

Template risk assessment concerning the hazard:

Transmission of Coronavirus (COVID-19) on the school site (in the context of the full opening of schools planned for September 2020)

ATLANTIC ACADEMY

Version: 2.0 (2020-08-24)

Original assessment date: 15/7/2020

Review date: to be reviewed regularly by the Principal in the lead up to and following from the full opening of the school. Scheduled reviews to be no less than on a weekly basis up to 30 September 2020 with additional reviews to follow from any relevant update of government or Trust guidance and any relevant incident occurring in school.

Review dates	Summary of key changes
Review date 1	15/7/2020
Review date 2	24/8/2020
Review date 3	2/11/2020
Review date 4	12/11/2020
Review date 5	

Introduction and general risk assessment

This risk assessment specifically addresses the hazard of transmission of Covid-19 on the school site in the particular context of the plans for full re-opening from September with reference to guidance issued by the government on 2 July 2020.¹

Those affected by the risk are pupils, staff and visitors to the school site.

In assessing the unmitigated risk and the amended risk after implementation of control measures, the following risk matrix is used.

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

¹ Available from:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Assessment of the unmitigated risk

In assessing the unmitigated risk it has been taken into account that generally across the country the level of incidence of the disease is very significantly lower than it was at its peak in April 2020. Consideration has also been given to the level of incidence in the local authority area within which the school is situated. Accordingly, the likelihood of transmission of Covid-19 on the school site without mitigating measures is considered to be **POSSIBLE (3)**

The severity of any such transmission has to be considered with reference to the fact that while the great majority of incidents of the disease have relatively low level and short term impacts to health, **in a small but not insignificant minority of cases the disease has very significant impact on health, beyond the short term, and can even be fatal.** Accordingly, without mitigating measures the severity is assessed as **EXTREME (5)**.

The unmitigated risk is therefore assessed as **3 x 5 = 15**

System of controls and assessment of the mitigated risk

The government guidance issued on 2 July confirmed the system of controls to be applied by schools. These have been incorporated in the detailed assessment contained in this document.

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate PPE.

Numbers 1 to 4 must be in place in all settings, all the time Number 5 must be properly considered and settings must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

7. Engage with the NHS Test and Trace process.
 8. Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.
 9. Contain any outbreak by following local health protection team advice.
- Numbers 7 to 9 must be followed in every case where they are relevant.

On the basis of full implementation of the control measures set out in this document, the risk is considered to be controlled to an extent such that the likelihood of transmission of the disease on the school site is assessed to be **UNLIKELY (2)**.

With the full opening of schools, it may not be possible to have the same extent of measures in place, as was possible in the summer term 2020, that enabled those most vulnerable to the disease to avoid coming on to the school site (e.g. by working from home in the support of remote learning). Subject to possible updated guidance from the government and other relevant bodies (e.g. the NJC for Local Government Services) the possibility of vulnerable staff working on the school site needs to be factored into the risk assessment. Even with risks to such staff of working on site managed as carefully as possible, their attendance on site means the severity measure of the assessment will remain high. Accordingly the severity measure is assessed to be **EXTREME (5)**. The mitigated risk is therefore assessed as: **=2 x 5 = 10**

