

COVID-19 Academy Risk Assessment

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES AT ARCHWAY LEARNING TRUST FOR A RETURN TO SCHOOL		
Academy:	The Nottingham Emmanuel School	Department/Service/Team:	Whole Academy
		Date:	27th July 2020 Revised 3rd September 2020/14 th September/9 th October/14 th October/2nd November/13 th December/30 th December/8 th January 2021/19 th January 2021/20 th January 2021/21 st January 2021/3 rd February 2021/27 th February 2021/9 th March/29 th March/14 th May

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/school

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)

COVID-19 has been mutating to form new, more transmissible strains of the virus.

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	█	█	█	Principal will be responsible for checking government guidance daily. In his absence, LWO will fulfil this role. Government COVID-19 guidance is available via; https://www.gov.uk/coronavirus Government guidance MUST be checked daily and the RA reviewed accordingly. Any changes	SS	Daily	Ongoing	█	█	█



		<p>opening each day to ensure accuracy of information.</p> <p>Up-to-date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps, Academy Trust etc. via emails and staff briefings</p> <p>Any changes to school arrangements will be communicated to parents via ParentMail and the school website.</p> <p>Changes to student arrangements / requirements to be communicated and reinforced via Principal.</p>			<p>to the RA will be communicated to staff immediately.</p> <p>Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</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.</p> <p>Guidance sought regularly with dedicated contact at East Midlands PHE.</p>	<p>All staff</p> <p>AL</p>	<p>As required</p> <p>As required</p>	<p>Ongoing</p> <p>Ongoing</p>		
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 new 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>Fire evacuation procedures are regularly reviewed to reflect the occupants on site.</p> <p>Fire wardens/ fire evacuation sweep lists have been reviewed due to staffing changes (starters/leavers/part-time arrangements/staff with RAs) and procedures updated accordingly.</p> <p>Fire evacuation procedures were re-issued to ALL staff before the start of the September term, and will be re-issued again as staff and students return from a period of lockdown.</p> <p>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>Fire compliance activities continued throughout the new lockdown period which commenced 5th January 2021 and all checks have been logged on EVERY.</p>	<p>GAS</p> <p>GAS</p> <p>CYO</p>	<p>August</p> <p>As required</p>	<p>1/9/20</p> <p>Ongoing</p> <p>Ongoing</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>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 will ensure that fire line up numbers at the assembly point are correct.</p> <p>Office Manager will be responsible for taking student registers to the assembly point in the event of a fire evacuation. Fire marshals to sweep building to ensure all staff and students have evacuated.</p> <p>Assistant 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> <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>	<p>CMA</p> <p>CYO</p> <p>GAS</p> <p>GAS</p> <p>GAS</p> <p>GAS/PS</p>	<p>As required</p> <p>As required</p> <p>As required</p> <p>Daily</p> <p>Monthly</p> <p>As required</p> <p>As required</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			
Legionella	Staff, students, contractors, visitors – anyone accessing the buildings	<p>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</p>			<p>Water management regime will be reviewed so that all outlets which have been flushed 'weekly' throughout the 'lockdown', to minimise risk of legionella in areas that were less occupied - can now resume their normal flushing frequency due to the building being fully occupied.</p> <p>Site manager to ensure weekly flush of <u>all</u> outlets is continued.</p>	<p>GAS</p> <p>GAS</p>	<p>Weekly</p> <p>Weekly</p>	<p>Ongoing</p> <p>Ongoing</p>			



		with the legionella management activities.									
ACSMs – Asbestos Containing Materials	Staff, students, contractors, visitors – anyone accessing the building	Visual checks of any ACSMs 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				no asbestos at this academy					
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 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 team has continued to work and statutory PPM activities have continued during the period of 'lockdown', partial opening and all compliance checks will continue as per their schedule</p>				<p>School kitchens have undergone a deep clean and TR19 issued for cleaning of duct work and are next due in summer 2021.</p> <p>Gas Safe Certificate were issued during the summer break following scheduled checks and are next due summer 2021. There are currently some plant room/pipework works which are being carried out during w/c 1st March.</p> <p>Science Labs and Food Technology Rooms had their annual service and gas safe checks completed and are next due summer 2021.</p> <p>All automatic gate servicing is in date and annual force test carried out to ensure compliant. Next test due summer 2021.</p> <p>All checks completed to meet compliance and are documented in the compliance matrix section of EVERY.</p> <p>All compliance activities have continued during this new period of lockdown and partial opening of school.</p>	PST	As required	Ongoing		
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 have continued as planned.				All checks completed to meet statutory compliance and can be evidenced on the compliance matrix of EVERY.	PST	Ongoing	Ongoing		



