



COVID-19 STEP 4 – AUTUMN TERM

Grace Academy Coventry

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Staff Students Others	Inadequate information	<ul style="list-style-type: none"> • All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. • This risk assessment will be shared with staff prior to reopening and any updates or changes will be communicated via the weekly staff bulletin • Communication has been regularly sent to parents regarding plans for the autumn term • All staff have access to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ➤ The Health Protection (Notification) Regulations 2010 ➤ Public Health England (PHE) (2017) 'Health protection in Academics and other childcare facilities' ➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The Academy keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ➤ DfE ➤ Local Authority ➤ NHS ➤ Department for Health and Social Care 	MED		*

			<ul style="list-style-type: none"> ➤ PHE ➤ Academy H&S Provider – Elite <ul style="list-style-type: none"> • Staff are made aware of the Academy’s infection control procedures in relation to coronavirus via staff briefings, email and the weekly staff bulletin and know to contact the Academy as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the Academy’s infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the Academy as soon as possible if they believe their child has been exposed to coronavirus. • Students are made aware of the need to tell a member of staff if they feel unwell. 			
Disruption to the running of the Academy in cases of local outbreak	Staff Students Others	Infection control	<ul style="list-style-type: none"> • The Academy has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary. • The Academy also has an outbreak management plan in place • The Academy adheres to and keeps up-to-date with the latest local and national advice about Academy closures – advice is sought from the local HPT or DfE helpline where required. • Local authority advice and guidance is also available and will be followed 	MED		*
Use of Transport	Staff Students Others	Infection Control	<ul style="list-style-type: none"> • It is recommended that facemasks are worn in enclosed and crowded spaces where you may come into contact with people you don’t normally meet. This includes public transport and dedicated transport to school. • It is important to ensure vehicles are well ventilated when occupied, by opening windows and ceiling vents. The need for increased ventilation while maintaining a comfortable temperature should be balanced. 	MED		*

			<ul style="list-style-type: none"> • It is no longer recommended maximising distance and minimising mixing, but unnecessary risks such as overcrowding should be minimised. • Children, young people and adults should follow public health advice on when to self-isolate and what to do. • They should not board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19. • If a child or young person develops COVID-19 symptoms, however mild, while at school, they will be sent home. • They should avoid using public transport and, wherever possible, be collected by a member of their family or household. • In exceptional circumstances, if parents or carers cannot arrange to have their child collected, and it is age-appropriate and safe to do so, the child should walk or cycle. If this is not possible, the Academy will consider other options available. • More information on organising transport for children with symptoms is provided at guidance on the use of PPE in education, childcare and children's social care settings. • There is a contingency plan in place outlining how the Academy would operate if the number of positive cases substantially increases in the school or local area. • Principles of managing local outbreaks of COVID-19 in education and childcare settings are described in the contingency framework. • The Academy will follow director of public health advice in cases of local outbreak. <ul style="list-style-type: none"> • The Academy will put into place any actions or precautions advised by their local HPT. 			
Cleaning of Academy	Staff Students Others	Infection Control	<ul style="list-style-type: none"> • All hard surfaces and touch points are cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➢ All door handles 	MED		*

			<ul style="list-style-type: none"> ➤ All tables and chairs used by staff and students ➤ Toilet flushes and regular cleaning of toilets. • The Academy is fully cleaned at the end of each day • All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. • Wipes and hand sanitiser are available at all times • All touchpoints will continue to be cleaned on a regular basis by a dedicated cleaner. 			
Ventilation class/office	Students Staff	Infection control	<ul style="list-style-type: none"> • The 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 • Servicing and works have been carried out over the summer break 	MED		*
Poor hygiene practice	Staff Students Others	Ill Health	<ul style="list-style-type: none"> • Regular hand washing is encouraged and promoted amongst students. This can be done with soap and water or hand sanitiser • 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 in accordance with the DfE and PHE's guidance. • The Academy holds sufficient amounts of hand soap, sanitiser and cleaning products and these are restocked when required • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and hand drying facilities are supplied in all toilets and kitchen areas. • Hand sanitiser dispensers are located around the site • All cutlery and cups are thoroughly cleaned before and after use. 	MED		*

			<ul style="list-style-type: none"> • Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • The Site Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE 			
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, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to Academy or on the Academy premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and students do not return to Academy before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Students who are unwell are not taken on Academy trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents 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, reviews the needs of students who are vulnerable to infections. • Any additional provisions for students who are vulnerable to infections are put in place by the headteacher, in liaison with the student's parents where necessary. 	MED		*
Classroom management	Students Staff	Infection control	<ul style="list-style-type: none"> • Tables and chairs in classrooms will continue to be forward facing • Outbreak management plans cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. 	MED		*