Risk factor	Control measures	Action: by whom / when	Action: completed / ongoing / outstanding																		
<p>A) Attendance on the school site of individuals who are currently infected with Covid-19 and attendance on site of those extremely vulnerable to the disease</p>	<p>1. Promote measures to reduce the likelihood of members of the school community contracting Covid-19 outside the school setting.</p> <p>1.1 Communications to pupils, parents and staff to reinforce public health advice that they should follow outside the school setting.</p> <p>Action: Letter sent to parents 14/7/20 Primary & Secondary</p> <p>Resend Letter sent to parents Thursday 03/9/20 Primary & Secondary including home school agreement google form to collate</p> <p>1.2 In relation to travel to attend school, advise that wherever possible, people should avoid public transport and car sharing (other than with fellow household members).</p> <p>Parents to be referred to: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Action: Letter sent to parents 14/7/20 Primary & Secondary</p> <p>Resend Letter sent to parents Thursday 03/9/20 Primary & Secondary including home school agreement google form to collate</p> <p>1.3 Staggered start arrangements as set out in note 3, point 1 are intended to help promote safer travel to school arrangements (e.g. by helping to avoid busiest travel periods).</p> <p><u>Staggered Start/End Timings of the day:</u></p> <table border="1" data-bbox="379 1279 1206 1653"> <thead> <tr> <th>Year</th> <th>Arrival</th> <th>Collection</th> </tr> </thead> <tbody> <tr> <td>Reception - Year 2</td> <td>8:40 - 8:50</td> <td>14:40 - 14:50</td> </tr> <tr> <td>Year 3 and Year 4</td> <td>8:30 - 8:40</td> <td>14:50 - 15:00</td> </tr> <tr> <td>Year 5 and Year 6</td> <td>8:20 - 8:30</td> <td>15:00 - 15:10</td> </tr> <tr> <td>Year 7, 8 and 9</td> <td>8:30</td> <td>14:45</td> </tr> <tr> <td>Year 10 and 11</td> <td>8:45</td> <td>15:00</td> </tr> </tbody> </table> <p>2. Measures to minimise the likelihood of members of the school community who are currently infected coming on to school site.</p> <p>2.1 Parents will be sent a 'Home School Agreement' guidance letter outlining how the school intends to keep children and staff safe and with the provision that any pupil not complying with these expectations will not be admitted into school. The Home School Agreement will refer to an updated behaviour policy that will include particular pupil behaviour expectations and associated sanctions to support measures for the avoidance of transmission of Covid-19.</p>	Year	Arrival	Collection	Reception - Year 2	8:40 - 8:50	14:40 - 14:50	Year 3 and Year 4	8:30 - 8:40	14:50 - 15:00	Year 5 and Year 6	8:20 - 8:30	15:00 - 15:10	Year 7, 8 and 9	8:30	14:45	Year 10 and 11	8:45	15:00	<p>L.Bi/MHe</p> <p>L.Bi/MHe</p> <p>L.Bi/MHe</p> <p>L.Bi/MHe</p> <p>L.Bi/MHe</p> <p>L.Bi/MHe</p> <p>L.Bi/MHe</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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Action: students have already signed this and any students causing issues in september will have a meeting with parent and Home/school agreement will be reissued

Google form to go out on inset day 3rd September

- 2.2 Clear and regular communication to parents, pupils and staff to reinforce self-isolation protocols, including the expectation that those with symptoms or living in a household with someone else who has symptoms must not come on to the school site. To include letters home, reminders in class, posters around school site. **Communications to parents should refer to relevant government guidance² to ensure they are ready and willing to book a test and self-isolate.**

Action: Letter sent to parents 14/7/20 Primary & Secondary

Resend Letter sent to parents Thursday 03/9/20 Primary & Secondary including home school agreement google form to collate

New Measures for responding to infection

The Government has provided clear guidance which we will follow.

If someone has symptoms

We will be provided with a small number of home testing kits we can give, to parents collecting a child with symptoms or staff with symptoms, if we think providing one will increase the likelihood of them getting tested.

We will ask parents and staff to inform their school immediately of the results of a test. We will not ask for evidence of negative test results or other medical evidence before welcoming back children.

If there's a confirmed case of coronavirus

If we become aware that someone has tested positive, we will contact our local health protection team. This team will also contact us if they become aware that someone has tested positive.

The team will carry out a rapid risk assessment to confirm who has been in close contact with the person when they were infectious and make sure they are asked to self-isolate.

Close contact means:

- Direct close contact - face-to-face contact with an infected person for any length of time, within 1 metre, including:
 - i. Being coughed on
 - ii. A face-to-face conversation, or
 - iii. Unprotected physical contact (skin-to-skin)

² 'Stay at home' guidance for households with possible or confirmed C-19 infection:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Advice on getting tested: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Test and Trace guidance :

