



## Church Eaton Primary School

**Risk assessment for safe working in education during the Coronavirus outbreak.  
May 2021 update.**

**Assessors:** (Name) **Simon Shaw**

**Date of completion:** 27.5.2021

Useful contact information:

DFE COVID-19 - Educational advice line - 0800 046 8687 (option 1)

Staffordshire County Council Health and Safety Service - [01785 355777](tel:01785355777)

Public Health England - 0344 225 3560

NHS - 111

If you need to report a positive case or suspected case of Covid-19 in your setting please use the online form <https://apps2.staffordshire.gov.uk/WEB/TestTrace/> OR email using the following link: [C19LocalOutbreakControl@staffordshire.gov.uk](mailto:C19LocalOutbreakControl@staffordshire.gov.uk)

To speak to the Education and Early Years - Local Outbreak Response Team about your above reports please email [C19LOC.education@staffordshire.gov.uk](mailto:C19LOC.education@staffordshire.gov.uk) - this e-mail account is monitored 8am – 8pm Monday to Friday and 10am – 4pm at the weekends. (Please use this as priority method of contact).

The LOC Team can be contacted on 01785 854004. This line allows you to leave a message and the voicemail provides an out of hours mobile number.

## **Key Links:**

**Guidance for schools**

**Guidance for full opening: schools**

**COVID-19 cleaning in non-healthcare settings outside the home**

**Face coverings in education**

**Safe working in education**

**Air conditioning and ventilation during the coronavirus pandemic**

**Keeping children safe in out-of-school settings: code of practice**

**Safer travel guidance for passengers**

**Guidance for vulnerable individuals**

**Transport**

**RCOG**

**Sports Guidance**

**Guidance on protecting CEV Individuals**

**Using multi-purpose community facilities**

**Children who can access educational settings**

**Protective measures for holiday, after school clubs and other out of school settings**

**Restricting attendance during the national lockdown**

**Supporting pupils with medical conditions**

**Asymptomatic testing**

**Asymptomatic testing in primaries**

**Advice for pregnant employees**

**How to wear a face covering**

What are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	Academy Specific Control Measures	Risk Rating (H/M/L)	What further action, if any, is necessary, if so what action is to be taken by whom and by when?
<b>1. System of Controls</b>					
1.1 Exposure to C19 – non adherence to the system of controls – hand and respiratory hygiene	Staff Pupils Visitors	<ul style="list-style-type: none"> <li>• All staff are aware of government guidance surrounding maintaining hand and respiratory hygiene and have ease of access to such guidance (as part of the hands, face, space guidance). C19 is an easy virus to remove when it is on the skin, including the new variant. This can be done with soap and running water or hand sanitiser.</li> <li>• Staff teach and remind pupils regarding maintaining good hygiene standards such as regular hand washing (with soap and water for at least 20 seconds), not touching mouth/nose/eyes, using and disposing of tissues appropriately.</li> <li>• Pupils are supervised by staff when washing their hands, where necessary.</li> <li>• Staff and pupils regularly reminded of the importance of handwashing with soap and water and sanitising where there is no ease of access to soap and water, including:               <ul style="list-style-type: none"> <li>○ Before leaving home</li> <li>○ On arrival at the academy</li> <li>○ After using the toilet</li> <li>○ After breaks and sporting activities</li> <li>○ Before food preparation and before eating food, including snacks</li> <li>○ Before leaving the academy</li> <li>○ Before and after activities such as forest school, catering lessons and science lessons</li> <li>○ After coughing / sneezing</li> <li>○ When they change rooms</li> </ul> </li> </ul>	See previous column	L  L  L  L	

		<ul style="list-style-type: none"> <li>• Posters are displayed around prominent areas of the building, including those which are in regular use such as toilets and kitchenettes.</li> <li>• Sanitiser stations / portable sink units are based around the building in key areas, including: <b>Main Reception Area, Staff room, Toilets and Classrooms</b></li> <li>• Parents informed about the use of sanitiser in the academy and to advise of any concerns in relation to this.</li> <li>• Staff and pupils are regularly reminded of the importance of using tissues and covering their face when sneezing / coughing (but not with their hands). 'Catch it, bin it, kill it' guidance is followed.</li> <li>• <a href="#">E-bug</a> resources are available for use.</li> <li>• Tissues are available in each room, disposed of in a lined and lidded bin, which is emptied at least daily.</li> <li>• Lidded bins are located in each room and are either operated by a pedal or regularly sanitised. Staff to report issues with waste clearance to</li> <li>• Academy risk assessments and procedures are accessible to all staff at all times and are located <b>Headteacher Simon Shaw or Office Services Manager Helen Bellamy</b></li> <li>• Rules and routines have been communicated to pupils and parents/carers, including alterations to the behaviour policies and procedures.</li> <li>• Children who are younger or who have more complex needs are supervised and supported with hand and respiratory hygiene. Songs used to help pupils if needed.</li> <li>• Children with complex needs who struggle to maintain as good respiratory hygiene as their peers have are considered and supported in individual risk assessments.</li> <li>• Monitoring will take place by designated members of staff, to support compliance with the control measures.</li> <li>• New staff are inducted to safety measures implemented by the academy to control the risks of COVID-19.</li> <li>• Staff and children are regularly reminded about the importance of adhering to infection control procedures and risk assessments</li> </ul>		<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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		<ul style="list-style-type: none"> <li>• Pupils will be seated side by side and facing forwards, rather than face to face, unnecessary furniture will be moved out of classrooms to make more space.</li> <li>• The use of soft furnishings is avoided as far as is possible.</li> <li>• Work spaces are arranged so that desks are as far apart as possible.</li> <li>• Assemblies and collective worship are not undertaken with more than one group at one time. Remote sessions are provided.</li> <li>• The academy has timetabled classes and break times in a staggered fashion to help keep groups apart and minimise movement around the building and grounds, to avoid crowding and creating busy shared areas such as corridors.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Each group has equipment for their classroom and for break time. Children have basic resources (e.g. pen, pencil) which are named for their use. Resources are kept in labelled containers.</li> <li>• Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery, mobile phones. Bags are allowed.</li> <li>• Taking resources home is limited only to what is strictly necessary. Cleaning / quarantine regimes will apply to these resources.</li> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces.</li> <li>• Play with sand/water/playdough/shaving foam is avoided.</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>• Devices disinfected before and after use. Children allocated one computer/laptop and/or tablet and they will continue to use only their own device as far as reasonably practicable. Where this is not practicable, the device will be fully disinfected before and after use.</li> <li>• Any shared surfaces will be disinfected before and after use.</li> </ul>	<p>All assemblies will be held virtually via Teams</p> <p>Pupils are asked not to bring in stationary from home</p> <p>Pupils provided with own playdough</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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		<ul style="list-style-type: none"> <li>• Where play equipment is used by multiple groups, the groups do not use it simultaneously.</li> <li>• Children encouraged not to put resources in their mouths and are supervised according to the planned timetable.</li> <li>• Children taught expectations about sneezing, coughing and touching, mouth, nose and eyes.</li> <li>• Drinking fountains taken out of use. Water dispensers in use but regularly sanitised in between uses.</li> <li>• Outdoor learning will be prioritised as much as possible. The timetable is refreshed to ensure that learning outdoors can be maximised.</li> <li>• Outdoor playground equipment is more frequently cleaned. This also applies to resources used inside and outside by wraparound care providers. Multiple groups do not use it simultaneously.</li> <li>• The academy thoroughly cleans equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. If the equipment can't withstand cleaning and disinfecting between each use before it is put back into general use, it will either: <ul style="list-style-type: none"> <li>• be restricted to one user</li> <li>• left unused for a period of 48 hours (72 hours for plastics) between use by different individuals</li> </ul> </li> </ul> <p><b>Shared areas</b></p> <ul style="list-style-type: none"> <li>• Movement around the school site is kept to a minimum. The academy avoids creating busy corridors, entrances and exits.</li> <li>• Assemblies (where held), break times and lunchtimes are staggered to ensure that children are not moving around the building at the same time.</li> <li>• Circulations and other indoor areas which are 'pinch points' for potential close contact/gathering such as toilets, to be marked to aid social distancing. One way systems and signage are used where practical.</li> <li>• Rooms are accessed directly from outside where possible.</li> </ul>	<p>All pupils are requested to bring in drink bottles from home</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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		<ul style="list-style-type: none"><li>• At break times, children clean their hands before eating and enter the dining space in their groups.</li><li>• Dining facilities are cleaned between each staggered break.</li><li>• Shared areas are cleaned after each use; the academy timetable permits sufficient cleaning before the changeover between groups.</li><li>• The number of children or young people who use the toilet facilities at one time is limited. A queue system is used with staff supervision.</li><li>• Sanitising agents are kept in each room to ensure that cleaning can take place if a pupil coughs or sneezes on any surfaces or equipment.</li><li>• Office team to maintain working consistently at a desk as far as possible and limit hot-desking and the sharing of mice / keyboards / phones.</li><li>• Wash hands after receiving / opening parcels and post.</li><li>• Wipe desk, mouse, keyboard and phone regularly, with suitable antibacterial agents, and before and after sharing.</li><li>• Wipe photocopier throughout the day, with suitable antibacterial agents.</li><li>• Perspex screen installed in key areas of the academy, e.g. reception, main office, where social distancing could be difficult to maintain.</li><li>• iPad signing in / out system is cleaned on a regular basis, throughout the day. Hand sanitisation prior to use.</li><li>• Consideration given to deliveries. Deliveries may be dropped off in academy entrances without accessing the main body of the building (as long as a staff member can accept a delivery and subsequently bring this inside). Delivered to source where it is safe and possible to do so, where there is a significant risk of injuries associated with manual handling.</li><li>• Shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised,</li></ul>		L L L L L L L L L L L L	
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		<p>although staff must still have a break of a reasonable length during the day.</p> <ul style="list-style-type: none"> <li>• Staff have staggered lunch breaks / take lunch breaks in designated areas to minimise crowding in the staff room.</li> <li>• White goods in the staff room are regularly sanitised.</li> <li>• Staff maintain social distancing in the staff room and avoid overcrowding.</li> <li>• Face masks are worn in communal areas.</li> <li>• The staff room is ventilated whilst in use.</li> <li>• Staff shared areas and touch points such as handles, white goods, toilet facilities are cleaned throughout the day to regular frequencies.</li> <li>• Documentation should, where possible, be sent to colleagues via email.</li> <li>• Individuals wash their hands before and after use of welfare facilities. Door handles will be regularly cleaned.</li> <li>• Where meetings are necessary, social distancing rules apply and are to be facilitated where there is sufficient space to do so, this may be outdoors but if indoors must be in well-ventilated rooms. Virtual meetings are promoted and used as far as possible.</li> <li>• Staff encouraged to bring their own food which does not require any preparation or heating in communal facilities.</li> <li>• Where used, communal facilities such as a microwave are subject to effective cleaning after each use.</li> <li>• Remove all communal tea towels, shared equipment and cutlery and provide paper towels.</li> <li>• No cash on the premises. All payments made by parentpay.</li> <li>• Working remotely takes place where circumstances / job roles allow.</li> </ul>		<p>L</p> <p>L L</p> <p>L L L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L L</p>	
<b>1.3 Exposure to C19 – non adherence to the system of</b>	Staff Pupils Visitors	<ul style="list-style-type: none"> <li>• All areas that house soap/hand towels/sanitiser are inspected regularly to ensure stocks are sufficient. Orders are placed on a regular basis to ensure that stocks do not run out.</li> </ul>	<b>See previous column</b>	L	