			<ul style="list-style-type: none"> in the event of a local outbreak previous control measures would be reinstated 			
Assemblies	Students Staff	Infection Control	<ul style="list-style-type: none"> There are no restrictions in place for holding assemblies and singing in the Academy hall. Assemblies will resume in the Autumn term 	MED		*
Lunchtimes	Students Staff	Infection Control	<ul style="list-style-type: none"> Lunchtime arrangements will revert back to previous arrangements. There will be one lunch sitting for students which will now be 40 minutes long. Tables will be cleaned on a regular basis throughout dinner time activities. 	MED		*
Personal Protective Equipment Face Coverings	Students Staff	Infection control	<ul style="list-style-type: none"> Face coverings are no longer advised for staff and visitors in classrooms or communal areas In certain circumstances, or if infection rates are high, face coverings may be reintroduced into the Academy setting. Further guidance would be sort in this situation The Academy will follow director of public health advice in cases of local outbreak. The Academy will put into place any actions or precautions advised by their local HPT. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf 	MED		*
Ill Health	Staff Students Others	Coronavirus Symptoms	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any student or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste, and believes they have been exposed to coronavirus, is immediately taken out of the class 	MED		*

			<p>and placed in an area where they will not come into contact with others and are supervised at all times.</p> <ul style="list-style-type: none"> • For students the relevant member of staff calls for emergency assistance immediately if students' symptoms worsen. • The parents of unwell students are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a student'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 are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and students who need to go home are 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 are instructed to use different toilets to the rest of the Academy to minimise the spread of infection. • 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 student 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 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
Asymptomatic testing Summer Academy	Students Staff	Infection control	<ul style="list-style-type: none"> • The Academy will only provide tests for twice weekly asymptomatic testing for students and staff over the summer period if they are attending Academy settings, however this does not include any year 6 students attending the summer school 	MED		*

			<ul style="list-style-type: none"> Staff should undertake twice weekly home tests whenever they are on site until the end of September when this will be reviewed 			
Secondary Academy Students Asymptomatic testing Autumn Term	Students Staff	Infection Control	<ul style="list-style-type: none"> All secondary Academy students should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term, if they have provided parental consent Students should then continue to test twice weekly at home until the end of September, when this will be reviewed. The new intake of year 7 will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary Academy. Academys should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to students who are unable to test themselves at home. Staff should undertake twice weekly home tests whenever they are on site until the end of September when this will be reviewed A separate risk assessment is in place for the on site testing procedures 	MED		*
Positive Cases	Students Staff	Infection control	<ul style="list-style-type: none"> The Academy no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace. The Academy will support NHS Test and Trace when required to help identify close contacts and will keep records of positive cases <p>From 16th August 2021</p> <ul style="list-style-type: none"> From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. 	MED		*

			<ul style="list-style-type: none"> We would encourage all individuals to take a PCR test if advised to do so. <p>Over 18 years of age</p> <ul style="list-style-type: none"> 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. Continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. <p>Staff / Students</p> <ul style="list-style-type: none"> with a positive lateral flow test result should self-isolate in line with the stay at home guidance and get a PCR test to check if they have COVID-19 and continue to self-isolate If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self test and the students/staff can return to Academy as long as the individual doesn't have COVID-19 symptoms 			
Poor management of infectious diseases	Staff Students Others	Lack of infection control	<ul style="list-style-type: none"> Staff are instructed to monitor themselves and others and look out for similar symptoms if a student or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a student's symptoms to the Headteacher or SLT as soon as possible. . The Academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The Academy is informed by students' parents when students return to Academy after having coronavirus – the Academy informs the relevant staff. 	MED		*

- Staff inform the Principal when they plan to return to work after having coronavirus.
- The Site Manager monitors the cleaning standards of Academy cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.

[Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/84222/contingency-framework-education-and-childcare-settings.pdf)

The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.

For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
- All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.
- Settings may wish to seek additional public health advice if they are concerned about transmission in the setting

Lack of communication	Staff Students Others	Unsafe Practices	<ul style="list-style-type: none"> The Academy staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure. The Principal contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. The Academy put into place any actions or precautions advised by their local HPT. The Academy will keep staff and parents adequately updated about any changes to infection control procedures as necessary. 	MED		*
Admitting children into Academy	Students Staff	Infection Control	<ul style="list-style-type: none"> In most cases, parents and carers will agree that a student with symptoms should not attend the Academy, given the potential risk to others. If a parent or carer insists on a student attending your Academy, you can take the decision to refuse the student if, in your reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice. 	MED		*
CEV children	Students Staff	Infection control	<ul style="list-style-type: none"> All CEV children should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend Parents are advised to inform the Academy if their child falls into this category 	MED		*
Admitting people into Academy	Students Staff	Infection control	<ul style="list-style-type: none"> Students, staff and other adults should not come into Academy if they have symptoms, have had a positive test result or have been instructed to quarantine Anyone staff or students within the Academy who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow public health advice 	MED		*