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

	<p>iv. Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</p> <ul style="list-style-type: none"> ● Travelling in a small car with an infected person <p>3. Avoid/minimise contact with third party visitors to the school site:</p> <p>3.1 Avoid all visitors to site unless they are providing an essential requirement.</p> <p>Action: All visitors have to be agreed by SLT and on daily logistics</p> <p>3.2 Do not approach delivery staff, allow packages to be left on the floor at reception</p> <p>Action: Allocated area for parcel drop means no one needs to come to reception Packages to be left at service entrance and next steps by site team</p> <p>4. Manage attendance on site of those who are extremely vulnerable to the disease:</p> <p>4.1 Maintain up to date details of staff who have higher vulnerability to the disease³. For staff in high risk groups where it is possible for them to work at home with insignificant detriment to the school's operations this should be agreed. Where this is not possible, individual risk assessments to be conducted and regularly reviewed to take account of developing guidance issued by the government and other relevant bodies (e.g. NJC for Local Government Services).⁴ The risk assessment will inform if risk can be controlled sufficiently for the employee to work on site. Advice to be sought as necessary from the Trust's HR team.</p> <p>Action: SHE/CBU TO CARRY OUT INDIVIDUAL RISK ASSESSMENT</p> <p>4.2 In conjunction with 4.1, assess staffing requirements to identify if measures are necessary to bring in additional support for the school to operate effectively and safely. Refer to guidance on 'supply teachers and other temporary or peripatetic teachers' referred to in the DfE 'full opening' document (footnote 1).</p> <p>Action: SLT review on a daily basis through briefings</p>		
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³ The Aspirations Academies Trust considers that in addition to those staff who meet the government's definition of 'clinically extremely vulnerable' (i.e. those who have been subject to 'shielding') and 'clinically vulnerable', staff who are of a BAME group and/or are male aged 55 and above also have higher vulnerability to Covid-19 and therefore should also have an individual risk assessment undertaken.

⁴ As at 7 July 2020, the following guidance is relevant to those identified as clinically extremely vulnerable who have been subject to 'shielding'
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Furthermore, section 7 of 'Staying alert and safe (social distancing)' sets out the government's general position concerning those identified as clinically vulnerable, including pregnant women. This guidance is available from:
<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

The guidance for the full reopening of schools (see footnote 1) also has relevant details in the section 'School workforce'.

	<p>4.3 Consider the needs of pupils who have been identified as having higher vulnerability to Covid-19 or live in a household with someone who does. The government guidance referred to in footnote 1 sets out that the majority of these pupils should be able to return to school in September but notes some may need to discuss their care with their health professional before returning. Remote learning should be provided for pupils who cannot return due to clinical or public health advice.</p> <p>4.4 Communication with parents/carers who are particularly vulnerable to the disease to advise caution on coming on to the school site and how we can support students appropriately.</p> <p>Action: Letter sent to parents 14/7/20 Primary & Secondary Individual discussions with Parents/pupils where necessary</p>		
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Risk factor	Control measures	Action: by whom / when	Action: completed / ongoing / outstanding
<p>B) Spread of infection of Covid-19 on school site</p> <p><i>Measures taken in relation to (A) above should minimise the number of infected individuals coming on to site but will not eliminate the possibility of this happening.</i></p> <p><i>General measures identified against (B) are to minimise the likelihood of any infected individual who is on site infecting others at school.</i></p> <p><i>The general measures in (B) are cross-referred to more detailed measures below.</i></p>	<ol style="list-style-type: none"> 1. Reinforce expectations of good hygiene: See note 1 for details 2. Site cleaning measures: See note 2 for details 3. Management of access/egress to site including arrangements for the start/end of the school day: See note 3 for details 4. Management of classroom environment: See note 4 for details 5. Manage movement around school site and use of communal areas, e.g. dining area, playground, toilets, staff room: See note 5 and note 6 for details 6. Manage cases of individuals on site who are showing symptoms of Covid-19: See note 7 for details 7. Manage response to any infection: See note 8 for details 		

