

Dove CE Academy

Risk assessment for the opening of the Academy following closure due to COVID-19 – Summer 2020

Assessors: Kerry Fabi + Cheryl Lear

Date of completion: 18/5/2020

Useful contact information:

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

Staffordshire County Council Health and Safety Service - 01785 355777

Public Health England - 0344 225 3560 NHS - 111

Although this document is written to ensure the safety of all adults and children on the re-opening of school, it is subject to changes depending on the number of staff and pupils who will be attending.

It has been written in order to be prepared for opening on 1st June, but is mindful that this may be delayed further depending on the national situation. This document assumes all children in Early Years' and Year 1 will return, although this will certainly not be the case.

This risk assessment will be reviewed at least weekly to reflect any changes in guidance.

Signature of assessor:

Print name:

Signature of approver:

Print name:

Date approved:

Date Assessment Completed: what are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	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</p>	<ul style="list-style-type: none"> • The academy will be deep cleaned prior to re-opening on 1st June 2020. • Academy risk assessments and procedures are accessible to all staff at all times and are located in the welfare room and shared area of computers. • All staff are aware of government guidance surrounding maintaining hygiene and have ease of access to such guidance (In welfare room – COVID-19 file + shared area on computer). • Non-contact thermometers used to take temperature on arrival to school (staff and pupils) • Soap and water available in all classrooms, toilets, kitchen, welfare room in use within the academy. • Staff sanitise hands using hand sanitiser as necessary when moving around the classroom. Staff to be provided with their own small bottle of sanitiser and a larger pump bottle per classroom. Sanitiser to be used by staff only not pupil. • COSHH is kept on file for the use of hand sanitisers, soaps and other cleaning materials. Hand sanitisers which are potentially flammable are used and stored appropriately in accordance with the material safety data sheets and COSHH. 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. • Staff teach and remind pupils regarding maintaining good hygiene standard such as regular hand washing, not touching mouth/nose/eyes. • Pupils are supervised by staff when washing their hands, where necessary. Songs used to help pupils with hand washing. • Pupils to wash hands with soap and water for at least 20 seconds. • 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 ○ After activities such as forest school, catering lessons and science lessons 	<p>Medium</p>	<ul style="list-style-type: none"> • Local authority and SUAT to be informed immediately of a confirmed case. • Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. • Personal alcohol hand sanitiser issued to all employees • Use soap and water for children not hand sanitizer as children may have allergies. • Tissues will be made available throughout the workplace

		<ul style="list-style-type: none"> ○ After coughing / sneezing ○ At other times as guided by staff following government guidance ● Posters are displayed around prominent areas of the building, including those which are in most regular use such as classrooms, toilets and kitchenettes. ● Soap and water available in every toilet and every facility, which is used for making food / drinks. ● Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are in stock. ● All areas that house soap/hand towels are inspected regularly to ensure stocks are sufficient. Orders are placed on a regular basis to ensure that stocks do not run out. ● Bar soap is not used, nor are non-disposable hand towels. ● 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. Staff to report issues with waste clearance to Kerry Fabi ● Cleaning is undertaken by the contracted cleaning company / in house cleaning team daily. Deep cleaning is undertaken as deemed necessary by the academy – Friday afternoons. ● All touch points will be thoroughly cleaned at the end of each day. Staff will undertake cleaning of key touch points at interims during the day, using anti-bacterial agents / detergents. ● Children use the same classroom or area throughout the day and sit at the same desk each day if they attend on consecutive days, wherever possible. ● Indoor work spaces are well ventilated using natural ventilation (opening windows) or ventilation units. ● 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 ensures a stock of PPE is in place. Visors will be worn at all times by all staff. Masks, gloves aprons and eye protection is available for staff who are treating first aid or who require it. ● Those wearing PPE to receive training in how to remove it safely. ● Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable. 		<ul style="list-style-type: none"> ● Staff to be advised on how to effectively use PPE ● Senior leaders will offer support to staff who are affected by Coronavirus or has a family member affected.
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		<ul style="list-style-type: none"> Children to be informed how to spot symptoms and what to do if they have symptoms. 		
2. Staff / pupils who become unwell on site	Staff Pupils	<ul style="list-style-type: none"> Children and staff must only come into school if they are symptom free. All staff and parents are informed of this in accordance with government guidance. If a child or staff member develops symptoms whilst at school, they must immediately inform the group staff who will contact KF. Parents will be asked to collect their child and advised to take them to be tested. 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. The pupil will be monitored by an adult at all times and appropriate first aid given if required. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The library has been set up appropriately e.g. all soft furnishings removed and other items covered. It is able to be closed off from the rest of school whilst being ventilated by opening the outside door / window. 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 should be 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). If contact is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be 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. No one else will access this room and it will be deep cleaned with disinfectant as soon as possible after the child has left. (Sign the affected area as out of use to permit deep clean). Items which cannot be adequately cleaned (such as soft resources that the potentially infected person comes into contact with) to be appropriately disposed of. If staff members become unwell at school, they will return home, their emergency contact will be notified. All education staff can have access to a test if they display symptoms of coronavirus. If the test is positive, the staff member's class/ group should be sent home and advised to self-isolate for 14 days. If the test is negative, the employee can return to work. 	Medium	<ul style="list-style-type: none"> Local authority and SUAT to be informed immediately of a pupil / member of staff with symptoms. Those wearing PPE to receive training in how to remove it safely.

