

**Risk assessment for safe working in education during the Coronavirus outbreak.
December 2020 Update following the tiered system due to be implemented 02.12.2020.**

Assessors: Kerry Fabi

Date of completion: November 2020

Useful contact information:

DFE COVID-19 - Educational advice line - 0800 046 8687

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

Public Health England - 0344 225 3560

NHS - 111

DfE Guidance for Full Opening: Schools: "Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of education, and children's future ability to learn, therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

Given the growing evidence base, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19)."

Settings are advised to report outbreaks e.g. where they have 2 or more confirmed/suspected cases within 14 days (linked to staff or pupils) to Public Health England and the Local Authority Outbreak Management Team. If they have a single case, they are also encouraged to report this to the Local Authority Outbreak Management Team for early advice and support.

Please report by emailing the council C19LocalOutbreakControl@staffordshire.gov.uk The Education and Early Years LA Outbreak control team can be contacted on C19LOC.education@staffordshire.gov.uk

Key Links:

[Guidance for schools](#)

[Guidance for full opening: schools](#)

[COVID-19 cleaning in non-healthcare settings outside the home](#)

[Face coverings in education](#)

[Hygiene: handwashing, sanitation facilities and toilets](#)

[Safe working in education](#)

[Air conditioning and ventilation during the coronavirus pandemic](#)

[Keeping children safe in out-of-school settings: code of practice](#)

[Coronavirus test kits for schools](#)

[Safer travel guidance for passengers](#)

[Guidance for vulnerable individuals](#)

[Transport](#)

[RCOG](#)

[Sports Guidance](#)

[Guidance on protecting CEV Individuals](#)

[Local restriction tiers](#)

[Stay at home guidance](#)

Across all tiers, everyone:

- must [wear a face covering](#) in most indoor public settings, unless they have an exemption
- should follow the [rules on meeting others safely](#)
- should attend school or college as normal, unless they are self-isolating. Schools, universities, colleges and early years settings remain open in all tiers
- should walk or cycle where possible, plan ahead and avoid busy times and routes when travelling
- must follow the gathering limits at their tier except for in specific settings and circumstances.

What level of advice should you follow:

You can check the tier for your local area or [search by postcode](#).

If you are required to travel into an area in a different tier (for example to go to work or school), you should follow the guidance for whichever area is in the higher tier. For example, if you live in a Tier 1: Medium area but work in a Tier 2: High area, follow the work advice for Tier 2: High. If you live in a Tier 2: High area but work in a Tier 1: Medium area, continue to follow the advice for Tier 2: High areas.

Date Assessment Completed: what are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	Academy Specific Control Measures	Risk Rating (H/M/L)	What further action, if any, is necessary, if so what action is to be taken by whom and by when?
<p>1.Infection control standards – risks of:</p> <p>Poor hygiene</p> <p>Insufficient cleaning</p> <p>Non adherence to infection control requirements / risk assessments and procedures</p>	<p>Staff Pupils Visitors</p>	<p>Hand and Respiratory Hygiene</p> <ul style="list-style-type: none"> • All staff are aware of government guidance surrounding maintaining hygiene and have ease of access to such guidance. • Staff teach and remind pupils regarding maintaining good hygiene standard such as regular hand washing (with soap and water for at least 20 seconds), not touching mouth/nose/eyes, using and disposing of tissues appropriately. • Pupils are supervised by staff when washing their hands, where necessary. • Staff and pupils advised surrounding the importance of handwashing with soap and water: <ul style="list-style-type: none"> ○ Before leaving home ○ On arrival at the academy ○ After using the toilet ○ After breaks and sporting activities ○ Before food preparation and before eating food, including snacks ○ Before leaving the academy ○ Before and after activities such as forest school, catering lessons and science lessons ○ After coughing / sneezing • Posters are displayed around prominent areas of the building, including those which are in most regular use such as toilets and kitchenettes. • Staff and pupils are advised of the importance of using tissues and covering their face when sneezing / coughing (but not with their hands). 'Catch it, bin it, kill it' guidance is followed. • Tissues are available for use by staff and pupils in each room. Tissues are disposed of in a lined and lidded bin, emptied at least daily. Lidded bins are located in each room and are either operated by a pedal or regularly sanitised. Staff to report issues with waste clearance to Kerry Fabi • Academy risk assessments and procedures are accessible to all staff at all times and are located in the welfare room. 			

		<ul style="list-style-type: none"> • New rules and routines have been communicated to pupils and parents/carers, including alterations to the behaviour policies and procedures. • Monitoring will take place by Kerry Fabi and Cheryl Lear, to support compliance with the control measures. • New staff are inducted to safety measures implemented by the academy to control the risks of COVID-19. <p>Cleaning and hygiene supplies</p> <ul style="list-style-type: none"> • All areas that house soap/hand towels/sanitiser are inspected regularly to ensure stocks are sufficient. Orders are placed on a regular basis to ensure that stocks do not run out. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are in stock. • Bar soap is not used, nor are non-disposable hand towels. • Soap and water available in every toilet and every facility which is used for making food / drinks. • As far as possible, soap and water available locally to areas in use within the academy. In the absence of immediately accessible soap and water, hand sanitiser is available for staff. • Hand sanitisers which are potentially flammable are used and stored appropriately in accordance with the material safety data sheets and COSHH. <p>Cleaning</p> <ul style="list-style-type: none"> • Cleaning is undertaken by the contracted cleaning company daily, to specific standards for maintaining COVID-19 secure workplaces under the academy's enhanced cleaning programme. Specific cleaning risk assessments and specifications are in place for this activity, as supplied by the contractor (for contracted cleaner) • COSHH is kept on file for the use of hand sanitisers, soaps and other cleaning materials. This is shared with staff. • Classrooms are to be kept clean and tidy, cleanliness is monitored by staff using each room and concerns must be reported to Kerry Fabi / Cheryl Lear • All touch points will be thoroughly cleaned at the end of each day, with cleaning in the interim during the school day, using anti-bacterial agents / detergents. 			
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- The cleaning schedule ensures more frequent cleaning of rooms / shared areas used by different groups, regular cleaning of surfaces that are frequently touched, toilets cleaned regularly and pupils are encouraged to clean their hands thoroughly after using the toilets.
- The academy will be deep cleaned prior to re-opening in September 2020.
- The academy will be closed to most pupils on a Friday afternoon to allow for a deep clean.

