

FULL SCHOOL RETURN - COVID-19 (reviewed from 29/03/2021)

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Ventilation of building	Whole school/ staff/ visitors	Risk of spread of infection due to airborne transmission	<ul style="list-style-type: none"> Mechanical ventilation system will be adjusted to increase the ventilation rate wherever possible Mechanical ventilation system will be checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated Doors to classrooms will be left open when rooms are vacant to create a throughput of air 	Low	*	

Arriving to school on foot	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Students will have separate entrances when accessing the building during the morning (canteen door 1, canteen door 2 and P.E. entrance. These will lead on to year group coloured routes. • Staggered start times in place for year groups (10 minutes intervals) to minimise contact • Staggered start – To allow for a staggered start at the beginning of the day, tutor period will take place within the allocated lunch period. On entry to the school students will make their way directly to their period 1 classroom between 08:20 and 08:50 where their period 1 teacher will be. Teaching will not commence until 08:50. Students will have routes to their zones and will not gather in any spaces. • 2 metre rule to be enforced where possible • Staff member who is possibly outside enforcing the rules should maintain social distancing 	Med	*	
Arriving to school by vehicle	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • If permitted to drive on school premises a one-way system is in place • Staggered start times in place for year groups (10 minutes intervals) to minimise contact • Care to be taken of Pupils walking in car park 	low	*	

			<ul style="list-style-type: none"> • Staff member who is outside on duty to maintain social distancing 			
School Uniform	Pupils	Infection Control	<ul style="list-style-type: none"> • Pupils are encouraged to attend school in school uniform as these are easily cleaned. • They do not require cleaning any more than usual. 	low	*	
Dedicated School Transport	Pupils Driver	Risk of Infection	<ul style="list-style-type: none"> • Dedicated school transport (not used by members of the public) • Where possible allow for additional transport or staggered pickups. • Organised queuing and boarding to be implemented where possible • School transport vehicles to be distanced apart to reduce large groups gathering • Hand Sanitiser to be available for use on boarding/disembarking • The use of face coverings whilst on board the transport is mandatory for all • Children will not be sat next to each other unless they are siblings or within the same household • Regular cleaning of hard surface areas and frequently touched areas before being used by another group / bubble. • Seats used by a previous group/bubble will not be used for the next group/bubble • Seats and touch points to be wiped down after every use 	Med	*	
Wider Public Transport	Pupils Driver Public	Risk of Infection	<ul style="list-style-type: none"> • Where possible encourage children to walk to school or use alternative transport i.e. cycle, walking bus. Communication to be sent to parents advising of this. • Where possible allow pupils to arrive at a staggered time to avoid peak travel times (students arrival will be staggered from 8.00am- 8.50am. • Pupils encouraged to wash hands as soon as arrive at school 	Med	*	

Face Masks	Pupils Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> • Signs or posters in place on how children remove face masks correctly. • Staff and Pupils to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears) • If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing (bags will be provided for this). • Face visors/ shields should not be worn in place of a face covering • In line with recent government guidance, staff and students are required to wear face masks in the Academy where social distancing rules cannot be easily adhered too. This will include places such as: the canteens, corridors, meetings such as staff and parents (Face coverings do not need to be worn when outdoors on school premises) • In addition students and staff will need to wear face coverings in classrooms or during activities unless social distancing can be maintained (this does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity- for example in PE lessons) • When students are eating or drinking face coverings can be removed • It is recommended that staff and students have at least two face masks allowing for one to be washed whilst the other is in use. Staff will be provided with full face shields by the Academy. • Parents and carers have been requested to speak with their children regarding the use of face masks and the government / chief medical officers reasoning behind this, in order to help kerb and anxieties. 	low	*	
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			<ul style="list-style-type: none"> • Individual risk assessments to be completed for any staff or students with medical reasons complicating the use of face masks. • The school will have a small contingency of face coverings available for people who: are struggling to access a face covering; are unable to use their face covering because it has become damp or unsafe; have forgotten their face covering 			
All year groups returning to school	Pupils Staff Parents Others	Risk of Spread of Infection due to large groups of pupils	<ul style="list-style-type: none"> • Staggered start – To allow for a staggered start at the beginning of the day, tutor period will take place within the allocated lunch period. On entry to the school students will make their way directly to their period 1 classroom between 08:20 and 08:50 where their period 1 teacher will be. Teaching will not commence until 08:50. Students will have routes to their zones and will not gather in any spaces. • KS3 – All students will be taught in class bubbles of no more than 30 students, these class bubbles will be based in 1 classroom for the academic day with subject specialist teachers moving to the students. This will minimise between lesson transition. In order to maintain the integrity of an in-year bubble each of the year groups will be given their own zone within the school. • KS4 / KS5-All students will be taught in year group bubbles and be placed in zones in the academy to maintain the integrity of these year group bubbles. 	Med	*	