<p><b>controls – infection control standards and cleaning</b></p> <p><b>Risks of using hazardous substances – allergic reaction, indigestion, inhalation, skin contact causes illness</b></p>		<ul style="list-style-type: none"> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are in stock.</li> <li>• Defects with soap and hand sanitiser dispensers are reported as soon as possible for repair / replacement.</li> <li>• Bar soap is not used, nor are non-disposable hand towels.</li> <li>• Soap and water available in every toilet and every facility which is used for making food / drinks.</li> <li>• As far as possible, soap and water available locally to areas in use within the academy. In the absence of immediately accessible soap and water, hand sanitiser is available.</li> <li>• Hand sanitisers which are potentially flammable are used and stored appropriately in accordance with the material safety data sheets and COSHH.</li> <li>• Cleaning is undertaken by the contracted cleaning company / in house cleaning team daily, to specific standards for maintaining COVID-19 secure workplaces under the academy’s enhanced cleaning programme.</li> <li>• Cleaning products are provided in classrooms and offices to ensure on the spot cleaning can be provided as required.</li> <li>• All areas that house cleaning products purchased by the academy are checked regularly and stocks ordered before they run out.</li> <li>• Staff report low cleaning stocks to <b>Headteacher S. Shaw or the Office Services Manager H. Bellamy</b></li> <li>• All cleaning items are single use.</li> <li>• Items that have been used to clean such as wipes and mop heads must be placed in a double lined and lidded bin, which is disposed of daily.</li> <li>• Specific cleaning risk assessments and specifications are in place for this activity, as supplied by the academy (for in house cleaning) / the contractor (for contracted cleaning).</li> </ul>		<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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	<ul style="list-style-type: none"><li>• <a href="#"><u>The COVID-19 cleaning in non-healthcare settings outside the home</u></a> guidance is followed.</li><li>• Children using sanitiser to be supervised and any spillages to be signed (where appropriate) and cleaned.</li><li>• COSHH is kept on file for the use of hand sanitisers, soaps and other cleaning materials. This is shared with staff.</li><li>• Classrooms are to be kept clean and tidy, cleanliness is monitored by staff using each room and concerns must be reported to <b>Headteacher S. Shaw or the Office Services Manager H. Bellamy.</b></li><li>• All touch points and shared areas such as toilets and staff rooms will be thoroughly cleaned at the end of each day, with cleaning in the interim during the school day, using anti-bacterial agents / detergents.</li><li>• The cleaning schedule ensures more frequent cleaning of rooms / shared areas used by different groups, regular cleaning of surfaces that are frequently touched, toilets cleaned regularly and pupils are encouraged to clean their hands thoroughly after using the toilets.</li><li>• The academy will be deep cleaned during holiday periods and following positive cases confirmed as present in the academy setting.</li><li>• PPE is provided for cleaning.</li><li>• Cleaning surfaces are sanitised following coughs / sneezes and hands are washed for 20 seconds.</li><li>• Staff report low stocks of products and PPE to <b>Headteacher S. Shaw or the Office Services Manager H. Bellamy</b> will arrange re-stocking of the items.</li><li>• Gloves are disposed of following each use and are changed between cleaning areas e.g. gloves are changed after cleaning toilet areas and before moving onto another area of the academy building.</li><li>• Contracted cleaning providers have their own risk assessments for cleaning in school settings which are communicated with cleaning staff and the academy.</li></ul>		L L L L L  L  L  L L  L  L L  L  L	
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		<ul style="list-style-type: none"><li>• In house cleaning has a specific risk assessment for cleaning, adapted for specific arrangements for COVID-19, which is communicated with cleaning staff.</li><li>• All surfaces that a case, or suspected case of COVID-19 has come into contact with, or has potentially come into contact with must be cleaned thoroughly using disposable cloths or paper roll and disposable mop heads and detergents/disinfectants as detailed in their guidance for cleaning non healthcare settings.</li><li>• Cleaning staff use colour code system when using cleaning materials to avoid cross contamination.</li><li>• Cleaning materials used where there is known to be a case of COVID-19 will be disposed of in accordance with the waste section of this risk assessment.</li><li>• Cleaning equipment for different areas must be stored separately to avoid cross contamination (e.g. toilets and kitchen).</li><li>• Staff cover all new and existing cuts / skin breakages with waterproof dressings prior to cleaning, and wear PPE.</li><li>• Cleaning specification to be adapted to address higher risk areas to a greater depth and frequency during periods of infection outbreak e.g. touch points.</li><li>• Staff clean key areas of the building throughout the day such as touch points. PPE is provided.</li><li>• Avoid creating splashing and spray when cleaning. Use dispensers which help staff to avoid this.</li><li>• When items cannot be cleaned or laundered using detergents e.g. soft items, these should be steam cleaned or disposed of.</li><li>• Government guidance regarding cleaning to be followed - <a href="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/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li><li>• Academy staff should not be using contractor equipment and visa-versa.</li></ul> <p><b>Cleaning C19 contaminated areas</b></p> <ul style="list-style-type: none"><li>• Contract cleaning providers to undertake a deep clean of the academy setting / affected area. Deep clean the affected area</li></ul>		L  L  L L L L L L L L  L L  L  L	
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		<p>with disinfectant / bleach after someone with symptoms has left. (Sign the affected area as out of use to permit deep clean).</p> <ul style="list-style-type: none"> <li>• Cleaning risk assessments must be followed for decontaminating contaminated areas</li> <li>• <b>Ensure that affected areas are not accessed by staff or children.</b></li> <li>• Items which cannot be adequately cleaned (such as soft resources that the potentially infected person comes into contact with) to be appropriately disposed of.</li> </ul> <p><b>COSHH</b></p> <ul style="list-style-type: none"> <li>• Increased cleaning will be taking place during this period and academy cleaners, contractors and catering staff have a COSHH assessment and MSDS in place for any cleaning substances/ substances hazardous to health in use.</li> <li>• Any new substances brought to site must be risk assessed, this requires a Material Safety Data Sheet (MSDS) to be obtained and a risk assessment of the use of the substance to be carried out,</li> <li>• Staff undertake cleaning (e.g. their own workspaces) therefore a COSHH assessment for substances used is in place and communication of the control measures in a COSHH assessment must be given to all staff using the substances.</li> <li>• Individual staff may also wish to bring substances to school to clean their personal belongings. In this situation, if academy leaders permit these substances to be brought to site, all good practice and usual arrangements must apply, and permission granted for their use once a COSHH assessment has taken place.</li> <li>• Some pupils may wish to have their own hand sanitiser with them for personal use. This may be beneficial for pupils with allergies etc. The academy policy on this is clearly communicated to parents. Pupils should be self-sufficient in being able to use and apply these safely.</li> </ul>		L  L  L  L  L  L	
<b>1.4 Exposure to C19 – non adherence to the system of</b>	Staff Pupils Visitors	<ul style="list-style-type: none"> <li>• The academy ensures a stock of PPE is in place, should this be required. PPE is located in every room for ease of access by staff.</li> </ul>	<b>See previous column</b>	L	

**controls – use of PPE and face masks/coverings**

- Those wearing PPE receive training in how to put the PPE on and also remove it safely - [link](#) / [donning and doffing video](#) / [putting on PPE poster](#) / [taking off PPE poster](#) / [routine decontamination of re-usable equipment](#)
  - Consideration is given to staff and pupil clothing expectations and information shared with staff to ensure clothes worn are easily washable and are advised to wash clothes regularly.
- Face coverings:
- Where recommended, face coverings are used.
  - Visitors are informed of when they must wear a face covering.
  - Face coverings worn by adults when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas where social distancing cannot easily be maintained.
  - Face coverings are worn by pupils in year 7 and above when travelling on dedicated school transport.
  - Face visors or shields are not worn as an alternative to face coverings.
  - Transparent face coverings may be used where they will have an impact for those who rely on visual signals for communication.
  - Some individuals are exempt from wearing face coverings and the academy implements its' PPE policy in accordance with this exemption.
  - Guidance is provided on the use of face coverings in education - <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>.
  - There is a process in place for removing face coverings. Individuals are instructed not to touch the front of their face covering whilst in use or when removing them. They must dispose of temporary face coverings after use in a covered bin (not recycling bin).
  - Hands are washed thoroughly after removing face coverings.

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	<ul style="list-style-type: none"><li>• Reusable face coverings which are in use throughout the day are 'donned and doffed' in accordance with guidance and stored in a sealable bag when not in use.</li></ul> <p>Face masks must:</p> <ul style="list-style-type: none"><li>• cover both nose and mouth</li><li>• not be allowed to dangle around the neck</li><li>• not be touched once put on, except when carefully removed before disposal</li><li>• be changed when they become moist or damaged</li><li>• be worn once and then discarded - hands must be cleaned after disposal</li></ul> <p>Reference to PPE means:</p> <ul style="list-style-type: none"><li>• fluid-resistant surgical face masks (also known as Type IIR)</li><li>• disposable gloves</li><li>• disposable plastic aprons</li><li>• eye protection (for example a face visor or goggles)</li></ul> <p>The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is:</p> <ul style="list-style-type: none"><li>• a face mask should be worn if a distance of 2 metres cannot be maintained</li><li>• if contact is necessary, then gloves, an apron and a face mask should be worn</li><li>• eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting</li></ul>		L	
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		When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on <a href="#">how to put PPE on and take it off safely</a> in order to reduce self-contamination.			
<b>1.5 Exposure to C19 – non adherence to the system of controls – use of ventilation</b>	Staff Pupils Visitors	<p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>● Indoor work spaces are well ventilated using natural ventilation - opening windows, (in cooler weather windows are opened enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air.</li> <li>● Where possible and safe to do so (bearing in mind fire safety and safeguarding), doors are propped open to limit use of door handles and aid ventilation.</li> <li>● Staff prop designated doors open in the morning before children arrive.</li> <li>● The academy’s ventilation system will be used in accordance with HSE guidance - <a href="#">link</a> and CIBSE guidance – <a href="#">link</a>.</li> <li>● Where mechanical ventilation is in place this is adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply).</li> <li>● Where windows cannot open due to mechanical failure – report to <b>Headteacher S. Shaw or the Office Services Manager H. Bellamy</b></li> <li>● To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures are used as appropriate to the facilities in each room: <ul style="list-style-type: none"> <li>○ opening high level windows in preference to low level to reduce draughts</li> <li>○ increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>○ providing flexibility to allow additional, suitable indoor clothing. For more information see <a href="#">school uniform</a></li> <li>○ rearranging furniture where possible to avoid direct drafts</li> </ul> </li> </ul>	<b>See previous column</b>	L  L  L L L  L  L	