PPE

- The academy ensures a stock of PPE is in place, should this be required. PPE is located in every room, as are cleaning materials.
- Those wearing PPE have received training in how to put the PPE on and also remove it safely - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf
- Consideration given to staff and pupil clothing expectations and information shared with staff to ensure clothes worn are easily washable. Pupils wear uniform which is washed regularly.
- Where recommended, face coverings are used. Face coverings should be worn by adults when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas where social distancing cannot easily be maintained.
- Primary schools have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors, this is implemented in situations where social distancing between adults is not possible (for example when moving around in corridors and communal areas).
- There is a process in place for removing face covering when staff who use them arrive at the academy. Individuals are instructed not to touch the front of their face covering whilst in use or when removing them. They must wash their hands immediately on arrival and dispose of temporary face coverings in a covered bin(not recycling bin). Re-usable face coverings will be placed in a plastic, sealed bag and taken home. Hands will be washed thoroughly.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal

		<ul style="list-style-type: none"> • be changed when they become moist or damaged • be worn once and then discarded - hands must be cleaned after disposal <p>Ventilation</p> <ul style="list-style-type: none"> • Indoor work spaces are well ventilated using natural ventilation - opening windows, (in cooler weather windows should be opened enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. • Where possible and safe to do so (bearing in mind fire safety and safeguarding), doors are propped open to limit use of door handles and aid ventilation. • Staff prop designated doors open in the morning before children arrive. • The academy's ventilation system will be used in accordance with HSE guidance - https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=intro-1&utm_content=aircon-22-jun • Where windows cannot open due to mechanical failure – report to Kerry Fabi / Cheryl Lear. • To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures are used as appropriate to the facilities in each room: <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • Providing flexibility to allow additional, suitable indoor clothing. rearranging furniture where possible to avoid direct drafts • Heating used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • Information provided via the following link to government guidance regarding using ventilation to reduce the spread of C19 – ventilation link. 			
<p>2. Staff / pupils who become unwell with COVID-19</p>	<p>Staff Pupils Visitors</p>	<p>The academy ensures that staff members and parents/carers understand that they will need to be ready and willing to:</p>			

<p>symptoms or confirmed COVID-19</p> <p>Staff / pupils / visitors who become unwell with COVID-19 symptoms or confirmed COVID-19 whilst on site</p>		<ul style="list-style-type: none"> • book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit. • provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) <p>Having a test at a testing site will deliver the fastest results. The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere - Coronavirus (COVID-19): test kits for schools and FE providers.</p> <p>If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact.</p> <p>Symptoms and Positive Test Results</p> <p>If you have COVID-19 symptoms or have received a positive test result Stay at home and begin to self-isolate for 10 days from when your symptoms start. Arrange to have a test for COVID-19 if you have not already had one. The result of the test will determine how long you must stay at home and self-isolate.</p> <p>Stay at home while you are waiting for a home test kit or a test site appointment.</p> <p>A positive test result means you must complete a 10-day isolation period.</p> <p>If you do not have symptoms but have tested positive for COVID-19, stay at home and self-isolate for 10 days from the day the test was taken. If you</p>			
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		<p>develop symptoms after your test, restart your 10-day isolation period from the day the symptoms start.</p> <p>If you live in the same household as someone with COVID-19 Stay at home for 14 days. The 14-day period starts from the day the first person in your house developed symptoms or, if they do not have symptoms, from the day their test was taken.</p> <p>If you do not have symptoms of COVID-19 yourself you do not need a test. Only arrange a test if you develop COVID-19 symptoms.</p> <p>If you develop symptoms and your test result is positive, follow the same advice for people with COVID-19 to stay at home and self-isolate for 10 days from when your symptoms started, regardless of where you are in your 14-day period.</p> <p>If you have a positive COVID-19 test result If your test result is positive, you must continue to self-isolate for 10 days from when your symptoms started, or when your test was taken.</p> <p>If you have a negative COVID-19 test result</p> <p>A negative result means the test did not find COVID-19 at the time the test was taken.</p> <p>If you have a negative test result, you can stop isolating as long as:</p> <ul style="list-style-type: none"> • you are well • no-one else in your household has symptoms • if anyone else in your household has symptoms they have also received a negative test result • you have not been advised to self-isolate by NHS Test and Trace • you have not arrived into the UK from a non-exempt country within the last 14 days <p>Anyone in your household who is isolating because of your symptoms can also stop isolating.</p> <p>If your test result is negative but you still have symptoms, you may have another virus such as a cold or flu. You should stay at home until you feel well. Seek medical attention if you are concerned about your symptoms.</p>			
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		<ul style="list-style-type: none"> • The HPT will work with the academy to guide them through the actions they need to take. Based on the advice from the HPT, the academy must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 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 any length of time, 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 • The HPT will provide definitive advice on who must be sent home. The academy keeps a (proportionate) record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. • A template letter will be provided to the academy on the advice of the HPT, to send to parents and staff if needed. • The academy will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • The academy will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. <p>Becoming unwell in the educational setting:</p> <ul style="list-style-type: none"> • If a child or staff member develops symptoms (new continuous cough, temperature, anosmia) whilst at school, they must immediately inform Kerry Fabi. • In an emergency, the academy will call 999 if a person is seriously ill or injured or their life is at risk. • If staff members become unwell at school, they will return home, their emergency contact will be notified. If they are too unwell to drive, their emergency contact will be asked to collect them and the staff member will wait in the designated isolation room - library. • Pupils will await collection from a parent / carer in the library in isolation, as far as is reasonably practicable without compromising the safety of the pupil. A member of staff will sit the other side of the library window to monitor the pupil and will provide support / first aid as necessary. • This room should be behind a closed door (where possible) and with appropriate adult supervision. Ideally, a window should be opened for ventilation. 			
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- If it is not possible to isolate the individual, move them to an area which is at least 2 metres away from other people, and ensure that others do not access this area, **especially those who are vulnerable and clinically extremely vulnerable**.
 - Remove soft resources from the isolation room / area, prior to use.
 - If pupils need to go to the bathroom while waiting to be collected, they should use a separate bathroom (where possible) which should be thoroughly cleaned and disinfected before being used by anyone else. (Bathroom to be signed as closed after use and during deep cleaning).
 - PPE worn by staff caring for the child while they await collection, and if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). The member of staff helping the child does not need to go home themselves unless they develop symptoms or test positive or requested to do so by NHS test and trace.
 - If contact is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask are worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
 - Staff wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
 - Those wearing PPE to receive training in how to put it on and remove it safely.
 - PHE advise that routinely taking the temperature of pupils is not recommended as this is an unreliable method of identifying COVID-19.
 - Test and trace service information provided as - <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
 - Test and trace privacy information provided - <https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information/testing-for-coronavirus-privacy-information-quick-read>
 - The academy asks parents and staff to inform them immediately of the results of a test:
- 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.
- 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 7 days from the onset

		<p>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 7-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 14 days.</p> <p>Cleaning affected areas</p> <ul style="list-style-type: none"> • Contract cleaning providers to undertake a deep clean of the academy setting / affected area. Deep clean the affected area with disinfectant / bleach after someone with symptoms has left. (Sign the affected area as out of use to permit deep clean). • Cleaning risk assessments must be followed. • Ensure that affected areas are not accessed by staff or children. • Items which cannot be adequately cleaned (such as soft resources that the potentially infected person comes into contact with) to be appropriately disposed of. 			
<p>3. Vulnerable workers – higher risk of contracting COVID-19 / high risk of adverse health effects if COVID-19 is contracted</p>	<p>Staff and pupils who are clinically extremely vulnerable, those who are clinically vulnerable</p>	<p>The UK Chief Medical Officers have issued a statement on schools and childcare reopening which states that there is a very low rate of severe disease in children from COVID-19. Schools have their own measures in place to limit the risk of transmission which can be found in guidance on reopening of schools.</p> <p>Those attending the academy are advised to travel by walking or cycling if they can. For longer journeys, or if they are unable to walk or cycle, try to minimise the number of people they come into close contact with. Travelling by car is likely to mean fewer social contacts than travelling by public transport but avoid sharing a car with people outside of your immediate household or support bubble.</p> <p>Clinically extremely vulnerable children</p> <p>Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents advised to speak to their child’s GP or specialist clinician to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>The advice for pupils who remain in the clinically extremely vulnerable group is that they should return to school from 2 December at all local restriction tiers unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed</p>			

