ul style="list-style-type: none"> <li>• Parents provided with information about changes to student drop off / collection (particularly in relation to social distancing) and timetable for the school day.</li> <li>• Parents will be asked to remain in their cars. Senior staff will supervise this time, ensuring social distancing measures are maintained.</li> <li>• Vulnerable students collected/dropped off at school will continue with this arrangement, with parents/carers waiting outside the building if on foot, or in cars. Social distancing will be maintained and signage is displayed to reinforce this.</li> <li>• External areas have social distancing markings to remind people of the need to maintain a safe distance from others. Signage is also displayed at each entrance point.</li> <li>• Make staff and parents aware of Govt. guidance relating to travel on public transport, and requirement for face coverings to be used. Staff/students/visitors will be shown how to safely remove face coverings</li> </ul> <p>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.</p> <p>Educate students/parents/carers that the control measures are also applicable on the road outside the school gates.</p> <p>Bike shed to be supervised by staff to ensure one-in-one-out, and that social distancing is maintained by staff supervising.</p> <p>Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p>	SKB	July 20	30/8/20	
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				<p>Staff welfare and breaks are considered. Consider how staff are to maintain a safe distance from others during key movement times.</p> <p>Arrangements in place to ensure a suitable rest area for employees but limit numbers at any one time in staff rooms. Display maximum numbers permitted on staff room doors to ensure distancing is maintained. Staff can also use communal areas such as the heart spaces and empty classrooms. Tubs of sanitising wipes are provided in staff rooms for additional reassurance.</p>	AL	Daily	Ongoing	
					SKB	July	1/9/20	
<p>Transport &amp; journeys to/ from school leading to possible transmission of COVID-19 to the school community</p>	<p>Staff, students, contractors and visitors may be exposed to COVID-19.</p>	<p>School encourages parents and children to walk or cycle to their school where possible.</p> <p>Parents/carers have been made aware of the recommendations on transport to and from education or childcare settings.</p> <p>School will ensure that transport arrangements cater for any changes to start and finish times.</p> <p>School will get written assurance that any school transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus.</p> <p>When using minibuses/ coaches:</p>		<p>No face-to-face layouts on transport</p> <p>Relevant guidance is shared with staff, students are parents.  <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></p> <p>Discuss travel plans with staff to determine whether they use public transport and follow relevant guidance: <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></p> <p>Staff/students/parents/carers are reminded that face coverings are mandatory on all public transport.</p>	SKB	August	1/9/20	



		<p>a. Substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers;</p> <p>b. Cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out.</p>							
<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 <b>MUST</b> 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>AD</p>	<p>Daily</p>	<p>Ongoing</p>	
<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>SU/ AD</p>	<p>As required</p>	<p>Ongoing</p>	



		<p>Communicate with contractors and suppliers that need to prepare to support school arrangements (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"> <li>• Method of signing in</li> <li>• Remove any touch screen or biometric check in or intercom which involves skin contact</li> <li>• Maintenance of safeguarding controls / security</li> <li>• Physical barrier to protect those working in reception</li> <li>• Social distancing marking</li> <li>• Signage on gate / door advising of procedures</li> <li>• Inform of procedures via intercom</li> <li>• Frequent cleaning regime of hand contact points</li> <li>• Hand gel available</li> </ul> <p>Key procedures for working in the school environment</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> <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>AD</p> <p>SU</p> <p>TF</p>	<p>As required</p> <p>As required</p> <p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			
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		and COVID-19 controls discussed with visitors / contractors on arrival.								
Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, students, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.	<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 <b>MUST</b> not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building <b>MUST</b> be considered during any reconfiguration of room layout / usage. No blocking of fire exits/routes permitted.</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>The fire assembly point will be reviewed to maximise social distancing whilst</p>				<p>Angela Labbate has reviewed the fire risk assessment.</p> <p>Operations BP will be responsible for updating any fire evacuation procedures.</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.</p> <p>Site Manager/officer will ensure that where there is a need to prop open a fire door to reduce 'touching' of contact points and thus reduce risk of infection during key movement times during the day, that these doors are then immediately closed again to maintain fire safety. A thorough check of the building must be carried out at the end of the session to ensure that no fire doors have been inadvertently left open.</p> <p>No storage permitted on fire routes</p> <p>Site staff to ensure doors are closed after students enter and leave and during key movement times, to minimise touching of contact points. Fire risk assessment updated accordingly.</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>	AL SU AD  AD	August August As required  Daily	1/9/20 1/9/20 Ongoing  Ongoing	



