

Risk Assessment

COVID 19 – School General Risk assessment

School: Trinity Academy Halifax

Date of Risk Assessment: 27/08/2020

Date of Risk Assessment Review: 03/01/2021

This risk assessment should be completed in line with Government guidance for the particular challenges of your school and reviewed regularly as and when circumstances change. All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded. All documents should be version controlled and saved each time they are revised rather than over-typed. This will enable easy retrieval of the relevant document applicable at any material time if required in future for an investigation.

The risk assessment is about demonstrating your school is reducing and mitigating risk as far as is reasonably practicable following the most up to date Government advice. If the guidance cannot be achieved after plans have been put in place then the school has to consider whether that activity or part of the school should be open.

This proforma may assist you in documenting your practical arrangements and ensure you are complying with minimum statutory requirements. COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process, it is recommended you contact your health and safety consultant/adviser.

**Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 11/05/2020). The risk assessment will be updated in line with further updates as and when they arise.*

RED = No **Amber = Working on but not complete** **Green = Complete**

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
General controls to prevent risk of infection.	Staff, visitors, Pupils	General Controls and instruction to staff throughout the school:- <ul style="list-style-type: none"> - Hand washing facilities in place, staff and pupils encouraged to use these. - School will have sanitiser dispensers at main entrances and exits - Students will be grouped in year groups (bubbles) and these will be kept apart as much as possible - Communicate and remind both staff and pupils of the 'catch it, bin it, kill it' approach - Lidded bins to be located throughout the school - Increased cleaning regime (see cleaning RA for Covid-19) U:\Support\Site Premises\PUBLIC\COVID-19 RA\Cleaning RA Trust.doc - Regular cleaning of key touch points such as door handles – will be continually done under the premises managers control during the day - Teachers and support staff expected to support with cleaning of classroom surfaces, equipment etc. if required - All staff (except SLG, Site and Cleaning team) to leave the premises by 5pm to allow cleaning team access to all used areas. - Any equipment passed between teachers will be cleaned before use 	<ul style="list-style-type: none"> - Establish a record of cleaning. U:\Support\Site Premises\PUBLIC\COVID-19 RA\Cleaning log.docx - Regular cleaning throughout the day. - Reminders of regular hand washing. - Posters located throughout the school communicating good hygiene - Parents informed of the procedures in relation to COVID19. - Ensure sufficient PPE and sanitiser with ongoing tracking of stock. - Following guidance from government regarding the full opening of schools https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 	PDN TTR	02/09/20	

<p>Minimising contact with individuals who are unwell</p>	<p>Staff, visitors, Pupils</p>	<ul style="list-style-type: none"> - Staff, pupils and other adults who have COVID-19 symptoms, or have tested positive in the last 10 days, or someone in their household who does, should not attend school - Anyone who develops symptoms during the school day will be sent home and advised to follow the stay at home guidance for households with possible or confirmed coronavirus infection - Guidance to self-isolate for 10 days if symptoms are present and arrange to have a test. Other members of the household (including siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms - Staff who are asymptomatic and test positive should self-isolate for 10 days. If they then develop symptoms the self-isolation period gets reset to another 10 days from the onset of symptoms - Members of staff who have helped someone with symptoms (close contact), or any pupils who have been in close contact, will only need to self-isolate if they develop symptoms, or if the symptomatic person tests positive, or if requested to do so by NHS Test and Trace - Staff or students who are sent home to self-isolate should not do so by public transport. 	<ul style="list-style-type: none"> - Staff training to include reminder of symptoms and procedures to follow - Communication to parents regarding Covid-19 symptoms and procedures to follow - Records kept of classes, teachers and timetables for each bubble so it is quicker and easier to identify who needs to self-isolate in the event of a positive case 	<p>SLG</p>	<p>02/09/20</p>	
<p>Attendance</p>		<ul style="list-style-type: none"> - Parents/carers informed that attendance at school is mandatory and usual attendance policy applies, therefore all absences will be followed up by the pastoral team - Exceptions to this are pupils who are self- 	<ul style="list-style-type: none"> - Clear and consistent expectations around attendance communicated to families - Pastoral team to work with 	<p>SLG</p>		