		<p>children) and have been advised specifically by their GP or clinician not to attend an education setting.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare.</p> <p>Staff</p> <p>Those individuals who are clinically extremely vulnerable are advised to work from home where possible; under local restriction tier 3: very high alert, the academy will discuss flexibilities that support clinically extremely vulnerable staff, implement a robust risk assessment and regularly revise this where home working is not possible. Continue to maintain strict social distancing, wash your hands regularly and avoid touching your face. Try to keep the number of social interactions that you have low. The fewer social interactions you have, the lower your risk of catching COVID-19.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>Clinically vulnerable staff (including BAME and pregnant staff)</p> <ul style="list-style-type: none"> • Clinically vulnerable (but not clinically extremely vulnerable) staff will be supported in the academy by an individual risk assessment, detailed proportionate and robust control measures. • Some people with particular characteristics may be at comparatively increased risk from COVID-19. If individuals with significant risk factors are concerned, the academy will discuss staff concerns and explain the measures the academy is putting in place to reduce risks. • More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace. • Pregnant women should follow the latest government guidance on staying alert and safe (social distancing) and avoid anyone who has symptoms suggestive of coronavirus. If the staff member is in their third trimester (more than 28 weeks' pregnant) you should be particularly attentive to social distancing. <p>Key advice for pregnant women during the pandemic:</p>			
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- Follow the [guidance on staying alert and safe \(social distancing\)](#) and [staying safe outside the home](#) including appropriate [use of face coverings](#) for the general public and clinically vulnerable people, including pregnant women (this guidance covers England only - if you live in [Scotland](#), [Wales](#) or [Northern Ireland](#), you should follow the specific advice in those parts of the UK)
- Keep mobile and hydrated to [reduce the risk of blood clots in pregnancy](#)
- [Stay active with regular exercise](#), a healthy balanced [diet, and folic acid and vitamin D supplementation](#) to help support a healthy pregnancy
- Attend all of your pregnancy scans and antenatal appointments unless you are advised not to
- Contact your maternity team if you have concerns about the wellbeing of yourself or your unborn baby

More information on [pregnancy and coronavirus is available on the NHS website](#).

Clinically vulnerable children (including BAME children)

- For children who fall into the clinically vulnerable category, parents are informed that they should follow medical advice if their child is in this category.
- Parents will inform the academy of medical advice provided for the child and the child will be supported by an individual risk assessment as required.

Further control measures

- PPE will be available to support staff whose role involves direct support to pupils, for example, first aid, intimate care, care and supervision of a child with symptoms.
- The academy will follow Government and HR guidance in relation to supporting individuals who are clinically extremely vulnerable and clinically vulnerable.

		<ul style="list-style-type: none"> • If a staff member or child lives in a household with someone who is clinically extremely vulnerable, as set out in the guidance for staying alert and safe (social distancing), they not need to shield themselves, but they should do what they can to support the clinically extremely vulnerable individual to stay safe. • Those who live with someone who is clinically vulnerable can come to work as normal. • New staff are inducted to safety measures implemented by the academy to control the risks of COVID-19 and are advised to inform Kerry Fabi if they fall into the clinically extremely vulnerable or vulnerable category so that a risk assessment can be implemented. • Those who fall into the clinically extremely vulnerable or vulnerable category over their course of employment should inform the Kerry Fabi once they become aware. • Pregnant staff still follow the government guidance on clinically vulnerable people https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19. Pregnancy risk assessments implement measures to control the risks from COVID-19. • If there is a rise in the transmission of disease locally, vulnerable individuals may be advised to shield during the period of the increased transmission and may not attend school at this time. 			
<p>4. Vulnerable children and those with complex needs</p> <p>Close contact with staff members – social distancing not adhered to</p> <p>Risk of respiratory hygiene requirements not being adhered to</p>	<p>Staff and pupils</p>	<p>EHCPs and Individual Risk Assessments</p> <ul style="list-style-type: none"> • Children with an EHCP to have an EHC Plan risk mitigation form in place. • Those attending the academy with complex needs but who don't have an EHC Plan should have an individual risk assessment in place. • Staff who interact with these children have a copy of the EHC Plan / individual risk assessment. • SENCO to be available to support as required. • Follow the most up to date government guidance regarding caring for vulnerable children - https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people and SEND risk assessment guidance - https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance • Academy is aware that there may be additional pupils, including those with SEND, who display symptoms of stress or anxiety and additional support may be needed for them. Support provided on individual need, according to risk assessment and EHCP. 			

		<ul style="list-style-type: none"> Individual risk assessments will include the control measures where children are exposed to additional risks from the COVID-19 risk management measures (e.g. leaving doors open for ventilation purposes). Individual risk assessments will be reviewed regularly and discussions will take place with parents during the review period. There are clear safety procedures in place for each pupil with regards to essential visitors such as educational psychologists, CAMHS, behavioural support. Pupils are supported to maintain standards of respiratory hygiene and hand washing. <p>Supporting pupils with physical needs:</p> <ul style="list-style-type: none"> Wherever possible, physical contact and working in close proximity should be kept to a minimum. PPE to be available for staff where required to enable them to provide support in accordance with the child's individual needs. Ensure regular sanitisation of mobility aids such as walkers. Permit access to physiotherapists and other relevant outside agencies as required, maintain respiratory hygiene and hand washing measures. Individual risk assessment to be adapted to include specific control measures for individuals in accordance with their exact physical needs. 			
<p>5. Cross contamination</p> <p>Maintaining social distancing</p> <p>Use of shared spaces and resources</p> <p>Before and after school clubs</p> <p>Pick up and drop off times</p> <p>Dedicated school transport</p> <p>Use of offices and staff shared areas</p>	<p>Staff, pupils, parents, visitors at risk of virus transmission</p>	<p>Journeys should only be made:</p> <ul style="list-style-type: none"> for education or childcare for work purposes to exercise outdoors or visit an outdoor public place for visiting venues that are open for a medical reason, such as taking someone to hospital <p>Maintaining social distancing and use of the 'bubble' / 'group' system:</p> <ul style="list-style-type: none"> Staff and pupils to observe social distancing measures from each other when in school and avoid any physical contact, as far as is reasonably practicable. Children will mix in consistent class "bubbles" according to the feasibility of keeping distinct groups whilst teaching a broad and balanced curriculum. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. 			