				<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 alabbate@archwaytrust.co.uk</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>				
Staff identified as at increased risk and exposed to COVID-19.	<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 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>Clinically extremely vulnerable' staff are advised to follow shielding measures in order to keep themselves safe. Staff in this position have been advised to continue to shield until 31st March 2021, subject to continued decline of transmission rates within the community.</p> <p>Consult Govt. Advice as it changes to ensure guidance is being adhered to in terms of protecting the 'clinically extremely vulnerable'</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</p>		<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</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. RAs will be periodically reviewed to ensure they remain 'suitable and sufficient' in the ever-changing landscape.</p> <p>Staff falling into the 'clinically extremely vulnerable' category are currently shielding until 31st March, but from 1 April those in this category are permitted to return to work due to decline in transmission rates and the roll out of the vaccine. All those in this category will have an individual risk assessment detailing control measures for their return. This also applies to pregnant women over 28 weeks' gestation who had also been shielding; they too should return to</p>	AL	Daily	Ongoing	
					Line managers + staff	July	24/7/20	
					AL	Daily	Ongoing	



		<p>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 MUST be documented within an individual risk assessment (e.g. expectant mothers).</p> <p>Pregnant employees: pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).</p>		<p>work with a RA in place detailing control measures for their return. This group of people should be especially careful and be diligent about social distancing and hand hygiene.</p> <p>Government guidance on staying alert and safe (social distancing) for clinically vulnerable is available via: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</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 MUST be completed in conjunction with the employee and line manager. Both parties MUST sign the risk assessment. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the staff member and manager regularly and updated to reflect any changes to arrangements.</p> <p>Line Managers MUST discuss with their own line manager those medical needs disclosed by staff and the support mechanisms implemented.</p> <p>All staff to respond to surveys from ALT HR to ascertain health status.</p>	Line managers + staff	July	24/7/20	
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<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>People who live with those who are 'clinically extremely vulnerable' or clinically 'vulnerable can attend the workplace' but should ensure they adhere to social distancing guidance, and practice good hand and respiratory hygiene.</p>			<p>Government guidance on shielding and protecting people defined on medical grounds who are classed as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</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. When returning home, they are advised to change clothes, wash hands, etc., before they prepare food or have any contact with those in the household who are vulnerable.</p>	AL	Daily	Ongoing	
<p>Staff identified as at increased risk and exposed to COVID-19.</p>	<p>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.</p>	<p>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.</p>			<p>Additional measures in place where appropriate, including working from home where possible, and staggered start times to avoid busy periods on public transport</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>	SLT	July	24/7/20	
<p>Individuals within the same household as staff/students displaying symptoms or confirmed case of COVID-19.</p>	<p>Staff, students, contractors and visitors may be exposed to COVID-19.</p>	<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 10 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</p>			<p>NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</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</p>	AL CYO/SS	Daily Daily	Ongoing Ongoing	