		<p>isolating or under care of specialist health professional and if rate of disease in local area rises and advised to shield</p> <ul style="list-style-type: none"> - SENDco to be aware of any pupils who remain under care of a specialist health professional and discuss before returning to school 	<p>other professionals to support return to school (e.g. social worker) if needed</p>			
Clinically extremely vulnerable staff who asked not to attend work due to health condition	Staff	<ul style="list-style-type: none"> - Under the current lockdown, those staff who are classed as CEV will not attend the workplace and where appropriate working from home will be expected 	<ul style="list-style-type: none"> - One to one conversations with staff if required. - Academies identify staff in this cohort 	Line Managers	06/1/21	
The new variant of COVID-19 has a higher rate of transmutability and can spread faster than the previous variant, which will lead to potentially more staff and pupil absenteeism	Staff and pupils	<ul style="list-style-type: none"> - The MAT and Academy will continue to monitor case rates, on the COVID-19 tracker to see if there are trends. The COO will monitor LA case rates and advise senior leaders if there are any spikes or trends developing – seeking local public health input, as necessary. - The MAT is implementing Lateral Flow Testing (LFT) for staff initially and then secondary and post-16 pupils to identify early positive cases so that they can self-isolate and reduce the risk of forward transmission. 	<ul style="list-style-type: none"> - Continue the monitoring of case rates. - Implement mass LFT for staff and then Secondary and post-16 pupils. - Additional action is for COO to lobby for a mass inoculation programme to be piloted in the MAT Academies. 	COO Principal	03/1/21	
Use of Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Classroom tables are organised into rows and are forward facing, so pupils are sitting side by side with the exception of some high risk departments - Staff limited to 2 teachers per classroom 	<ul style="list-style-type: none"> - Safe distancing signage/tape, hazard marking barrier tape to be used and readily available. - Classroom bins to have lids, 	PDN SLG CM's	02/09/20	

		<p>wherever possible</p> <ul style="list-style-type: none"> - Staff will be allocated the same classroom throughout the day where possible. - Each classroom will have its own PPE station containing hand sanitiser and anti-bacterial wipes. - Students to hand sanitise entering and leaving the classroom. - Windows will be opened every morning to allow for good ventilation where possible. - Classrooms to be regularly cleaned (check-list to be signed and dated) - Social distancing to be promoted where possible. 	<ul style="list-style-type: none"> - be regularly emptied and disposed of appropriately. - Classrooms tables will be cleaned with antibacterial wipes at the start of every lesson. - Classrooms will be cleaned during every break and lunch period where possible. - Student movement within classrooms to be prohibited. 			
Remote Learning (including working from the academy)	Staff	<ul style="list-style-type: none"> - Students will access Trinity TV via the online platform. - Students will complete a range of tasks following guided 'loom' lessons - Students will virtually attend a range of drop in sessions with teachers to address any curriculum and content issues. - Staff will carry out all sessions from the academy 	<ul style="list-style-type: none"> - Staff will follow all social distancing guidelines when working from the academy - Drop in sessions will be paired for safeguarding purposes. 	CEM ARY		
Science (high risk department)	Staff Pupils	<ul style="list-style-type: none"> - No practical activities will take place during term 1 due to the increased risk caused by teacher restricted movement in teaching classrooms. - Staff will only carry out demonstrations rather than class practical's until January 2021 or until advised otherwise. All demonstrations will remain in line with academy 2m restrictions. - All borrowed equipment will be to wiped down (Including but not limited to: board pens, glue sticks, purple pens, scissors) 	<ul style="list-style-type: none"> - Staff will remain in 2m marked teaching box during lesson time. - Student movement within classrooms will be prohibited. - All students will wear goggles during demonstrations, in line with CLEAPSS guidance. Goggles will be wiped down before and after use. 	KWR TTR	02/09/20	