		<ul style="list-style-type: none"> Any person (pupils / staff) with symptoms should isolate for 7 days and household members should isolate for 14 days. 		
3. Vulnerable workers	Staff and pupils who are clinically extremely vulnerable, those who are clinically vulnerable	<ul style="list-style-type: none"> The academy will follow Government and HR guidance in relation to supporting individuals who are clinically extremely vulnerable and clinically vulnerable. Clinically extremely vulnerable staff work from home. A working from home risk assessment has been carried out. Flexible working agreement in place where staff members have children / family members also working from home at home too. Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear. Clinically vulnerable (but not clinically extremely vulnerable) staff should work from home 'where possible'. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. Specific risk assessments in place for people in this category. If clinically vulnerable (but not clinically extremely vulnerable) staff cannot work from home, they will be offered the safest available on-site roles and an individual risk assessment will be compiled for those individuals, in accordance with their role. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk (see individual risk assessment). Clinically extremely vulnerable children / children who live with people in the shielding category also remain at home and are supported from home. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk. 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. If the child returns to school, they are to be supported by an individual risk assessment. 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. 	Low	<ul style="list-style-type: none"> Senior leaders to 'check in' with extremely vulnerable staff working from home and vulnerable staff working within school. Continue to monitor and review situation for vulnerable staff and pupils.
4. Vulnerable children and those with complex needs	Staff and pupils	<ul style="list-style-type: none"> Where the risk assessment determines a child with an EHC plan will be safer at home, it is recommended they stay at home. Where the risk assessment determines a child with an EHC plan will be as safe or safer at school, it is recommended they attend school. Those who attend school to have an EHC Plan risk mitigation form in place. Those attending school with complex needs but who don't have an EHC Plan will have an individual risk assessment in place. Staff who interact with these children have a copy of the EHC Plan / individual risk assessment. 	Low	<ul style="list-style-type: none"> Continue to contact vulnerable pupils to offer advice and support.

		<ul style="list-style-type: none"> • SENCO to be available to support remotely as she is in a shielding category. • 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 <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 with PPE to be available at all times where required. • 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>Practicalities of classroom learning and use of outdoor areas</p> <p>Pick up and drop off times</p> <p>Use of offices</p> <p>Restrictive physical intervention</p> <p>Visitors</p>	Staff, pupils, parents at risk of virus transmission	<p>Practicalities in school – use of the outdoor environment and classroom learning:</p> <ul style="list-style-type: none"> • Staff and pupils to observe a 2 metre distance from each other when in school and avoid any physical contact, as far as is reasonably practicable. • Children will mix in small and consistent groups. The same staff are responsible for the same groups of children, as far as is reasonably practicable. There is a timetable / plan for this arrangement. (EYFS staff to child ratios apply). • Classes will have no more than 15 pupils per small group. Children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. • Each group will have their own classroom base (Rec – Robins, Yr 1 – Blackbirds, KW groups – Kestrels) • Rooms are accessed directly from outside where possible. • Each group will have their own toilets to use which are next to / in their classrooms. (rec in class base, Yr 1 toilets next to Blackbirdfs classroom, KW group toilets next to Kestrels). Only 1 child per group will be allowed to use the toilet at a time where possible. Touch points to be cleaned regularly throughout the day. Signage to be used to support pupils. • Work spaces will be arranged so that desks are as far apart as possible children will remain in their allocated classroom and will not use other rooms. • Each child has their own resources to be used in class. These will remain on their table – children will not share resources. • Each group has separate equipment for their classroom and for play time. • Resources do not come into the academy from home, and resources are not taken home from the academy e.g. reading books. • Certain areas of the academy closed to children e.g. those which contain lots of resources or are difficult to clean thoroughly, Library, IT Suites. 	Medium	<ul style="list-style-type: none"> • Different start and end times for each 'group'. • Zoned break time and lunchtimes • Ensure pupils are spaced out in classrooms to ensure social distancing to be observed • Pupils and Staff remain in the same classroom/group to reduce social contact in corridors • Dress code will be non-uniform for pupils