		<p>maintaining safe distance from the building.</p> <p>Fire drill to be completed on first day of re-occupation and a record maintained in the fire log book.</p> <p>Personal Emergency Evacuation Plans (PEEPs) <b>MUST</b> 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>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>The academy is not on automatic response; in the event of a real fire, the fire services will not automatically attend. You must ring 999 if you suspect a fire.</p> <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. When inducting in fire evacuation safety, consider walking students/staff through the procedure, group by group to respect physical distancing.</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,</p>	<p>SU/A D</p> <p>SKB</p> <p>KG</p> <p>AD</p>	<p>As required</p> <p>1/9/20</p> <p>As required</p>	<p>Ongoing</p> <p>11/9/20</p> <p>Ongoing</p> <p>Ongoing</p>	
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				<p>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>SENCO will be responsible for ensuring that sufficient stocks of PPE are maintained in their area.</p> <p>SEN students' RAs must be reviewed by SENCO.</p>	<p>SKB</p> <p>AL</p> <p>AT</p>	<p>As required</p> <p>Weekly</p> <p>As required</p> <p>August</p>	<p>Ongoing</p> <p>Ongoing</p> <p>3/9/20</p>		
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, students and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<p>Adequate number of first aiders must be available use to provide cover for staff, students, and anyone else in the building.</p> <p>A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>Training issued and refreshed continually to first aiders.</p>		<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: <a href="https://www.hse.gov.uk/pubns/books/l74.htm">https://www.hse.gov.uk/pubns/books/l74.htm</a></p> <p>Advise issued by the HSE will be followed regarding the extension of first aid certification, available at: <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a></p> <p>Government guidance issued for first responders should be considered during first aid response, available at: <a href="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">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</a></p> <p>First aid risk assessment and updated information on CPR circulated to first aiders.</p> <p>Pocket masks with valve 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>AL</p> <p>SU</p>	<p>Daily</p> <p>June</p>	<p>Ongoing</p> <p>Ongoing</p>		



		<p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services.</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&amp;S briefing.</p> <p>If RPE is required, training and face-fit testing will be required. For further guidance, contact Angela Labbate.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p>The site manager is responsible for ensuring that PPE identified on the RA is readily available for first aiders and first aiders made aware of its location.</p> <p>Donning/doffing instructions issued to first aiders and poster displayed in first aid rooms and isolation room.</p>	AD	As required	Ongoing			
<p>Staff experience violence, verbal abuse and aggression from parents / students/ visitors / contractors / members of the public.</p>	<p>Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.</p>	<p>Adequate supervision and awareness of student behaviours at all times.</p> <p>Staff are suitably trained.</p> <p>Safeguarding procedures reviewed in line with new guidance.</p> <p>Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.</p>				<p>All incidents where staff experience violence, verbal abuse or aggression <b>MUST</b> be reported on E-works.</p> <p>Individual risk assessments will be reviewed where behavioural issues are known. These RAs will highlight the need for PPE based on the risks identified.</p> <p>Ensure safeguarding policy is reviewed where needed as more children come into school</p> <p>Ensure staff know name of DSL(s) and how to contact (each day)</p> <p>Risk assessments link together Safeguarding and Health and Safety</p>	Staff  SR	As required  As required	Ongoing  Ongoing			



