

Grace Academy Coventry

Covid19 Risk Assessment September Reopening



HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	To be monitored by?	Further action required?	
					Yes	No*
Arriving to Academy on foot	Students Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • 2m rule to be enforced by parents who are outside of the gate waiting to drop off their child. • A clear duty rota will be in place to ensure that all entrances are manned by 2 members of staff • Students will enter the site via separate entrances per year group where they will be greeted by a member of staff who will direct them into the site ensuring they follow the markings provided and adhere to social distancing. • Each year group will form a bubble and each bubble will have a separate entrance located around the site. Which are clearly labelled for each year group • These entrances will have staff on duty at these points • Y7 Main entrance stairs for humanities • Y8 Maths stairs for maths • Y9 English stairs for English • Y10 outdoor area door for MfL and English link • Y11 Science door for top floor • Y12/13 Technology stairs for 6th form and Science. This year group will arrive 5 minutes later than the other year groups. 	Duty Staff		

			<ul style="list-style-type: none"> ● There is a clear route identified by floor markers from the school gates to the entrance. ● Students will be directed to a hygiene station upon arrival located on their designated wing. ● 2 metre rule will be enforced where possible ● Staff must not be within one metre of students for more than one minute ● Staff member on duty will maintain social distancing at all times and are required to wear a face mask or a face mask and visor ● Students must wear a face mask in corridors and during break and lunchtimes when in the Academy. 			
Arriving to Academy by vehicle	Students Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Students will have to enter the site via the pedestrian gates specified for their year group, which will all be clearly signposted: <ul style="list-style-type: none"> ○ Y7,9 and 10 double pedestrian entrance ○ Y8 and 11 second double pedestrian entrance ○ Yr12 and 13 will also use the second double pedestrian gate but will arrive 5 minutes after Y8 and Y11. ○ For students who arrive to the Academy by car, the car park is a drop off point only. students will then need to access the gate for their year group on foot. 	Duty Staff		
Academy Uniform	Students	Infection Control	<ul style="list-style-type: none"> ● Students are requested to attend the Academy in Academy uniform as these are easily cleaned (washing machine) ● They do not require cleaning any more than usual. ● Any loan uniform will be cleaned and dried by Academy staff and stored in the uniform room ● Staff will use gloves when handling this uniform 	Pastoral Team		

			<ul style="list-style-type: none"> • Used loan uniform will be collected in a plastic bag and then washed in the Academy washing machines • Staff loading the machines will wear a face mask and gloves 			
Dedicated Academy Transport	Students Driver	Risk of Infection	<ul style="list-style-type: none"> • GAC does not have any dedicated drivers for the school 	All staff		
Wider Public Transport	Students Driver Public	Risk of Infection	<ul style="list-style-type: none"> • Where possible students are encouraged to walk to the Academy or use alternative transport i.e. cycle. • Students who cycle to the Academy will be directed through their designated entrance and must follow the marked out route for bikes to avoid the mixing of year groups. Duty staff will be around to support with this route to the bike shed. • Students will follow the 2m rule when waiting to use the bike shed with markers provided. Only one student at a time is permitted to enter the bike shed. • Each year group will have a designated entrance to avoid the mixings of different groups 	All staff		
Face Masks	Students Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> • Following Government guidelines, face masks must be worn in schools. • students must to wear face masks when they are moving around the Academy, in corridors and at break and lunch times. Face masks must not be worn in classrooms and must be removed safely before entering. • Staff are required to wear a face mask, or a face mask and a visor, when on duty, in corridors, staff room, restaurant, admin office, offices/workspaces. • Staff and Students must ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears) 	All staff		

			<ul style="list-style-type: none"> ● If disposable masks these must be bagged up immediately and then disposed of in a closed bin. ● Staff must wear gloves if handling these bags. ● If material re-use masks, these will be placed inside a disposable bag and taken home to re-wash before reusing. ● Staff and students must sanitise their hands before removing the face mask and sanitise after removing the face mask - this will be implemented by staff on duty. ● hand sanitiser stations are located around the site. 			
All year groups returning to Academy	Students Staff Parents Others	Risk of Spread of Infection due to large groups of students	<ul style="list-style-type: none"> ● Each Year group will receive a clear induction into the Academy following the re-start ● Vulnerable students will attend full time from 2/9/2020 ● 2/9/2020 Year 7 & 13 - full day transition/induction ● 3/9/2020 Year 9 & 11 - induction 9.30am - 12.00pm ● 3/9/2020 Year 8s, 10s & 12s 12.30pm - 3.00pm ● 4/9/2020 All students in ● The Academy timetable has been adapted to allow for students within Year Groups to only come into contact with each other and not interact with any other year groups. ● Each Year group will have the routines of the site explained to them via a common presentation delivered to each Form group ● Each year group will have a designated entrance around the site to avoid the mixing of different groups ● Each year group will also have a designated wing within the Academy where they will remain for the duration of their lessons where possible ● Students will have separate lunch and break times, accommodating two year groups at a time. Within this time the 2 year groups will be kept separate at all times 	All staff		

			<ul style="list-style-type: none"> The restaurant will be sectioned off into two areas to accommodate two year groups at any one time but ensuring they do not mix. 			
Staff receiving student from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Staff receiving students to enforce the 2-metre rule (or 1 metre + if not viable) Staff must not be within one metre of students for one minute Staff and students must wear a face mask. Students will enter the site via their specified year group entrance. Students will then be directed to the site via their designated entrance/route. Staff will direct students to either use the hand sanitiser upon arrival and proceed to their wing or they will be directed to the wash rooms to wash their hands (member of staff will supervise) 	All staff		
Students bringing equipment into Academy	Staff Students Others	Risk of spread of infection	<ul style="list-style-type: none"> Students and Parents informed to keep items brought into Academy as a minimum Only lunch boxes, outdoor clothes, bags, stationary and mobile phones permitted. 	All staff		
Student Lockers	Students	Risk of spread of infection	<ul style="list-style-type: none"> Student lockers have been emptied and fully sanitised Lockers have been reallocated to students by wings to avoid students mixing Students will be issued a locker that is located on their wing 	All staff		
Classroom set up	Staff Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> Each classroom is set up with all desks forward facing and side to side seating. Classrooms have been cleared of all unnecessary items. The teacher's desk is kept 2 metres away from the students' desks and clearly marked out. 	Teaching staff		