		<ul style="list-style-type: none"> • Outdoor learning will be prioritised as much as possible. The timetable is refreshed to ensure that learning outdoors can be maximised. Outdoor zones are in place for each group. • Outside areas will be zoned for break times and lunchtimes to ensure that groups do not mix – 1 group on MUGA, 1 group on playground, Rec in EYFS play area. • Lunch will be eaten in the classroom to avoid pupils moving around the school unnecessarily. Tables will be cleaned with disinfectant before and after eating. Children and staff will wash hands before and after eating. • A member of staff will collect the lunches from the kitchen and bring them to the classroom. • Circulations and other indoor areas which are ‘pinch points’ for potential close contact/gathering such as toilets, to be marked to aid social distancing. One way systems and signage may also be used. • Staff support children to understand the distancing and hygiene rules in a way that is suitable for each individual. • Children and staff to wear freshly laundered clothes daily. <p>Pick up / drop off:</p> <ul style="list-style-type: none"> • Staggered pick ups and drop offs are in place for all groups – where there are siblings in different groups a time to be agreed with school. • 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. • Minimal entrances to the building are used for pick up and drop off points and staff supervise pick up and drop offs to ensure that the system in place is utilised appropriately. The entrance in use is different for each group. Rec – classroom door, Yr 1 classroom door, Keyworkers main entrance. • Parents drop children off and collect them without approaching staff and are informed to keep at a 2-metre distance away from others. Signage in place to support. • Parents email / call staff with queries rather than speaking to them whilst on duty during pick up and drop off times. • Parents are informed of the pickup and drop off procedures and reminders are provided as required, staff will be on hand to support this. • 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. <p>Offices:</p> <ul style="list-style-type: none"> • Office manager and head teacher have own offices so are able to safely socially distance. • School office can be ventilated by opening a window. • Principals’ office has no natural ventilation – Principal to take regular “fresh air breaks” as needed. 		<ul style="list-style-type: none"> • Cleaning plan in place for classrooms and touch-points within school – shared with all staff.
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<p>6. Use of learning resources and toys</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> • No electronic devices to be used by children. Computer suite not to be used as this is a shared area with Ryecroft. • Children will be assigned their own classroom resources and basic equipment for their own use. This will be kept in their draw which is labelled and will remain in their work station at all times. • Children will not bring resources in to school or take them home. • Any shared surfaces will be disinfected before and after use. • Play equipment will not be used by multiple groups and will be disinfected after use. • Unnecessary items removed from classrooms and other learning environments where there is space to store it elsewhere. • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed as far as is reasonably practicable. • Outdoor play equipment (fixed play equipment) is not utilised. 	<p>Medium</p>	<ul style="list-style-type: none"> • Disinfectant solutions to be used to clean the resources and toys throughout the day.

		<ul style="list-style-type: none"> PE equipment is thoroughly sterilised prior to use and after use, with detergents as recommended by government guidance. 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. 		
7.Safeguarding	Staff Pupils	<ul style="list-style-type: none"> The academy follows government guidance regarding vulnerable children, including COVID-19 specific guidance. Safeguarding arrangements and procedures in place. 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. Plan in place for how children of critical workers and vulnerable children will be accommodated alongside returning year groups and encourage attendance (unless they are extremely clinically vulnerable and shielding, or medical advice or further guidance suggests they should not attend). Safeguarding provision in place for vulnerable / disadvantaged children. DSL / DDSL continue to contact vulnerable pupils who are not attending. Staffing ratios are proportionate and appropriate for the number of children returning. Safeguarding policies and procedures are accessible to all staff at all times. They are located in the welfare room and staff shared area on computer. 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. 	low	<ul style="list-style-type: none"> Staff receive update. All staff to be vigilant. DSL / DDSL continue to contact vulnerable families weekly.
8. Close contact with pupils and potentially infectious waste including - Delivery of first aid and where required, intimate care Cleaning of bodily fluids	Staff Pupils	<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 has appropriate handwashing facilities, or should as a minimum provide sanitiser which the staff member will use before accessing handwashing facilities. 	Low	<ul style="list-style-type: none"> First aiders to be provided with extra PPE as necessary. Extra PPE stored in all classrooms to be accessed as needed.