					<p>Ensure safeguarding information remains up to date</p> <p>DSLs keep up to date with safeguarding issues Vulnerable children with social workers, or EHCPs should attend school</p> <p>For many children, mental health will have been impacted</p>					
Stress upon staff members caused by: Roles may be overlapping with greater demands in shorter term; Parents may make increased demands upon staff.	Staff	<p>Prioritisation of important tasks for the school community for that day/ week.</p> <p>Staff kept informed of developments before students/ children &amp; parent community.</p>			<p>Staff aware of need to report concerns to Principal.</p> <p>Governing Body aware of the need to support Principal &amp; Leadership Team.</p> <p>All employees have access to employee support programme and are encouraged to engage with it.</p>	<p>Staff</p> <p>DG</p> <p>SKB</p>	<p>As required</p> <p>1/9/20</p> <p>As required</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		
Risk of Covid-19 contamination amongst site team/cleaning/catering staff and maintaining compliance	Operations Staff	<p>Where site staff fall into the 'extremely clinical vulnerable category' they have been advised to shield until 31<sup>st</sup> July 2020.</p> <p>Site Managers/team need to be aware that any public facing areas i.e. gates/doors/handles may be contaminated and should wear glove to access these areas when unlocking each morning. These areas should also be periodically cleaned during the day.</p> <p>Site Managers/teams are required to continue with their statutory maintenance and testing activities. They are required to maintain social distancing whilst carrying out these activities.</p>			<p>Persons are currently following Govt. guidance and shielding until 31<sup>st</sup> July 2020.</p> <p>Staff survey carried out to identify persons in the "clinically extremely vulnerable" category and those in the 'non-clinically but vulnerable' category. Persons in these categories will be risk-assessed.</p> <p>Cleaning and site team activities have been organised to permit social distancing.</p> <p>Site Manager must regularly review risk assessment and reinforce the Covid-19 protection measures with site team and cleaning staff.</p>	AD	As required	Ongoing		



		<p>In order to minimise the risk of spread of Covid-19 by third party contractors, only work considered emergency work will be permitted; social distancing shall remain in force where contractors are entering site to carry out emergency work. RAMS will incorporate Covid-19 control measures for any contractors coming into school to carry out emergency work.</p> <p>Water management will continue and all areas will be flushed weekly due to lack of use in some areas of the building (e.g. showers). Holiday flushing regime will be followed to incorporate ALL outlets. Fire alarm testing and fire safety compliance will continue.</p> <p>Cleaning teams/site teams will adhere to their usual COSHH and their revised Covid-19 cleaning RAs and will maintain social distancing whilst carrying out their activities.</p> <p>Cleaning teams will have access to gloves/apron for their normal cleaning activity; where there is a risk of contact with bodily fluids/splashes, a mask and eye protection will be worn. PPE should be removed at the end of the activity and securely disposed of in line with the cleaning risk assessment issued. <b>See separate cleaning RA.</b></p>				<p>Covid-19 questionnaire must be used prior to any contractor coming on site to carry out any emergency work.</p> <p>All compliance activities should continue as normal</p> <p>Where PPE is issued to site and cleaning teams, they will be trained in donning/doffing and safe disposal of items.</p> <p>PPE guidance sheet issued to staff as part of their H&amp;S briefing/review of RA.</p> <p>Site manager/cleaning supervisor will issue their teams with appropriate PPE, as identified on their RA.</p> <p>Cleaning will be two-phase; cleaning to remove debris, followed by disinfection.</p> <p>Menus will be simplified to permit working at a safe distance in school kitchens.</p>	SC	As required	Ongoing			
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**Additional Controls:**

**Family wellbeing:**

When staff go home, it is advisable to remove outer clothing at the front door and remove shoes before entering the house; where possible, use a disposable cloth with a diluted bleach solution to wipe soles of shoes, before you walk around the house with them; then throw away the cloth. It is also advisable to place clothes in the washing machine and wash them. The virus can attach to clothes and hair so it is advisable to take a shower/bath and wash hair.