		<p>using the cleaning products supplied by the academy.</p> <ul style="list-style-type: none"> - Staff and students will sanitise hands as per whole academy policy. Consideration must be taken to when using Bunsen burners as hand sanitisers are flammable. - Classroom doors will remain open during lessons times to ensure good ventilation, with the exception of when using Bunsen burners. This will ensure smoke and fire alarms are working effectively. - In the case of a chemical spill onto skin, only water must be used to thoroughly wash them and not hand sanitiser. - Staff that are removing used equipment from labs must wear gloves. After disposing of gloves, they must sanitise their hands 	<ul style="list-style-type: none"> - Students and staff will wash their hands before using a Bunsen burner using a non-flammable hand wash. - On completion of the use of Bunsen burners, classroom doors will be re-opened immediately. - Medical assistance will be sort if required. The incident will be logged if this results in injury or if medical assist is required. 			
PE (high risk department)	Staff Pupils	<ul style="list-style-type: none"> - Changing rooms have been taped out. All students to stay in assigned area at all times whilst changing. Shower areas have also been taped off to give extra space and showers to be turned off at the main stop tap by site team. Staff to keep a record of where each student changes. - Changing rooms to be cleaned throughout the day on a regular basis. - Staff and students will sanitise hands on entry and exit from changing rooms at start and end of the lesson (as per whole academy policy). All staff to take sanitiser with them to lessons and get students to sanitise half-way through the lesson (this can be more often if required). 	<ul style="list-style-type: none"> - Additional measures 	MOY NCE	02/09/20	

		<ul style="list-style-type: none"> - Lessons for the first term will be predominantly outside (weather dependent). When indoors teaching space doors will remain open during lessons times to ensure good ventilation. - The curriculum has been adapted for the first 3 weeks so all students will be taking part in a multi-skills unit of work. The majority of this is skills/fitness based and not 'game' related to minimise group work/amount of contact. This will allow staff and students to get accustomed to COVID-Friendly teaching - All students to follow school social distancing advice and to stand at a safe distance wherever possible. - All borrowed equipment will be wiped down after every use (for example balls, cones, etc). This will be done by teacher or technician where appropriate. - No spare PE kit to be lent to students for the first half term. - Limited use of bibs for the first 3 weeks as they will need to be washed after every single use. Only use them if essential to teaching. Coloured 'bands' can be used and wiped down after each use. - Minimise equipment sharing where possible. - Contact will be kept to a minimum during all practical activities. Competitive games can be played in lessons but keep to small-sided games where students do not regularly change who they are playing. No contact in rugby until further guidance permits. - Any after-school clubs to be delivered in year 				
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		<p>group bubbles only</p> <p>Risk assessment/ guidance to be updated regularly in line with HGB/DfE guidance.</p>				
D&P (high risk department)	Staff Pupils	<p>Performing Art, Dance, Music</p> <ul style="list-style-type: none"> - Reduced practical activities will take place during term 1 due to the increased risk caused by teacher restricted movement in teaching classrooms. - Students will complete tasks in zoned areas of the studios individually, in pairs or in small groups maintaining the required distance. - In Performing Arts scripts will be used once and discarded and any equipment used including props will be of a none fabric nature and will be cleaned by the teacher. - In Music cleaning protocols will be in place by the teacher, students will operate and play instruments and use the PC's as required. Additional Peri Risk Assessment is in place (HMD). - In Dance students will obey the PE changing rooms guidelines and movement taught in command by the teacher will be predominantly face the same direction. Students will work practically in zones at a safe distance apart. <p>Teachers will be provided with visors if needed for demonstrations in closer</p> <p>Art and Photography</p> <ul style="list-style-type: none"> - Practical activities will be scaled back to help 	<ul style="list-style-type: none"> - Staff will remain in 2m marked teaching box during lesson time. - Student movement will be limited to zones marked on the studio floors in Dance Studio and PA studios. - All equipment will be wiped down before and after use. - Students and staff will wash their hands - Staff visors can be worn if close proximity demonstrations or support is needed. 	<p>SWS SRY CCS CMN</p>	02/09/20	