<p>Restrictive physical intervention</p> <p>Visitors</p> <p>Arrival to and departure from the academy</p>		<ul style="list-style-type: none"> • The academy is taking practical measures to minimise the number of contact that pupils and staff have during the school day and close contact is avoided between these groups. • Adults should maintain 2 metre distance from each other, and from children where circumstances allow. Avoid close face to face contact and minimise time spent within 1 metre of anyone. • For children who are old enough, they should be supported to maintain distance, not touch staff and peers. • Sharing rooms and social spaces between groups is limited as much as possible. • KS 1 and 2 classrooms and other rooms used for learning organised to support distancing i.e. seating pupils side by side and facing forwards. • Reception classroom set up to maintain 1 m distance where children may be face to face. Tables and other touch points cleaned throughout the day. • Work spaces will be arranged so that desks are as far apart as possible. • Children are encouraged to keep their distance within groups. • Assemblies and collective worship are not undertaken with more than one group at one time. • The academy has timetabled classes and break times in a staggered fashion to help keep groups apart and minimise movement around the building and grounds, to avoid crowding and creating busy shared areas such as corridors. <p>Use of pupil shared areas and resources:</p> <ul style="list-style-type: none"> • Each group has equipment for their classroom and for play time. Children have basic resources (e.g. pen, pencil) which are named for their use. Resources are kept in labelled containers. • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery. Bags are allowed. • Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources. • Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces. • Resources that are sent home e.g. reading books will be quarantined in school for 48 hours before they are used in school / sent home to another household. • Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and 			
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		<p>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.</p> <ul style="list-style-type: none"> • Any shared surfaces will be disinfected before and after use. • Where play equipment is used by multiple groups, the groups do not use it simultaneously. • Children encouraged not to put resources in their mouths and are supervised according to the planned timetable. Children taught expectations about sneezing, coughing and touching, mouth, nose and eyes. • Outdoor learning will be prioritised as much as possible. The timetable is refreshed to ensure that learning outdoors can be maximised. • Outdoor playground equipment is more frequently cleaned. Multiple groups do not use it simultaneously. • Assemblies and collective worship will be held in classrooms. • Break times and lunchtimes are staggered to ensure that children are not moving around the building at the same time. • Rooms are accessed directly from outside where possible. • Staff support children to understand the distancing and hygiene rules in a way that is suitable for each individual. • At break times, children clean their hands before eating and enter the dining space in their groups. Robins class will eat in the dining hall. All other classes will collect their dinner and eat in their classrooms. • Dining facilities are cleaned daily. • Shared areas are cleaned after each use; the academy timetable permits sufficient cleaning before the changeover between groups. • Limit the number of children or young people who use the toilet facilities at one time. A queue system may be used with staff supervision. • Specific toilet cubicles assigned to classes to avoid cross contamination. • Sanitising agents are kept in each room to ensure that cleaning can take place if a pupil coughs or sneezes on any surfaces or equipment. • There may be an additional risk of infection in activities which include singing, therefore singing will not take place. • <p>P.E. and Sports</p>			
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It is important that children continue to remain fit and active and, wherever possible, have the 60 active minutes of daily physical activity recommended by the Chief Medical Officers.

The academy has the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.

In considering what team sports can be offered, those whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. The academy will only provide team sports on the list available at [return to recreational team sport framework](#).

- The academy refers to the following advice for sports and PE - [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroots sport, the [Association for Physical Education](#) and the [Youth Sport Trust](#)
- The academy arranges PE and sports under the following principles:
 - Keep pupils in small consistent groups
 - Equipment used must be thoroughly cleaned between groups
 - Avoid contact sports
 - Prioritise outdoor sports and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible)
 - Where sports take place inside, maximising distance between people and scrupulous attention to cleaning and hygiene is required
 - External facilities can be used, and government guidance on transport must be followed if transport is used.

External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

The academy can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.

The academy can work with external coaches, clubs and organisations for curricular activities where they are satisfied that it is safe to do so. Where schools are offering extra-curricular activities (that is, before and after school clubs) they should only do so where it is reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care).

The academy refers to the following guidance:

- [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroots sport
- advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)
- guidance from Swim England on school swimming and water safety lessons available at [returning to pools guidance documents](#)
- [using changing rooms safely](#)

Before and after school clubs:

- Provision will operate alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then the academy should use small, consistent groups.
- Friday afternoon wrap around care will be based in the hall children will be able to maintain social distance. The hall will
- Consultation is made with regard to guidance produced for summer holiday childcare, available at [Protective measures for out-of-school settings during the coronavirus \(COVID-19\) outbreak](#) as much of this will be useful in planning extra-curricular provision.
- Parents advised to limit the number of different wraparound providers they access, as far as possible.
- The academy encourages parents to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.
- Joint risk assessment in place with First steps.

Pick up / drop off:

- The academy has a pick up and drop off protocol for parents to support the minimisation of contact. Only one parent can be in attendance.
- Pick up and drop off times are staggered according to groups.
- Parents are informed of the pickup and drop off procedures and reminders are provided as required. Markings are provided externally, as is signage, on the entrance route.