			<ul style="list-style-type: none"> • All teacher desks will be kept free from any unnecessary materials – teachers will be expected to take their belongings with them when they leave a classroom. • A clear desk policy will be enforced • A first aid PPE kit will also be stored in each classroom for emergency use. • Each classroom will have a tissues and a pedal bin for the disposal of tissues. • Equipment for practical lessons will be allocated to Year group bubbles. There will be no cross Year group use of materials. • All Equipment will be sanitised before another group uses it • At the start and end of all classroom lessons, the teacher desk and any equipment used at the front of the classroom must be sanitised, if/when there is a change of teacher 			
Class / Year Groups	Staff Students	Infection Control	<ul style="list-style-type: none"> • Each year group will form a bubble and will not mix with other bubbles. • Each year group will be allocated their own wing within the academy where the majority of their lessons will take place. • Year groups will not mix at any time 	All staff		
Staff Movement between lessons	Staff Students	Infection control	<ul style="list-style-type: none"> • Staff will have a designated area at the front of each classroom • Staff will be provided with a trolley to assist with moving resources between classrooms • Staff will wipe down the desk and computer docking station at the start and end of each lesson and use the hand sanitiser provided. • Staff will be supplied with their own teacher toolkit and antibacterial wipes 			

			<ul style="list-style-type: none"> ● Staff must wear a face mask or face mask and visor when moving around the academy 			
Classroom Lessons	Staff Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Teaching staff must keep that safe distance at all times where possible when teaching. ● Where students may require extra assistance a 2 metre rule must try to be enforced at all times. If assistance is required, the teacher must wear a face covering ● Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. ● Staff must not be within one metre of students for more than one minute ● Teacher desks are clearly marked out to adhere to the 2m rule. ● All unnecessary furniture has been removed. ● Each year group will rotate around classrooms within their designated wing for their lessons ● If a teacher requires a specialist teaching area such as a science lab or technology classroom, these rooms will be booked in advance and ensure they are cleaned before and after use. Any equipment used will also be cleaned down after use. Separate risk assessments are in place for these lessons 	Teaching staff		
Grouping Students	Students Staff	Infection Control	<ul style="list-style-type: none"> ● Students will form a group according to their year group and will remain in this group during the day. ● Year groups will not mix whilst on site ● Students will be encouraged to keep their distance at all times ● Staff will adhere to the 2m social distancing rule, where possible. ● Staff must not be within one metre of students for more than one minute 	All staff		

Change over lessons	Staff Students	Infection Control	<ul style="list-style-type: none"> • Lessons will remain within the same wing to avoid any mixing between groups during lesson changeover. • If students are required to move to a specialist teaching room, this will be pre-planned to ensure that there are not multiple groups mixing during the changeover of lessons. The teacher will arrive at the lesson and escort the students to the practical room once all bubbles have entered the lesson and corridors are clear • Staff and Students must wear face coverings when moving around the building. • Staff must wear a face mask or a face mask and visor 	All staff		
Use of Academy resources in individual bubbles	Staff Students	Infection Control	<ul style="list-style-type: none"> • Where possible resources used will be kept within each year group and will not be shared. • Students will use their own pencils and pens and not share • All classroom based resources i.e. books and games will be cleaned regularly along with all frequently touched surfaces. • If specialist equipment is required for certain practical lessons and will need to be shared, it will be cleaned after every use by each year group. 	All staff		
Use of Academy resources shared between bubbles or classes	Staff Students	Infection Control	<ul style="list-style-type: none"> • Shared resources between bubbles or classes will be 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. This will include specialist equipment for science, art and technology. 	All staff		
Taking items/resources home	Staff Students	Infection Control	<ul style="list-style-type: none"> • Academy resources and equipment will not be permitted to leave the academy site. 	Teaching staff		
Practical Lessons	Staff Students	Spread of Infection due	<ul style="list-style-type: none"> • Each department has their own detailed risk assessment for their area. 	Staff		

		to sharing of resources				
Assemblies	Staff Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> Assemblies will be delivered virtually during the Tutor Time to avoid large gatherings of students and staff. 	All staff		
Educational Visits	Staff Students	Infection Control	<ul style="list-style-type: none"> Autumn term trips can commence, however they must be non-overnight trips only These trips should include any students with SEND connected with their preparation for adulthood. The Academy will make use of outdoor spaces in local areas Full suitable and sufficient risk assessments to be put in place for each trip 	All staff		
SEND Students	Staff Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> Students who have complex needs or who need close contact care, will continue as normal. A risk assessment will be carried out to ensure staff who care for these students do not have any medical conditions which may put them in an at risk category. PPE will be provided for staff in these situations which includes a face mask, personal visor, disposable apron and gloves 	All staff		
Attendance in Academy	Students	Education suffering	<ul style="list-style-type: none"> It is vital for all students to return to Academy to minimise as far as possible the longer-term impact of the pandemic on students's education, wellbeing and wider development. The Parent has a duty to ensure that their child attends the Academy where their child is a registered and they are of compulsory Academy age; The Academy's normal attendance and registration protocols and sanctions will be followed at all times 	All staff		