		<p>with material use and hygiene. (For example no ceramics will be taught until advised otherwise).</p> <ul style="list-style-type: none"> - All demonstrations will remain in line with academy 2m restrictions and will limit student movement. Use of visualisers by the Teacher will aid with demonstrations. - All used equipment will be wiped down (Including but not limited to: pencils, sharpeners, glue sticks, paints, paint brushes and scissors) using the cleaning products supplied by the academy. - Staff and students will sanitise hands as per whole academy policy but also prior to using any equipment in the workshop or kitchen. - Classroom doors will remain open during lessons times to ensure good ventilation. - If computers are required for the lesson they will be wiped down after each use the by the students. - Staff will remain in 2m marked teaching box during lesson time, unless a demonstration requires movement but this will be planned to maintain 2m safe distance and will incorporate a visor and mask if necessary. - Student movement within classrooms will be prohibited in most situations. If any movement is required for example to get clean water for painting, only one student at a time will be allowed out of their seat. - Each classroom will have it's own set of basic equipment and cleaned after use by students or staff. - In Photography students will be encouraged to bring in and use their own cameras from 				
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		<p>home.</p> <ul style="list-style-type: none"> - When using the Photography Studio student movement will be at a minimum and floor markings will be used. <p>Student, using cleaning products supplied by the academy. Particular attention will be given to tables, cameras, keyboards and the mouse.</p> <p>Food Technology (117)</p> <ul style="list-style-type: none"> - Student movement around the room will be limited and controlled. - To limit pupil movement, as far as is possible, pupils should be able to carry out the practical with the equipment at their workstation. - Where pupils need to move around the room, they should raise their hand to attract the teacher's attention and ask permission to move to use a particular piece of equipment. The teacher can then monitor movement and ensure that only one person is in any zone. - Staff and students will sanitise their hands prior to using equipment and at the end of the lesson. - Long – multi step practical activities will be avoided – unless being carried out by experienced students. - Teachers will carry out demonstrations with designated equipment that will not be used by students. - Equipment will only be used by students in the 	<ul style="list-style-type: none"> - Staff should aim to maintain a 2m social distance from all other members of staff and from pupils. Wherever possible pupils should aim to maintain a social distance of at least 1m and avoid face to face working. - In situations where this is not possible face coverings will be worn. - Technician will be available in all practical lessons. - Medical assistance will be sort if required. The incident will be logged if this results in injury or if medical assist is required. 			
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		<p>same bubble and will either be quarantined or meticulously cleaned after use.</p> <ul style="list-style-type: none"> - Demonstrations will be carried out where possible using visualisers, photos and projectors. Where this is not possible, face coverings and social distancing will be utilised to allow students to see the task being demonstrated. - At the end of any practical session, all equipment and spare materials should be cleared away by the technician and cleaned or quarantined prior to being stored away for future use. Machines or other fixed equipment that has been used should be cleaned and readied for use in the next session. Waste material will be placed in a suitable bin and removed from the room prior to the next session. - Where tasks that require eye protection are planned these will be issued to the students. After use they will be quarantined for 72 hours or sanitising between every use (even between pupils in the same bubble). - When washing textiles, such as tea towels, the washing cycle of at least 60°C, should be followed by tumble drying. Where tumble drying is not possible, air drying in direct sunlight has been shown to be effective. Overloading the washing machine should be avoided as the increased density of the textiles will inhibit the 				
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		<p>cleaning effectiveness at any temperature.</p> <ul style="list-style-type: none"> - Where pupils are hand washing food equipment in hot soapy water using a bactericidal detergent, staff would need to follow up the wash by wiping with food-safe disinfectant or by quarantining before using with a different bubble, as they cannot confirm that the pupils have meticulously cleaned the equipment. - Oven gloves are considered as close contact PPE, so will need to be managed in similar ways to eye protection. At the end of a session the oven gloves should be collected and soaked in a disinfecting bath for 20 minutes, then washed, as for a tea towel. - <p>Design Technology (224 and 226)</p> <ul style="list-style-type: none"> - Student movement around the room will be limited and controlled - To limit pupil movement, as far as is possible, pupils should be able to carry out the practical with the equipment at their workstation. - Where pupils need to move around the room, they should raise their hand to attract the teacher's attention and ask permission to move to use a particular piece of equipment. The teacher can then monitor movement and ensure that only one person is in any zone. - Staff and students will sanitise their hands prior to using equipment and at the end of the lesson. 	<ul style="list-style-type: none"> - Staff should aim to maintain a 2m social distance from all other members of staff and from pupils. Wherever possible pupils should aim to maintain a social distance of at least 1m and avoid face to face working. - In situations where this is not possible face coverings will be worn. - Technician will be available in all practical lessons. - Medical assistance will be sort if required. The incident will be logged if this results in injury or 			
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		<ul style="list-style-type: none"> - Long – multi step practical activities will be avoided – unless being carried out by experienced students. - Teachers will carry out demonstrations with designated equipment that will not be used by students. - Equipment will only be used by students in the same bubble and will either be quarantined or meticulously cleaned after use. - Demonstrations will be carried out where possible using visualisers, photos and projectors. Where this is not possible, face coverings and social distancing will be utilised to allow students to see the task being demonstrated. - At the end of any practical session, all equipment and spare materials should be cleared away by the technician and cleaned or quarantined prior to being stored away for future use. Machines or other fixed equipment that has been used should be cleaned and readied for use in the next session. Waste material will be placed in a suitable bin and removed from the room prior to the next session. - Where tasks that require eye protection are planned these will be issued to the students. After use they will be guaranteed for 72 hours or sanitising between every use (even between pupils in the same bubble). 	<p>if medical assist is required.</p>			
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<p>Peri lessons</p>		<ul style="list-style-type: none"> - Practise rooms that are 3m in length will be used to create a 2m distance between teacher and student (this includes paired lessons). - All singing, woodwind and brass lessons will take place within a larger classroom setting to allow for a 3m distance between teacher and student. - All equipment and instruments used within the lessons will be wiped down with disinfectant before each lesson. Hand gel and PPE stations are available at the end of the D&P corridor and hand gel available in every practise room. - Students are requested to thoroughly wash their hands for 20 seconds, as well as sanitise before and at the end of every lesson. If a teacher believes that washing has not taken place, they will request students to do this before commencing with the lesson. - Students must wait until the instrument teacher has asked them to enter. Parents and students must understand that there may be a slight delay in lessons commencing due to the wiping down of equipment. <p>Students using their own instruments:</p> <ul style="list-style-type: none"> - If students wish to use the instrument store during the day they will be given a daily 	<ul style="list-style-type: none"> - Peri staff to be emailed procedures and discussed with HMD - TT's to be produced with social distancing in mind, esp with Brass, WW and Singing lessons - All equipment will be wiped down before and after use. - Students and staff will wash their hands - Staff visors can be worn if close proximity demonstrations or support is needed. 			
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		<p>storage space within the music store and will need to drop off and pick up their instruments within the following time slots (7.45am - 8.05am and 2.20pm - 2.35pm) using a 2m distanced line to collect – no students will be allowed within the instrument store.</p> <ul style="list-style-type: none"> - Storage spaces and shelves will then be wiped down and prepared for the following day, therefore we request that all students collect their instruments at the end of the day, otherwise a text will be sent out to parents for immediate collection, with the music team placing them in reception for collection. 				
Use of Offices, Staff Rooms and Meeting Rooms'	Staff	<ul style="list-style-type: none"> - Staff will be encouraged to use the staff room to prepare refreshments only and not to congregate. - Each area will have its own PPE station containing hand sanitiser and anti-bacterial wipes. - In offices where staff are facing each other, a screen will be installed. - In office and meeting rooms where no screens are installed and a distance of 2 metres cannot be maintained, staff and students who are facing each other must wear face coverings/visors. - All staff meetings to be held virtually where the required attendees exceed the maximum room occupancy. - Offices and staff rooms to be regularly cleaned (check-list to be signed and dated) - Phones – Landlines will be wiped down after every use. 	<ul style="list-style-type: none"> - Safe distancing signage/tape, hazard marking barrier tape to be used and readily available. - Maximum occupancy signs on each office door. - Bins to have lids, be regularly emptied and disposed of appropriately. 	SLG PDN	02/09/20	