<p>C) Risk of infection in the course of travel undertaken as part of school operations (e.g. school trips, staff attending off-site training, meetings, etc.)</p>	<ol style="list-style-type: none"> 1. No travel is to be undertaken as part of school operations unless approved by SLT member as absolutely essential with risk factors appropriately considered. Refer to guidance on 'Educational visits' referred to in the DfE 'full opening' document (footnote 1). <p>Action: All non-essential trips suspended until further notice, any essential trip will be individually risk assessed before agreement</p>		
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D) Extent of Covid-19 infections in the local area/region	<p>1. Plans for the full opening of schools are made in the expectation of the extent of Covid-19 in the community being greatly lower than was the case when lockdown measures were implemented by the government.</p> <p>Action: Reopening letter <u>secondary</u> and <u>Primary</u> and constant communication with DC</p>		
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<p>Note 1: Referring to Risk Factor (B)</p> <p>Control measure: Reinforce expectations of good hygiene</p>	Action: by whom / when	Action: completed / ongoing / outstanding
<p>1. Regular reinforcement of the following guidance through communications home, reminders in class, posters in prominent places, etc.</p> <ul style="list-style-type: none"> ○ Wash hands regularly using soap and water for at least 20 seconds adopting hand washing technique recommended by NHS. ○ In addition to regular washing of hands, hands to be washed in advance of meal time and after using toilet facilities. ○ Use alcohol-based hand sanitiser if soap and water is not available. ○ Avoid touching face/eyes/nose/mouth with unwashed hands. ○ Cover coughs and sneezes with a tissue then throw it in the bin (or cough/sneeze into elbow if tissue not immediately available). <p>Action: Wall suspended hand sanitizers throughout the building and students encouraged/reminded by staff and posters to use regularly. Direction of travel and zones supports this around the academy. Dedicated toilet and handwashing facilities identified for each zone.</p> <p>2. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site.</p> <p>Action: More toilet and handwashing facilities are made available due to zoned areas. Welfare attendant/cleaner on site throughout the day to support extra cleaning required, cleaning regimes have been enhanced.</p> <p>3. Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Action: Welfare attendant/cleaner on site throughout the day to support extra cleaning required, cleaning regimes have been enhanced.</p> <p>4. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Action: All bins are lidded and extra bins have been added</p> <p>5. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Action: All supplies are audited and tracked. Site store these securely and distribute/order when required</p> <p>6. Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant.</p>		

<p>Action: More toilet and handwashing facilities are made available due to zoned areas. Welfare attendant/ Cleaner on site throughout the day to support extra cleaning required</p> <p>7. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.</p> <p>Action: Welfare attendant/cleaner on site throughout the day to support extra cleaning required, cleaning regimes have been enhanced.</p>		
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<p>Note 2: Referring to Risk Factor (B)</p> <p>Control measure: Site cleaning measures</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>Daily cleaning</p> <p>1. Arrange additional cleaning to take place during the course of the school day, particularly:</p> <ul style="list-style-type: none"> ● Toilet/bathroom facilities (particularly door handles, locks, the toilet flush and taps) ● Regularly clean common contact surfaces in reception and common areas e.g. telephone handsets, desks, particularly during peak flow times. ● Areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices. <p>Action: Welfare attendant/cleaner on site throughout the day to support extra cleaning required, cleaning regimes have been enhanced. Cleaning stations have been out in every room to support additional requirements</p> <p>2. Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> ● Banisters ● Classroom desks and tables ● Door and window handles ● Furniture ● Light switches ● Reception desks ● Teaching and learning aids ● Computer equipment (including keyboards and mouse) ● Sports equipment ● Outdoor playground equipment ● Toys ● Telephones ● Fingerprint scanners <p>3. Remove rubbish daily and dispose of it safely.</p> <p>Action: All of the above in point 2 & 3 have been added to the daily tasks list</p>		

Cleaning if there has been a suspected case of Covid-19 on site:

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The following will be reviewed if there is any change to the government guidance relating to the cleaning of non-healthcare settings available from:

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

4. Clean and disinfect and disinfect surfaces the person has come into contact with, including:

- Objects which are visibly contaminated with body fluids
- All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)

You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids.

5. When cleaning hard surfaces and sanitary fittings, use either:

- Disposable cloths, or
- Paper rolls and disposable mop heads

6. When cleaning and disinfecting, use either

- A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine
- A household detergent, followed by a disinfectant with the same dilution as above
- An alternative disinfectant, that's effective against enveloped viruses

7. Make sure all cleaning staff:

- Wear disposable gloves and apron
- Wash their hands with soap and water once they remove their gloves and apron

If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, **it may be necessary to provide cleaning staff with a surgical mask or full-face visor**. The local health protection team's risk assessment will let you know if you need this equipment.

8. Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products.

9. Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.

10. If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.

11. Dispose of any items that are heavily soiled or contaminated with body fluids.

12. Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full.

- Place these bags in a suitable and secure place away from children and mark them for storage. Wait until you know the test results to take the waste out of storage.