		<ul style="list-style-type: none"> • Staff supervise pick up and drop offs to ensure that the system in place is utilised appropriately. • Parents drop children off and collect them without approaching staff and are informed to keep at a 2 metre distance away from others. • Parents email / call staff with queries rather than speaking to them whilst on duty during pick up and drop off times. • Parents are not permitted to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment outside of periods during the day which are of 'high traffic' and this can be conducted safely. • The academy encourages walking or cycling to school. • Keeping facilities and equipment clean - touch points (e.g. handrails and gates) are included in increased cleaning regimes. <p>Dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> • Where possible this should reflect groups taking school transport by the bubbles that are adopted within school • Use of hand sanitiser upon boarding and/or disembarking vehicle • Additional cleaning of vehicles is implemented with regular cleaning of touch points. • There is organised queuing and boarding where possible. Vehicle is parked to permit this. Children are monitored by school staff getting off the bus on arrival and getting on the bus on leaving. • Distancing within vehicles is undertaken wherever possible. • Families encouraged not to take public transport. • The academy will implement travel plans and control measures with transport providers, where relevant. • Children wear facemasks on transport and remove them before entering school. • Children either sit with their 'bubble' on school transport, or with the same constant group of children each day • Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19) <p>Offices and staff shared areas:</p> <ul style="list-style-type: none"> • Office team to maintain working consistently at a desk as far as possible and limit the sharing of mice / keyboards / phones. • Wash hands after receiving / opening parcels and post. • Wipe desk, mouse, keyboard and phone regularly, with suitable antibacterial agents. 			
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		<ul style="list-style-type: none"> • Wipe photocopier throughout the day, with suitable antibacterial agents. • Consideration given to deliveries. Deliveries may be dropped off in academy entrances without accessing the main body of the building (as long as a staff member can accept a delivery and subsequently bring this inside). Delivered to source where it is safe and possible to do so, where there is a significant risk of injuries associated with manual handling. • Shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. • Staff shared areas and touch points such as handles, white goods, toilet facilities are cleaned throughout the day to regular frequencies. • Documentation should, where possible, be sent to colleagues via email. • Individuals should wash their hands before and after use of welfare facilities. Door handles will be regularly cleaned. • Where meetings are necessary, social distancing rules apply and are to be facilitated where there is sufficient space to do so, this may be outdoors but if indoors must be in well-ventilated rooms. • Staff encouraged to bring their own food which does not require any preparation or heating in communal facilities. • Where used, communal facilities such as a microwave are subject to effective cleaning after each use. • Remove all communal tea towels, shared equipment and cutlery and provide paper towels. • No cash on the premises. All payments made by parentpay. <p>Visitors:</p> <p>The academy restricts all visits to the setting to those that are absolutely necessary. This may require the suspension of parent and carer visits for:</p> <ul style="list-style-type: none"> • new admissions, • settling-in children new to the setting • attending organised performances <ul style="list-style-type: none"> • Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. No visitors permitted where they are symptomatic – visitors are asked on arrival. Posters displayed in reception as a reminder. • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools however; the academy continues to minimise 			
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		<p>visitors to the setting as far as possible. They should ensure they minimise contact and maintain as much distance as possible from other staff. Temporary staff are informed of academy hygiene and social distancing arrangements, and further relevant COVID-19 risk management measures.</p> <ul style="list-style-type: none"> • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. • Visitors to the site are informed of physical distancing and hygiene measures on or before arrival. Where visits can happen outside of school hours, they should. • A record is kept of all visitors. • Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and safety expectations shared on or before arrival. • Where relevant, visitors are asked for their own COVID-19 safety risk assessments, such as agencies delivering services to the academy and contractors. • Arrangements in place for contractors visiting to undertake key works such as statutory compliance. Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor. • Staff to report concerns with contractors and visitors according to the usual procedures (H&S Policy). • Visitors working closely with children may wear PPE where risk assessment deems it necessary. • Visitors make drinks and put their cups in the dishwasher / washing up, wiping down surfaces with anti-bacterial agents after doing so. • Meetings with visitors take place in locations where social distancing can be permitted. Meeting spaces are cleaned following use. • Meetings take place by conference call where possible. <p>Staff arrival to and departure from the academy:</p> <ul style="list-style-type: none"> • Sanitise personal items on a regular basis, on arrival and departure from the academy. This includes pens and electronic items such as laptops and phone. • Clean and wipe down vehicle interior touch points, e.g. steering wheel, gear lever, door handles etc. prior to commencing inward and outward journey. • Individuals observe the social distancing rules, including entering and exiting the academy. • If there is more than one person arriving or leaving at the same time, which is a strong possibility due to common start and finish times, individuals 			
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		<p>should keep their distance and enter the building separately, allowing their colleague plenty of time to clear the entrance area.</p> <ul style="list-style-type: none"> • There will be a designated person responsible for ensuring the main doors are wiped regularly throughout the day. 			
6.Safeguarding	Staff Pupils	<ul style="list-style-type: none"> • Safeguarding arrangements and procedures in place for September 2020, in accordance with KCSIE 2020 guidance. • Safeguarding provision reviewed to support returning children (e.g. where new issues have arisen, or existing ones escalated). Necessary changes and referrals considered, as more children return to school. • Behaviour rules reviewed and communicated to staff, parents, pupils. • Safeguarding provision in place for vulnerable children. • Staffing ratios are proportionate and appropriate for the number of children returning. • Safeguarding policies and procedures are accessible to all staff at all times. • Designated Safeguarding Lead and/or Deputy Safeguarding Lead is on site and contactable at all times and staff and children are informed of who safeguarding leads are. • First Response is contactable by 0800 1313 126 or out of hours- 0345 604 2886. • The academy follows government guidance regarding vulnerable children, including COVID-19 specific guidance. • Safeguarding online continues, including checking apps, websites and search results before using them with children and supervising children when using the internet, talk to children about safe use of the online environment and ensure safety modes and filters are applied. • Parents provided with resources for children to use at home, including safe internet links to resources, which have been pre checked. Parents provided with information regarding working safely online. • Staff trained in how to ensure online safety (training also available on the National College). • The National Cyber Security Centre offers guidance on which video conference service is right for you and using video conferencing services securely • Safeguarding and remote education during coronavirus (COVID-19), as well as statutory guidance on online safety keeping children safe in education. • Virtual meetings policy in place. 			

<p>7. Close contact with pupils and potentially infectious waste including -</p> <p>Delivery of first aid and where required, intimate care</p> <p>Cleaning of bodily fluids</p> <p>Disposal of potentially infectious waste</p> <p>Caring for those with symptoms</p>	<p>Staff Pupils</p>	<p>Intimate Care:</p> <ul style="list-style-type: none"> • Wherever possible, staff to encourage children to undertake self-care and staff supervise as necessary in accordance with safeguarding and intimate care policies. • If contact is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • Once completed all disposable protective equipment should be disposed of and hands should be thoroughly washed by the staff member and child for at least 20 seconds after PPE has been removed. • Care to be undertaken in a facility which is local to handwashing facilities, or should as a minimum provide sanitiser which the staff member will use before accessing handwashing facilities. • The area in which the care has been undertaken to be sanitised immediately following use. • Waste to be disposed of in accordance with the infection control policy and risk assessments. <p>First Aid:</p> <ul style="list-style-type: none"> • First aid needs assessment to be revised as required and establish the levels of first aid staff needed. • At least one qualified first aider to be on site at all times (first aid at work and paediatric). • Disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the staff member. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • First aid to be undertaken in a facility which is local to handwashing facilities, or should as a minimum provide sanitiser which the staff member will use before accessing handwashing facilities. • The area in which the first aid has been undertaken to be sanitised immediately following use. • Waste to be disposed of in accordance with the infection control policy and risk assessments. • Accidents and incidents to be reported in accordance with the usual guidance, using the My Health and Safety system as required, according to the nature of the accident / incident. • Hands must be washed with soap and water for at least 20 seconds after PPE has been removed. • Staff are trained in the correct 'doning and doffing' of PPE. PPE is available for use in each room where this may be required. This extends beyond first aid rooms and is provided in classrooms and offices too. 			
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		<ul style="list-style-type: none"> • Use a face shield for resuscitation. Academy to ensure face shields are in stock. <p>Cleaning of bodily fluids:</p> <ul style="list-style-type: none"> • Pupils are regularly reminded to catch coughs and sneezes with a tissue / elbow. Where pupils are unable or less able to do this, PPE will be available for cleaning. • Disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the staff member. If there is a risk of splashing to the eyes, then eye protection should also be worn. • Area in question to be cordoned and access by those not undertaking cleaning activities is to be prevented. • Cleaning materials to be disposed of in accordance with the risk assessments and infection control policy. • Surfaces, resources and touch points are cleaned regularly throughout the day but will be subject to an additional clean where there is a risk of contamination from body fluids. • Follow government guidance for the decontamination of non-healthcare settings - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Hands must be washed with soap and water for at least 20 seconds after PPE has been removed. • Information on cleaning and disinfection can be found - https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Diarrhoea-and-Vomiting/Community-outbreaks-of-Diarrhoea-and-Vomiting-DV.aspx • Infection control information including a film for staff to watch is also available on the SLN - https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Communicable-Diseases/Communicable-Diseases-and-Infection-Control.aspx <p>Waste disposal for possible COVID-19 materials (government guidance):</p> <ul style="list-style-type: none"> • Waste from possible COVID-19 cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): • To be put in a plastic rubbish bag and tied when full. • The plastic bag should then be placed in a second bin bag and tied. • It should be put in a suitable and secure place and marked for storage until the individual's test results are known. 			
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		<ul style="list-style-type: none"> • Waste to be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours: • If the individual tests negative, this can be put in with the normal waste. • If the individual tests positive, then store it for at least 72 hours and put in with the normal waste (check for any additional requirements from the waste carrier). • Where storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment. • Wear appropriate PPE during cleaning and disposal. Hands must be washed with soap and water for at least 20 seconds after PPE has been removed. • Change gloves before proceeding to take the waste to the correct receptacle due to the risk of transference to touch points such as door handles. • Ensure waste is appropriately stored and not accessible to others, <p>Waste disposal for non COVID-19 materials:</p> <ul style="list-style-type: none"> • Follow the infection control policy and associated risk assessments. • Wear appropriate PPE during cleaning and disposal. Hands must be washed with soap and water for at least 20 seconds after PPE has been removed. • Change gloves before proceeding to take the waste to the correct receptacle due to contact with touch points. <p>Waste Segregation:</p> <ul style="list-style-type: none"> • All wastes produced must be placed in appropriately coloured / labelled bag. • Each bag must be filled to no more than two thirds capacity. • Each bag must be securely fastened with adhesive tape or plastic security grips to prevent risks of spillage of contents. • Bins to be sanitised regularly throughout the day or have pedals. <p>Those wearing PPE to receive training in how to remove it safely.</p>			
<p>8. Fire safety and evacuation</p>	<p>Staff Pupils</p>	<ul style="list-style-type: none"> • Adjustments made to the fire evacuation procedure as necessary. This is communicated to staff and pupils – fire evacuation to be practised during the autumn term. 			