Use of Corridors and staircases	Staff, pupils, visitors	<ul style="list-style-type: none"> - Where possible establish a one-way system to prevent crossing on staircases. - Corridors to be monitored by teachers, CM's, DCMs and SLG during period change overs and breaks. 	<ul style="list-style-type: none"> - Safe distancing signage/tape, hazard marking barrier tape to be used and readily available. - Each corridor will have a designated hand sanitiser station. 	TTR CM's	02/09/20	
Use of toilets	Staff, pupils, visitors	<ul style="list-style-type: none"> - Available hand washing facilities with encouragement to use these facilities regularly and prior to eating. - Hand driers have been isolated in all toilets and hand towels provided - Pedestal bins will be provided in each toilet facility 	<ul style="list-style-type: none"> - Each set of toilets will have two cubicles that are for hand washing only. - Toilets will be cleaned regularly throughout the day. - Students will be encouraged to wash hands. 	PDN SLG	02/09/20	
Catering and use of exiting food hall	Staff, pupils, Visitors	<ul style="list-style-type: none"> - Deliveries to be contactless where possible. - Hygiene standards to be maintained - Catering staff to wear masks or face visor whilst preparing and serving food - Students will remain seated at all times - Dining table to be cleaned between each bubble 	<ul style="list-style-type: none"> - Visors and disposable face coverings to be ordered and training for kitchen staff prior to start of new term - Follow government guidance on guidance for food businesses on coronavirus (COVID-19) https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 	SLG PDN PBW	02/09/20	
Break and lunch times	Staff, Pupils, Visitors	<ul style="list-style-type: none"> - Areas will be monitored by members of SLG, CM, DCM and teachers during break and lunch times. - Break and lunch times are to be staggered for separate bubbles. - Contact sports such as football and 		SLG	02/09/20	