<ul style="list-style-type: none"> ○ If the individual tests negative, put the bags in with the normal waste. ○ If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours. ○ If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either: <ul style="list-style-type: none"> - The local waste collection authority (if they currently collect your waste) <p>or</p> <ul style="list-style-type: none"> - A specialist clinical waste contractor <p>Action: Initial: is the company we use sanitary and clinical waste disposal</p> <p>13. Ensure adequate supplies of cleaning resources including relevant items of PPE.</p> <p>Action: Site team to monitor stock and usage around academy</p>		
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<p>Note 3: Referring to Risk Factor (B)</p> <p>Control measure: Management of access/egress to site including arrangements for the start/end of the school day</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>																		
<p>1. Implement staggered start and finish times to reduce numbers arriving at any one time and thereby reduce congestion and contact. This measure is also intended to support in wider public transport arrangements.</p> <p>Action: Letter sent to parents 14/7/20 Primary & Secondary Resend Letter sent to parents Thursday 03/9/20 Primary & Secondary</p> <table border="1" data-bbox="145 1126 1182 1498"> <thead> <tr> <th>Year</th> <th>Arrival</th> <th>Collection</th> </tr> </thead> <tbody> <tr> <td>Reception - Year 2</td> <td>8:40 - 8:50</td> <td>14:40 - 14:50</td> </tr> <tr> <td>Year 3 and Year 4</td> <td>8:30 - 8:40</td> <td>14:50 - 15:00</td> </tr> <tr> <td>Year 5 and Year 6</td> <td>8:20 - 8:30</td> <td>15:00 - 15:10</td> </tr> <tr> <td>Year 7, 8 and 9</td> <td>8:30</td> <td>14:45</td> </tr> <tr> <td>Year 10 and 11</td> <td>8:45</td> <td>15:00</td> </tr> </tbody> </table> <p>2. Establish and clearly communicate rules for the school community (including parents doing drop offs) to observe at the beginning and end of school day to support social distancing and the safe removal of face coverings worn on the journey to school (in accordance with the requirements set out in the 'full opening' guidance referred to in footnote 1).</p> <p>Action: Letter sent to parents 14/7/20 Primary & Secondary Resend Letter sent to parents Thursday 03/9/20 Primary & Secondary</p> <p>3. Monitor site entry/departure points to best ensure social distancing – consider changing the number of entry/departure points in use, either increase to reduce congestion or decrease to enable monitoring with fewer staff.</p> <p>Action: see table above</p> <p>4. Staff monitoring entry/departure points to query any arrival clearly showing symptoms, advising those individuals to step aside to enable safe and socially distanced communication away from others arriving/departing.</p>	Year	Arrival	Collection	Reception - Year 2	8:40 - 8:50	14:40 - 14:50	Year 3 and Year 4	8:30 - 8:40	14:50 - 15:00	Year 5 and Year 6	8:20 - 8:30	15:00 - 15:10	Year 7, 8 and 9	8:30	14:45	Year 10 and 11	8:45	15:00		
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<p>Action: SLT presence on gate to support with decision on suspected symptoms</p> <p>5. Arrangements for reception areas that are not screened to be reviewed to ensure that safe social spacing can be ensured or otherwise screening put in place.</p> <p>Action: Screens in place and no parents on site</p> <p>6. Remove or disable entry systems that require skin contact e.g. fingerprint scanners.</p> <p>Action: Done</p> <p>7. Require all to wash or clean their hands before entering or leaving the site.</p> <p>Action: Hand sanitizer in all locations around school</p> <p>8. Allow plenty of space (where possible, two metres) between people waiting to enter site.</p> <p>Action: staggered start/end times/ different entrances and yellow distance markings on ground. outside line up to escort students inside building</p>		
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<p>Note 4: Referring to Risk Factor (B)</p> <p>Control measure: Management of classroom environment</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>1. Allocate pupils to groups ('bubbles') with reference to guidance in the DfE 'full opening' document (footnote 1) as part of a strategy to minimise contacts and mixing and maintain distance between individuals.</p> <p>Action: Letter sent to parents 14/7/20 Primary & Secondary</p> <p>2. To support public health in the circumstances referred to in note 8, the school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>Action: Students in bubbles and registers as normal</p> <p>3. Assess number of pupils to be using each classroom and arrange layout of room to:</p> <ul style="list-style-type: none"> ● maximise social distancing between pupils ● minimise pupils facing one another ● maximise social distancing between staff and pupils <p>Action: all desks are spaced out and facing the front staff move not students to maximise social distancing . Exception of EYFS and Yr 1 where continuous provision will run in these year groups staff are reminded to maintain social distancing as per government guidelines.</p> <p>4. Regular reminders in lessons of the rules relating to social distancing and hygiene expectations (see note 1 point 1).</p> <p>Action: Rules embed over last 2 years will support and DMB</p> <p>5. For individual and frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared.</p>		