**Social Distancing:**

Movement around the building will be restricted; staff will move to students in rooms, rather than students moving to other classrooms. Where the curriculum permits. Students will remain in consistent bubbles, within the same zone (with the exception of specialist rooms, which will require cleaning in between groups) and not mix with other groups. Groups will have designated eating areas to permit segregation from other groups within their own zones. Where facilities and weather permit, preference will be given to outdoors where viral load is considerably reduced.

Staff will supervise students at breaks/lunch and will enforce social distancing as far as reasonably practicable.

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 staggered and managed into the building.

Markings and signage will help to reinforce the need to maintain a safe distance from each other.

**Hygiene:**

Additional sanitiser sources are available for use – although preferred option is regular hand washing with hot water and soap and 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. 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. Posters displayed throughout.

Where staff are supporting children with special needs, where social distancing is difficult, those 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 and classrooms.

Personal sanitising packs available to staff.

**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.

No external lettings permitted to ensure cleaning standards remain high.

**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 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 pupils 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 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, self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus and follow Trust

procedures for a confirmed case.

### Facial Coverings:

The academy is in an area where additional restrictions have come into force due to increases in transmission rates within the community, the UK is also about to enter a national lockdown from 5<sup>th</sup> November to 2<sup>nd</sup> December. For these reasons, face coverings **must** be worn by adults and pupils (in years 7 and above) in areas outside classrooms; when moving around corridors and in communal areas; they should only be removed for eating/drinking.

Staff must wear face covering unless they are teaching, eating or drinking. Those who are desk based do not need to wear face covering at desks but must do so when moving around. Staff **MUST** comply with staying 2m apart, ventilating the area and not exceeding the maximum capacity displayed on rooms.

### PPE :

We are adhering to the guidance issued by the Government in relation to PPE (to include face coverings). <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

PPE is issued based on risk assessment of the activity/situation.

*The majority of staff in education settings will not require PPE beyond what they would normally need for their work, or activity they are performing.*

*Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way*

*If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. An IIR mask should be worn by the supervising adult if a safe distance cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and an IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.*

We are following guidance from PHE and where staff are supporting Learning Support students or where their role or the task they have to perform, does not allow them to keep a 2m distance, from Monday 12<sup>th</sup> October, these staff members will be supplied with IIR surgical fluid repellent masks. Where such staff are at risk of being exposed to bodily fluids or spitting, they will also be required to wear a visor, in addition to the IIR surgical fluid repellent mask.

## Ventilation

During the winter months, we need to balance the need to ventilate, which is an important way of diluting any airborne pathogens, against causing discomfort to occupants of the building, leading to other types of illness. We will take the following reasonably practicable measures:

- It is acceptable to open windows less wide on really cold/windy days
- You don't have to have all windows open, i.e. if there are both high and low windows, you may choose to only have one set open
- Opening windows in the morning before classrooms are used is particularly important
- Periodic opening of windows is acceptable, i.e. at least 15 minutes per hour, especially around lesson changeover, to ensure adequate ventilation
- Where rooms permit it, avoid students sitting directly next to any open windows
- An extra layer or two may be advisable on some days
- Rooms will be ventilated before a change of bubble occurs

### Clinically extremely vulnerable category:

Due to increases in transmission rates within the community and the announced national lockdown period, the Trust has advised all staff members falling into the 'clinically extremely vulnerable' category that they should work from home until further notice.

### Reference Documents:

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

<https://www.gov.uk/coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>

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

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

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

Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions			<b>Review Date (Step 5):</b>
<b>Assessors Signature:</b> Sarah Bailey	<b>Date:</b> 24/7/20	<b>Authorised By:</b>	<b>Date:</b>





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 <b>(The event is unlikely to happen)</b>	Medium <b>(It is fairly likely it will happen)</b>	High <b>(It is likely to happen)</b>	
Likelihood of Harm Occurring				

Risk Definitions	
<b>Low</b>	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
<b>Medium</b>	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.
<b>High</b>	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 <b>MUST</b> have a written method statement/safe system of work and arrangements <b>MUST</b> be made to ensure that the controls are maintained and monitored for adequacy.