		basketball have temporarily been prohibited				
Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> - Parents informed first point of contact is to call the school instead of face to face. - Barrier between front facing staff and others. - Children to enter the school via other entrances other than reception if possible. 	<ul style="list-style-type: none"> - Open reception areas to have temporary protective screen fitted. 	PDN SLG CM's Admin	02/09/20	
Drop off and collection	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> - All students have been allocated an entrance and exit door into the main building based on their P1 and P5 lesson. - Visible staff presence at both dropping off and collection times - Communication to parents about what systems are in place - Students who walk to and from the academy are asked to be mindful of the social distancing guidance when moving through the local community. 	<ul style="list-style-type: none"> - Students instructed to arrive at school no earlier than 7:50am. - Only students arriving by car who have got pass will be allowed access to the main car park - The entrance and exit students use will be determined by the location of their first and last class of the day. <ul style="list-style-type: none"> o Ground floor main entrance/exit classrooms 115 – 125, 219 – 228, 314 – 316 and sports. o Ground floor Oliver entrance/exit classrooms 001 – 009 o First floor Oliver entrance/exit classrooms 101 - 106B o First floor Redgrave 	TTR PDN	02/09/20	

			entrance/exit classrooms 106A – 114 <ul style="list-style-type: none"> ○ Second floor Redgrave entrance/exit classrooms 201 -205 ○ Second Floor Stewart entrance/exit classrooms 206 – 217 ○ Third floor Whitley entrance/exit classrooms 302 – 313 ○ Upper building entrance/exit classrooms 401 – 411 and 501 – 513 			
Transport	Staff, visitors, Pupils	<ul style="list-style-type: none"> - Encourage parents, staff and pupils to walk or cycle to school if it all possible - Any families using public transport to and from school to be made aware of safer travel guidance for passengers https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers - Those travelling by bus to have access to wash facilities 	<ul style="list-style-type: none"> - Establish an agreement with the transport provider of the controls they will have in place to ensure safety in line with the government guidance https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators 	TTR	02/09/20	
Staff contingency arrangements	Staff, pupils	<ul style="list-style-type: none"> - Ensuring there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff. 	<ul style="list-style-type: none"> - Ensure staff are aware of the reporting procedure to highlight if they have any symptoms. 	TTR HR HTL	02/09/20	

Area for first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> - The medical inspection room has been Identified as an appropriate area in which will be used for first aid - Maintain cleaning standards and clean after each treatment 	<ul style="list-style-type: none"> - Students who are required to take medication will be asked to attend the medical inspection room by themselves and at the appropriate time. - Students should not attend the medical inspection room for any other reason. - In cases of emergency or where students are feeling unwell, they will be escorted to the medical inspection room where the Medical Welfare Officer or first aider will carry out an initial assessment using full PPE (Personal Protective Equipment). 	TTR PDN GBE	02/09/20	
Symptomatic staff or pupils	Staff, visitors, pupils	<ul style="list-style-type: none"> - The medical support room is available for anyone who is symptomatic so they can wait for a parent to collect. - Area in which symptomatic people are waiting requires to be cleaned after each use. - Staff and Children can be eligible for testing. - Those staff who require close supervision while awaiting collection will be provided with PPE i.e. face shield, respirator FP3, gloves and apron, These will be kept in the medical inspection room - Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID - Staff referred for testing if they have been in 	<ul style="list-style-type: none"> - Questionnaire to be completed prior to staff returning to school to highlight they are well to attend school. - Review where in school this would be best located - Establish a clear procedure of how to access testing and when someone should be tested. - Training provided by the MWO for any support staff who will be carrying out close supervision in the absence of 	PDN TTR HR GBE	02/09/20	