<p>Action: Students bring their own equipment - have done for 2 years</p> <p>6. Pupils to be reminded regularly that if they are feeling ill they should make a staff member aware.</p> <p>Action: in letter to parents with a resend reminder Resend Letter sent to parents Thursday 03/9/20 Primary & Secondary</p> <p>7. Assess and address specific needs and associated risks relating to individual pupils who are more vulnerable to Covid-19 and/or pose a higher risk of transmitting the disease.</p> <p>Action: All pastoral leads are L3 safeguard trained and staff excellent at recording concerns on My Concern. students can be sat away from peers and google classroom will still be available for all students in all year groups</p> <p>8. Enhance cleaning of classrooms rooms (refer to note 2).</p> <p>9. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal (refer to note 2, point 3).</p>		
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<p>Note 5: Referring to Risk Factor (B)</p> <p>Control measure: Manage movement around school site</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>1. Minimise and control movement/congregation in corridors and other communal areas such as playground, dining area and toilets, for example through:</p> <p>1.1 basing pupils in one classroom throughout the day where appropriate with one particular teacher per lesson</p> <p>1.2 stagger break periods and students to socialise only with those from their own class.</p> <p>1.3 put line markings in place in areas where queuing is expected to give clear indication of the appropriate measure for social distancing (where possible, 2 metres) to include corridors and reception area.</p> <p>1.4 Where possible, cease use of communal areas, e.g. by assemblies not taking place, libraries and communal teaching/staff spaces being closed. For those communal areas continuing to be used control numbers entering the area at any one time. Opening hours on site have been limited to encourage staff off site and virtual meetings to support communication and collaboration</p> <p>Action: resources shared only in bubbles and DMB will be used for virtual assemblies</p> <p>2. Where possible, avoid closed doors (note, this is not possible for fire doors) and ensure good ventilation (windows open) in all teaching spaces</p> <p>Action: Fire Policy remains the same</p>		

<p>Note 6: Referring to Risk Factor (B)</p> <p>Control measure: Manage use of communal areas, e.g. dining area, playground, toilets and staff room</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>1. Pupils should be required to stay on school site and not use local shops.</p> <p>Action: students do not leave site during school hours, anyone who leaves a phone call home is made</p> <p>2. Dedicated eating areas should be identified on site to reduce food waste and contamination.</p> <p>Action: Primary in classroom; KS3 in Agora with Yr 7 in classes and KS4 in dining hall</p> <p>3. Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used when entering and leaving the area.</p> <p>Action: Hand sanitiser around the academy and in classrooms</p> <p>4. Layout areas to best support social distancing and to avoid pupils facing one another while eating.</p> <p>Action: tables marked out to avoid students sitting opposite and Yr8 & 9 (15min rotation)</p> <p>5. Tables should be cleaned between each use.</p> <p>Action: Regular cleaning</p> <p>6. All rubbish should be put straight in the bin and not left for someone else to clear up.</p> <p>Action: students will be reminded regularly and supervised during break times</p> <p>7. All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices (see note 2, point 1).</p> <p>Action: Only one bubble using each area and cleaning is frequent</p>		

<p>Note 7: Referring to Risk Factor (B)</p> <p>Control measure: Manage cases of individuals on site who are showing symptoms of Covid-19</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>This section to be updated with reference to any change made to the ‘Coronavirus (Covid-19: implementing protective measures in education and childcare settings’ (issued by the DfE, 1 June 2020) available at:</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>and also the ‘opening fully’ guidance referred to in footnote 1.</p>		

<ol style="list-style-type: none"> 1. If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia) they must be sent home and advised to follow government 'staying at home' guidance including making arrangements for a test (see footnote 2 for links to the relevant government guidance documents). 2. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. 3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 4. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found from the following link: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe 5. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Anyone with Covid-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. 6. Any member of staff has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. 7. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 8. The area around the person with symptoms must be disinfected after the person with symptoms has left to reduce the risk of passing the infection on to other people (see note 2, points 4-12 relating to the cleaning of areas where there has been a suspected case of Covid-19). <p>Action: On site cleaner to be on call for any incidences</p> <ol style="list-style-type: none"> 9. Ensure adequate availability of relevant items of PPE to staff who may need to use it and that they have had instruction and have access to guidance on how to use it correctly. <p>Action: Staff using PPE are trained in disposal of items and how to use correctly</p>		
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<p>Note 8: Referring to Risk Factor (B)</p> <p>Control measure: Manage response to any infection</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>The following to be updated in line with any change to government guidance set out in the document referred to in footnote 1.</p> <p>Where someone who has attended the site tests positive for Covid-19</p> <ol style="list-style-type: none"> 1. On being notified that someone who has attended the site has tested positive, immediate contact will be made with the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace. 2. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The school will support with this assessment by providing details of groups as set out in note 4, point 2. 3. Based on the advice from the health protection team, send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. <p>Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin) • proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with a case • travelling in a small vehicle, like a car, with an infected person <ol style="list-style-type: none"> 4. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. 5. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'Stay at home', 'Getting a test' and 'Test and trace' guidance as referred to in footnote 2. <p>They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period - this is because they could still develop the coronavirus (COVID-19) within the remaining days • if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period) - their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'Stay at home guidance' as referred to in footnote 2. 		