			<ul style="list-style-type: none"> • The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct will continue. 			
Use of Supply teachers and other staff	Staff Students	Risk of Infection	<ul style="list-style-type: none"> • The Academy is following the Government Guidance relating to the use of supply staff. • The use of supply staff will be kept to a minimum where possible. • If supply teachers are required, the Academy will use a preferred list of agencies who will be called upon in the first instance to avoid having too many different staff on site. • Each member of supply staff must confirm their full contact details and complete a questionnaire of their general health and recent movements. This record will be kept by the academy In the event of requiring information for track and trace. • Supply staff are also made aware that they must inform the Academy if they have a positive test result after leaving the Academy site 	Cover Manager		
Before and After Academy clubs	Students Staff	Infection Control	<ul style="list-style-type: none"> • if students require breakfast provision, each year group will have a designated time to arrive on site and access the restaurant • The seating area will be split into different sections to accommodate the year groups without them mixing. 	All staff		
Music Lessons	Students Staff	Singing Playing an instrument	<ul style="list-style-type: none"> • Keyboards will be sanitised between groups if a practical lesson is being delivered • If able lessons may take place outside • No more than 15 students back to back or side to side • No sharing of woodwind instruments • Ventilation has been adjusted according to Government recommendations 	Teaching staff		

			<ul style="list-style-type: none"> ● Singing, wind and brass playing will not take place in larger groups such as Academy choirs and ensembles, or Academy assemblies. ● No shouting, or prolonged periods of loud speaking or singing in lessons ● If the above is required it should be kept to a minimum and microphones must be used. Microphones should not be shared between students. ● If they are shared they must be wiped down after every use ● Academy performances will not take place ● The music department has its own risk assessment 			
Physical Activity	Students Staff	Infection Control	<ul style="list-style-type: none"> ● Outdoor sports will be preferred where possible and contact sports will be avoided. ● Students will be encouraged to distance from one another. ● Any equipment used must be scrupulously cleaned after each use and each year group bubble will have their own set of equipment to avoid sharing ● Indoor sports will be small groups only and social distancing carried out. All equipment will be cleaned after each group use. ● Competitions between schools will not take place ● The PE department has its own risk assessment 	PE Staff		
Academy Gym	Staff Students	Infection Control	<ul style="list-style-type: none"> ● Maximum capacity notices displayed ● Will only be used by one group at a time ● All equipment to be wiped down after each use ● Gym cleaned at the end of each day ● Equipment is positioned facing outwards to ensure staff and/or students are not facing each other at any time 			
Students requiring using	Students Staff	Infection Control	<ul style="list-style-type: none"> ● Students will be reminded of the importance of washing their hands after using the toilet and upon their return to 	All staff		

the toilet in lesson times			<p>the classroom they will be directed to use the hand sanitiser provided.</p> <ul style="list-style-type: none"> ● Toilet areas will be cleaned on a regular and frequent basis ● It is not necessary or possible to allocate groups their own toilet however toilet areas will be cleaned hourly and students will be reminded of the importance of hand washing. 			
Break times	Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Students will be informed of the importance of social distancing whilst outside. ● Year groups will have staggered breaks of two year groups at a time. The restaurant area will be separated into two areas to accommodate the two year groups but to prevent the groups mixing. Each area will have a serving counter, till and its own entrance/exit. ● Tables, chairs, surfaces and touch points will be wiped down after use. ● Supervising staff must keep a 2-metre distance from each other at all times where possible and wear a face mask or a face mask and visor ● Staff and students are required to wear face mask during break times 	All staff		
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● The staffroom has been adapted and marked out in line with social distancing guidelines. ● Staff will sit at least 2 metres apart from each other ● Staff will make their own drinks/food and provide their own cups and other crockery and utensils. All personal items will be removed otherwise they will be disposed of. ● All surfaces will be kept clear at all times ● The microwave has been removed. ● Individual sachets for tea, coffee and milk will be provided for staff 	All staff		

			<ul style="list-style-type: none"> ● Staff will wipe down any contact points or equipment after use using the wipes provided. ● A small staff work area has been adapted to follow guidelines. This area will be cleaned daily. 			
Break Times Classrooms	Staff Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Each year group will be using classrooms on their designated wing during the day. ● Touchpoints in the corridor will be cleaned regularly. ● All classrooms will be cleaned at the end of each day. 	All staff		
Lunch breaks	Staff Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Year groups will have staggered breaks of two year groups at a time. The restaurant area will be separated into two areas to accommodate the two year groups but to prevent the groups mixing. Each area will have a serving counter, till and its own entrance/exit. ● Tables, chairs, surfaces and touchpoints will be cleaned between each year group using the dining hall. ● Lunchtime staff and restaurant staff to maintain social distancing where possible from students and are required to wear a face visor ● The designated areas for wet lunch will be the sports hall and the drama studios. Between each lunch sitting, all touchpoints will be wiped down. ● Staff and students are required to wear face coverings during break times 	All staff		
Library	Staff Students	Spread of infection due to close contact	<ul style="list-style-type: none"> ● The library will be open at lunch time and only used by one year group at a time ● All touch points will be wiped down between each year group usage ● Students will wipe down computers following use ● Students will remain 2 metres apart from staff ● Students will sanitise on entry and exit ● The library will not be in use before the start of the Academy day 			