		<p>COVID-19. Seek advice from HR if required.</p> <p>[Redacted]</p>		<p>must be followed in order to engage with NHS Test and Trace.</p> <p>Any planned visitors will be asked 'covid-19 questions' before being entering the setting to minimise the risk of the virus being brought in to the building inadvertently.</p>					
<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 MUST be followed if students become unwell with;</p> <ul style="list-style-type: none"> • A new continuous cough, or • A high temperature • Anosmia (loss of or change in normal sense of smell. Can also affect sense of taste) <p>Any student displaying symptoms will be moved to CR1A until parent/carer arrives. Suitable PPE will 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: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>Any staff member supervising students in the isolation area MUST maintain a distance a safe</p>		<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</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: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</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"> • A surgical face mask <p>If contact with the child is required then additional PPE MUST be worn:</p>	<p>AL</p> <p>SS</p> <p>SS</p> <p>GAS</p> <p>AL</p> <p>GAS</p>	<p>Daily</p> <p>Daily</p> <p>August 2020</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>social distance (2m). Where this cannot be achieved (e.g. For a child with complex needs) PPE MUST 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 will be suitably cleaned and / or disinfected and then isolated for 72 hours. The Government guidance will be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases will be managed by:</p> <ul style="list-style-type: none">• Placing in a plastic rubbish bag – tied when full.• Plastic bag placed in a second bin bag and tied.		<ul style="list-style-type: none">• Gloves• Apron• Surgical face mask <p>If there is a risk of splashing to the eyes (e.g. coughing, spitting or vomiting), then additional PPE MUST be worn:</p> <ul style="list-style-type: none">• Gloves• Apron• Surgical face mask• Eye protection <p>Site Manager will be responsible for setting up the isolation area. The following elements MUST be included (wherever possible);</p> <ul style="list-style-type: none">• A room with a door that can be closed• Supervision provided for pupil(s) in the isolation area.• A window available and opened for ventilation.• Access to a separate toilet (in case needed whilst awaiting collection).• An exit route – enabling symptomatic student to leave site when collected without re-entering the main school.• The cleaning/disinfection regime then implemented to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)).• Signage will be displayed to indicate the isolation area is in use and a strict “no entry” must be enforced.• Anyone identified as a ‘contact’ of a positive case will be required to isolate for 10 days in line with PHE guidance. <p>If it is not possible to isolate individuals, they will 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 2m can't be maintained within the isolation area, the following PPE will be worn:</p> <ul style="list-style-type: none">• A surgical face mask <p>If contact with the child is required then additional PPE will be worn:</p>			
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		<ul style="list-style-type: none"> Bins will be emptied regularly throughout the day <p>Stored for at least 72 hours before it can be placed in normal waste disposal facilities.</p>			<ul style="list-style-type: none"> Gloves Apron Surgical face mask <p>If there is a risk of splashing to the eyes (e.g. coughing, spitting or vomiting), then additional PPE will be worn:</p> <ul style="list-style-type: none"> Gloves Apron Surgical face mask Eye protection <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: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</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 will wash hands thoroughly for 20 seconds after any contact with someone who is unwell. Staff will receive home testing kits.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning/janitorial risk assessments and schedules have been reviewed and revised in</p>	AL	As required	Ongoing			
						AL	As required	Ongoing			
						AL	Daily	Ongoing			
						AL	Daily	Ongoing			



				<p>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"> • Fire risk • Impede emergency exit routes • Trip hazard. <p>In the event that an academy receives notification of a confirmed case, the COVID-19 Academy Response Procedure will be followed:</p> <ul style="list-style-type: none"> • If informed by pupil/parent/staff member, check authenticity of test results e.g. contact parents or ask to see the result from staff. • Notify Head of Resources and People Strategy Director who will inform the Local Authority and Public Health. • Identify all individuals who have been in close contact and this means: <ul style="list-style-type: none"> a. Face to face contact within 1 metre b. Within 1-2 metres for more than 15 minutes • When a positive result is received, send those identified home, where they must self-isolate for 10 days in line with Govt/PHE guidance. Send letter/email (using Trust template) to parents of these pupils/staff advising them to: <ul style="list-style-type: none"> a. Self-isolate for 10 days (other household members do not need to self-isolate unless the pupil/staff member who they live with subsequently develops symptoms). 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"> • CEO will prepare press release. • Record absences with either: code C (COVID related absence e.g. self-isolation) or code I (illness including COVID). 	AL	Ongoing	1/9/20
					SS	As required	Ongoing