		<ul style="list-style-type: none"> <li>• Heating used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> <li>• Information provided via the following link to government guidance regarding using ventilation to reduce the spread of C19 – <a href="#">ventilation link</a>.</li> </ul>		L	
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<b>1.6 Staff / pupils who become unwell with C19 symptoms or confirmed COVID-19</b>	Staff Pupils Visitors	<p>Staff are encouraged to participate in the LFT programme – the academy follows government and SCC guidance for managing LFD testing and has a separate risk assessment for this.</p> <p>Individuals must stay at home if they:</p> <ul style="list-style-type: none"> <li>• Have virus symptoms, or live in a household with someone who does (<b>this includes someone in their support or childcare bubble</b>)</li> <li>• Have tested positive, even if asymptomatic</li> <li>• Have been advised by NHS Test and Trace to do so</li> <li>• Are household members of a positive case, even if that case is asymptomatic</li> <li>• Are required to self-isolate for travel-related reasons</li> </ul> <p>The academy ensures that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a PCR test</a> if they or their child are displaying one or more of the coronavirus symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.</li> <li>• provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)</li> <li>• Engage with the NHS test and trace process</li> </ul>	<b>See previous column</b>	L	
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		<p><b>If someone with symptoms tests negative for coronavirus (COVID-19)</b>, the result means the test did not find COVID-19 at the time the test was taken.</p> <p>If you have a negative test result, you can stop isolating as long as:</p> <ul style="list-style-type: none"> <li>• you are well</li> <li>• no-one else in your household has symptoms</li> <li>• if anyone else in your household has symptoms they have also received a negative test result</li> <li>• you have not been advised to self-isolate by <a href="#">NHS Test and Trace</a></li> <li>• you have not <a href="#">arrived into the UK from a non-exempt country</a> within the last 10 days</li> </ul> <p>Anyone in your household who is isolating because of your symptoms can also stop isolating.</p> <p>The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.</p> <p>If your test result is negative but you still have symptoms, you may have another virus such as a cold or flu. You should stay at home until you feel well. Seek medical attention if you are concerned about your symptoms.</p> <p><b>If you have COVID-19 symptoms or have received a positive test result</b> – immediately cease to attend school and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>• the start of the symptoms</li> <li>• the test date if the person had no symptoms but have had a positive LFD or PCR test. If an LFD test is taken first, and a PCR test is then</li> </ul>		<p>L L L</p> <p>L L</p>	
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		<p>taken within two days of the positive LFD test, and is negative, it overrides the LFD test and the individual can return to school.</p> <p>Anyone who tests positive via a lateral flow test will be sent home (if the test was undertaken in school) / will stay at home (if the test was undertaken at home) and begin the self isolation period of 10 days (unless a confirmatory PCR test is undertaken within two days of the positive LFD and is returned as negative, the isolation will cease when the negative PCR test is confirmed).</p> <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms. If a member of the household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p> <p><b>Staffordshire will be increasing the testing of residents in a bid to identify more cases of COVID-19 and reduce the spread of infection and have expanded their advice around when to get a test.</b></p> <p>SCC are asking residents in Staffordshire to consider getting tested as a precaution if they have other symptoms such as:</p> <ul style="list-style-type: none"><li>• Headaches</li><li>• Aches and pains</li><li>• Feeling very tired for no good reason</li><li>• Sore throat</li><li>• Runny nose</li><li>• Sneezing</li><li>• Sometimes 'tummy ache' in children</li></ul>			
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		<p>People with any of these symptoms can carry on going to school or work if they are well enough to do so and only need to self-isolate if the test comes back positive.</p> <p><b>Managing confirmed cases:</b></p> <ul style="list-style-type: none"> <li>• The academy will contact their local health protection team.</li> <li>• The HPT 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.</li> <li>• The HPT will work with the academy to guide them through the actions they need to take. Based on the advice from the HPT, the academy must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:             <ul style="list-style-type: none"> <li>○ Face to face contact including being coughed on or having a conversation within one metre</li> <li>○ Been within one metre for one minute or longer without face to face contact</li> <li>○ Been within 2 metres of someone for more than 15 minutes (on one occasion or accumulating throughout the day)</li> <li>○ Living in the same household as someone with C19 symptoms or who has tested positive either via PCR or LFD tests</li> <li>○ Travelled in the same vehicle</li> </ul> </li> </ul> <p>The academy keeps a (proportionate) record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups.</p> <ul style="list-style-type: none"> <li>• A template letter will be provided to the academy on the advice of the HPT, to send to parents and staff if needed.</li> <li>• The academy will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>• The academy will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</li> </ul>		<p>L L L</p> <p>L L L</p>	
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1.7 Staff / pupils / visitors who become unwell with COVID-19 symptoms or	Staff Pupils Visitors	<ul style="list-style-type: none"> <li>If a child or staff member develops symptoms (new continuous cough, temperature, anosmia) whilst at school, they must immediately inform <b>Headteacher S. Shaw or the Office Services Manager H. Bellamy</b></li> </ul>	See previous column	M	

**confirmed C19 whilst on site**

- Anyone who develops C19 symptoms during the school day must be sent home. Public transport must be avoided.
- In an emergency, the academy will call 999 if a person is seriously ill or injured or their life is at risk.
- If staff members become unwell at school, they will return home, their emergency contact will be notified. If they are too unwell to drive, their emergency contact will be asked to collect them and the staff member will wait in the designated isolation room which is **the John Evan's Room**.
- Pupils will await collection from a parent / carer in the designated room which **the John Evan's Room** in isolation, as far as is reasonably practicable without compromising the safety of the pupil.
- This room should be behind a closed door (where possible) and with appropriate adult supervision. Ideally, a window should be opened for ventilation.
- If it is not possible to isolate the individual, move them to an area which is at least 2 metres away from other people, and ensure that others do not access this area, **especially those who are vulnerable**.
- Remove soft resources from the isolation room / area, prior to use.
- If the individual needs to go to the bathroom while waiting to be collected, they will use a separate bathroom (where possible) which should be thoroughly cleaned and disinfected before being used by anyone else. (Bathroom to be signed as closed after use and during deep cleaning).
- PPE worn by staff caring for the child while they await collection, and if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs)
- If contact is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask are worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- The room used for isolation will be signed as out of use and thoroughly disinfected in accordance with the covid-19 cleaning of non-healthcare settings guidance.

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		<ul style="list-style-type: none"> <li>• Staff wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>• Those wearing PPE to receive training in how to put it on and remove it safely. PPE is located <b>The John Evans Room and in the Medical cupboard in the Library area.</b></li> <li>• PHE advise that routinely taking the temperature of pupils is not recommended as this is an unreliable method of identifying COVID-19.</li> <li>• Test and trace service information provided as - <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> <li>• Test and trace privacy information provided - <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information/testing-for-coronavirus-privacy-information-quick-read">https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information/testing-for-coronavirus-privacy-information-quick-read</a></li> <li>• The academy asks parents and staff to inform them immediately of the results of a test.</li> <li>• Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> <li>○ the symptomatic person subsequently tests positive</li> <li>○ they develop symptoms themselves (in which case, they should arrange to have a test)</li> <li>○ they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)</li> <li>○ they have tested positive from a LFD test</li> </ul> </li> </ul> <p>All staff and parents / pupils are aware of this process.</p>		<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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## 2. Vulnerable Children and Staff Visitors to the Academy

<p><b>2.1 Clinically extremely vulnerable staff and pupils</b></p>	<p>Staff and children who are clinically extremely vulnerable - high risk of adverse health effects if COVID-19 is contracted</p>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Shielding guidance was suspended 01.04.2021. CEV employees return to work with appropriate and robust control measures in place.</li> <li>• CEV employees may be supported to work from home or to alter their working arrangement during this time, where possible, to reduce the risk of transmission.</li> <li>• Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past.</li> <li>• Employees are provided with home working DSE assessments and risk management information. The home working policy can be found on the website. Actions arising from the home working DSE assessment are considered and control measures implemented as required / practicable.</li> <li>• Those living in a household with someone who is clinically extremely vulnerable (or clinically vulnerable) attend school unless advised otherwise by an individual letter from the NHS or a specialist doctor.</li> <li>• New staff are inducted to safety measures implemented by the academy to control the risks of COVID-19 and are advised to inform designated person if they fall into the clinically extremely vulnerable category so that home working can be facilitated.</li> <li>• If a staff member or child lives in a household with someone who is clinically extremely vulnerable, as set out in the guidance for <a href="#">staying alert and safe (social distancing)</a>, they should do what they can to support the clinically extremely vulnerable individual to stay safe.</li> <li>• CEV staff are advised to take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing.</li> </ul> <p><b>Children</b></p> <ul style="list-style-type: none"> <li>• Shielding advice has been paused as of 01.04.2021. All CEV pupils attend school unless they are one of the very small number</li> </ul>	<p style="color: red;">See previous column</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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		<p>of pupils under paediatric / specialist care and have been advised by their clinician / GP not to attend.</p> <ul style="list-style-type: none"> <li>• Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, can still attend education.</li> <li>• Parents are informed to notify the academy if their child falls into the CEV category on admission and if they become aware that a child falls into this category through their school career at the academy.</li> </ul> <p><a href="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">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>		L L	
<b>2.2 Clinically vulnerable staff and pupils</b>	Staff and children who are clinically vulnerable - higher risk of adverse health effects if COVID-19 is contracted	<p><b>Clinically vulnerable staff</b></p> <ul style="list-style-type: none"> <li>• Clinically vulnerable (but not clinically extremely vulnerable) staff will be supported in the academy by an individual risk assessment, detailed proportionate and robust control measures (where they cannot work from home).</li> <li>• CV staff are advised to take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.</li> <li>• Some people with particular characteristics may be at comparatively increased risk from COVID-19. If individuals with significant risk factors are concerned, the academy will discuss staff concerns and explain the measures the academy is putting in place to reduce risks.</li> <li>• Follow the <a href="#">guidance on staying alert and safe (social distancing)</a> and <a href="#">staying safe outside the home</a> including appropriate <a href="#">use of face coverings</a> for the general public and clinically vulnerable people, including pregnant women.</li> <li>• CV employees may be supported to work from home or to change alter their working arrangement during this time, where possible, to reduce the risk of transmission. This will be determined through risk assessment.</li> </ul>	See previous column	M M M L M	

		<p><b>Pregnant staff (clinically vulnerable)</b></p> <ul style="list-style-type: none"> <li>• All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls detailed in this risk assessment to minimise the risks of transmission.</li> <li>• The government guidance for pregnant employees is followed and a risk assessment is implemented for pregnant staff who cannot work from home.</li> <li>• Individual risk assessments will be implemented and regularly reviewed for pregnant staff members. Control measures will include COVID-19 control measures - pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch COVID-19 and therefore risk assessments contain control measures to reflect the stage of pregnancy.</li> <li>• Further guidance is provided to support the risk assessment via <a href="#">guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists</a> and the academy bases risk assessments on this guidance.</li> <li>• Pregnant women should follow the latest government guidance on staying alert and safe (<a href="#">social distancing</a>) and avoid anyone who has symptoms suggestive of coronavirus.</li> <li>• Risk assessments will consider the government guidance for pregnant employees - <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></li> <li>• Pregnant employees may be supported to work from home or to change alter their working arrangement during this time, where possible, to reduce the risk of transmission. This will be determined through risk assessment.</li> </ul> <p>General control measures also include:</p> <ul style="list-style-type: none"> <li>• Keep mobile and hydrated to <u>reduce the risk of blood clots in pregnancy</u></li> </ul>		<p>M</p> <p>L</p> <p>M</p> <p>M</p> <p>M</p> <p>L</p> <p>L</p> <p>L</p>	
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		<ul style="list-style-type: none"> <li>• <u>Stay active with regular exercise, a healthy balanced diet, and folic acid and vitamin D supplementation</u> to help support a healthy pregnancy</li> <li>• Attend all of your pregnancy scans and antenatal appointments unless you are advised not to</li> <li>• Contact your maternity team if you have concerns about the wellbeing of yourself or your unborn baby</li> <li>• More information on <u>pregnancy and coronavirus is available on the NHS website.</u></li> </ul> <p><b>Clinically vulnerable children</b></p> <ul style="list-style-type: none"> <li>• For children who fall into the clinically vulnerable category, parents are informed that they should follow medical advice if their child is in this category.</li> <li>• Parents will inform the academy of medical advice provided for the child and the child will be supported by an individual risk assessment as required.</li> </ul> <p><b>Further control measures</b></p> <ul style="list-style-type: none"> <li>• <b>Where it is possible according to the nature of the individual's job role and responsibilities, working from home will be considered / supported.</b></li> <li>• PPE will be available to support staff whose role involves direct support to pupils, for example, first aid, intimate care, care and supervision of a child with symptoms. Staff will avoid close contact with pupils as far as is reasonably practicable.</li> <li>• The academy will follow Government and HR guidance in relation to supporting individuals who are vulnerable.</li> <li>• New staff are inducted to safety measures implemented by the academy to control the risks of COVID-19 and are advised to inform designated person if they fall into the clinically vulnerable or vulnerable category so that a risk assessment can be implemented.</li> <li>• Those who fall into the clinically extremely vulnerable or vulnerable category over their course of employment should inform the designated person once they become aware.</li> </ul>		<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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		<ul style="list-style-type: none"> <li>Parents are informed to notify the academy if their child falls into the CEV or CV category on admission and if they become aware that a child falls into this category through their school career at the academy.</li> <li>Those attending the academy are advised to travel by walking or cycling if they can. For longer journeys, or if they are unable to walk or cycle, try to minimise the number of people they come into close contact with. Travelling by car is likely to mean fewer social contacts than travelling by public transport but avoid sharing a car with people outside of your immediate household or support bubble.</li> <li>The academy recognises that some individuals are more vulnerable to adverse impacts if they contact covid-19. The academy discusses staff concerns and implements further risk assessments and control measures as required.</li> </ul>		L  L  L	
<p><b>2.3 Vulnerable children and those with complex needs</b></p> <p><b>Close contact with staff members – social distancing not adhered to</b></p> <p><b>Risk of respiratory hygiene requirements not being adhered to</b></p>	Staff and pupils coming into contact with those who are vulnerable	<p><b>EHCs and Individual Risk Assessments</b></p> <ul style="list-style-type: none"> <li>Those attending the academy with complex needs but who don't have an EHC Plan have an individual risk assessment in place.</li> <li>Staff who interact with these children have a copy of the EHC Plan / individual risk assessment.</li> <li>SENCO available to support as required.</li> <li>Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' are provided with more opportunities to wash their hands, alongside the staff supporting them.</li> <li>The academy follows most up to date government guidance regarding caring for vulnerable children and SEND risk assessment guidance – <a href="#">link</a>.</li> <li>Academy is aware that there may be additional pupils, including those with SEND, who display symptoms of stress or anxiety and additional support may be needed for them. Support provided on individual need, taking into consideration the risk assessment and EHCP.</li> <li>Individual risk assessments will include the control measures where children are exposed to additional risks from the COVID-19 safety processes (e.g. leaving doors open for ventilation purposes).</li> </ul>	<b>See previous column</b>	L L L L L L L L	