			<ul style="list-style-type: none"> • In the case of a student awaiting collection, they should be taken to a room away from other students and supervised • If the member of staff is in close contact with the child then they should wear appropriate PPE • Any rooms that have been used for this purpose should be cleaned after they have left • As anyone within the household should follow the PHE guidance for households with possible or confirmed COVID-19 infection, then any siblings within the Academy will be identified and also sent home. 			
Staff CEV	Staff	Infection control	<ul style="list-style-type: none"> • CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus • The Academy will follow DHSC updated guidance • Staff are required to inform the Academy if they fall into this category or if there are any changes to their health 	MED		*
Educational visits	Students Staff	Financial risk	<ul style="list-style-type: none"> • The Academy will ensure any bookings for new visits have adequate financial protection in place • From the start of the Autumn term international visits may resume. • The Academy will monitor the travel list when making any bookings • The travel lists may change during a visit and the Academy will comply with international travel legislation and will have contingency plans in place to account for these changes. • The Academy will have a contingency plan in place to account for any changes in the government travel list • Full risk assessments will be undertaken. 	MED		*
Extra-Curricular Activities	Students Parents Staff	Infection Control	<ul style="list-style-type: none"> • The Academy risk assessment will be applied to all extra-curricular activities including holiday clubs and tuition 	MED		*

	Others		<ul style="list-style-type: none"> • The Academy will always ensure up to date contact information is available in the event of an emergency. • Parents should ensure they keep a record of where and when their child attends a setting to help NHS Test and Trace identify contacts. • Individuals are not required to self-isolate if they are a close contact of someone with COVID-19 if they are fully vaccinated, below the age of 18 years and 6 months, taking part in an approved COVID-19 vaccine trial or are unable to get vaccinated for medical reasons. Instead they will be advised to take a PCR test. They will not need to wear a face covering within the setting. • If the number of positive cases substantially increases, the Academy will seek advice and refer to the Outbreak Management Plan. 			
Academy Gym	Students Staff	Spread of Infection	<ul style="list-style-type: none"> • The Academy Gym will reopen in the new term. • All staff must complete an induction and consent form before using any equipment • The gym will close at 6pm daily and will be cleaned after use • For health and safety reasons, no individual should enter the gym unaccompanied • no equipment should be removed from the gym • any defects or issues must be reported to the site manager immediately 	MED		*
First Aid Provision	Students Staff Others	Health & safety of all	<ul style="list-style-type: none"> • Sufficient amount of first aiders are on site to support when required • Further staff training has been arranged for September to allow for those staff that have left during the summer break. • A rota is in place for the first aid provision 	MED		*
Statutory Compliance	Students Staff Others	Health & safety of all	<ul style="list-style-type: none"> • All statutory compliance is up to date • The Academy has been open throughout the summer break and all routine checks have continued during this period 	MED		*

Visitors	Students Staff Others	Spread of Infection	<ul style="list-style-type: none"> • All visitors are required to sign in and provide their contact details • Records will be kept in the event that they Academy is required to support with contact tracing • Visitors will not be allowed to congregate in the reception area and are advised to attend by appointment only, for meetings. • All visitors will be aware of the procedures the Academy has in place 	MED		
Student start and finish times	Students Staff	Spread of Infection	<ul style="list-style-type: none"> • Each year group will have staggered start times for their first day of term to accommodate the on-site testing programme • Students will be escorted off site by their tutor with the support of ALT on duty • Each year group has a designated entrance and exit to the site 	MED		
Medical Room	Students Staff	Spread of Infection	<ul style="list-style-type: none"> • An additional space is available for any suspected covid cases and will be kept separate • This space will be deep cleaned after use by the site • First aid supplies are readily available • PPE is available for staff use • There is a toilet associated for any covid cases - 0033 	MED		
Curriculum organisation	Students	Lost learning, catch up	<ul style="list-style-type: none"> • Gaps in learning will be assessed and addressed in teacher planning • Intervention groups will be implemented for those who require additional support • Extra staffing capacity has been added including Academic Mentor and additional teaching assistants to support specific students 	MED		*
Supporting Students Mental Health	Students		<ul style="list-style-type: none"> • Key staff have been trained in mental health first aid and are adequately able to support students with mental health issues • Wellbeing and mental health is discussed regularly and students know how to access support 	MED		*

Staff wellbeing	Staff		<ul style="list-style-type: none"> • A staff wellbeing committee is in place to ensure staff wellbeing is considered at all times and staff are well supported • Various incentives and initiatives including social events, are arranged throughout the academic year • Line Managers are proactive in discussing wellbeing with their teams 	MED		*
Role of Governors	Staff Students Other		<ul style="list-style-type: none"> • The Governing body meets regularly and has well structured agendas to ensure all statutory requirements are discussed • The Principal provides a report to Governors with required updates and information as requested • Meeting minutes are produced in a timely manner and are reviewed to ensure accuracy and ensure Governors are regularly holding leaders to account for areas of statutory responsibility • Governors are involved in key decision making 	MED		*
Academy Policies	Staff Students Other		<ul style="list-style-type: none"> • All relevant policies have been revised and approved accordingly • Staff are aware of the latest polices and how to access them • All current policies are available to access • A remote education plan is in place in the event of a local or national lockdown being implemented • High quality online and offline resources are available • Printed resources would be made available to those students who require them. 	MED		*

Version History

Version 1 – 16/07/21	First draft with template provided by Elite Safety in Education
Version 1 – 31/08/21	Amended with recent Government changes & LA recommendations