			<ul style="list-style-type: none"> • The Academy will be available for use at the end of the day with one day allocated for each year group • All books will be stored for 72 hours on return before being returned to the shelves • Students will be discouraged from touching books when browsing 			
Purchasing of food from restaurant			<ul style="list-style-type: none"> • Parents will be strongly encouraged to use the cashless online payment system, parentpay • If students need to load money onto their account, they will be supervised and will be directed to use the hand sanitiser dispenser located next to the loading machines • Each group will have a separate sitting in a contained area with a separate serving counter and till. • All surfaces and touchpoints will be wiped down after use. 	All staff		
First Aid – minor treatment	Staff Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The first aid room has been moved to a much larger room which allows for social distancing and a separation of students which may present with Covid19 symptoms • This room has a separate exit, which will be used when directed to by the first aider. • A toilet (0033) has been allocated to first aid to allow the students to be separated • If this toilet has been used, it will then be closed and deep cleaned • Where minor first aid treatment is required first aiders will ensure they wear gloves and a face covering when dealing with injuries • If a temperature check needs to be taken, there are temperature sensors on site to do this. 	All staff First Aiders		

			<ul style="list-style-type: none"> ● Where possible (age and maturity of student) they will be asked to wipe away any blood or hold cold compresses etc. ● Records of injury and treatment will be recorded along with who administered first aid treatment. ● Hands will be washed after any contact. 			
First Aid – Life threatening	Staff Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● In the event of a serious injury or incident call 999 immediately. ● In the case of an ambulance attending site, they will be directed to the west side gate to access the first aid room ● Students who require further treatment at the hospital will leave through this exit ● Face coverings and gloves will be worn when in close contact or dealing with bodily fluids ● In the event of CPR being required it is advised only chest compressions are given. ● Hands will be washed after any contact, member of staff will be released from site to enable them to return home to remove their clothes etc. 	All staff First Aiders		
First Aid & Medication	Staff Students Others	First Aid Procedures	<ul style="list-style-type: none"> ● First Aiders will always wear disposable gloves and a face covering when administering first aid procedures. ● On each treatment, a new pair of gloves and apron is to be used and disposed of after use. ● A face covering will be worn if having to deliver close contact first aid as per the DFE recommendation on 01/06/20. ● Each first aider will be allocated their own face visor for their use only. ● Any dressings used will be double bagged and disposed of in the first aid secure bin. This bin will be emptied daily. 	All staff First Aiders		

			<ul style="list-style-type: none"> Where any medications are administered students will be encouraged to self-administer. Otherwise staff will wear a face covering as per the DFE recommendation on 01/06/20. 			
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> When staff are carrying out any intimate care they will: (as per their usual requirements) <ul style="list-style-type: none"> - Wear gloves - Wear an apron - Wear a mask Staff must wash their hands once gloves and masks are removed A poster will be displayed of instructions which must be followed. Record all intimate care will be kept. 	All staff		
Students who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where a student is upset it is advised to still try to maintain a 2m distance whilst offering comfort to them. Students will be required to use the tissues provided to them in the classroom to wipe their face/nose/eyes etc. They will then place this tissue in the bin located in the classroom. If contact is required, a face covering must be worn Wash hands after contact 	All staff		
Students with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> If a student's behaviour becomes unmanageable in the classroom, the normal behaviour process will be followed The student will be removed from the classroom and taken to a separate holding area for isolation. The isolation room will be sectioned off into year groups to avoid students mixing. 	All staff		
Students who are shielding	Students	Risk of infection	<ul style="list-style-type: none"> A small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test 	All staff		

			<p>result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</p> <ul style="list-style-type: none"> • Most students originally identified as clinically extremely vulnerable no longer need to follow the original shielding advice. Parents are advised to speak to their GP or specialist clinician to understand whether their child should still be classed as clinically extremely vulnerable • Those students whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. • Students who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves should still attend the academy • Where a pupil is unable to attend Academy because they are complying with clinical and/or public health advice, we expect the Academy to be able to immediately offer them access to remote education. The Academy will monitor engagement with this activity (as set out in the section below). • Where students are not able to attend Academy as parents are following clinical and/or public health advice, absence will not be penalised. 			
Staff who are clinically vulnerable or extremely clinically vulnerable.	Staff	Concerns Worry	<ul style="list-style-type: none"> • The latest government guidance for these categories must always be followed • The Academy is applying measures as per the latest government guidance therefore the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk 	All staff		

			<p>categories to take particular care while community transmission rates continue to fall.</p> <ul style="list-style-type: none"> ● Advice for those who are clinically-vulnerable, including pregnant women, is available. ● Individuals who were considered to be clinically extremely vulnerable are advised to work from home. Individuals in this group will have been sent a letter from the NHS or their GP and may have been advised to shield in the past. Staff who fall into this category will be advised to meet with the Principal to discuss the arrangements. ● Staff who are clinically vulnerable or have underlying health conditions may continue to work in school in line with the latest government guidance. ● Academy leaders will be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in Academy where it is possible to maintain social distancing. Individual conversations will take place. ● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. ● Staff must inform the Principal if their personal circumstances have changed ● A google form has been emailed to staff to complete on 04/11/2020 to provide an update on their personal circumstances 			
Pregnant Staff	Staff	Concerns Worry	<ul style="list-style-type: none"> ● As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. ● Expectant mothers risk assessments will be carried out and risk control measures will be in place. 	All staff		

			<ul style="list-style-type: none"> ● Staff must inform the Principal if there personal circumstances have changed ● A google form has been emailed to staff to complete on 04/11/2020 			
Staff who may otherwise be at increased risk from COVID 19	Staff	Concerns Worry COVID 19	<ul style="list-style-type: none"> ● Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, the Academy will discuss their concerns and explain the measures the Academy is putting in place to reduce risks. Academy leaders will try as far as practically possible to accommodate additional measures where appropriate. ● People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. ● Individual risk assessments have been carried out for these individuals ● Staff must inform the Principal if there personal circumstances have changed ● A google form has been emailed to staff to complete on 04/11/2020 	All staff		
Families anxious returning students to Academy	Students	Concerns Worry	<ul style="list-style-type: none"> ● Parents will receive communication of the Academy's plans for the reopening. ● Parents will also be regularly updated with any changes or amendments to plans and guidance that the Academy will be following ● Any parents who have concerns will be contacted by the pastoral team who will reassure them of the measures the Academy has put in place. 	All staff		