		<ul style="list-style-type: none"> <li>• Individual risk assessments will be reviewed regularly and discussions will take place with parents during the review period.</li> <li>• There are clear safety procedures in place for each pupil with regards to essential visitors such as educational psychologists, CAMHS, behavioural support. Support may take place remotely during this period in time.</li> <li>• Pupils are supported to maintain standards of respiratory hygiene and hand washing.</li> <li>• An enhanced cleaning regime is in place for equipment used in the delivery of support e.g. sensory equipment. Where this is not possible, the equipment is restricted to one user or left unused for a period of 48 hours (72 hours for plastics) between use.</li> </ul> <p><b>Supporting pupils with physical needs:</b></p> <ul style="list-style-type: none"> <li>• Wherever possible, physical contact and working in close proximity should be kept to a minimum.</li> <li>• PPE is worn by staff where required to enable them to safely provide support, in accordance with the child's individual needs. The PPE will be dependent on the nature of the support provided and the proximity.</li> <li>• Staff wash hands thoroughly before and after supporting a child.</li> <li>• Ensure regular sanitisation of mobility aids and other such resources, such as walkers.</li> <li>• Permit access to physiotherapists and other relevant outside agencies as required, maintain respiratory hygiene and hand washing measures. This may be undertaken remotely where the nature of the visit permits.</li> <li>• Individual risk assessment to be adapted to include specific control measures for individuals in accordance with their exact physical needs.</li> <li>• The academy's procedures and risk assessments for delivering care of this nature are reviewed regularly.</li> <li>• There are policies in place for delivering intimate care and supporting children with medical conditions, which can be accessed via the website.</li> <li>• Staff are adequately trained in providing this support.</li> </ul>		<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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		<p><b>Intimate Care</b></p> <ul style="list-style-type: none"> <li>• Wherever possible, staff to encourage children to undertake self-care and staff supervise as necessary in accordance with safeguarding and intimate care policies.</li> <li>• If contact is necessary, then PPE is available for staff including: disposable gloves, a disposable apron and a fluid-resistant surgical face mask to be worn as required for care to be provided. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• Once completed all disposable protective equipment should be disposed of and hands should be thoroughly washed by the staff member and child for at least 20 seconds after PPE has been removed.</li> <li>• Care to be undertaken in a facility which is local to handwashing facilities, or should as a minimum provide sanitiser which the staff member will use before accessing handwashing facilities.</li> <li>• The area in which the care has been undertaken to be sanitised immediately following use.</li> <li>• Waste to be disposed of in accordance with the infection control policy and risk assessments.</li> </ul> <p>The academy also follows the guidance provided on supporting pupils at school with medical conditions.</p>		<p>M</p> <p>M</p> <p>M</p> <p>L</p> <p>L</p> <p>L</p>	
<p><b>2.4 Restrictive physical intervention – close contact of staff and pupils subject to RPI increases the risk of transmission</b></p>	<p>Staff and pupils involved in the intervention</p>	<ul style="list-style-type: none"> <li>• Review behaviour management plans regularly. Establish clear guidelines with staff for prevention and then de-escalation strategies as much as possible to negate the need for RPI.</li> <li>• Plans consider behaviour triggers and earlier de-escalation solutions including working with smaller groups to permit and support management and spot these earlier too.</li> <li>• RPI to be used in accordance with the policy and where there is no alternative to maintain the safety of the child / staff member / others in the vicinity.</li> <li>• Staff providing RPI are trained to do so.</li> <li>• If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without</li> </ul>	<p><b>See previous column</b></p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	

		<p>close hands-on contact, they should continue to receive care in the same way, including the existing routine use of PPE.</p> <ul style="list-style-type: none"> <li>Issues will be specific to each child or young person and individual responses will be required therefore the academy reviews and updates existing risk assessments.</li> </ul>		L	
<b>2.5 Visitors to school increases the risk of transmission</b>	Staff Pupils Visitors	<ul style="list-style-type: none"> <li>Visits to the academy are those which are necessary and are undertaken in accordance with the risk assessment and existing system of controls.</li> <li>Arrangements in place for any visitors/ contractors on site.</li> <li>No visitors permitted where they are symptomatic – visitors are asked on arrival. Posters displayed in reception as a reminder and visitors questioned on arrival.</li> <li>Meetings are held virtually where possible.</li> <li>Peripatetic teachers and/or temporary staff minimise contact and maintain as much distance as possible from other staff. Temporary staff are informed of academy hygiene and social distancing arrangements, and further relevant COVID-19 risk management measures.</li> <li>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions but with relevant C19 safety measures in place.</li> <li>Visitors to the site are informed of physical distancing and hygiene measures on or before arrival.</li> <li>Where visits can happen outside of school hours, they do.</li> <li>A record is kept of all visitors to support the NHS test and trace programme.</li> <li>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and safety expectations shared on or before arrival.</li> <li>Where relevant, visitors are asked for their own COVID-19 safety risk assessments, such as agencies delivering services to the academy and contractors.</li> <li>Arrangements in place for contractors visiting to undertake key works such as statutory compliance. COVID-19 safety measures should be documented as part of the risk assessment carried out by the Contractor. Contractors visit out of hours where possible.</li> </ul>	<p>See previous column</p> <p>All visitors are asked to sign the schools Track and Trace Sheets when signing in</p>	L  L L  L L  L  L L L  L	

		<ul style="list-style-type: none"> <li>• Staff to report concerns with contractors and visitors according to the usual procedures (H&amp;S Policy).</li> <li>• Visitors working closely with children wear the appropriate face coverings / PPE where risk assessment deems it necessary.</li> <li>• Visitors make drinks and put their cups in the dishwasher / washing up, wiping down surfaces with anti-bacterial agents after doing so. Visitors are encouraged to bring their own refreshments.</li> <li>• Meetings with visitors take place in locations where social distancing can be permitted. Meeting spaces are cleaned thoroughly following use.</li> <li>• Where a child attends more than one setting on a part time basis, the academy works collaboratively with the other setting to implement appropriate control measures.</li> <li>• The academy has a flexible approach to interviews and implements alternative options to face to face interviewing where possible, for example, interviewing via MS Teams. Safer recruitment practice and KCSIE 2020 guidance is followed.</li> <li>• Individuals attending site follow the academy's system of controls including wearing face coverings.</li> <li>• Local immunisation providers provide routine immunisation programmes on site, delivered in keeping with the school's control measures.</li> <li>• Volunteers may be used to support the work of the school – mixing volunteers between groups is avoided and they adhere to the system of controls in place.</li> </ul>		L L L  L  L  L  L L L	
<b>2.6 Safeguarding risks for all children attending school</b>  <b>Risks relating to remote learning</b>	Staff Pupils	<ul style="list-style-type: none"> <li>• Safeguarding arrangements and procedures in place from September 2020, in accordance with KCSIE 2020 guidance.</li> <li>• Safeguarding provision reviewed to support children who are learning remotely and those who are returning to school following an isolation period (e.g. where new issues have arisen, or existing ones escalated). Necessary changes and referrals considered.</li> <li>• Behaviour rules reviewed and communicated to staff, parents, pupils.</li> <li>• Stringent safeguarding provision in place for vulnerable children and continues.</li> </ul>	<b>See previous column</b>	L L  L L	



		<ul style="list-style-type: none"><li>• Staffing ratios are proportionate and appropriate for the number of children attending school.</li><li>• Safeguarding policies and procedures are accessible to all staff at all times and are located on the website / staff shared drive.</li><li>• Designated Safeguarding Lead and/or Deputy Safeguarding Lead is on site and contactable at all times and staff and children are informed of who safeguarding leads are.</li><li>• First Response is contactable by <a href="tel:08001313126">0800 1313 126</a> or out of hours- <a href="tel:03456042886">0345 604 2886</a>.</li><li>• The academy follows government guidance regarding vulnerable children, including COVID-19 specific guidance.</li><li>• Where vulnerable children do not attend school, the academy works with the LA and social worker (where applicable) to discuss the child's circumstances, provide support and encourage attendance where appropriate.</li><li>• The academy regularly reviews support in place for vulnerable pupils.</li><li>• The academy has systems for checking, daily, whether pupils are engaging with their work and work with families to identify effective solutions where engagement is a concern, where pupils are learning remotely.</li><li>• E-safety policy is accessible on the website.</li><li>• Safeguarding online continues, including checking apps, websites and search results before using them with children and supervising children when using the internet, talk to children about safe use of the online environment and ensure safety modes and filters are applied.</li><li>• Parents provided with resources for children to use at home, including safe internet links to resources, which have been pre checked. Parents provided with information regarding working safely online.</li><li>• Staff trained in how to ensure online safety (training also available on the National College).</li><li>• The National Cyber Security Centre offers guidance on <a href="#">which video conference service is right for you</a> and <a href="#">using video conferencing services securely</a></li></ul>		L L L  L  L  L  L  L L  L  L L	
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		<ul style="list-style-type: none"> <li>• <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a>, as well as statutory guidance on online safety <a href="#">keeping children safe in education</a>.</li> <li>• Virtual meetings policy in place.</li> <li>• Staff, parents and children are receive information regarding expectations, requirement and conduct for remote learning.</li> <li>• Remote learning guidance cab be found: <ul style="list-style-type: none"> <li>○ <a href="#">safe remote learning</a>, published by SWGfL</li> <li>○ <a href="#">online safety and safeguarding</a>, published by LGfL, which covers safe remote learning</li> <li>○ the National Cyber Security Centre, which includes <a href="#">which video conference service is right for you</a> and <a href="#">using video conferencing services securely</a></li> <li>○ <a href="#">safeguarding and remote education during coronavirus (COVID-19)</a></li> <li>○ annex C of <a href="#">keeping children safe in education</a></li> </ul> </li> </ul>		L  L L  L	
<b>3. First Aid Cleaning Bodily Fluids Disposal of Waste</b>					
<b>3.1 Delivery of first aid to ill / injured staff / pupils requires close contact</b>	Staff / pupils involved in first aid delivery	<ul style="list-style-type: none"> <li>• First aid needs assessment to be revised as required and establish the levels of first aid staff needed.</li> <li>• At least one qualified first aider to be on site at all operational times (first aid at work and paediatric).</li> <li>• PPE to be worn by the staff member as required according to the nature of the illness /injury. This may include: disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the staff member. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• First aid to be undertaken in a facility which is local to handwashing facilities, or should as a minimum provide sanitiser which the staff member will use before accessing handwashing facilities.</li> <li>• The area in which the first aid has been undertaken to be sanitised immediately following use.</li> </ul>	<b>See previous column</b>	L  L L  L  L L	