					<ul style="list-style-type: none"> Academy Manager to log on the Covid-19 App so that AL/DS can access the information and monitor trend If applicable, Angela Labbate will make a report under RIDDOR if investigation 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 MUST be followed if staff become unwell with;</p> <ul style="list-style-type: none"> A new continuous cough, or A high temperature Anosmia (loss of or change in normal sense of smell. It can also affect sense of taste) <p>If staff feel unwell with the above symptoms during the school day they MUST go home.</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 England 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: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</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: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Staff who have supported unwell colleagues, 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 will wash hands thoroughly for 20 seconds after any contact with someone who is unwell. Staff will have access to home testing kits.</p>	AL	Daily	Ongoing	
						SS	As required	Ongoing	
						GAS	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 MUST be suitably cleaned and disinfected. The Government guidance MUST be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> • Placing in a plastic rubbish bag – tied when full. • Plastic bag placed in a second bin bag and tied. • Bins MUST be emptied regularly throughout the day. <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>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning/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"> • Fire risk • Impede emergency exit routes • Trip hazard. <p>In the event that an academy receives notification of a confirmed case, the COVID-19 Academy Response Procedure will be followed:</p> <ul style="list-style-type: none"> • If informed by staff member, ask to see the result. • Notify Head of Resources and People Strategy Director who will inform the Local Authority and Public Health. • Identify all individuals who have been in close contact and this means: <ul style="list-style-type: none"> a. Face to face contact within 1 metre b. Within 1-2 metres for more than 15 minutes • Where a positive result is received, send those identified as 'contacts' home, where they must self-isolate for 10 days in line with Govt/PHE guidance. • Send letter/email (using Trust template) to parents of these pupils/staff advising them to: <ul style="list-style-type: none"> a. Self-isolate for 10 days (other household members do not need to self-isolate unless the pupil/staff member who they live with subsequently develops symptoms). 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. 	SKB	As required	Ongoing	
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				<ul style="list-style-type: none">• CEO will prepare press release.• Record absences with either: code C (COVID related absence e.g. self-isolation) or code I (illness including COVID).• Academy Managers to complete Covide-19 tracker to enable Debbie Stanley/Angela Labbate to carry out any additional reporting and to permit trend analysis.• If applicable, Angela Labbate will make a report under RIDDOR if investigation determines that case is due to occupational exposure. <p>Staff and student home testing kits provided to detect asymptomatic people and thus reduce the risk of ill persons entering the building.</p>				
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		<p>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 (essential visitors only, who areand 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>			<ul style="list-style-type: none">•Maintaining year group bubbles during lesson time, and at break and lunch.•Putting guidelines on the floors in corridors to remind staff/visitors/contractors of the need to maintain a safe distance from other adults.•Avoiding unnecessary staff gatherings. Meetings should continue to be virtual where possible.•No assemblies – live stream or pre-recorded assemblies•Students are allocated a zone and all lessons for that year group will take place in that area.•Students do not move out of their allocated zones (with the exception of students with mobility issues). 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 group, and the students escorted to these rooms.•Specified gates will be used for each year group to enter and leave the site, to prevent overcrowding at bottlenecks.•Morning arrival times extended to allow children to arrive within an elongated window of time.•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/or Perspex screens in place where social distancing is not possible•Disinfection 'fogging' systems will be procured where viable to speed up disinfection of areas in between use. <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> <p>Promote 'hands, face, space'</p>					
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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>NHS Test and Trace system is up and running,</p> <p>Social distancing MUST 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"> • 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. • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings (Inc. throughout the school day) • Minimising contact and mixing <p>Government guidance relating to implementing protective measures in education and childcare settings is available via: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Testing stations set up in school to test asymptomatic students before they return to school, on 8th March. Testing will begin during the w/c 1st March. Testing will only be carried out on those who have given consent. Students will receive a total of 3 tests. From 15th March onwards, students will receive home testing kits.</p> <p>Staff will be issued with home testing kits.</p> <p>The use of home testing kits will reduce the likelihood of the virus being brought into the building inadvertently by asymptomatic persons.</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</p>	<p>SS</p> <p>GAS</p> <p>SS</p> <p>PST</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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				<p>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 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: http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-in-a-partially-reopened-school-Science.pdf</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 to be 2m from first student desk. Student desks to be facing the front. No face-to-face layouts. Remove any surplus furniture/items from rooms.</p> <p>Ensure good ventilation of rooms. Open windows to ensure natural ventilation.</p> <p>Janitor schedule in place to periodically clean 'contact points' throughout the school day.</p>	GAS	August	As required 1/9/20	
					Staff	Daily	Ongoing	