			<ul style="list-style-type: none"> ● Students will receive a full induction on the layout of the site and new expectations prior to the commencement of any curriculum lessons to provide further reassurance. ● Telephone or face to face meetings, adhering to social distancing guidelines, with Parents will take place where needed ● All communication will be clear that it is compulsory that students will attend Academy unless a statutory reason applies and that normal attendance protocols and sanctions will be in place. 			
Students leaving at the end of the Academy day.	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Students will be released on a staggered, rolling schedule at the end of the Academy day. ● Students to be informed of the requirement to maintain 2 metre rule when leaving the Academy. ● Staff will be on duty outside to ensure students leave in the same manner in which they arrived on site. Staff are required to wear a face visor 	All staff		
Students leaving at the end of the Academy day. Walking home alone or not being collected by Parent	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Students will be released on a staggered, rolling schedule at the end of the Academy day. ● Students to be informed of the requirement to maintain 2 metre rule when leaving the Academy. ● Staff will be on duty outside to ensure students leave in the same manner in which they arrived on site ● Students are required to wear a face covering when they are not in the classroom 	All staff		
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Prior to re-opening, parents will be informed that the majority of conversations with staff will be via telephone or virtually ● If this is not possible a meeting will be arranged and social distancing rules observed. ● Parents will enter the site via Reception and will be greeted by the receptionist behind a glass screen. They 			

			<p>will be seated until the member of staff collects them. They will be taken to the meeting room where social distancing will be observed. This room and reception will be cleaned after each use.</p> <ul style="list-style-type: none"> ● Parents will be discouraged from congregating around the Academy site. The vehicle gate will be locked except in exceptional circumstances where a student has transport due to their individual need. 			
Awareness of policies / procedures / Guidance	Staff Students Others	Inadequate information	<ul style="list-style-type: none"> ● All staff will be required to attend a briefing, observing social distancing, on 17th July. This will cover the Academy's reopening plans and the revised risk assessment for full reopening. <p>All staff are able to access the following information on-line for up to date information on COVID-19</p> <ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ DfE ➤ Department for Health and Social Care <ul style="list-style-type: none"> ● Staff are made aware of the Academy's infection control procedures in relation to coronavirus via email to the Principal and contact the Academy as soon as possible if they believe they may have been exposed to coronavirus. ● Staff will be required to sign a document stating they have read, understood and will follow all the procedures that the Academy has put in place. ● Parents have been made aware of the Academy's infection control procedures in relation to coronavirus via letter, Academy website and parent forum meetings. They have been informed that they must contact the Academy as soon as possible if they believe their child has been exposed to coronavirus. 			

			<ul style="list-style-type: none"> ● Students will be made aware of the Covid-19 infection control via Academy staff and instructed to tell a member of staff if they feel unwell. ● Staff will be regularly updated on any changes or amendments weekly via the staff bulletin 			
Poor hygiene practice	Staff Students Others	Ill Health	<ul style="list-style-type: none"> ● Posters are displayed throughout the Academy reminding students, staff and visitors to wash their hands, e.g. before entering and leaving the Academy. ● Students, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures as per the DFE recommendation on 01/06/20. ● Sufficient amounts of soap (or hand sanitiser where applicable), clean water and hand dryers are supplied in all toilets areas. Additional hand sanitiser dispensers are available around the site ● Each classroom will have tissues for student use. ● Students will be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. ● Students are forbidden from sharing cutlery, cups or food. ● Cleaners will carry out daily, comprehensive cleaning that follows national guidance updated on 01/06/20 and is compliant with the COSHH Policy and the Health and Safety Policy. ● An enhanced cleaning schedule is in place as per the DFE guidance. ● The Site Manager will arrange for enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England. 			

Track and Trace	Staff Students Others	Coronavirus Symptoms	<ul style="list-style-type: none"> ● If a student or member of staff or others are showing symptoms they must go home immediately to self-isolate. ● The Academy will inform staff and Parents they must be willing to take a test if they are displaying symptoms. ● All students can be tested (including students under 5) ● They will be asked to provide details of close contacts if they test positive or if asked by NHS track and Trace ● They will be asked to Self-isolate if they have been in close contact with someone who has tested positive for coronavirus. 			
Testing Negative	Staff Students Others	COVID 19	<ul style="list-style-type: none"> ● If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. ● Other members of their household can stop self-isolating. 			
Testing positive	Staff Students Others	COVID 19	<ul style="list-style-type: none"> ● If someone tests positive, they must inform the Principal immediately ● They should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 14 days from the onset of their symptoms and then return to Academy only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 14-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. 			

			<ul style="list-style-type: none"> Other members of their household should continue self-isolating for the full 14 days. 			
Manage positive cases amongst the Academy community	Academy Head Teacher	COVID 19	<ul style="list-style-type: none"> The Academy will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). The Academy will contact the local health protection team/PHE. This team will also contact the Academy directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the Academy – as identified by NHS Test and Trace. The health protection team/PHE will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team/PHE will work with the Academy in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, 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 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> direct close contacts - face to face contact with an infected individual for one minute, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person 			

			<ul style="list-style-type: none">• The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the Academy will keep a record of students and staff in each group, and any close contact that takes places between students and staff in different groups (see section 5 of system of control for more on grouping students). This should be a proportionate recording process. The Academy does not need to ask students to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.• Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:<ul style="list-style-type: none">• If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.• If the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’			
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			<ul style="list-style-type: none"> • The Academy will not request evidence of negative test results or other medical evidence before admitting students or welcoming them back after a period of self-isolation. • Further guidance is available on testing and tracing for coronavirus (COVID-19). 			
Contain an outbreak	Academy Head Teacher	Not following advice	<ul style="list-style-type: none"> • If the Academy has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this will be classed as an outbreak. The Academy must continue to work with their local health protection team and Public health England who will be able to advise if additional action is required. • The Principal will immediately contact Public Health England to inform them of the situation; the Principal will also inform TOVE Learning Trust of the situation and actions which PHE have advised • In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or year group. As the Academy are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole Academy closure based on cases within the Academy will not generally be necessary, and should not be considered except on the advice of Public Health England. 			
Ill health	Staff Students Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff have been informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. 			