		<ul style="list-style-type: none"> <li>• Waste to be disposed of in accordance with the infection control policy and risk assessments.</li> <li>• Accidents and incidents to be reported in accordance with the usual guidance, using the My Health and Safety system as required, according to the nature of the accident / incident.</li> <li>• Hands must be washed with soap and water for at least 20 seconds after PPE has been removed.</li> <li>• Staff are trained in the correct 'donning and doffing' of PPE. PPE is available for use in each room where this may be required. This extends beyond first aid rooms and is provided in classrooms and offices too.</li> <li>• Use a face shield for resuscitation. Academy ensures face shields are in stock. Guidance on giving cardiopulmonary resuscitation (CPR) provided from the <a href="#">Resuscitation Council UK</a>.</li> </ul>		<p>L</p> <p>L</p> <p>L</p> <p>L</p>	
<p><b>3.2 Cleaning of bodily fluids requires close contact with the fluid / potential splashing / contamination</b></p>	<p>Staff member undertaking the cleaning and those in the vicinity</p>	<ul style="list-style-type: none"> <li>• Pupils are regularly reminded to catch coughs and sneezes with a tissue / elbow. Where pupils are unable or less able to do this, PPE will be available for cleaning.</li> <li>• According to the nature of the issue, PPE will be worn. This may include: disposable gloves, a disposable apron and a fluid-resistant surgical face mask worn by the staff member. If there is a risk of splashing to the eyes, then eye protection should also be worn.</li> <li>• Area in question to be cordoned and access by those not undertaking cleaning activities is to be prevented.</li> <li>• Cleaning materials to be disposed of in accordance with the risk assessments and infection control policy.</li> <li>• Surfaces, resources and touch points are cleaned regularly throughout the day but will be subject to an additional clean where there is a risk of contamination from body fluids.</li> <li>• Follow government guidance for the decontamination of non-healthcare settings - <a href="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/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Hands must be washed with soap and water for at least 20 seconds after PPE has been removed.</li> </ul>	<p><b>See previous column</b></p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	

		<ul style="list-style-type: none"> <li>Information on cleaning and disinfection can be found - <a href="https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Diarrhoea-and-Vomiting/Community-outbreaks-of-Diarrhoea-and-Vomiting-DV.aspx">https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Diarrhoea-and-Vomiting/Community-outbreaks-of-Diarrhoea-and-Vomiting-DV.aspx</a></li> <li>Infection control information including a film for staff to watch is also available on the SLN - <a href="https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Communicable-Diseases/Communicable-Diseases-and-Infection-Control.aspx">https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Communicable-Diseases/Communicable-Diseases-and-Infection-Control.aspx</a></li> </ul>		L	
<b>3.3 Collection and disposal of waste brings staff into contact with potentially infectious waste</b>	Staff undertaking disposals and those in the vicinity	<p><b>Waste disposal for possible COVID-19 materials (government guidance):</b></p> <p>Waste from possible COVID-19 cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ul style="list-style-type: none"> <li>To be put in a plastic rubbish bag and tied when full.</li> <li>The plastic bag should then be placed in a second bin bag and tied.</li> <li>It should be put in a suitable and secure place and marked for storage until the individual's test results are known.</li> <li>Waste to be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours:</li> <li>If the individual tests negative, this can be put in with the normal waste.</li> <li>If the individual tests positive, then store it for at least 72 hours and put in with the normal waste (check for any additional requirements from the waste carrier).</li> <li>Where storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or</li> </ul>	See previous column	L L L L L L L	

		<p>otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</p> <ul style="list-style-type: none"> <li>• Wear appropriate PPE during cleaning and disposal. Hands must be washed with soap and water for at least 20 seconds after PPE has been removed.</li> <li>• Change gloves before proceeding to take the waste to the correct receptacle due to the risk of transference to touch points such as door handles.</li> <li>• Ensure waste is appropriately stored and not accessible to others.</li> </ul> <p><b>Waste disposal for non COVID-19 materials:</b></p> <ul style="list-style-type: none"> <li>• Follow the infection control policy and associated risk assessments.</li> <li>• Wear appropriate PPE during cleaning and disposal. Hands must be washed with soap and water for at least 20 seconds after PPE has been removed.</li> <li>• Change gloves before proceeding to take the waste to the correct receptacle due to contact with touch points.</li> </ul> <p><b>Waste Segregation:</b></p> <ul style="list-style-type: none"> <li>• All wastes produced must be placed in appropriately coloured / labelled bag.</li> <li>• Each bag must be filled to no more than two thirds capacity.</li> <li>• Each bag must be securely fastened with adhesive tape or plastic security grips to prevent risks of spillage of contents.</li> <li>• Bins to be sanitised regularly throughout the day or have pedals.</li> </ul> <p>Those wearing PPE to receive training in how to remove it safely.</p>		<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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#### 4. Site Safety

<p><b>4.1 Fire safety and evacuation</b></p> <p><b>High traffic on evacuation routes</b></p> <p><b>Non adherence to social distancing in an emergency</b></p>	<p>Staff Pupils Visitors</p>	<ul style="list-style-type: none"> <li>• Adjustments made to the fire evacuation procedure as necessary. This is communicated to staff and pupils – fire evacuation to be practised each term. Social distancing allowed for as appropriate.</li> <li>• Register of pupils and staff to be completed daily and a copy given to the staff members on duty, for registration following emergency evacuation.</li> <li>• Fire marshal(s) to be on site during hours of occupation. Staff are clear regarding their designated roles during evacuation.</li> <li>• Personal emergency evacuation plans / individual risk assessments include measures for emergency evacuation of vulnerable individuals are in place and communicated to those on site who need to be aware of the control measures and methods of evacuation.</li> <li>• All fire doors and internal doors should be fully closed to prevent any spread of fire. Staff to open required doors upon reoccupation of the building.</li> <li>• All fire doors are operational, the fire alarm and emergency lighting systems have also been tested and are fully operational.</li> <li>• All building occupants to use their nearest available exit and evacuate as quickly as possible in a calm and quiet manner. Safe and prompt evacuation to be prioritised over social distancing.</li> <li>• Staff supporting pupils to evacuate (for example, those in close proximity) will be provided with PPE as required.</li> <li>• Sanitisation of touch points and evacuation equipment takes place once it is safe to re-enter the building.</li> <li>• Fire safety management plans and risk assessments are regularly reviewed to reflect changes in occupancy and practice.</li> </ul>	<p style="color: red;">See previous column</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
<p><b>4.2 Security of Site and Building</b></p> <p><b>Internal statutory compliance tasks</b></p>	<p>Staff Pupils Visitors</p>	<ul style="list-style-type: none"> <li>• Designated entrances and exits to be used (other than for emergency evacuation where all available exits must be used).</li> <li>• Doors may be propped open (where this adheres to fire safety and safeguarding requirements). Those doors which pose a safeguarding risk if propped open e.g. those which exit by a car park or main road to continue to be made secure.</li> <li>• Ensure that any planned service or testing schedules continue accordingly in order to maintain statutory compliance.</li> </ul>	<p style="color: red;">See previous column</p>	<p>L</p> <p>L</p> <p>L</p>	

<p><b>Contractors on site for essential works such as statutory compliance</b></p>		<ul style="list-style-type: none"> <li>• Academy ensures all required testing takes place in accordance with premises checklists and government guidance. All checks have been complied with and urgent points to action are addressed.</li> <li>• DFE guidance has been consulted and the following areas have been deemed safe:             <ol style="list-style-type: none"> <li>1. Hot and cold water systems</li> <li>2. Gas safety</li> <li>3. Fire safety</li> <li>4. Kitchen equipment</li> <li>5. Specialist equipment use by pupils</li> <li>6. Security including access control and intruder alarms</li> <li>7. Ventilation</li> </ol> </li> <li>• Internal compliance checks such as fire alarm checks and water hygiene checks undertaken as per usual schedules. Defects or issues raised to be actioned. The checks are undertaken satisfactorily, recorded and urgent defects and issues are addressed.</li> <li>• All bins and skips are emptied regularly and secured well away from the building and hazardous waste stored and secured appropriately.</li> <li>• Contractors are informed of site safety and COVID-19 risk management measures through the induction and hazard exchange process (and in advance as required). Contractors provide the academy with copies of their own risk management information.</li> <li>• Contractors are informed that they are not permitted to attend if they have any symptoms and leave site if it becomes apparent that they do have symptoms.</li> <li>• If symptoms occur, this should be reported by telephone according to the contractor's usual procedures and also immediately to the academy contact via telephone, as opposed to face to face with the site. The work area to be cordoned immediately and deep cleaned (along with touch points around the site).</li> <li>• Staff working on site are made aware of contractor / visitors on site, the visit's working arrangements and therefore supervise children accordingly.</li> </ul>		<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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		<ul style="list-style-type: none"> <li>• Where contracted staff need access to the building, cleaning staff will be informed to thoroughly clean these areas of the building as part of their daily routine.</li> <li>• No hand shaking with visitors or contractors.</li> <li>• Regular checks made to ensure that air conditioning and ventilation systems do not pose a risk to the spread of COVID-19.</li> </ul>		L  L L	
<b>4.3 Lettings – risk of cross contamination from lettings</b>	Lettings attendees Staff Pupils Visitors	<p>The academy may open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. In doing so, the academy ensures that they work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance.</p> <ul style="list-style-type: none"> <li>• The academy carefully considers whether lettings / hire will be appropriate at this time and consider the arrangements they wish to have in place to minimise the risk of exposure to COVID-19.</li> <li>• The academy ensures that the organisation letting the room/building has considered the <a href="#">relevant government guidance for their sector</a> and have put in place protective measures/infection control.</li> <li>• Where lettings of internal rooms and facilities are requested, the academy ensures that all infection control measures have been implemented to ensure that the risk of COVID-19 transmission is not increased with particular reference to enhanced cleaning regimes.</li> <li>• Where lettings are using outside areas for sporting activities the risk of interaction with school premises such as touchpoints on gates/doors should be assessed and included in the risk assessment.</li> <li>• All lettings follow the <a href="#">guidance in Health and Safety for Lettings</a>, including carrying out and recording the hazard exchange process and implementing specific risk assessments.</li> <li>• Enhanced cleaning and hygiene measures are implemented for lettings.</li> <li>• The academy discusses and records how those letting the premises will manage the risk of Covid-19 for themselves and for the academy community.</li> </ul>	See previous column	L  L  L  L  L  L	