<p>High traffic on evacuation routes</p> <p>Non adherence to social distancing in an emergency</p>		<ul style="list-style-type: none"> • Register of pupils and staff to be completed daily and a copy given to the staff members on duty, for registration following emergency evacuation. • Fire marshal(s) to be on site during hours of occupation. Staff are clear regarding their designated roles during evacuation. • Personal emergency evacuation plans / individual risk assessments include measures for emergency evacuation of vulnerable individuals are in place and communicated to those on site who need to be aware of the control measures and methods of evacuation. • All fire doors and internal doors should be fully closed to prevent any spread of fire. Staff to open required doors upon reoccupation of the building. • All building occupants to use their nearest available exit and evacuate as quickly as possible in a calm and quiet manner. Safe and prompt evacuation to be prioritised over social distancing. • Staff supporting pupils to evacuate (for example, those in close proximity) will be provided with PPE as required. 			
<p>9. Cleaning</p> <p>General cleaning</p> <p>During outbreaks of infection</p> <p>Hazardous substances</p>	<p>Staff supporting cleaning</p> <p>Staff</p> <p>Pupils</p>	<ul style="list-style-type: none"> • PPE is provided for cleaning. • Each classroom and office provided with tissues, PPE and cleaning agents. • Cleaning surfaces are sanitised following coughs / sneezes and hands are washed for 20 seconds. • Staff report low stocks of products and PPE to Kerry Fabi / Cheryl Lear who will arrange re-stocking of the items on the same day. • Gloves are disposed of following each use and are changed between cleaning areas e.g. gloves are changed after cleaning toilet areas and before moving onto another area of the academy building. • Contracted cleaning providers have their own risk assessments for cleaning in school settings which are communicated with cleaning staff and the academy. • In house cleaning has a specific risk assessment for cleaning, adapted for specific arrangements for COVID-19, which is communicated with cleaning staff. • Deep cleans to be organised where required, especially during outbreaks. • Government guidance states that all surfaces that a case, or suspected case of COVID-19 has come into contact with, or has potentially come into contact with must be cleaned thoroughly using disposable cloths or paper roll and disposable mop heads and detergents/disinfectants as detailed in their guidance for cleaning non healthcare settings. • Cleaning staff use colour code system when using cleaning materials to avoid cross contamination. • Cleaning materials used where there is known to be a case of COVID-19 will be disposed of in accordance with section 7. 			