			<ul style="list-style-type: none">● Any student or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in the first aid room where they will not come into contact with others and are supervised at all times.● The first aider will call for emergency assistance via the academy main office immediately if students' symptoms worsen.● The parents of unwell students will be informed as soon as possible of the situation by a relevant member of staff.● Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.● Unwell students who are waiting to go home will be kept in the first aid room where they can be at least two metres away from others and according to symptoms.● Areas used by unwell staff and students who need to go home will appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.● If unwell students and staff are waiting to go home, they will be instructed to use the allocated first aid toilet to the rest of the Academy to minimise the spread of infection. This toilet will be cleaned after use.● Any students who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.● Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS			
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			<p>111 immediately or call 999 if they become seriously ill or their life is at risk.</p> <ul style="list-style-type: none"> Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. Staff must inform the Principal immediately if they develop symptoms or book a covid-19 test and will follow current guidance from the Government. 			
Spread of infection	Staff Students Others	Lack of infection control	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, will be cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their child/children to the Academy or on the Academy premises if they are showing signs of being unwell and believe they have been exposed to coronavirus. Staff and students will not return to the Academy before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Parents must notify the Academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The Academy in liaison with individuals' medical professionals where necessary, will review the needs of students who are vulnerable to infections. Any additional provisions for students who are vulnerable to infections will be put in place by the Principal, in liaison with the pupil's parents where necessary. 	All staff		
Poor management of	Staff Students Others	Lack of infection control	<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or 	All staff		

infectious diseases			<p>staff member has been sent home with suspected coronavirus.</p> <ul style="list-style-type: none"> ● Staff will be vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Principal or ALT as soon as possible. . ● The Academy will be consistent in its approach to the management of suspected and confirmed cases of coronavirus. ● When the Academy is informed by parents that their child is returning to the Academy after having coronavirus, the Academy will inform the relevant staff. ● Staff inform the Principal when they plan to return to work after having coronavirus. ● All touch points, to include banisters, door handles, push buttons and toilets will be cleaned frequently.. ● Daily cleaning will be completed on all classroom areas at the end of the day, unless the classroom will be shared between year groups upon which it will be cleaned after use. ● The Business Manager will monitor the cleaning standards of Academy cleaning contractors and will discuss any additional measures required with regards to managing the spread of coronavirus. 			
Lack of communication	Students Staff Parents Others	Infection Control	<ul style="list-style-type: none"> ● Academy staff will report immediately to the Principal about any cases of suspected coronavirus, even if they are unsure. ● The Principal will contact the local HPT/PHE or follow the advice given from the HPT/PHE and will discuss if any further action needs to be taken. ● The Academy will put in place any actions or precautions advised by their local HPT/PHE. 			

			<ul style="list-style-type: none"> ● The Academy will keep staff, students and parents adequately updated about any changes to infection control procedures as necessary. 			
Cleaning while Academy open	Staff	Infection Control	<ul style="list-style-type: none"> ● All hard surfaces and touch points will be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➢ All door handles ➢ All touch points ➢ Toilet flushes and regular cleaning of toilets. ➢ Any furniture or equipment that will be shared between groups ● Students will be encouraged to wash their hands or use the hand sanitiser dispensers within their wing. ● Classrooms will be cleaned at the end of each day unless it is a classroom that is being shared across year groups, in which case they will be cleaned after each use. ● Regular cleaning of surfaces will reduce the risk of spreading the virus. ● All used cloths will be thrown away to be double bagged and then placed in a secure area (0030) for 72 hours before disposable. ● The whole site is sanitised weekly, over the weekend, with a fogging machine 			
Estates	Staff Students	Health & Safety Infection Control	<ul style="list-style-type: none"> ● The Site Manager will ensure the Academy is safe and ready for opening in Autumn term ● All statutory testing and in-house testing will be carried out during the summer break. ● All Legionella risks will have been managed and all appropriate testing will be carried out. 			
Statutory Tests and Inspections	Staff Students	Health & Safety	<ul style="list-style-type: none"> ● Statutory inspections will continue for health and safety purposes but social distancing will be in place at all times. 			

		Infection Control	<ul style="list-style-type: none"> ● In-house inspections will continue to ensure the Academy remains as safe as possible. ● Contractors will be permitted into the Academy following safe distancing measures and providing COVID 19 risk assessments. 			
Contractors in Academy	Staff Students	Health & Safety Infection Control	<ul style="list-style-type: none"> ● Where contractors are coming into Academy they must have up to date Risk Assessments and Method Statements and will be asked to provide these. ● All contractors on site will be managed by the Site Manager and normal procedures will be followed. ● Control measures regarding the Coronavirus will be included within their RAMs. ● The Academy will ensure no students or staff are in the area where contractors are working. ● Contractors will be designated a toilet they can use whilst on site. ● Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. ● They will ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the Academy site. ● If they become aware of a contractor coming down with symptoms within 14 days of being at the Academy they must inform the Academy immediately. 			
Emergencies	Staff Students	Infection Control	<ul style="list-style-type: none"> ● All staff and students' emergency contact details are up-to-date, including alternative emergency contact details, where required. ● Students' parents are contacted as soon as practicable in the event of an emergency. ● Staff and students' alternative contacts will be contacted where their primary emergency contact cannot be reached 			