		• Letting specific risk assessments are implemented.		L											
<b>5. Arrival to and Departure from the Academy</b>															
<b>Transport</b>															
<b>5.1 Pick up / drop off of pupils risks overcrowding and risks to transmission</b>	Pupils Staff Parents	<ul style="list-style-type: none"> <li>• The academy has a pick up and drop of protocol for parents to support the minimisation of contact. Only one parent can be in attendance.</li> <li>• Pick up and drop off times are staggered according to groups.</li> <li>• Parents are informed of the pickup and drop off procedures and reminders are provided as required.</li> <li>• Parents reminded not to gather at the gates or come to site without an appointment.</li> <li>• Markings are provided externally, as is signage, on the entrance route.</li> <li>• Different entrances are used for different year groups.</li> <li>• Staff supervise pick up and drop offs to ensure that the system in place is utilised appropriately.</li> <li>• Parents drop children off and collect them without approaching staff and are informed to keep at a 2 metre distance away from others.</li> <li>• Parents wear face coverings when entering the site.</li> <li>• Parents email / call staff with queries rather than speaking to them whilst on duty during pick up and drop off times.</li> <li>• Parents are not permitted to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment outside of periods during the day which are of 'high traffic' and this can be conducted safely.</li> <li>• The academy encourages walking or cycling to school.</li> <li>• Keeping facilities and equipment clean - touch points (e.g. handrails and gates) are included in increased cleaning regimes.</li> <li>• For staff arriving at the same time, they should continue to maintain social distancing rules. Where possible, staff should avoid arriving at pick up / drop off times.</li> <li>• Parents are not permitted to enter the building during pick up / drop off times.</li> </ul>	<p style="color: red;"><b>See previous column</b></p> <table style="width: 100%; border: none;"> <tr> <td style="color: red; width: 50%;"><b>Drop off</b></td> <td style="color: red; width: 50%;"><b>Pick up</b></td> </tr> <tr> <td style="color: red;"><b>Class 4 8.40 am – 3.20pm</b></td> <td></td> </tr> <tr> <td style="color: red;"><b>Class 3 8.45 am – 3.15pm</b></td> <td></td> </tr> <tr> <td style="color: red;"><b>Class 2 8.50 am – 3.10pm</b></td> <td></td> </tr> <tr> <td style="color: red;"><b>Class 1 9.00 am – 3.05pm</b></td> <td></td> </tr> </table>	<b>Drop off</b>	<b>Pick up</b>	<b>Class 4 8.40 am – 3.20pm</b>		<b>Class 3 8.45 am – 3.15pm</b>		<b>Class 2 8.50 am – 3.10pm</b>		<b>Class 1 9.00 am – 3.05pm</b>		L  L L L L L L  L  L L  L L  L  L L	
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<p><b>5.2 Use of transport network increases the risk of transmission</b></p>	<p>Pupils Staff</p>	<p>Parents/children are encouraged to walk where possible and to plan ahead and avoid busy times and routes on public transport. This will allow settings to maintain social distancing while travelling.</p> <p>If it is necessary for a childminder to pick up or drop off a child at school and walking is not practical, then a private vehicle for single household use is preferable. Use of public transport should be minimised.</p> <p>Dedicated:</p> <ul style="list-style-type: none"> <li>• Where possible this should reflect groups taking school transport by the bubbles that are adopted within school</li> <li>• Use of hand sanitiser upon boarding and/or disembarking vehicle</li> <li>• Additional cleaning of vehicles is implemented with regular cleaning of touching</li> <li>• There is organised queuing and boarding where possible. Vehicle is parked to permit this.</li> <li>• Distancing within vehicles is undertaken wherever possible.</li> <li>• Families encouraged not to take public transport.</li> <li>• The academy will implement travel plans and control measures with transport providers, where relevant.</li> <li>• Children aged 11 and over to wear a face covering (other than those exempt - safer travel guidance for passengers).</li> <li>• Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).</li> <li>• children either sit with their 'bubble' on school transport, or with the same constant group of children each day</li> <li>• The vehicle is ventilated with fresh air from outside the vehicle through windows and ceiling vents.</li> </ul> <p>Public:</p>	<p>See previous column</p>	<p>L  L L  L  L L L  L  L  L</p>	
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		<ul style="list-style-type: none"> <li>The use of public transport, particularly in peak times, should be kept to an absolute minimum.</li> <li>The academy encourages parents, staff and pupils to walk or cycle to school if at all possible.</li> <li>The above control measures must be implemented for public transport use.</li> <li>Staggered start times are implemented where possible.</li> </ul>		L L L L	
<b>5.3 Staff arrival to and departure from the academy – risk of close contact through similar arrival and departure times</b>	Staff members	<ul style="list-style-type: none"> <li>Sanitise personal items on a regular basis, on arrival and departure from the academy. This includes pens and electronic items such as laptops and phone.</li> <li>Clean and wipe down vehicle interior touch points, e.g. steering wheel, gear lever, door handles etc. prior to commencing inward and outward journey.</li> <li>Individuals observe the social distancing rules, including entering and exiting the academy.</li> <li>If there is more than one person arriving or leaving at the same time, which is a strong possibility due to common start and finish times, individuals should keep their distance and enter the building separately, allowing their colleague plenty of time to clear the entrance area.</li> <li>There will be a designated person responsible for ensuring the main doors are wiped regularly throughout the day.</li> <li>If using public transport, follow control measures as above.</li> <li>Staff using public transport may discuss altering working hours to avoid peak times.</li> <li>Staff must not car share where they are not part of the same household / support bubble.</li> </ul>	See previous column	L L L L L L L L	
<b>6. Subject Delivery</b>					
<b>6.1 PE and Sports – use of shared resources, potential for close contact, use of shared areas</b>	Staff and pupils	<p>The academy arranges PE and sports under the following principles:</p> <ul style="list-style-type: none"> <li>Keep pupils in small consistent groups</li> <li>Equipment used must be thoroughly cleaned between groups</li> <li>Avoid contact sports</li> <li>Prioritise outdoor sports and large indoor spaces used where it is not, maximising natural ventilation flows (through opening</li> </ul>	See previous column		

		<p>windows and doors or using air conditioning systems wherever possible)</p> <ul style="list-style-type: none"> <li>○ Where sports take place inside, maximising distance between people and scrupulous attention to cleaning and hygiene</li> <li>○ Teachers including peripatetic staff, maintain distancing requirements with each group.</li> <li>○ Avoid situations where distancing requirements are broken; for example, demonstrating partnering work in dancing.</li> <li>○ Peripatetic staff take efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made.</li> </ul> <p>The academy can work with external coaches, clubs and organisations for curricular activities where they are satisfied that it is safe to do so and there are satisfactory risk assessments in place for this activity.</p> <p>From 12<sup>th</sup> April, competition between different schools can take place but the academy ensures that appropriate risk assessments and control measures are in place prior to doing so.</p> <p>The academy refers to the following guidance:</p> <ul style="list-style-type: none"> <li>○ Guidance from <a href="#">Sport England</a></li> <li>○ Advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>○ Guidance from Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance documents using changing rooms safely</a></li> <li>○ DCMS return to recreational team sport framework</li> <li>○ There is a PE risk assessment in place which provides C19 safety measures.</li> </ul>			
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<p><b>6.2 Performing arts – use of shared resources, potential for close contact, use of shared areas</b></p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> <li>• Singing, wind and brass instrument playing can be undertaken in line with government and DCMS guidance - <a href="#">working safely during coronavirus (COVID-19): performing arts</a>.</li> <li>• The academy minimises contacts and mixing. The academy takes particular care in music, dance and drama lessons to observe social distancing.</li> <li>• The academy keeps any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. Where possible, microphones are used to reduce the need for shouting or prolonged periods of loud speaking or singing.</li> <li>• Where possible, individuals do not share microphones. If they are shared, the academy follows the guidance on <a href="#">handling equipment</a>.</li> <li>• The academy follows the latest advice in the DCMS <a href="#">performing arts</a> guidance.</li> <li>• Playing instruments and singing in groups takes place outdoors wherever possible.</li> <li>• If indoors, a room with as much space as possible is used, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission, limit the numbers to account for ventilation of the space and the ability to social distance and ensure good ventilation.</li> <li>• Singing, wind and brass playing does not take place in larger groups. Where this activity takes place in smaller groups, social distancing is maintained between individuals.</li> <li>• Pupils positioned back-to-back or side-to-side when playing or singing (rather than face-to-face)</li> <li>• Position wind and brass players so that the air from their instrument does not blow into another player. If the activity is face-to-face and without mitigating actions, 2 metres is appropriate.</li> <li>• Increased handwashing before and after handling equipment, especially if being used by more than one person.</li> <li>• Place name labels on equipment to help identify the designated user.</li> <li>• Sharing equipment is avoided where possible. If instruments and equipment have to be shared, the academy disinfects regularly</li> </ul>	<p>See previous column</p>	<p>L  L  L   L L L  L  L L  L L</p>	
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		<p>(including any packing cases, handles, props, chairs, microphones and music stands) and between users, following government guidance on cleaning and handling equipment.</p> <ul style="list-style-type: none"> <li>• Instruments should be cleaned by the pupils playing them, where possible.</li> <li>• Limit handling of music scores, parts and scripts to the individual using them.</li> <li>• In lessons for music, dance and drama, social distancing should be maintained wherever possible; teachers should not provide physical correction.</li> <li>• The academy will not host performances with an audience. The academy considers alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.</li> <li>• There is a specific risk assessment in place for performing arts.</li> </ul>		L  L  L  L  L	
<b>7. Catering</b>					
<b>7.1 Catering</b>  <b>Contracted / in house catering</b>  <b>Adherence to food hygiene standards</b>  <b>Risk of transmission via food delivery</b>	Staff / pupils  Catering staff	<ul style="list-style-type: none"> <li>• Pupils are supervised during break and lunch times, and when accessing drinking facilities. Pupils are taught and reminded not to share cutlery, cups, drinks or food.</li> <li>• Disposable items for drinking and eating may be used.</li> <li>• All cutlery and cups are thoroughly cleaned in the dishwasher at high temperatures after use.</li> <li>• Hands are washed before and after eating, for at least 20 seconds.</li> <li>• Children queue for their lunch in accordance with academy distancing procedures and lunch breaks are staggered.</li> <li>• Markings are provided as required OR lunch is brought to the classroom for children to eat at their designated table and tables are sanitised before and after eating.</li> <li>• Surfaces in dining areas are cleaned thoroughly after use and between groups.</li> </ul>	<b>See previous column</b> <b>Lunch times</b> <b>Class 1 11.45 am – 12.30pm</b> <b>Hall</b> <b>Class 2 11.45 am – 12.30pm</b> <b>Hall</b> <b>Class 3 12.30 pm – 1.15pm</b> <b>Hall</b> <b>Class 4 12.30 pm – 1.15pm</b> <b>Hall</b>	L  L  L  L  L  L	