				<p>Floor tape or paint to mark areas to help staff keep to a safe social distance in Offices, Staff rooms/staff bases.</p> <p>Use of Perspex protective screens to separate desks where a safe distance cannot be met in shared offices. 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.</p> <p>Wedge classroom door open where possible, to minimise touching handles to get into the room and to permit further air flow.</p> <p>Where possible, continue to use technology to facilitate staff meetings. If staff meetings are essential, keeping all attendees 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'. Staff are to maintain a 2m distance from all students so that they do not circulate rooms etc. which would compromise this. Those who have to work in close proximity to students and who are not able to adapt their working practice should wear an IIR mask (e.g. Learning Support).</p> <p>From 8th March the Trust is following DfE guidance and recommending that students wear facial coverings in the classroom, as well as when moving around the building/in communal areas.</p>				
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<p>COVID-19 transmission via the physical school environment.</p>	<p>Staff, students, contractors and visitors may be exposed to COVID-19.</p>	<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>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 MUST 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 style="background-color: #90EE90;"> </p> <p style="background-color: #FF0000;"> </p> <p style="background-color: #FFD700;"> </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: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</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"> • Fire risk • Impede emergency exit routes • Trip hazard. <p>COSHH Assessment Form and additional guidance relating to hazardous substances is available from Paul Straw</p> <p>Cleaning schedules, cleaning RAs and checklists reviewed and a Covid-19 cleaning standard established, drawn up and communicated to cleaning teams.</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&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 momentarily 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 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>GAS</p> <p>AL</p> <p>GAS</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p style="background-color: #90EE90;"> </p> <p style="background-color: #FF0000;"> </p> <p style="background-color: #FFD700;"> </p>
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		<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> <p>The risks from any hazardous substances used for cleaning MUST 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>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 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. Staff to promote Hands, Face, Space.</p> <p>Students will remain in year group bubbles. 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>SS</p> <p>GAS</p> <p>Staff</p>	<p>1/9/20</p> <p>Daily</p> <p>Daily</p>	<p>2/9/20</p> <p>Ongoing</p> <p>Ongoing</p>	
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				<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. Separate RA will be in place for these staff members.</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, 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' procured to clean/disinfect large areas and equipment (e.g. sports equipment) that is difficult to clean quickly.</p> <p>In line with recent guidance and the UK Road Map, from 17th May students will not be required to wear face coverings in classrooms or in communal areas and staff will not be required to wear face coverings in classrooms. Staff/visitors will be required to wear face coverings in situations where social distancing is challenging or when circulating around the building.</p> <p>Because face coverings are mainly intended to protect others, not the wearer, from coronavirus (COVID-19) they are not a replacement for social distancing and regular hand washing required</p> <p>Testing stations have been set up in school to carry out testing of students prior to their return on 8th March. Students will be tested during the w/c 1st March by a team of suitably qualified and</p>	GAS	1/9/20	Ongoing	
					PST	August	1/9/20	
					Staff	Daily	Ongoing	



				<p>competent staff. They will receive a further test the following week. From then on, they will receive home testing kits. Only students who have given consent to be tested shall be tested and then issued with home testing kits.</p> <p>Staff will be issued with home testing kits.</p> <p>Facial coverings to be worn at all times whilst in the testing station. Training, separate risk assessment and safe systems of work have been issued to all those involved in the testing station and the level of training they have received is commensurate with the role they are expected to perform.</p> <p>Additional workforce has been procured via agency in order to cope with the number of students now requiring testing. These staff will also undergo appropriate training on Monday 1st March, prior to undertaking any testing in the stations. Their training will be documented and commensurate with the role they are being expected to perform within the testing centre</p>				
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"> 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. 		<p>Government guidance relating to implementing protective measures in education and childcare settings is available via the link below and is being followed: https://www.gov.uk/government/publications/coronavirus-s-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via: http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx</p> <p>CLEAPSS has issued guidance for D&T Departments and COVID-19 available via: http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</p> <p>Staff are to ensure the following:</p> <ul style="list-style-type: none"> Where work sheets/packs are to be handed out, these will be collated and left on desks for students to collect one as 	AL	Daily	Ongoing	
					SLT	1/9/20	Ongoing	