			<ul style="list-style-type: none"> ● EASEE Plan has been updated to account for the new guidance - this will be shared with the relevant bodies such as governors prior to September 			
Mental Health and well being	Staff	Anxiousness	<ul style="list-style-type: none"> ● All staff working from home are contacted regularly by their line manager ● All staff are kept up to date with the Academy's plans and reopening expectations via the weekly staff bulletin ● Staff are aware of how they can access additional support they may need during this time, such as the counselling service that the Academy has signed up to ● Staff will all be issued with a copy of the Academy's latest risk assessment. ● Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours 			
Staff taking leave	Staff	Short staffed Isolating	<ul style="list-style-type: none"> ● Academy leaders will discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term. ● A rota will be available to inform staff of those working on site during the summer break. ● There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. ● Where it is not possible to avoid a member of staff having to quarantine during term time, Academy leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home. 			

Volunteers in Academy	Students	No DBS checks	<ul style="list-style-type: none"> Any volunteers recruited by the Academy would need to undergo an enhanced DBS check before commencing any work on site. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from students and staff where possible. 			
Safeguarding	Students	Incidents	<ul style="list-style-type: none"> The Academy follows the statutory safeguarding guidance and will adopt KCSiE 2020 from 1.9.2020 Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and students regarding any additional or new safeguarding referrals Communication with other agencies and Academy nurse for students not seen in Academy prior to return. 			
Contingency Plans for Outbreaks	Students Staff	Academy shutting	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise the Academy or number of Academies to close temporarily to help control transmission. The Academy will have a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable students and the students of critical workers and providing remote education for all other students. 			
Visitors	Staff Students Other	Spread of Infection	<ul style="list-style-type: none"> Visitors will not be encouraged on site unless there is a safeguarding need. If a visitor is issued with a lanyard it must be sanitised after use All visitors will be asked a series of health questionnaires for the academies track and trace log. They will also be required to have their temperature taken before being permitted access to the site. Any visitors on site will have to follow social distancing and use hand washing facilities as directed whilst on 	All staff		

			<p>site which includes using the hand sanitiser available on entry.</p> <ul style="list-style-type: none"> ● Normal procedures regarding visitors will be followed ● An appropriate sized room will be allocated where meetings have to take place to ensure social distancing 			
Contact with packages (food, stationary, post deliveries) or items handled by persons who have been exposed to coronavirus	Staff	Spread of Infection	<ul style="list-style-type: none"> ● All existing procedures will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas. ● Posters promoting good hand hygiene are displayed around site. 	Admin Staff Site Staff		
Disposal of waste that may be contaminated by a coronavirus sufferer	Staff	Spread of Infection	<ul style="list-style-type: none"> ● All waste that has been in contact with a person that may have displayed symptoms of coronavirus will be placed in a plastic rubbish bag and tied. It will then be placed in a second bag and tied. The sealed bag will then be labelled and dated and stored in Room 0030 for 72 hours. After this point it will be put in the normal waste disposal. 	Site Staff		
Ventilation	Staff Students Other	Spread of Infection	<ul style="list-style-type: none"> ● Latest Government guidance will be followed ● Mechanical ventilation has been adjusted to full fresh air setting as per government guidance. ● All thermal wheels have been switched off to prevent ingoing and outgoing air mixing ● All servicing and compliance is kept up to date. Filters are changed every 6 months 	Site Manager		

Continued planning & improvement of home learning	Staff Students Parents	Students	<ul style="list-style-type: none"> ● The google classrooms will remain open to allow for students to use the material to catch up on any lessons missed ● Staff will continue planning a blended learning approach ● Curriculum content will continue to be reviewed regularly to ensure that online learning resources are regularly adapted and updated ● All students will receive a session during induction focussed on metacognition and access to online learning ● Online resources such as GCSE Pod, PIXL, Hegarty Maths etc will continue to be exploited for the most impact and login details shared with students and staff ● Good practice will continue to be shared via Friday CPD sessions ● Whole staff CPD sessions are built in for the autumn term ● New lessons will not be placed on the google classrooms as students should be in the Academy accessing the new learning that will be taking place in the classrooms 	All staff		
Fire Safety	Staff Students Others	Spread of Infection	<ul style="list-style-type: none"> ● The normal fire safety and lockdown procedures will be followed during this time. The duty member of ALT will act as the fire controller ● Fire safety evacuation will maintain social distancing for staff and bubbles kept seperate where possible. All staff and students will evacuate through the nearest exit. ● Staff and students will evacuate to the MUGA where registers will be taken 	All staff		

			<ul style="list-style-type: none"> • Students from the first aid room will be evacuated but kept separate from others on a marked out area • If the evacuation chair needs to be used to remove a student from a floor then PPE must be used to protect against transmission as social distancing will not be possible • When site staff have deemed the site as safe, students will re-enter following the protocols for entering the building during this time, including hand sanitisation 			
Use of Lift	Staff Students Others	Spread of Infection	<ul style="list-style-type: none"> • If a student has a specific need and they are unable to use the stairs, they will be issued with a lift pass • Only one student will be allowed in the lift at any one time if they have a specific need to use this • This will be treated as a touch point and will be cleaned hourly • hand sanitiser dispensers are located on each floor next to the lift. 	All staff Students		
Staff Toilet	Staff	Infection Control	<ul style="list-style-type: none"> • Staff will continue to use the designated staff toilets on site. • One member of staff to use the toilet at any one time. Toilets located on the second floor have more space therefore can accommodate two members of staff at any one time. • upon entering the toilets, staff must ensure it is vacant before use. • These toilets will be cleaned regularly. 	All staff		
Vulnerable students including those with medical conditions and BAME	Students	Spread of infection due to specific health need	<ul style="list-style-type: none"> • Parents will be asked to notify the main office admin team if they fall within the vulnerable category designated by PHE. • Risk assessments for each student will be carried out according to medical advice or risk factor provided. 	All staff		