		<ul style="list-style-type: none"> <li>• Families have been asked to provide water bottles for pupils which are sanitised at home at the end of every day.</li> <li>• Risk assessments for the catering provision at the academy are provided by the catering contractor / catering manager.</li> <li>• Food Safety Management System (FSMS) that includes <a href="#">existing food hygiene guidance</a> and HACCP processes is followed.</li> <li>• Frequent handwashing and maintaining good hygiene practices in food preparation and handling areas must be maintained, with hand washing for at least 20 seconds before preparing food / drinks.</li> <li>• Frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products.</li> <li>• The FSA's <a href="#">guidance on good hygiene practices</a> in food preparation and their HACCP processes guidance is intended to ensure staff follow good hygiene practices to prevent the spread of disease to food. Key safety points include being fit for work, washing hands and wearing aprons or other clean clothing as appropriate. The <a href="#">FSA Safe Method checklist</a> allows employers to assess the personal hygiene and fitness to work practices in their workplace.</li> <li>• The World Health Organization (WHO) advises that the likelihood of an infected person contaminating commercial goods is low. The risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also very low.</li> <li>• Food packaging is not known to present a specific risk, but staff should ensure it is cleaned and handled in line with usual food safety practices.</li> <li>• Cleaning should be in line with food hygiene practice and the environmental controls set out in the business' HACCP. Staff should continue to follow existing risk assessments and safe systems of working.</li> <li>• Arrangements in place for food deliveries.</li> </ul>		<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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		<ul style="list-style-type: none"> <li>• School kitchens can continue to operate, but must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</li> <li>• Anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly.</li> <li>• Catering staff wear PPE according to catering specific risk assessments, including face coverings.</li> <li>• For those learning from home, is packaged and hygiene requirements as outlined in this risk assessment are adhered to, or vouchers are provided.</li> <li>• Risk assessments from the catering provider are available.</li> </ul>		L L L L L	
<b>8. Wraparound Provisions Holiday Clubs</b>					
<b>8.1 Risk of increased transmission through crossing of bubbles, shared resources and areas through use of the wraparound provision</b>	Pupils and staff attending the wraparound care	<ul style="list-style-type: none"> <li>• Provision will operate alongside wider protective measures for those children attending school, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then the academy should use small, consistent groups. Activities taking place outdoors can accommodate larger groups where necessary.</li> <li>• Consultation is made with regard to guidance produced childcare, available at <u>providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children.</u></li> <li>• Each group or bubble should be supervised by at least one staff member.</li> <li>• Children from different schools must only be grouped together where it is absolutely necessary.</li> <li>• Parents advised to limit the number of different wraparound providers they access, as far as possible.</li> <li>• The academy encourages parents to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this (where they use a provider outside of the academy).</li> </ul>	See previous column	L L L L L	



		<ul style="list-style-type: none"> <li>• Where the academy hires out their premises for use by external bodies or organisations, such as external coaches or after-school activities, it will work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance.</li> <li>• The protective measures outlined in this risk assessment are followed for wraparound care.</li> <li>• Additional control measures to be implemented according to the nature of the activity.</li> <li>• The setting has: <ul style="list-style-type: none"> <li>○ at least one person with first aid training</li> <li>○ at least one person with up-to-date Designated Safeguarding Lead (DSL) training - you may want to consider a deputy DSL to cover if the DSL is unavailable</li> <li>○ a caretaker or cleaning staff</li> </ul> </li> <li>• The setting is cleaned thoroughly before and after use, as are any shared resources.</li> <li>• The system of controls is adhered to.</li> </ul>		L  L  L  L   L  L	
<b>8.2 Risk of increased transmission through crossing of bubbles, shared resources and areas, providers entering the school for holiday clubs or out of school clubs</b>	Pupils and staff attending the clubs / provision	<p>The academy (and providers) undertake risk assessments and implement the system of controls set out in the protective measures for holiday clubs and after-school clubs and other out-of-school clubs for children during the coronavirus (COVID-19) outbreak guidance. The academy consults the guidance produced for <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a>, as much of this will be useful in planning extra-curricular provision.</p> <p>Decisions on group sizes for holiday clubs are based on:</p> <ul style="list-style-type: none"> <li>• the current government guidance on social distancing and national and local restrictions</li> <li>• the ability of the children in attendance to maintain social distancing</li> </ul>	See previous column	L  L	

		<ul style="list-style-type: none"> <li>• the age of the children in attendance</li> <li>• nature of your activity or provision (for example, static, classroom set-up rather than an activity that requires a range of movement)</li> <li>• the size or layout of the premises</li> </ul> <p>As the risk of transmission is considerably lower outdoors, providers who normally run sessions indoors should consider whether they are able to do so safely outside.</p> <p>Where this is not possible, providers who offer classroom-based provision should refer to the <a href="#">guidance for schools</a> for more advice on practical steps that can be taken to implement the control measures outlined above, such as ensuring desks are spaced as far apart as possible, following the below principles:</p> <ul style="list-style-type: none"> <li>• Minimising 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, or who have been advised by NHS Test &amp; Trace to self-isolate do not attend your setting</li> <li>• Keeping facilities and equipment clean - touch points (e.g. handrails and gates) should be particular areas of focus for increased cleaning</li> <li>• Using signs, posters and regular reminders to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face, and to cough or sneeze into your arm rather than your hand</li> <li>• Providing more waste facilities and more frequent rubbish collection</li> <li>• Providing hand sanitiser in multiple locations</li> <li>• using disposable paper towels in handwashing facilities, where possible</li> <li>• Minimising use of portable toilets</li> </ul>		L L  L   L   L   L   L   L	
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		<ul style="list-style-type: none"> <li>• Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved</li> <li>• Use technology to communicate with parents and carers digitally where possible.</li> <li>• Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter your setting if they are displaying any symptoms of coronavirus (COVID-19) (following the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection</a>).</li> <li>• Encourage parents to avoid using public transport to get to your setting. Ideally, they should walk or cycle where possible or use a private vehicle (provided they are only travelling with those from within their household).</li> <li>• Reduce contact between parents and carers when dropping off and picking up their children, for example by limiting drop off and pick up to one parent or carer per family and staggering timings.</li> <li>• When allocating drop off and collection times to parents, avoid scheduling these during peak hours for public transport.</li> <li>• Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).</li> <li>• Work with parents and carers to consider how best to manage dropping off their children while maintaining physical distancing.</li> <li>• Avoid the need for parents and carers to wait, but where they have to, consider whether physical distancing markings could be used.</li> <li>• Make clear to parents that they cannot gather at entrance gates or doors.</li> <li>• Think about engaging parents and children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a>.</li> <li>• Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including</li> </ul>		<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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		<p>avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>.</p> <ul style="list-style-type: none"> <li>Follow guidance for community facilities <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</a></li> <li>Academy to check safety measures by providers using the facilities, prior to the service being delivered.</li> <li>Facilities to be thoroughly cleaned following use.</li> </ul>			
<b>9. Exams</b>					
<b>9.1 Risk of cross contamination through use of a shared area / crossing of bubbles / staff invigilating</b>	Pupils / staff	<ul style="list-style-type: none"> <li>Exams are not currently taking place.</li> </ul>	<b>See previous column</b>	L	
<b>10. Mental Health and Wellbeing</b>					
<b>10.1 Communication</b>	Staff Pupils Parents	<ul style="list-style-type: none"> <li><b>Information shared with staff surrounding any new working practices or changes to working practices.</b> School procedures are clear for all staff including arrangements to return any furloughed staff.</li> <li>Staff have been consulted regarding the risk assessment; concerns and queries which arise in relation to academy risk management strategy should be raised with designated person.</li> <li>Leaders/managers endeavour to have supportive conversations with employees to discuss concerns and fears as soon as they arise.</li> <li>Early communications with employees such as online meetings and calls used to alleviate fears and allow employees to ask questions.</li> <li>The approach for inducting new starters has been reviewed and updated in line with current situation.</li> <li>Plans shared with the Local Academy Council who are clear on their role in supporting the academy to operate and lead.</li> <li>Communications with parents include risk management measures including social distancing. Pupils are taught about changes to</li> </ul>	<b>See previous column</b>	L  L  L  L  L  L	

		<p>the timetable, social distancing arrangements, staggered start times/breaks/assemblies/home time, hygiene requirements, social distancing.</p> <ul style="list-style-type: none"> <li>• Regular communication and updates are provided for all parties.</li> <li>• Children taught about mental wellbeing specific to the current crisis. Staff discuss with children and communicate with parents accordingly.</li> <li>• Methods of communication established with parents.</li> <li>• Staff have a platform to discuss concerns.</li> <li>• Staff provided with breaks during the day and access to welfare facilities.</li> <li>• Staff report concerns with travelling to work to their line manager so that a safe travel plan can be agreed with the academy.</li> <li>• Guidance and training provided for staff to ensure they can understand and enforce new routines and support pupils understand.</li> <li>• The behaviour policy is reviewed, new measures implemented and a compassionate and proportionate approach is taken to those who exhibit problematic behaviours.</li> <li>• Reviews of team stress and wellbeing risk assessments undertaken as necessary / wellbeing support plan in place for pupils and staff.</li> </ul> <p><b>Pupils:</b></p> <ul style="list-style-type: none"> <li>• If parents of pupils with significant risk factors are concerned, the academy will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</li> <li>• Where individuals are self isolating, the academy has systems in place to keep in touch with them, offer pastoral support and check they are able to access education support.</li> <li>• Staff support pupils to: Build friendships and social engagement Address and equip pupils to respond to issues linked to coronavirus (COVID-19) Improve their physical and mental wellbeing</li> <li>• The academy provides more focused pastoral support:</li> </ul>		<p>L L</p> <p>L L L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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		<p>Support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues</p> <p>Support for pupils with additional and complex health needs</p> <p>Supporting vulnerable children and keeping children safe</p>		L	
<b>10.2 Workload</b>	Staff	<ul style="list-style-type: none"> <li>• Staff understand how and where to communicate concerns regarding workload.</li> <li>• Staff encouraged to take regular breaks from their workstation and in accordance with home working guidance and risk assessments.</li> <li>• Staff have access to refreshments.</li> <li>• Staff encouraged to access wellbeing materials online such as the website, SLN, PHE, government website and via email circulations.</li> <li>• Workload shared across staff according to job role and location of work (school or home).</li> <li>• It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's <a href="#">workload reduction toolkit</a>.</li> <li>• Stress and wellbeing risk assessments account for staff workload and include control measures to help mitigate the risks.</li> </ul>	See previous column	L L L L L L	
<b>10.3 Availability of resources and support</b>	Staff Pupils Parents	<ul style="list-style-type: none"> <li>• Mental health and wellbeing resources are available via email communications and online resources. Supporting resources provided by SUAT.</li> <li>• The academy regularly reviews mental health, pastoral or wider wellbeing support for children and staff (for example, bereavement support).</li> <li>• Children learning from home have access to and are provided with educational resources from home so that they can continue with their education. Parents are directed to learning resources.</li> <li>• Support provided to leaders from SUAT and EIPs, and the LAC.</li> <li>• Mental health and wellbeing resources and policy on the website and shared with staff, including how to support and manage mental health.</li> <li>• Safeguarding arrangements to remain.</li> <li>• Academy provides information for staff regarding how to get further support and counselling.</li> </ul>	See previous column	L L L L L L	