			<p>Students will move within their zones to allow settings with subject specialist teachers moving to the students.</p> <ul style="list-style-type: none"> • Movement on stairs – To minimise cross bubble contact, each year group from 7 – 11 will be allocated a separate route to their zone. • Break times – Break times will be conducted within classrooms to minimise contact with others with students allowed to bring in a snack and drink to consume during this period. • Lunch times – Lunch times (25 minutes) will be conducted in year groups and staggered during a 1-hour period leaving a ten-minute gap between each year group sittings. All students will have access to hot and cold food during this time as normal as well as an appropriate outdoor space. Access to the lunch areas will be via their designated stair case to ensure that students are kept separated. • Toilet Access: Toilet access will be done via a single teacher card issued to each member of staff. Students will be able to access their toilet block during lessons but not at breaktime. Teaching staff to only let one student leave at any one time to reduce the number on route to their toilet block. Staff will need to monitor access and flag up on call if students do not return in an appropriate length of time. Each year group will have their own toilet block. 			
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff receiving children to remember the 2-metre rule (or 1 metre + if not viable) • Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the 	low	*	

			<p>wash rooms to wash their hands (member of staff will supervise)</p> <ul style="list-style-type: none"> • All pupils must wash their hands on arrival to school • As is normal procedure, if parents do drop their children off at school (which is very rare), they will not be allowed passed the school gates. 			
Children bringing equipment into school	Staff Pupils Others	Risk of spread of infection	<ul style="list-style-type: none"> • Pupils and Parents informed to keep items brought into school as a minimum • Only lunch boxes, outdoor clothes, bags and mobile phones permitted. • Pens, pencils and paper will be provided to each student and they will remain in the classroom at the students specified desk. 	med	*	
Classroom set up	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The classroom must be set up where possible with all desks forward facing and side to side seating. • The teacher's desk must be kept 2 metres away from the children's tables/desks. • Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a bin after one use. • Bins will be emptied frequently throughout the day. 	Low	*	
Class / Year Groups	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Where possible children are to be kept in their class / year bubbles and not to mix with other bubbles. • KS3 – All students will be taught in class bubbles of no more than 30 students, these class bubbles will be based in 1 classroom for the academic day with subject specialist teachers moving to the students. This will minimise between lesson transition. In order to maintain the integrity of an in-year bubble each of the year groups will be given their own zone within the school. • KS4 / KS5-All students will be taught in year group bubbles and be placed in zones in the academy to 	Med	*	

			maintain the integrity of these year group bubbles. Students will move within their zones to allow settings with subject specialist teachers moving to the students.			
Classroom Lessons	Staff Pupils	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 children may require extra assistance a 2-metre rule must try to be enforced if not viable look at a 1 metre rule (in exceptional circumstances) or the staff are to only teach in their allocated bubbles. The DVC will be open for students in a support bubble – where possible this will be a planned support but can be used as a reactive provision where necessary. Pupils will be informed not to touch staff and their peers where possible. Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. Removal of an unnecessary furniture. Teaching Zones - To support adults in maintaining a 2-metre distance from pupils, teaching boxes will be taped out at the front of each classroom which teachers will teach from without coming into close contact with students for any extended period. Teachers are advised to remain in the teacher’s box where possible and minimise time spent within 1 metre of anyone in the academy. Alcohol Gel- Alcohol Gel will be readily available throughout the academy and students and teachers are encouraged to apply regularly. Teaching Equipment - Teaching Staff will be required to bring their own equipment (including laptops) to and from classrooms to minimise contact with other adults. On entry and exit from the classroom, teachers should 	Low	*	