Whole site adjustments	Students Staff	Spread of infection	<ul style="list-style-type: none"> ● The site has been marked to enable the enforcement of the 2 metre social distancing rule. ● Where one way systems are in use they have been marked out by signage ● Any corridor marked for two way traffic is wide enough to allow the 2 meter social distancing in both directions. ● Toilets have been designated according to teaching groups ● A daily contact surface and deep cleaning schedule has been put in place to support infection control. This list is not exhaustive but may be added to within a common sense approach <ul style="list-style-type: none"> ○ ALL DOOR HANDLES ○ LIGHT SWITCHES ○ DOOR SWIPES ○ HAND RAILS ○ LIFT SWIPE POINT AND BUTTONS ○ HAND SANITISER DISPENSERS ● There are no hot desks in any of the offices ● There is a work space in the staff room which will be cleaned according to the site services cleaning schedule ● Work spaces have been marked out and according to 2 metres 	All staff		
Reprographics Function	Staff Students	Spread of infection	<ul style="list-style-type: none"> ● Staff will email any requests to the reprographics office. ● Photocopying will be performed using gloves and left outside the room in pigeon holes for collection ● Staff will ensure they sanitise their hands before collection and minimise their contact with the paper ● Staff will wash or sanitise their hands after handling the paper 	All staff		

			<ul style="list-style-type: none"> ● Staff are not permitted to enter the reprographics room unless they are covering for the reprographics assistant 			
Offices including the main office	Staff	Spread of infection	<ul style="list-style-type: none"> ● The main office has been marked clearly to show the 2m social distancing rule ● Only admin staff and those few identified staff are allowed into the main office ● Offices within the Academy will be set up to ensure a 2-metre rule is in place between each member of staff ● A maximum number of staff able to enter the space at one time will be highlighted to staff via a poster/signage. ● Desks may not be moved and there is policy of no 'hot desks' ● Each member of staff must stick to their own desk ● Offices will be cleaned at the end of each day ● Communal fridges will not to be used and labelled accordingly ● A clear desk policy will be enforced 	All staff		
Restaurant	Staff Students		<ul style="list-style-type: none"> ● The restaurant will be available to staff and students during break and lunch time. ● There will be 3 individual break times and lunch times which will cater for two year groups at one time ● The restaurant will be split into two, one for each year group, with a partition to avoid year groups mixing ● Each area will have an entrance/exit, a till and a serving area ● All surfaces, touch points and furniture will be wiped down after each groups use - there is time allocated for this within the break and lunch duty rota ● .Restaurant staff will be required to wear a face mask when serving. 	All staff		

Safeguarding	Staff Students	Spread of infection	<ul style="list-style-type: none"> • The Academy follows the statutory safeguarding guidance and will adopt KCSiE 2020 from 1.9.2020 • Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and students regarding any additional or new safeguarding referrals • Communication with other agencies and Academy nurse for students not seen in Academy prior to return. • Meetings will be help virtually where possible • Where not possible visitors will be kept to a minimum and follow the visitors guidelines above 	DSL All staff		
SEND Provision	Staff Students	Spread of infection	<ul style="list-style-type: none"> • The nurture room will only be in use from students from the same year group bubble. • Due to the size of the space only a small number of students will be allowed and staff must adhere to social distancing - 2 metre area for staff will be marked out • Staff performing personal care must use PPE as social distancing cannot be undertaken as detailed above • Students will use the hand sanitiser station on entry • Students will follow the same routines as outlined in the classroom routines above 	All staff		
Staff CPD sessions	Staff	Spread of infection	<ul style="list-style-type: none"> • CPD sessions will be delivered and accessible virtually. Sessions will be recorded to ensure they can be accessed at any point in time • Paper copies of resources will not be supplied; instead any documents will be emailed across to staff • Laptops and 'clickers' used for presentations will be wiped down after each person; members of staff will use hand sanitiser following the handling of the 'clicker' • Monday briefings will be delivered via Google Meetup 	All staff		

			<ul style="list-style-type: none"> ● Whole staff training days will be delivered virtually, with sessions being recorded/pre-recorded . ● Staff will follow social distancing expectations of 2 metres ● All areas used by staff will be wiped down according to the cleaning regime detailed above. 			
Compliance with safety measures	Staff Students Other	Spread of infection H&S Breach	<ul style="list-style-type: none"> ● all staff and students will be briefed and are aware of the measures that have been put in place to ensure the Academy is safe for everyone. ● staff must sign to agree to reading, understanding and adhering to the measures and risk assessment in place. ● staff are aware of their duty to report any breaches or non compliance to the Principal immediately so they can be addressed. ● updates and changes to safety measures required are monitored continuously and implemented in a timely manner, following Government guidance. ● an addendum has been added to the Academy behaviour policy in order to respond to students who refuse to comply with safety measures 			
Staff meetings	Staff	Spread of infection	<ul style="list-style-type: none"> ● all meetings of more than 2 staff will be held virtually ● all staff to access virtual meetings individually on their own laptop and ensure they are not sharing. 			
Clear desk policy	Staff	Spread of infection	<ul style="list-style-type: none"> ● a clear desk policy will be enforced in all offices where desks are shared by staff including admin, classrooms and isolation 			
External Lettings	Staff Students Other	Spread of infection	<ul style="list-style-type: none"> ● All external lettings have now been suspended until further guidance is released in December 			

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