		contact with a person diagnosed with COVID or if they display symptoms	<p>the MWO (including the use of PPE)</p> <ul style="list-style-type: none"> - Ensure all staff know where the medical isolation room is located - The open space has been identified as an overflow area for anyone who is symptomatic. 			
Testing		<ul style="list-style-type: none"> - Testing will be provided on site for all students upon their return to the academy. - Students who consent will test three times at the academy and once at home. Students who are unwilling/unable to test at home will be offered a test at the academy. - Staff will initially be offered a test but will move to home testing in due course. 	<ul style="list-style-type: none"> - Inform all parents/carers of the testing process and arrangements. - Ensure all testing kits and PPE are available in advance - Testing room to be set up to cater for all students who require testing. 	TTR	08/02/21	
Assembly & gatherings	Staff, Pupils Visitors	<ul style="list-style-type: none"> - Assembly's will take place but in smaller bubble groups 		TTR	02/09/20	
CPD sessions	Staff	<ul style="list-style-type: none"> - Where the full staff cohort are needed, or the full staff teaching cohort, CPD will take place remotely via Teams. Each dept (or depts depending on size) will take part in this in a room where they can socially distance within the academy. - On entry to any CPD room, staff will sanitise their hands, enter wearing their face coverings, and sit a 2m distance apart from each other. 		CMN	21/09/20	

Educational visits	Staff, Pupils	<ul style="list-style-type: none"> - Educational visits will not take place during the Autumn term and will be reviewed before the Spring term 		PDN	N/A	
Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE required for personal care only. - PPE to be sourced prior to opening. - PPE points will be located at key points on each floor - PPE signed out when used. - Risk assessment already in place for children with intimate care need (PPE to continue to be used in usual way) - Follow government guidance on Coronavirus (COVID-19): implementing protective measures in education and childcare settings https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	<ul style="list-style-type: none"> - Inform staff of the requirements for PPE and provide information for their safe usage. - Individual risk assessments to be conducted. 	PDN TTR SEN	02/09/20	
Face Coverings Students	Staff, Pupils	<p>Are necessary</p> <ul style="list-style-type: none"> - When moving between lessons both inside and outside of the building - When on corridors for any reason - When queuing for food at break and lunch and when moving to the seating area - It is strongly recommended that students wear face covering in classrooms during lessons where social distancing is not possible - When outside at break and lunch time. - When sat down at break/lunch but not eating/drinking 	<ul style="list-style-type: none"> - Face coverings must be stored in sealable bags, which will be provided. 	SLG	02/09/20	

		<p>Are not necessary</p> <ul style="list-style-type: none"> - When sat down at break/lunch eating and drinking - 				
Face Coverings Staff	Staff, Pupils	<p>Are necessary</p> <ul style="list-style-type: none"> - When moving between lessons both inside and outside of the building - When queuing for food at break and lunch and when moving to the seating area - When on duty - When sat down in the main hall and not eating or drinking - When moving around the classroom <p>Are not necessary</p> <ul style="list-style-type: none"> - When sat outside at break and lunch time - When teaching from behind the marked areas in classrooms <p>Visors will be provided for staff who wish to use them.</p>	<ul style="list-style-type: none"> - Face coverings must be stored in sealable bags, which will be provided. 	SLG	02/09/20	
Home visits into the property	Staff, Families, Pupils	<ul style="list-style-type: none"> - Hand sanitiser provided for staff required to conduct home visits - Staff advised to conducted home visits 2m from outside the front door (any concerns will be directed to social services in the normal manner) - Any staff who do enter the property during a home visit are advised to change clothing after. 	<ul style="list-style-type: none"> - Establish/ update home visit procedure to include COVID19 controls. - Home visits will only be conducted where there is a safeguarding concern and all efforts have been made, including by external agencies, to make contact with the student. 	TTR	02/09/20	