			<p>clean the teaching space with cleaning wipes which will be available in each room.</p> <ul style="list-style-type: none"> • Forward facing desks - All Student desks will be set up to ensure that pupils are seated side by side and facing forward and unnecessary furniture, equipment etc. will be moved out of classrooms to make more space. • Teaching Spaces: All classrooms used will be set up as traditional teaching spaces with normal desks, chairs, projector and whiteboard. • Student books/Assessment Folders – Will remain in labelled boxes in the designated teaching classroom to aid teachers transition around the academy • Student Equipment – Students in KS3 and KS4 will be given a pencil case with basic equipment to ensure that there is as little sharing of class equipment as possible. • Specialised Equipment – Where possible equipment should not be shared between bubbles. If staff require specific equipment to be shared between bubbles the staff member should contact Tom Able who will support you in devising an appropriate cleaning schedule for this. 			
Grouping Pupils	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • KS3 – All students will be taught in class bubbles of no more than 30 students, these class bubbles will be based in 1 classroom for the academic day with subject specialist teachers moving to the students. This will wipe • mise between lesson transition. In order to maintain the integrity of an in- year bubble each of the year groups will be given their own zone within the school. 	Med	*	

			<ul style="list-style-type: none"> Specialist Teaching Spaces in KS3 <p>The vast majority of subject teaching will need to be adapted to deliver in standard classrooms with the exception of PE and ICT where a subject teacher will meet a group at their assigned classroom before walking them to bookable ICT rooms/PE changing rooms.</p> <p>KS4 / KS5-All students will be taught in year group bubbles and be placed in zones in the academy to maintain the integrity of these year group bubbles. Students will move within their zones to allow settings with subject specialist teachers moving to the students.</p> Specialist Teaching Spaces in KS4 / KS5 <p>The vast majority of subject teaching will need to be adapted to deliver in standard classrooms. Where possible options subjects will be timetabled in a room that is most appropriate for the delivery of that subject.</p> 			
Specialist Teaching spaces			<ul style="list-style-type: none"> Teachers cannot meet classes at the specialist space and must not send them to their next lesson directly from the specialist space. Teachers are to register groups in their timetabled classrooms and accompany the group to the specialist space before returning to their assigned rooms at the end of the lesson. Classes should spend 	Med	*	

			<p>the first 5 minutes and last 5 minutes of each lesson in their timetabled classroom.</p> <ul style="list-style-type: none"> • Students and teachers must wear their masks during the movement between the timetabled classroom and the specialist teaching space. • Assigned specialist spaces should only be used when necessary minimising movement where possible • Teachers must keep a two-metre gap and remain in the marked-out teacher zone when working in the specialist classroom. • Teachers should create and stick to a seating plan in the specialist spaces as they would in other classrooms. Teachers are to keep records of these seating plans. • Specialist teaching spaces will be cleaned before any other group uses that specialist space 			
Evidence Collection Assessment arrangements	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Invigilating staff to wear face coverings whilst in the assessment room • Invigilating staff to spend as much time as possible in the marked spaces (maintaining a 2m distance from students) and to minimise the time spent within 2m of any student • When handing out/collecting in papers/equipment, invigilating staff should wear disposable gloves that are placed in a bin after use. • Students to wear face coverings until sat at their assigned desk. • Desks to be wipe cleaned between each use. • Door to assessment room to be kept open during assessments to ensure adequate ventilation • Student desks are all spaced more than 1m apart • Each student is provided with their own 	Low	*	

			equipment for assessments			
Change over lessons	Staff Pupils	Infection Control	<ul style="list-style-type: none"> Each year group has been allocated a different staircase to minimise contact 	Low	*	