		<ul style="list-style-type: none"> • Cleaning equipment for different areas must be stored separately to avoid cross contamination (e.g. toilets and kitchen). • Staff cover all new and existing cuts / skin breakages with waterproof dressings prior to cleaning, and wear PPE. • Cleaning specification to be adapted to address higher risk areas to a greater depth and frequency during periods of infection outbreak e.g. touch points. • Staff clean key areas of the building throughout the day such as touch points. PPE is provided. • Avoid creating splashing and spray when cleaning. Use dispensers which help staff to avoid this. • When items cannot be cleaned or laundered using detergents e.g. soft items, these should be steam cleaned or disposed of. • Those wearing PPE to receive training in how to remove it safely. • Government guidance regarding cleaning to be followed - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Academy staff should not be using contractor equipment and visa-versa. If cleaning equipment is being shared then this should be stopped. <p>COSHH</p> <ul style="list-style-type: none"> • Increased cleaning will be taking place during this period and academy cleaners, contractors and catering staff have a COSHH assessment and MSDS in place for any cleaning substances/ substances hazardous to health in use. • Any new substances brought to site must be risk assessed, this requires a Material Safety Data Sheet (SDS) to be obtained and a risk assessment of the use of the substance to be carried out, • Staff undertaking some cleaning (e.g. their own workspaces for example) therefore a COSHH assessment for substances used is in place and communication of the control measures in a COSHH assessment must be given to all staff using the substances. • Individual staff may also wish to bring substances to school to clean their personal belongings. In this situation, if academy leaders permit these substances to be brought to site, all good practice and usual arrangements must apply, and permission granted for their use once a COSHH assessment has taken place. 			
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<p>10. Catering</p> <p>Contracted / in house catering</p> <p>Adherence to food hygiene standards</p>	<p>Staff / pupils Catering staff</p>	<ul style="list-style-type: none"> • Pupils are supervised during break and lunch times, and when accessing drinking facilities. Pupils are taught and reminded not to share cutlery, cups, drinks or food. • Disposable items for drinking and eating may be used. • All cutlery and cups are thoroughly cleaned in the dishwasher at high temperatures after use. • Hands are washed before and after eating, for at least 20 seconds. • Children queue for their lunch in accordance with academy distancing procedures and lunch breaks are staggered. • Markings are provided as required. OR lunch is brought to the classroom for children to eat at their designated table and tables are sanitised before and after eating. • Families have been asked to provide water bottles for pupils which are sanitised at home at the end of every day. • Risk assessments for the catering provision at the academy are provided by the catering contractor / catering manager. • Food Safety Management System (FSMS) that includes existing food hygiene guidance and HACCP processes is followed. • Frequent handwashing and maintaining good hygiene practices in food preparation and handling areas must be maintained, with hand washing for at least 20 seconds before preparing food / drinks. • Frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products. • The FSA's guidance on good hygiene practices in food preparation and their HACCP processes guidance is intended to ensure staff follow good hygiene practices to prevent the spread of disease to food. Key safety points include being fit for work, washing hands and wearing aprons or other clean clothing as appropriate. The FSA Safe Method checklist allows employers to assess the personal hygiene and fitness to work practices in their workplace. • The World Health Organization (WHO) advises that the likelihood of an infected person contaminating commercial goods is low. The risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also very low. • Food packaging is not known to present a specific risk, but staff should ensure it is cleaned and handled in line with usual food safety practices. 			
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		<ul style="list-style-type: none"> • Cleaning should be in line with food hygiene practice and the environmental controls set out in the business' HACCP. Staff should continue to follow existing risk assessments and safe systems of working. • Arrangements in place for food deliveries. • School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19). 			
<p>11. Security of Site and Building</p> <p>Internal statutory compliance tasks</p> <p>Contractors on site for essential works such as statutory compliance</p> <p>Use of air conditioning and ventilation systems in the building</p>	<p>Staff Pupils Visitors</p>	<ul style="list-style-type: none"> • Designated entrances and exits to be used (other than for emergency evacuation where all available exits must be used). • Doors may be propped open (where this adheres to fire safety and safeguarding requirements). Those doors which pose a safeguarding risk if propped open e.g. those which exit by a car park or main road to continue to be made secure. • Ensure that any planned service or testing schedules continue accordingly in order to maintain statutory compliance. Academy to ensure all required testing has taken place prior to re-opening in accordance with premises checklists and government guidance. All checks have been complied with in time for extended re-opening and urgent points to action have been addressed. • DFE guidance has been consulted and the following areas have been deemed safe: <ol style="list-style-type: none"> 1. Hot and cold water systems 2. Gas safety 3. Fire safety 4. Kitchen equipment 5. Specialist equipment use by pupils 6. Security including access control and intruder alarms 7. Ventilation • Internal compliance checks such as fire alarm checks and water hygiene checks to be undertaken prior to premises re-opening. Defects or issues raised to be actioned prior to reopening. The checks have been undertaken satisfactorily, recorded and urgent defects and issues have been addressed. • Full premises inspection to be conducted prior to opening and any issues to be addressed accordingly. The inspection been undertaken satisfactorily, recorded and urgent defects and issues have been addressed. • All bins and skips should be emptied and secured well away from the building and hazardous waste stored and secured appropriately. 			

		<ul style="list-style-type: none"> • If visitors are essential, arrangements to ensure safe working must be implemented such as social distancing, hand hygiene, 'catch it, bin it, kill it' guidance. • Contractors are informed of site safety and COVID-19 risk management measures through the induction and hazard exchange process (and in advance as required). Contractors may provide the academy with copies of their own risk management information. • Visitors, including contractors, are informed that they are not permitted to attend if they have any symptoms and leave site if it becomes apparent that they do have symptoms. • If symptoms occur, this should be reported by telephone according to the contractor's usual procedures and also immediately to the academy contact via telephone, as opposed to face to face with the site. The work area to be cordoned immediately and deep cleaned (along with touch points around the site). • Staff working on site are made aware of contractor / visitors on site, the visit's working arrangements and therefore supervise children accordingly. • Where contracted staff need access to the building, cleaning staff will be informed to thoroughly clean these areas of the building as part of their daily routine. • No hand shaking with visitors or contractors. • Access government guidance for the management of premises during the coronavirus outbreak - https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak • Checks made to ensure that air conditioning and ventilation systems do not pose a risk to the spread of COVID19. If checks reveal that a risk is posed, these systems will be isolated. 			
<p>12. Mental Health and Wellbeing of staff and pupils</p> <p>Workload</p> <p>Communication</p> <p>External conditions – hot weather, potential increase in adverse outcomes amongst the same</p>	<p>Staff Pupils</p>	<p>Communication:</p> <ul style="list-style-type: none"> • Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups. Return to school procedures are clear for all staff. Staff have been consulted regarding the risk assessment; concerns and queries which arise in relation to academy risk management strategy should be raised Kerry Fabi. • Leaders/managers endeavour to have supportive conversations with employees to discuss concerns and fears as soon as they arise. • Early communications with employees such as online meetings and calls used during the planning stage to alleviate fears and allow employees to ask questions. 			

<p>population groups affected by both high temperatures and COVID-19</p>	<ul style="list-style-type: none"> • The approach for inducting new starters has been reviewed and updated in line with current situation. • Plans shared with the Local Academy Council who are clear on their role in the planning and fully re-opening of the academy, including support to leaders. • Communications with parents include the plan for full re-opening, risk management measures including social distancing. Pupils are taught about changes to the timetable, social distancing arrangements, staggered start times/breaks/assemblies/home time, hygiene requirements, social distancing. • Head Teacher / SLT contactable by phone for staff working in school or at home during working school hours (e.g. clinically extremely vulnerable staff, those who are self-isolating). • Regular communication and updates are provided for all parties. • Children taught about mental wellbeing specific to the current crisis. Staff discuss with children and communicate with parents accordingly. • Methods of communication established with parents. • Staff have a platform to discuss concerns. • Staff provided with breaks during the day and access to welfare facilities. • Staff report concerns with travelling to work to their line manager so that a safe travel plan can be agreed with the academy. • Guidance and training provided for staff to ensure they can understand and enforce new routines and support pupils understand. • The behaviour policy is reviewed, new measures implemented and a compassionate and proportionate approach is taken to those who exhibit problematic behaviours. • Reviews of team stress and wellbeing risk assessments undertaken as necessary / wellbeing support plan in place for pupils and staff. <p>Pupils:</p> <ul style="list-style-type: none"> • If parents of pupils with significant risk factors are concerned, the academy will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. • Staff support pupils to: <ul style="list-style-type: none"> Rebuild friendships and social engagement Address and equip pupils to respond to issues linked to coronavirus (COVID-19) Improve their physical and mental wellbeing <ul style="list-style-type: none"> • The academy provides more focused pastoral support: Support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues 			
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Support for pupils with additional and complex health needs
Supporting vulnerable children and keeping children safe

Resources:

- Mental health and wellbeing resources are available via email communications and online resources. Supporting resources provided by SUAT.
- Plan likely mental health, pastoral or wider wellbeing support for children returning to school (for example, bereavement support).
- Children learning from home have access to and are provided with educational resources from home so that they can continue with their education. Parents are directed to learning resources.
- Support provided to leaders from SUAT and EIPs.
- Mental health and wellbeing resources and policy on the website and shared with staff, including how to support and manage mental health.
- Safeguarding arrangements to remain.
- Academy provides information for staff regarding how to get further support and counselling.
- PPE provided for staff working in school settings.
- Consider support available from staff absence insurance providers, for staff wellbeing.
- Staffordshire Learning Net and Government website have resources available to support staff mental health and wellbeing.
- HR provider available for support and guidance.
- 07.06.2020 government released guidance regarding extra mental health support for pupils and teachers - https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers?utm_source=6a4d6818-9fb1-4052-b27f-2a182ba79179&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily.
- Staff may wish to access the free MindEd learning platform for professionals, which includes a [coronavirus \(COVID-19\) staff resilience hub](#) with materials on peer support, stress, fear and trauma and bereavement.
- Staff advised that it is important to take care of your mind as well as your body and that you get further support if you need it. Follow the advice that works for you in the guidance on [how to look after your mental health and wellbeing during COVID-19](#).
- Staff advised to try to focus on the things you can control, such as where you get information from and actions you can take to help you feel prepared. The [Every Mind Matters](#) page on anxiety and [NHS mental wellbeing audio guides](#) provide further information on how to manage anxiety.

		<ul style="list-style-type: none"> • If you're still struggling after several weeks and it's affecting your daily life, contact NHS 111 online. If you have no internet access, you should call NHS 111. • The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. • The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. • DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing. <p>Risk assessments:</p> <ul style="list-style-type: none"> • Individual risk assessments completed as required to support staff and pupils, for mental and physical health. Individual risk assessments provided for staff who fall into vulnerable groups including clinically vulnerable and BAME and pregnant staff. Risk assessments are reviewed regularly according to the need and role of the individual. • EHC Plans are in place for children. • Staff aware of how to access support and implement a risk assessment as required. • Named person to oversee wellbeing, planning and monitoring. • Support plan in place which everyone has access to, providing a structure of support and resources which can be used. • Identified key people with personal strengths in supporting pupils who may present with issues/changes in behaviour. • Continue to maintain the good links you already with families, signposting them to resources they may find helpful. • Free training/guidance via The National College which all staff can access. • Transport plan to be implemented with staff who cannot walk, drive or cycle to work. <p>Workload:</p> <ul style="list-style-type: none"> • Staff understand how and where to communicate concerns regarding workload. • Staff encouraged to take regular breaks from their workstation and in accordance with home working guidance and risk assessments. • Staff have access to refreshments. • Staff encouraged to access wellbeing materials online such as the website, SLN, PHE, government website and via email circulations. • Workload shared across staff according to job role and location of work (school or home). 			
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13. Home working	Staff working from home	<ul style="list-style-type: none"> Working from home risk assessments and policies have been shared with and are accessible to staff. Staff aware of how to report issues when working from home. Communication is maintained between staff working in school and staff working at home, by appropriate means. As far as is reasonably practicable, ensure staff are aware of risk management measures for: appropriate desk and display screen set up, fire and electrical issues, managing stress and welfare, manual handling, lone working, slips, trips and falls. Staff to follow home working risk assessments. Home working health and safety policy on the website. 			
14. Data protection	Staff and pupils	<ul style="list-style-type: none"> During the current climate, continued vigilance in online security, including checking unusual requests, suspicious links and attachments from any recipients, even where known to the academy, is still vital. Ensure awareness of data protection and compliant records management policies to keep data safe. Maintain data security measures whilst home working. Maintain confidentiality surrounding sensitive matters, ensure written information which is of a personal, confidential or sensitive nature is communicated in a manner which maintains its' security and is only shared with those who need to receive this information. Data sharing is undertaken in a secure manner e.g. encrypted email attachments, in accordance with data protection policies. Ensure devices are kept secure and personal or confidential information is not accessible to others in school or at home. Ensure portable media is encrypted. Staff understand how to report concerns relating to data protection and how to access IT support if needed. Procedures for potential data breaches and information requests still apply. Follow virtual meeting protocols and remote learning guidance from the NCSC and DfE. 			

<p>15. Educational visits</p>	<p>Staff and pupils</p>	<p>The department continues to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings.</p> <p>In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.).</p> <ul style="list-style-type: none"> • The academy undertakes any visits in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. • As normal, the academy undertakes full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, the academy considers what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. The academy consults the government health and safety guidance on educational visits when considering visits, as necessary. • The guidance in the OEAP 4.4k document for planning and managing activities is specific to operating during the COVID-19 pandemic which advises that it is particularly important to follow government guidance about ‘social distancing’, group sizes, personal protective equipment and hygiene, whether indoors or outdoors, on-site or off-site. • The academy considers avoiding activities which have a high likelihood of minor injuries, so as to reduce the need for first aid, close contact with participants, or visits to hospital. • If the planned activity is in an area open to the public, the academy considers carefully how to ensure that your group is isolated from the public. <p>Visits are risk managed under the following control measures:</p> <ul style="list-style-type: none"> • Regularly washing/sanitising hands including when going outside, before and after touching shared objects such as activity equipment, before eating, after using the toilet, when getting on or off transport such as a minibus, when returning inside; • Avoiding touching objects shared by the public – for example, a member of staff could hold a gate open to avoid everyone touching it; • Avoiding activities which involve touching each other (e.g. holding hands); • Sanitising equipment before it is used. • Consider carrying, or having easily available, antiseptic hand gel, antiseptic wipes, tissues, bags for waste, gloves and face masks and 			
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		<p>possibly disposable aprons and eye protection, in case staff need to administer first aid or give direct support or personal care to a participant.</p> <ul style="list-style-type: none"> • Be aware that antiseptic hand gel usually contains a high proportion of alcohol, and could therefore be a temptation for abuse by some young people. It should be used under close staff supervision. • During some activities, it may be possible to designate or mark out 'zones' within which individual participants work, to avoid contact between them. It is important to keep parents informed about your plans and the precautions you are taking, both indoors and outdoors, as they will naturally be concerned. • When planning a visit, the academy takes the current government guidance into account as part of your process of risk assessment, and then check it regularly in the days and weeks leading up to the visit. • Parents and participants may naturally be concerned, therefore the academy discusses their concerns and keeps them informed about the situation and how risks will be mitigated. • Because of COVID-19, there may be a higher than normal risk of leaders being unable to go on a visit, and so you may need to take this into account when planning the staffing of visits. <p>The academy checks that any provider you intend to use has assessed the risk of coronavirus and implemented control measures to prevent infection. Preliminary visits to check the measures in place and to discuss any issues with the provider are made as required.</p>			
<p>17. Staff taking leave</p> <p>Contracting COVID-19 abroad</p> <p>Self isolation / quarantine</p> <p>Delay to return to the UK</p>	Staff	<ul style="list-style-type: none"> • The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK. This is shared with staff. • As would usually be the case, staff will need to be available to work at the academy from the start of the autumn term. Academy leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term. • 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. 			
<p>18. Lettings</p> <p>Adherence to hygiene requirements</p>	Staff Pupils Lettings providers and attendees	<ul style="list-style-type: none"> • The academy does not consider Lettings to be appropriate at this time. 			