		<p>Avoid teaching activities which involve:</p> <ul style="list-style-type: none">• Passing items around a class• Artefact sharing <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">• No sharing of items (e.g. cups/resources/pens/pencils/curriculum specific items – e.g. for Science and specialist subjects).• Students to have own equipment which remains with them.• For specialist subjects such as Science/D&T, further measures need to be implemented (see CLEAPPS guidance). <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’ systems have 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>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 disinfected during the day and as part of the evening clean.</p>		
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						<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. Areas of the school will be re-purposed to create additional staff work space. Staff bases will display maximum occupancy numbers on door. Maximum occupancy of offices/staff bases must not be breached</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 Site Manager/Operations Manager 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>Display notice on the staff room door limiting numbers in the staff room.</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,</p>	<p>PST</p> <p>GAS</p>	<p>As required</p> <p>As required</p>	<p>Ongoing</p> <p>Ongoing</p>			
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				<p>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>Staff members were provided with their personal sanitising pack at the start of the September term, which they can re-fill from stocks around the building</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>The bike sheds will be supervised by members of staff at the beginning and end of the day. Every year group will have a designated bike storage area.</p> <p>Remove 'shared' items from staff rooms i.e. microwaves, toasters and kettles. These are items that are frequently touched. Display notice on the staff room door limiting numbers in the staff room. Where 'shared items' like those above are not removed, notices must be displayed instructing staff to sanitise these items before use, using the wipes provided</p> <p>Testing stations set up in school to start the testing of asymptomatic students w/c 1st March. Students will be staggered into the building in year groups throughout the week and will receive</p>	ARO	Daily	Ongoing	
					SS	Ongoing	As required	



				<p>2 tests w/c 1st March, with their third test the following week. Students will then be issued with home testing kits from w/c 15th March. Only students for whom we have consent will be tested/offered home testing kits.</p> <p>Staff will be issued with home testing kits</p>				
<p>Persons entering site with COVID19 symptoms Transmission of COVID19 to the school community</p>	<p>Students, staff, contractors and visitors may be exposed to COVID-19. Staff/children Some BAME children/students & staff members are statistically at higher risk</p>	<p>Staff, students/visitors must not attend if they have symptoms or are self-isolating due to symptoms in their household.</p>		<p>Signage displayed to encourage: Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Hand sanitising stations 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>Staff to continually reinforce Hands, Face, Space.</p> <p>'Screening' procedures in place for any planned visitors to site to ensure that neither they nor anyone in household is displaying symptoms or have been in contact with a confirmed case.</p> <p>Students to receive 3 LFT before their return to school and be issued with home testing kits thereafter (where consent has been received).</p> <p>Staff to be issued with home testing kits</p>	GAS	August	1/9/20	
<p>COVID19 virus being accidentally brought onto the site and transmission of the</p>	<p>Students, staff, contractors and visitors may be exposed to COVID-19.</p>	<p>Regular reminders to staff/students/visitors to not attend if they have any symptoms. Visitors by appointment.</p>		<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>CYO</p> <p>GAS</p>	<p>Daily</p> <p>As required</p>	<p>Ongoing</p> <p>Ongoing</p>	



<p>virus to the school community</p>	<p>Staff/children Some BAME children/students & staff members are statistically at higher risk</p>	<p>Contractors to attend for emergencies only and following the contractor procedures which include Covid-19 specifics.</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 2m 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 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>	<p>SS</p>	<p>As required</p>	<p>Ongoing</p>			
<p>Students unable to understand recognise the COVID-19 control measures.</p>	<p>Students, staff, contractors and visitors may be exposed to COVID-19.</p>	<p>Reinforce key messages throughout the school day and build into routine. Teach students hand washing techniques.</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</p>	<p>CMA CMA</p>	<p>1/9/20 August</p>	<p>2/9/20 1/9/20</p>			



		<p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> • On arrival • Before / after break • Before / after lunch • Before leaving school <p>Consistent reminders and positive reinforcement to students regarding key control measures;</p> <ul style="list-style-type: none"> • Social distancing • Cough / sneeze into tissue • Washing hands • How to sit 'in class' • Non-sharing of items • Not getting up to move around the class/leave the class <p>Review of behaviour policy</p>			<p>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>	ARO	August	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 MUST be reviewed to enable social distancing (e.g. designate specific areas for each group to have break/lunch).</p>			<p>Information communicated by letter, email/parent mail, prior to students attending</p> <ul style="list-style-type: none"> • Parents provided with information about changes to student drop off / collection (particularly in relation to social distancing) and timetable for the school day. • Parents will be asked to remain in their cars. Senior staff will supervise this time, ensuring social distancing measures are maintained. • 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. • 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. 	SS	August	30/8/20	