			<ul style="list-style-type: none"> Only students in year 10 and 11 will move between classrooms and this will be on their designated floor (Year 11- ground floor, Year 10- floor 1) 			
Use of school resources in individual bubbles	Staff Pupils	Infection Control	<ul style="list-style-type: none"> Where possible keep the use of resources to each allocated bubble. Student Equipment – Students in KS3 and KS4 will be given a pencil case with basic equipment to ensure that there is as little sharing of class equipment as possible. Teachers advised to use class resources as infrequently as possible and use digital resources instead or photocopied resources. If classroom-based resources are needed i.e. reading books and text books they should be cleaned regularly. 	Low	*	
Use of school resources shared between bubbles or classes	Staff Pupils	Infection Control	<ul style="list-style-type: none"> Teachers advised to use class resources as infrequently as possible and use digital resources instead or photocopied resources. Shared resources between bubbles or classes should 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. Each child will have their own equipment provided. Where possible fresh photocopying will be provided and used to avoid the need of text books. Where possible projection will be used in place of text books 	Med	*	
Taking items/resources home	Staff Pupils	Infection Control	<ul style="list-style-type: none"> Students to not take resources home Cleaning as above if items are taken home. 	Low	*	
Assemblies Collective Worship	Staff Pupils	Spread of Infection due	<ul style="list-style-type: none"> Keep assemblies / worship separate to individual bubbles or if room available keep bubbles of one year group separated by at least 2 metres. 	Low	*	

		to close contact	<ul style="list-style-type: none"> Assemblies and collective worship will not take place at present. Whole group communication will take place during tutor through video link 			
Educational Visits	Staff Pupils	Infection Control	<ul style="list-style-type: none"> **There are no educational trips planned at present** 	Low		
SEND Pupils	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Pupils who have complex needs or who need close contact care, will continue as normal The DVC will be open to support students who have anxieties due to the different ways of working at present A risk assessment will be required to ensure staff who care for these pupils do not have any medical conditions which may put them in any 'at risk' category. PPE will be provided for staff who need to provide close contact care and a refuse area to place this in will be available. 	med	*	
Attendance in schools	Pupils	Education suffering	<ul style="list-style-type: none"> It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; Schools' responsibilities to record attendance and follow up absence 	Med	*	

			<ul style="list-style-type: none"> • The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct • Attendance matter will be treated as normal including communications and restorative practices • Attendance officer tasked with supporting students back in to school with the support of the pastoral team 			
Home visits			<ul style="list-style-type: none"> • staff will not conduct home visits to any household that is self-isolating, these meetings will be conducted over the phone where possible or via a face to face visit after the isolation period has lapsed • During a national lockdown home visits will not take place unless absolutely necessary from a student wellbeing/ safeguarding aspect 	Low	*	
Use of Supply teachers and other staff	Staff Pupils	Risk of Infection	<ul style="list-style-type: none"> • Inform supply staff of the arrangements in place • Consider using longer assignments for supply teachers and/or other staff where possible. • Where possible minimise their movement around school and keep them in the same bubbles • Supply teachers will only use the teacher zone and follow the teacher safety guidelines. 	Low	*	
Before and After school clubs	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Before and after school clubs will be offered where possible • Where possible pupils will be kept in their year groups or bubbles • Where not possible we will look at consistent small groups only. • Arrange for same staff to deliver before and after care provision to reduce risk. • Groups will be by invite only in order to adhere to the above points. 	Med	*	

Music Lessons	Pupils Staff	Singing Playing an instrument	<ul style="list-style-type: none"> • No sharing of woodwind instruments • Good Ventilation required where possible • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • Any shared instruments (piano etc) wiped down after each use- anti-bacterial wipes to be available in the music rooms. 	Med	*	
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Physical Activity	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Outdoor sports where possible and contact sports avoided. • Maximise distance between pupils • Equipment used must be scrupulously cleaned after each use • Indoor sports should be small groups only and social distancing carried out and all equipment cleaned after each group use. • Indoor sports will only happen where essential • Changing rooms will be cleaned after every use. • Soiled kit to be put in students bags 	Low	*	
Children requiring using the toilet in lesson times	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. <p>Toilet areas cleaned on a regular and frequent basis Designated toilets per year group Toilet Access: Student will be able to access toilets throughout lessons but not at breaktime (to avoid a rush). Each year group bubble will be assigned a specific toilet within their space where possible which will be accessible with toilet cards managed by the teacher.</p>	Med	*	
Break times	Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Break times – Break times will be conducted within classrooms to minimise contact with others with students allowed to bring in a snack and drink to consume during this period. Break times will be supervised within classrooms by non-teaching staff and ALT to allow all teaching staff to have a 20-minute break. Non-teaching staff will be assigned another slot during the school day for their 20-minute break 	Low	*	