		<ul style="list-style-type: none"> <li>• PPE provided for staff.</li> <li>• Consider support available from staff absence insurance providers, for staff wellbeing.</li> <li>• Staffordshire Leaning Net and Government website have resources available to support staff mental health and wellbeing.</li> <li>• HR provider available for support and guidance.</li> <li>• Government released guidance regarding extra mental health support for pupils and teachers - <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers?utm_source=6a4d6818-9fb1-4052-b27f-2a182ba79179&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers?utm_source=6a4d6818-9fb1-4052-b27f-2a182ba79179&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a>.</li> <li>• Staff may wish to access the free MindEd learning platform for professionals, which includes a <u>coronavirus (COVID-19) staff resilience hub</u> with materials on peer support, stress, fear and trauma and bereavement.</li> <li>• Staff advised that it is important to take care of your mind as well as your body and that you get further support if you need it. Follow the advice that works for you in the guidance on <a href="#">how to look after your mental health and wellbeing during COVID-19</a>.</li> <li>• Staff advised to try to focus on the things you can control, such as where you get information from and actions you can take to help you feel prepared. The <a href="#">Every Mind Matters</a> page on anxiety and <a href="#">NHS mental wellbeing audio guides</a> provide further information on how to manage anxiety.</li> <li>• If you're still struggling after several weeks and it's affecting your daily life, contact <a href="#">NHS 111 online</a>. If you have no internet access, you should call NHS 111.</li> <li>• The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>• DfE has also published a range of resources, including <a href="#">case studies to support remote education</a> and help address staff workload, this includes case studies on managing wellbeing.</li> </ul> <p><b>Risk assessments:</b></p>		<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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		<ul style="list-style-type: none"> <li>Individual risk assessments completed as required to support staff and pupils, for mental and physical health. Individual risk assessments provided for staff who fall into vulnerable groups.</li> <li>Risk assessments are reviewed regularly according to the need and role of the individual.</li> <li>EHC Plans are in place for children.</li> <li>Staff aware of how to access support and implement a risk assessment as required.</li> <li>Named person to oversee wellbeing, planning and monitoring.</li> <li>Support plan in place which everyone has access to, providing a structure of support and resources which can be used.</li> <li>Identified key people with personal strengths in supporting pupils who may present with issues/changes in behaviour.</li> <li>Continue to maintain the good links with families, signposting them to resources they may find helpful.</li> <li>Free training/guidance via The National College which all staff can access.</li> <li>Transport plan to be implemented with staff who cannot walk, drive or cycle to work.</li> </ul> <p>Further resources:</p> <ul style="list-style-type: none"> <li><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing</a></li> <li><a href="https://www.afpe.org.uk/coronavirus-guidance-support/">https://www.afpe.org.uk/coronavirus-guidance-support/</a></li> <li><a href="https://www.youthsporttrust.org/coronavirus-support">https://www.youthsporttrust.org/coronavirus-support</a></li> <li><a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a></li> <li><a href="https://www.minded.org.uk/">https://www.minded.org.uk/</a></li> <li><a href="https://covid.minded.org.uk/">https://covid.minded.org.uk/</a></li> <li><a href="https://www.gov.uk/guidance/teaching-about-mental-wellbeing">https://www.gov.uk/guidance/teaching-about-mental-wellbeing</a></li> <li><a href="https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning">https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning</a></li> </ul>		L  L  L L  L  L  L  L	
<b>11. Home Working Data Protection</b>					
<b>11.1 Home working</b>	Staff	<ul style="list-style-type: none"> <li>Working from home risk assessments and policies have been shared with and are accessible to staff.</li> </ul>	<b>See previous column</b>	L	



<p><b>Staff welfare</b></p> <p><b>Suitability of the working environment</b></p>		<ul style="list-style-type: none"> <li>• Staff aware of how to report issues when working from home.</li> <li>• Communication is maintained between staff working in school and staff working at home, by appropriate means.</li> <li>• As far as is reasonably practicable, ensure staff are aware of risk management measures for: appropriate desk and display screen set up, fire and electrical issues, managing stress and welfare, manual handling, lone working, slips, trips and falls.</li> <li>• Home working health and safety policy on the website.</li> <li>• Staff have adequate resources to work from home and can access further resources to support home working as needed.</li> </ul>		<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
<p><b>11.2 Data protection</b></p>	<p>Staff and pupils</p> <p>Parents</p>	<ul style="list-style-type: none"> <li>• During the current climate, continued vigilance in online security, including checking unusual requests, suspicious links and attachments from any recipients, even where known to the academy, is still vital.</li> <li>• Ensure awareness of data protection and compliant records management policies to keep data safe.</li> <li>• Maintain data security measures whilst home working.</li> <li>• Maintain confidentiality surrounding sensitive matters, ensure written information which is of a personal, confidential or sensitive nature is communicated in a manner which maintains its' security and is only shared with those who need to receive this information.</li> <li>• Data sharing is undertaken in a secure manner e.g. encrypted email attachments, in accordance with data protection policies.</li> <li>• Ensure devices are kept secure and personal or confidential information is not accessible to others in school or at home.</li> <li>• Ensure portable media is encrypted.</li> <li>• Staff understand how to report concerns relating to data protection and how to access IT support if needed.</li> <li>• Procedures for potential data breaches and information requests still apply.</li> <li>• Follow virtual meeting protocols and remote learning guidance.</li> <li>• Virtual meeting protocol is on the website.</li> </ul>	<p><b>See previous column</b></p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	

## 12. Educational Visits

<p><b>12.1 Risk of transmission through use of public spaces and transport</b></p>	<p>Staff Pupils Members of the public</p>	<ul style="list-style-type: none"> <li>• Schools can undertake domestic residential education visits from 17<sup>th</sup> May 2021, in line with the current covid guidance, completing a risk assessment which follows the system of government controls – <a href="#">link</a>.</li> <li>• The academy undertakes any visits in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.</li> <li>• As normal, the academy undertakes full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, the academy considers what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. The academy consults the government health and safety guidance on educational visits when considering visits, as necessary.</li> <li>• The guidance in the OEAP 4.4k document for planning and managing activities is specific to operating during the COVID-19 pandemic which advises that it is particularly important to follow government guidance about 'social distancing', group sizes, personal protective equipment and hygiene, whether indoors or outdoors, on-site or off-site.</li> <li>• The academy considers avoiding activities which have a high likelihood of minor injuries, so as to reduce the need for first aid, close contact with participants, or visits to hospital.</li> <li>• If the planned activity is in an area open to the public, the academy considers carefully how to ensure that the group is isolated from the public.</li> </ul> <p>Visits are risk managed under the following control measures:</p> <ul style="list-style-type: none"> <li>• Regularly washing/sanitising hands including when going outside, before and after touching shared objects such as activity equipment, before eating, after using the toilet, when getting on or off transport such as a minibus, when returning inside;</li> </ul>	<p>See previous column</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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13. Staff Taking Leave					
<p><b>13.1 Contracting COVID-19 a</b></p> <p><b>Self isolation / quarantine</b></p> <p><b>Delay to return to work</b></p>	<p>Staff Impact on teaching and learning and support to teaching and learning</p>	<ul style="list-style-type: none"> <li>• Where individuals travel abroad for a legally permitted reason, they may need to quarantine on their return.</li> <li>• Everyone travelling to England must adhere to government <a href="#">travel advice</a>. Those arriving from a 'red list' country, or have transited through one in the past 10 days, must quarantine in a government approved facility rather than at home.</li> <li>• This information is shared with staff and parents as needed.</li> <li>• As would usually be the case, staff will need to be available to work at the academy during term time. Academy leaders discuss leave arrangements with staff before to inform workforce planning.</li> </ul>	<p>See previous column</p>	<p>L</p> <p>L</p>	
14. Events and Transition					
<p><b>14.1 Transition</b></p>	<p>Staff and pupils</p> <p>Visitors</p> <p>Risk of cross contamination</p>	<ul style="list-style-type: none"> <li>• The academy follows government advice on transitional, taster and open days by completing a thorough risk assessment before running the events to ensure that they operate in line with the system of controls, guidance and the roadmap out of lockdown.</li> <li>• Where the academy arranges events and are mixing pupils and adults from other settings, the government advice for managing covid-19 risks in the general community must also be followed e.g. social distancing measures/wearing of face coverings/minimising contacts. These can be found in <a href="#">(COVID-19) Coronavirus restrictions: what you can and cannot do</a></li> </ul> <p>If progressing with face to face transition, the academy risk assesses and considers:</p> <ul style="list-style-type: none"> <li>• Face to face meetings – for individual pupils/students who would struggle without transition visit. Aim to keep visit(s) to time when classroom not otherwise in use.</li> <li>• Create small group visits that would enable social distancing to be maintained.</li> <li>• Staged approaches to visits, keeping pupils transitioning in their bubbles/cohorts from feeder schools.</li> </ul>	<p>See previous column</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	

		<ul style="list-style-type: none"> <li>• If visiting the setting from multiple schools, consider set up new tutor bubbles and prevent/limit any mixing.</li> <li>• Consider of use of face coverings during events.</li> <li>• The use of Lateral Flow Testing may be considered in some situations.</li> </ul> <p>Example with options on suitability for different key stages are given below:</p> <ul style="list-style-type: none"> <li>• A power point presentation that shares vital information with parents around what the child can expect on the first day, week etc.</li> <li>• Photos on the school website of key areas within the school and / or a guided online video tour around the school.</li> <li>• Transition booklet or pack that covers key information for pupils.</li> <li>• Key stage/form tutor email address so prospective parents can ask specific questions</li> <li>• Adding Frequently Asked Questions to the website.</li> <li>• Video profiles of staff so parents/pupils can 'meet them' virtually.</li> <li>• Aim to try to ensure friendship groups are maintained in the new setting.</li> <li>• Small activities involving curriculum topics, already completed in primary, could be sent home to pupils to complete during the summer.</li> <li>• Online information with a 'pen portrait' of staff introducing themselves, the area they teach and telling the new pupils something about themselves.</li> <li>• Curriculum specialists could use video presentations to outline course content for students to view in advance.</li> <li>• Provide reading lists, relevant bite size exercises to complete on the subjects to be taken or relevant to their chosen course(s).</li> </ul>		<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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<p><b>14.2 End of school year activities</b></p>	<p>Staff and pupils</p> <p>Visitors</p> <p>Risk of cross contamination</p>	<p>The academy risk assesses end of year school activities in accordance with:</p> <ul style="list-style-type: none"> <li>• How they will manage any last day formal activities such as giving out yearbooks/school bibles/issue of leavers hoodies and those activities which may be impromptu such as shirt signing.</li> <li>• Arrangements for specific times to empty lockers, collect items or speak to a form tutor / staff member</li> <li>• Maintaining existing bubble/cohort groups or staggered to reduce the number of pupils being brought together</li> <li>• Ensuring the capacity for events is balanced against risks and venue controls such as ventilation, social distancing or maintaining bubbles/cohorts.</li> </ul> <p>Lateral Flow Testing may be used to assist as an effective control measure.</p> <p>End of Year Reward ceremonies and performances involving the entire school community are risk assessed and managed in line with government guidance and the principle of controls with alternatives in place, including:</p> <ul style="list-style-type: none"> <li>• Events in bubble/cohort groups.</li> <li>• PowerPoint presentation of pupils' achievements</li> <li>• Individual certificates or a small gift, which could be streamed virtually around the other classes or school.</li> <li>• Gift vouchers/cards for older pupils to celebrate academic success posted to home.</li> </ul> <p>Visitors to such events are avoided – in line with government guidance – if visitors are permitted, consider:</p> <ul style="list-style-type: none"> <li>• Outside events.</li> <li>• Additional ventilation if inside.</li> <li>• Keeping social distancing between household bubbles.</li> </ul>	<p>See previous column</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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		<ul style="list-style-type: none"> <li>• Masks worn in changing rooms where social distancing cannot be maintained or come to the event already dressed in PE clothing</li> <li>• Try to avoid sharing equipment</li> <li>• Sanitise hands before and after</li> <li>• Sanitise equipment before and after use</li> <li>• Bibs should not be shared between individuals and washed before next use</li> </ul> <p>If schools consider having visitors, limit attendance and space out visitors in household bubbles and maintain effective social distancing.</p>		L  L L L L	
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This risk assessment will be reviewed at least **(monthly)** to reflect any changes in guidance.

Signature of assessor: *Simon Shaw*

Print name: Simon Shaw

Signature of approver: *Tim Edwards*

Print name: Tim Edwards

Date approved: 27.5.2021