		<p>Arrangements for the movement of students around school to be reviewed and managed (e.g. increase window of time for arrival/departure of groups and limit need for movement around building).</p> <p>Rooms will be accessed directly from outside where building layout permits.</p>				<ul style="list-style-type: none"> • Make staff and parents aware of Govt. guidance relating to travel on public transport, and requirement for face coverings. • Staff/students/visitors will be shown how to safely remove face coverings and donning/doffing poster will be displayed at entrance points. • Staff/students/visitors will be expected to sanitise their hands/wash their hands upon removal of their face covering. <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; each year group to have its own, designated bike shed.</p> <p>Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <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 work room doors to ensure distancing is maintained. Staff can also use additional work spaces, such as the old ILR, the landing area outside the staff room and empty classrooms. Tubs of sanitising wipes are provided in staff rooms for additional reassurance.</p>	AL	Daily	Ongoing			
							SS	August	1/9/20			



<p>Transport & 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>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>No face-to-face layouts on transport</p> <p>Relevant guidance is shared with staff, students are parents. Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Discuss travel plans with staff to determine whether they use public transport and follow relevant guidance: Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Staff/students/parents/carers are reminded that face coverings are mandatory on all public transport.</p>	<p>SS</p>	<p>August</p>	<p>1/9/20</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 MUST be used to source PPE, cleaning materials and hygiene products.</p> <p>Assurance of a secure supply chain to be in place for essential supplies prior to</p>				<p>Site Manager will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the week.</p> <p>Site Manager will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products via their usual procurement routes.</p>	<p>GAS</p>	<p>Daily</p>	<p>Ongoing</p>			



		<p>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>Academy Managers are also aware of how to procure PPE for testing stations via the DfE link using their UON.</p> <p>.</p> <p>Where there is an unmet urgent need for PPE please contact the nearest local resilience forum for support, information accessible via: https://www.gov.uk/guidance/local-resilience-forums-contact-details#england</p> <p>Initial stock of PPE is in place and one month of stock should always be maintained to allow for delivery times.</p> <p>Call on help from another academy in the Trust PPE also available via the LA</p> <p>RAs will determine the level, if any, of PPE. Where RAs highlight the need for PPE, staff required to use it will be trained on donning/doffing. Staff provided with PPE guidance sheet. Donning/doffing posters are displayed in first aid rooms, and in the Covid-19 isolation room .</p> <p>Procedures in place to ensure staff working within testing station are trained on correct donning/doffing/disposal of PPE and that checks are made to ensure sufficient PPE stocks are maintained within testing stations. Regular QA is in place to ensure testing stations are operating in line with guidance.</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>Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).</p>				<p>Operations Manager and Site Manager to review and implement adaptations to reception area to provide screens, arrange office layout/minimise number of staff working in the office and to mark out safe distance from reception desk for people to stand at.</p> <p>Site Manager to conduct contractor induction and maintain a record in the event that a contractor needs to attend site for an emergency repair or service.</p> <p>Site managers have Contractor on site induction forms and Covid-19 specific questions have been</p>	<p>PST/ GAS</p> <p>GAS</p>	<p>As required</p> <p>As required</p>	<p>Ongoing</p> <p>Ongoing</p>			