			<ul style="list-style-type: none"> Supervising staff must keep a 2-metre distance from each other at all times where possible 			
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> The staff room and the rear of the library will be used increasing staffroom space. These areas will be marked out with 2 metre spacing Subject areas will have their own staff space with allocated desks Staff must sit at least 2 metres apart from each other Staff must make their own drinks/food and wash and dry crockery and utensils. Paper cups to be used for drinks Refuse bags to be stored in the yard for 72 hours (in green wheelie bins) before being put in to the bins for collection Teaching staff and operational staff to have lunch at different times to aid distancing measures 	Low	*	
Break Times Classrooms	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray. Wear gloves whilst carrying out this task and wash hands after cleaning. Dispose of all paper hand towels (in lieu of cotton cloths) in a closed bin and empty on a regular basis, these will be stored in the yard for 72 hours (in green wheelie bins) before being put in to the bins for collection 	Low	*	
Lunch breaks	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Lunch times – Lunch times (25 minutes) will be conducted in year groups and staggered during a 1-hour period leaving a ten-minute gap between each year group sittings. All students will have access to hot and cold food during this time as normal as well as an appropriate outdoor space. Access to the lunch areas will be via their designated stair case to ensure that 	Med	*	

			<p>students are kept separated. Lunch times will be supervised by non-teaching staff and ALT to allow all teaching staff to have a 25-minute break.</p> <ul style="list-style-type: none"> • Each year group will have their own designated lunch area and food outlet • Tables and chairs to be cleaned between each year group using the dining hall. • Lunchtime staff and kitchen staff to maintain social distancing where possible from children. 			
First Aid – minor treatment	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face to face contact when dealing with injuries. • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash hands after contact 	Med	*	
First Aid – Life threatening	Staff Pupils	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. • Wear face covering and gloves when in close contact or dealing with bodily fluids <p>ADULTS</p> <ul style="list-style-type: none"> • In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth. • Use of a defib if available. • Always wash hands after contact <p>CHILDREN</p>	Med	*	

			<ul style="list-style-type: none"> • In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions. • Use of a defib if available. • Always wash hands after contact 			
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) • Any dressings used to be double bagged. • Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 	Med	*	
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: (as per their usual requirements) • Wear gloves • Wear an apron • Wear a mask • Nappies/ adolescent pads, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) • Soiled clothes to be double bagged and given to Parents on collection of child. • Staff must wash their hands once gloves and masks are removed • A poster to be displayed of instructions which must be followed. • Record all intimate care carried out. 	Med	*	
Children who are upset	Staff	Spread of Infection due	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc. 	Low	*	

		to close contact	<ul style="list-style-type: none"> • Dispose of tissues • If contact is required, consider short contact only- no more than 15 minutes • Wash hands after contact 			
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations • Where possible allow child to be in a room on their own or outside • If physical restraint techniques are required, and there is time- staff will be advised to wear PPE. 	Med	*	
Pupils who are shielding	Pupils	Risk of infection	<ul style="list-style-type: none"> • A small number of pupils 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 result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • Shielding advice for all adults and children will pause on 1 August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding. • If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and 	Low	*	

			<p>Child Health at COVID-19 - 'shielding' guidance for children and young people.</p> <ul style="list-style-type: none"> • Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below). • Where children are not able to attend school 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"> • from 1 August 2020, we expect that most staff will attend school. • It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, school leaders should consider what is feasible and appropriate. • Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. • Advice for those who are clinically-vulnerable, including pregnant women, is available. • Individuals who were considered to be clinically extremely vulnerable and received a letter are now advised to work from home until further guidance is released by the government 	Low Based on gov guidance	*	

			<ul style="list-style-type: none"> • Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • Staff members who are clinically extremely vulnerable will be expected to speak to Leaders to discuss their role within the school in line with advice from their clinical practitioner but will be offered the option of an individual risk assessment. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 			
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 must be carried out and risk control measures put in place. 	Low	*	
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, they should discuss their concerns with Leaders and Leaders should explain the measures the school is putting in place to reduce those risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. 	Low	*	