Visitors & Contractors in schools	Staff, visitors, Contractors, Pupils	<ul style="list-style-type: none"> - Where possible avoid visitors and contractors from attending the school - Letter sent out to contractors explaining site rules - Obtain written confirmation that those who will be on site are not showing signs of COVID19 via email or a declaration form. - Provide handwashing or hand sanitiser facilities for visitors/ contractors. - Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in. Any supervision conducted with a distance of at least 2m. 	<ul style="list-style-type: none"> - Aspects relating to COVID to be included in the contractor rules for the school. 	PDN Admin	02/09/20	
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure team-teach training has been achieved by teachers who are required to carry out physical restraining. - Ensure wash facilities are available after a close contact event. - No child or member of staff should be in school if they are symptomatic. - Head teacher to reassess inclusion policy based on each case as it arises. 	<ul style="list-style-type: none"> - Check records of which staff currently have TT training 	NRN TTR	02/09/20	
Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins. 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be double bagged and stored for 72 hours prior to collection. 	PDN	02/09/20	
Health and Safety general considerations	Staff and pupils	<ul style="list-style-type: none"> - School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Site inspection to be conducted prior to reopening in September 	<ul style="list-style-type: none"> - Evacuation, invacuation and lockdown practices to be reviewed and amended where necessary. - All staff to be informed of any changes to procedures. 	PDN SLG	02/09/20	

		<ul style="list-style-type: none"> - Evacuation, invacuation and lockdown practices to take place as usual - Security on external gates and perimeter to be monitored by senior management and the premises manager. 				
Ventilation	Staff and pupils	<ul style="list-style-type: none"> - Windows to be opened each morning to allow for adequate ventilation where possible - Non- fire safety doors can be propped open to allow ventilation. - Supply and extraction systems to remain as they currently are supplying fresh air and removing stale air - Air handlers to have the dampers switched to full fresh air supply, no re-circulation - Air Conditioning to be switched off (excluding server rooms) - Ventilation to chemical stores will remain operational 		PDN	02/09/20	
Additional measures	Staff	<ul style="list-style-type: none"> - Hygiene is a responsibility for ALL staff and must be displayed and adhered to at all times. 	<ul style="list-style-type: none"> - HR will be informed if persistent breaches occur and formal proceedings could follow. - Reminders that staff have shared responsibility to inform SLG if PPE supplies are running low. 	SLG	02/09/20	

Last Review:	Comments:	Assessor Name:
14/09/20	Added 'The open space has been identified as an overflow area for anyone who is symptomatic' to 'Symptomatic staff or pupils'	PDN

21/09/20	Added section 'CPD sessions'	CMN, PDN
21/09/20	Changed 'Use of Offices and Staff Rooms' to 'Use of Offices, Staff Rooms and meeting rooms'	PDN
21/09/20	Added 'In office and meeting rooms where no screens are installed and a distance of 2 metres cannot be maintained, staff and students who are facing each other must wear face coverings/visors' to 'Use of Offices, Staff Rooms and meeting rooms'	PDN
05/01/20	Added section 'Food Technology (117)'	SRY, PDN
05/01/20	Added section 'Design Technology (224 and 226)'	SRY, PDN
03/01/21	Added section 'The new variant of COVID-19 has a higher rate of transmutability and can spread faster than the previous variant, which will lead to potentially more staff and pupil absenteeism'	PDN
03/01/21	Changed 'Clinically extremely vulnerable staff' to Clinically extremely vulnerable staff who asked not to attend work due to health condition' and updated	PDN
06/01/21	Added section 'Remote Learning (including working from the academy)'	TTR
06/01/21	Added 'all staff meetings to be held virtually where the attendees exceed the maximum room occupancy' to the section 'Use of Offices, Staff Rooms and Meeting Rooms'	TTR
06/01/21	Updated 'Clinically extremely vulnerable staff who asked not to attend work due to health condition' to reflect the guidance during lockdown	TTR
24/02/21	Update to 'Face Coverings Students' now includes that it is strongly recommended that students should wear their face covering in lessons where social distancing is not possible and that they should wear them at break and lunch when not eating or drinking.	TTR
24/02/01	Update to 'Face Coverings Staff' now includes that staff should wear their face covering when sat down in the main hall and not eating or drinking.	TTR
24/02/21	Update to 'Minimising contact with individuals who are unwell'. Update now includes guidance for self-isolating is should the person be asymptomatic and then develop symptoms,	TTR
24/02/21	Update to 'Minimising contact with individuals who are unwell'. Those persons sent home should not do so by public transport.	TTR
24/02/21	Added section 'Testing'. Those students who consent are to be tested three times at the academy and once at home.	TTR