<p>Risk of fire and delayed evacuation due to insufficient fire safety management.</p>	<p>Staff, students, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.</p>	<p>Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors MUST not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building MUST 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 maintaining safe distance from the building.</p> <p>Fire drill to be completed on first day of re-occupation and</p>	<p style="background-color: #90EE90;"> </p> <p style="background-color: #FF0000;"> </p> <p style="background-color: #FFD700;"> </p>	<p>Angela Labbate has reviewed the fire risk assessment and reviews it periodically to ensure it remains suitable and sufficient in the ever-changing landscape.</p> <p>Health, Safety and Compliance Manager will be responsible for updating any fire evacuation procedures with their Principal.</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 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>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>	<p>AL</p> <p>PST</p> <p>GAS</p>	<p>August</p> <p>August</p> <p>As required</p>	<p>1/9/20</p> <p>1/9/20</p> <p>Ongoing</p>	<p style="background-color: #90EE90;"> </p> <p style="background-color: #FF0000;"> </p> <p style="background-color: #FFD700;"> </p>
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		<p>a record maintained in the fire log book.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and students.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p>		<p>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>SS</p> <p>CYO</p> <p>GAS</p>	<p>1/9/20</p> <p>As required</p> <p>As required</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>Any external staff brought in to support with testing will be inducted on fire evacuation procedures and basic fire awareness, in addition to receiving training appropriate for the role they will be expected to perform in the testing station</p>	SS AL ARO	Weekly As required August	Ongoing Ongoing 3/9/20	
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					<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> <p>Staff utilise walkabout to indicate that first aid is required. Member of staff on walkabout removes the students to the first aid room.</p>				
Staff experience violence, verbal abuse and aggression from parents / students/ visitors / contractors / members of the public.	Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.	<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 MUST be reported. Staff working from home should log any near misses/accidents in the usual way.</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> <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 – ensure this is addressed</p>	Staff CMA	As required As required	Ongoing Ongoing	
Stress upon staff members caused by: Roles may be overlapping with	Staff	Prioritisation of important tasks for the school community for that day/ week.			<p>Staff aware of need to report concerns to Principal.</p> <p>Governing Body aware of the need to support Principal & Leadership Team.</p>	Staff MBL	As required 1/9/20	Ongoing Ongoing	



<p>greater demands in shorter term; Parents may make increased demands upon staff.</p>		<p>Staff kept informed of developments before students/ children & parent community.</p>				<p>All employees have access to employee support programme and are encouraged to engage with it.</p>	SS	As required	Ongoing			
<p>Risk of Covid-19 contamination amongst site team/cleaning/catering staff and maintaining compliance</p>	<p>Operations Staff</p>	<p>Adherence to Govt. Guidance for the 'clinically extremely vulnerable'</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>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</p>				<p>Staff survey carried out to identify persons 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> <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&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>	GAS	As required	Ongoing			



		<p>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. See separate cleaning RA.</p>				<p>Additional training implemented for site and cleaning staff with regard to risks and controls in the academy testing station.</p>						
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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 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 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; alternatively use the fogging equipment to sanitise.

NHS Test and Trace process

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

- book a test if they are displaying symptoms - staff and 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.

The academy is not in an area where additional surge testing and sequencing is being deployed due to transmission increases of the variants found.

Facial Coverings:

In line with Govt./PHE guidance and road map, from 17th May students will no longer be required to wear face coverings in classrooms or when in communal areas. Face coverings are not being recommended for use by staff in classrooms. Face coverings are recommended for staff/visitors when moving around the building/communal areas/when social distancing becomes challenging.

Staff should not car share with colleagues as this puts them and their colleagues at risk. Staff found to be in breach of this guidance will be dealt with in line with Trust's disciplinary policy and procedures.

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 12th October 2020 onwards, these staff members will be supplied with IIR 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 mask. A visor/face shield alone is not considered adequate protection.

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 when there is inclement weather:

- 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

As the weather improves, as we move into spring/summer, the windows should be opened upon unlocking of the building, to permit maximum flow of air and should remain open throughout the day as far as reasonably practicable.

Clinically extremely vulnerable category:



Due to the successful rollout of the vaccine and a continued decline in transmission rates within the community, the Govt. Has set out its road map for a return and advised that those in the CEV category who were shielding until 31st March, can now return to the workplace. Principals should ensure that people falling into this category have a risk assessment in place. This is also the case for pregnant women over 28 weeks' gestation who had also been 'shielding'.

Testing

Following Govt guidance, testing stations have been set up in school in order to test asymptomatic students before their planned return on 8th March. Asymptomatic students will be invited into school w/c 1st March to receive two tests. They will receive a further test the following week. Students may only be tested if consent has been received to do so. From thereon, they will be issued with home testing kits. Staff will also be issued with home testing kits. Testing stations have been set up in line with NHS guidance and all staff expected to work in the testing station have undergone suitable and sufficient training and have been assessed by the Station Assessor as competent to perform the role expected of them. Additional agency staff have been brought in to help with testing and will be trained to the same standard prior to them performing any tasks in the centre. All training issued will be documented and accurate records kept by the Academy Manager or Principal (in the absence of an Academy Manager). Anyone receiving a positive LFT test will be referred to PCR testing and will be required to isolate in line with Govt. Stay at home guidance.

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

Review Date (Step 5):



Archway
Learning Trust

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

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