			<ul style="list-style-type: none"> • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. 			
Families anxious returning pupils to school	Pupils	Concerns Worry	<ul style="list-style-type: none"> • Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. • Communication will be via letters in the first instance • Arrange telephone, video calls or face to face meetings with Parents adopting safe distancing protocols • Provide reassurances of measures being taken to mitigate risks • Make it clear it is compulsory school age children attend school unless a statutory reason applies. 	Low	*	
Use of Outside Gyms	Pupils	Risk of Infection	<ul style="list-style-type: none"> • PE staff to advise their Line Manager and Site Manager when outdoor gym equipment will be used • Ensure all fixed outdoor play equipment and other equipment has been inspected and tested prior to pupils using. • Social distancing to continue to be maintained where possible if this is not possible ensure separate bubbles use equipment one bubble at a time. • Limit the number of users on the equipment at any one time. • for outdoor gyms the introduction of a clearly marked one-way system around the fixtures/ machines, to help prevent users from coming into close contact with each other • for outdoor gyms, where machines and equipment are less than 2 metres apart pieces of equipment should be moved to allow social distancing measures to be adhered to if possible. If not possible, 1 metre distance 	Low	*	

			<p>with risk mitigation is acceptable. (follow controls for outdoor play)</p> <p>Sanitise touch point areas frequently:</p> <ul style="list-style-type: none"> • exercise bars and machine handles on outdoor gym equipment • entry and exit points such as gates • seating areas such as benches and picnic tables • refuse areas/bins <p>Equipment to be sanitised between each bubble use where possible.</p> <p>Pupils to clean / sanitise hands prior to use and after use.</p> <ul style="list-style-type: none"> • Remind pupils not to put hands near mouth or nose. <p>No food or drink to be consumed when using any outdoor equipment.</p> <p>Signs informing Parents</p> <ul style="list-style-type: none"> • Signs to be displayed informing Parents to keep their children off the equipment and it is for supervised use only for pupils when in school. <p>Pupils with Additional Needs</p> <ul style="list-style-type: none"> • May require frequent reminders about rules of behaviour, especially if having to wait for use of equipment. • Children with physical and sensory disabilities may need assistance with moving from one place to the next <p>Keeping Staff Safe</p> <ul style="list-style-type: none"> • Ensure staff only supervise their pupil bubbles • Staff to have a supply of sanitising equipment and if required PPE 			
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Children leaving at the end of the school day.	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staggered exit – Between 14:50 and 15:05 (current directed end of school day for staff), students exit from the academy will be staggered by 5-minute intervals based on year group with period 5 teaching staff leading their students out of the academy to ensure an orderly exit. • One way system in place with a staff member supervising outside to inform Parents to abide by the 2 metre social distancing rule. • Each year group has their own route 	Med	*	
Children leaving at the end of the school 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"> • Pupils to be informed of the requirement to maintain social distancing when leaving school. • Staff on duty outside to ensure pupils leave in a safe manner. • Staggered exit – Between 14:50 and 15:05 (current directed end of school day for staff), students exit from the academy will be staggered by 5-minute intervals based on year group with period 5 teaching staff leading their students out of the academy to ensure an orderly exit. 	Med	*	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Parents will be informed that the majority of conversations with staff will be either over the phone or video call- if this is not possible a meeting will be arranged and social distancing rules observed. • In an emergency parents will be invited in for a meeting using the social distancing measures already in place • Parents will be discouraged in congregating around the school site by ALT staff 	Low	*	
Awareness of policies /	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. 	Low	*	

procedures / Guidance			<ul style="list-style-type: none"> • All staff are able to access the following information on-line for up to date information on COCID-19 <ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ DfE ➤ Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Pupils, 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 	Low	*	

			<p>control procedures in accordance with the DfE and PHE's guidance.</p> <ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups or food. • All cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England 			
Displaying of Coronavirus symptoms	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • If a pupil or member of staff or others are showing symptoms they must go home immediately to self-isolate. • The school is to encourage staff and students to take a test if they are displaying symptoms. • All children can be tested (including children under 5) • They should provide details of close contacts if they test positive or if asked by NHS track and Trace • Self-isolate if they have been in close contact with someone who has tested positive for coronavirus. 	Low	*	
Testing Negative	Staff Pupils 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. Other members of their household can stop self-isolating. 	Low	*	