<p>6. Pupils will be welcomed back after a period of self-isolation without the need to provide evidence of negative test results or other medical evidence.</p> <p>Containing any outbreak</p> <p>7. If the school has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak, and the school will continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>8. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. Whole school closure will not be considered except on the advice of health protection teams.</p> <p>9. In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.</p> <p>10. In case of the need of wider impacting self-isolation measures, the school will have contingency plans in place to continue education on a remote basis.</p> <p>Action: Good online provision that will continue next year Regular communication with parents.</p>		
<p>Face coverings in communal areas</p> <ul style="list-style-type: none"> • With effect from 5/11/2020, with the local area becoming subject to Local COVID Alert Level High OR the new national restrictions applying, face coverings must be worn by adults and pupils (in year groups 7-11) in areas of the Academy site outside classrooms where social distancing is difficult to maintain, for example when moving around communal areas in the school such as corridors. • It is recognised, in accordance with government guidance, that some individuals will be exempt from wearing face coverings. This applies to those who: <ul style="list-style-type: none"> ○ Cannot put on, wear or remove a face covering because of a physical or mental ○ illness or impairment or disability ○ Speak to or provide assistance to someone who relies on lip reading, clear sound or ○ facial expression to communicate <p>Actions:</p> <ul style="list-style-type: none"> • Letter to parents setting out requirement for pupils to bring an appropriate face covering and storage for it to school (LBI(s)/ 4/11/2020) • Provide guidance to pupils about the safe wearing of face coverings and safe storage of them between use in school (Tutors/when needed) • Monitor implementation to ensure compliance (all staff/every transition) • Further Update Letter 		
<p>Other staff at higher risk</p> <p>The latest update (5 November 2020) to the government's guidance for the full opening of schools [https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools] continues to set out that the following groups can continue to work in schools subject to the sector specific risk control measures being applied to minimise the risks of transmission.</p> <ul style="list-style-type: none"> • Staff who are clinically vulnerable (CV) 		

- Staff who live with someone who is CEV or CV
- Pregnant women
- Those aged 60 and above

It remains the Trust's position that those staff should continue to work on site subject to the undertaking of an individual risk assessment that should be kept under review. There are a number of important considerations:

- If the role of the staff member is such that their work could be undertaken remotely without detriment to operational effectiveness, then it would be appropriate to agree a work from home arrangement, if that is the staff member's preference. If circumstances are such at the school that there is a significant amount of pupils' learning having to be done remotely, this possibility might extend to some teaching roles.
- The level of coronavirus infections in the local community, particularly among pupils and staff, should be taken into account in assessing the risk. For example, in a school where there has been a number of positive cases among staff and/or pupils, additional consideration should be given to the possibility of agreeing home working arrangements for those at higher risk (but nevertheless not CEV). You may find it helpful to discuss such cases with myself or Yvonne and also your Regional CEO.
- In the list above of those at higher risk we have referred to staff aged 60 and above. While being in this age range does not by itself define an individual as CV, the general government guidance relating to the new national restrictions does identify those who are aged 60 as possibly being at higher risk [see section 9 of <https://www.gov.uk/guidance/new-national-restrictions-from-5-november#protecting-people-more-at-risk-from-coronavirus>].
- The Trust has previously identified that in addition to staff identified as CV, it would also be appropriate to undertake individual risk assessments for males of age 55 and above and BAME staff.
- In the light of the government's newly set out position, it would be appropriate to undertake an individual risk assessment for staff of age 60 and above if they haven't had a risk assessment already.