Testing positive	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> • If someone tests positive, 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 10 days from the onset of their symptoms and then return to school 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 10-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. • Other members of their household should continue self-isolating for the full 10 days. 	Low	*	
Manage positive cases amongst the school community	School Head Teacher	COVID 19	<ul style="list-style-type: none"> • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the dedicated DfE helpline. The Local Health Protection team will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • 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. • ALT will work in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact 	Low	*	

			<p>with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) skin-to-skin)with an infected individual • travelling in a small vehicle, like a car, with an infected person • The ALT in consultation with PHE will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. • 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 10-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: • If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. 			
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			<ul style="list-style-type: none"> • 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 10- day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ • Schools should not request evidence of negative test results or other medical evidence before admitting children 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	School Head Teacher	Not following advice	<ul style="list-style-type: none"> • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. • In some cases, a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. 	Low	*	
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to 	Low	*	

			<p>date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> • Any pupil 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 an area where they will not come into contact with others and are supervised at all times. • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are 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 pupils 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 pupils 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 pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils 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. 			
Spread of infection	Staff Pupils 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 school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. Parents notify the school if their child has an impaired immune or a medical condition that means they are vulnerable to infections. The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. 	low	*	
Poor management of infectious diseases	Staff Pupils 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 staff member has been sent home with suspected coronavirus. 	Low	*	

			<ul style="list-style-type: none"> • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or ALT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. • Staff inform the headteacher when they plan to return to work after having coronavirus. • A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 			
Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> • The school staff reports immediately to the headteacher/ALT about any cases of suspected coronavirus, even if they are unsure. • The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by their local HPT. • Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 	low	*	
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> • All hard surfaces and touch points to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➢ All door handles ➢ All tables and chairs used by staff and pupils ➢ Toilet flushes and regular cleaning of toilets. 	Low	*	

			<ul style="list-style-type: none"> • All classrooms to have spray disinfectant/ antibacterial wipes and disposable cloths. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All used disposable cloths to be double bagged and then placed in a secure area i.e. lockable bin. • All chemicals used will be recommended for the use against Coronavirus • Where possible the same cleaner will be allocated to the same cleaning spaces and will wear appropriate PPE 			
Estates	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • Site Staff to ensure school is safe and ready for opening • All statutory testing and in-house testing carried out. • Ensure there are plenty of wash areas for staff and pupils to wash hands • Ensure Legionella risks have been managed and all appropriate testing carried out. 	Low	*	
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • Statutory inspections to continue but with social distancing in place at all times. • All statutory tests are calendared throughout the year • In-house inspections should continue to ensure the school remains as safe as possible. • Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments through school's Site Manager 	Low	*	
Contractors in school	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. • Control measures regarding the Coronavirus must be included within their RAMs. 	Low	*	

			<ul style="list-style-type: none"> • School to ensure no pupils 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 must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. • If they become aware of a contractor coming down with symptoms within 10 days of being at the school they must inform the school immediately. 			
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	Low	*	
Mental Health and well being	Staff	Anxiousness	<ul style="list-style-type: none"> • In line with normal procedures staff to contact the Vice Principal if support is needed • Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through • Involve relevant workers in completing risk assessments so they can help identify potential problems and identify solutions • Keep workers updated on what is happening so they feel involved and reassured 	Low	*	

			<ul style="list-style-type: none"> 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"> 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. 	Low	*	
Volunteers in school	Pupils	No DBS checks	<ul style="list-style-type: none"> Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity in line with normal Safeguarding procedures Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible in line with staff guidance 	Low	*	
Safeguarding	Pupils	Incidents	<ul style="list-style-type: none"> Always follow the statutory safeguarding guidance Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and children regarding any additional or new safeguarding referrals Communication with other agencies and school nurse for pupils not seen in school prior to return. 	Low	*	
Contingency Plans for Outbreaks	Pupils Staff	School shutting	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. 	med	*	

			<ul style="list-style-type: none"> • This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils. • School to be prepared for an increase in remote learning and live lessons 			
Asymptomatic testing	Pupils Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • See Asymptomatic testing Risk Assessment Addendum 	Low	*	