<p>Disposal of potentially infectious waste</p> <p>Caring for those with symptoms</p>		<ul style="list-style-type: none"> • 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 has appropriate 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. <p>Cleaning of bodily fluids:</p> <ul style="list-style-type: none"> • 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. 		
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<p>9. Fire safety and evacuation</p> <p>High traffic on evacuation routes</p> <p>Non adherence to social distancing in an emergency</p>	Staff Pupils	<ul style="list-style-type: none"> • Adjustments made to the fire evacuation procedure as necessary and according to the occupancy of the building. This is communicated to staff and pupils. • Copies of amended fire evacuation procedure displayed in all rooms. • Register of pupils and staff to be completed daily and kept on classroom door this will be used for registration following emergency evacuation. Office manager will collect her own register from classroom door to avoid cross-contamination. • Fire marshal to be on site wherever possible. Staff are clear regarding their designated roles during evacuation. • Staff to communicate with each other and Fire Marshall using walkie talkies. • 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. Evacuating with a 2m distance will unlikely be possible to permit timely evacuation in the event of a fire but reduced occupancy of the building will help to reduce crowded evacuations. Safe and prompt evacuation to be prioritised. • Staff supporting pupils to evacuate (for example, those in close proximity) will be provided with PPE as required. 	low	<ul style="list-style-type: none"> • Updated fire evacuation procedure to be followed.
<p>10. Cleaning</p> <p>General cleaning</p> <p>During outbreaks of infection</p>	Staff supporting cleaning	<ul style="list-style-type: none"> • PPE is provided for cleaning. • Each classroom and office have sprays provided with tissues, gloves and cleaning agents. Cleaning surfaces are sanitised following coughs / sneezes and hands are washed for 20 seconds. • Cleaning of touch points to be carried out by staff throughout the day following cleaning procedure communicated to all staff. PPE is provided. • All areas to be thoroughly cleaned after school by contracted cleaning providers. • 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. • In house cleaning has a specific risk assessment for cleaning, adapted for specific arrangements for COVID-19, which is communicated with cleaning staff. 	Medium	<ul style="list-style-type: none"> • Antibacterial spray and cleaning equipment to be placed in each classroom • Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. • Doors to pupil toilet to be wedged open

		<ul style="list-style-type: none"> • 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 9. • 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. • Avoid creating splashing and spray when cleaning. • When items cannot be cleaned or laundered using detergents e.g. upholstered furniture, 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 		to avoid excessive surface contact and facilitate ventilation
11. Catering Contracted / in house catering Adherence to food hygiene standards	Staff / pupils	<ul style="list-style-type: none"> • Pupils who are eligible for Free School Meals and who are learning from home will receive a dry food hamper weekly from the catering provider. • Hampers are collected under social distancing rules and the academy has a procedure for this - parents collect from the main door social distancing measures in place. • Catering service to provide packed lunches for all pupils to eat in the classrooms alternatively children can bring in their own packed lunch. • Pupils are supervised during break and lunch times, and when accessing drinking facilities. Pupils are taught and reminded not to share cups, drinks or food. • Disposable cups are used if needed. • Tables are cleaned with disinfectant before and after eating. Hands are washed before and after eating, for at least 20 seconds. • Children remain in the classrooms at their work station and a member of staff will bring their lunch to them. • 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 should be followed. 	Low	<ul style="list-style-type: none"> • Continue to liaise with catering team and communicate changes

		<ul style="list-style-type: none"> • 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 your 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. • 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. 		
12. Security of Site and Building Internal statutory compliance tasks Contractors on site for essential works such as statutory compliance	Staff Pupils	<ul style="list-style-type: none"> • Minimal number of entrances and exits to be used (other than for emergency evacuation). • 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. • 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. • Full premises inspection to be conducted prior to opening and any issues to be addressed accordingly. • All bins and skips should be emptied and secured well away from the building and hazardous waste stored and secured appropriately. • 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. 	low	<ul style="list-style-type: none"> • Senior leaders to ensure all gates are locked and opened as necessary after drop off and before collection.

		<ul style="list-style-type: none"> 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 cleaned (along with touch points). 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 		
13. Mental Health and Wellbeing of staff and pupils Workload Communication	Staff Pupils	Communication: <ul style="list-style-type: none"> Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups. Return to school procedures are clear for all staff including arrangements to return any furloughed staff. 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. Risk assessment shared with all staff by email and available in welfare room and on staff shared area. Staff sign to say they have read and understood. Updates to risk assessment provided for all staff and highlighted to make it clear. Available in welfare room and on staff shared area. Re-opening plans shared with the Local Academy Council who are clear on their role in the planning and re-opening of the school, including support to leaders Communications with parents include the plan for re-opening, risk management measures including social distancing. Wellbeing and support provided for parents of children who continue home learning. Documents available on website. Pupils are taught about changes to the timetable, social distancing arrangements, staggered start times/breaks/assemblies/home time, hygiene requirements, social distancing. 	Medium	<ul style="list-style-type: none"> Regular communication of mental health information and open door policy for those who need additional support. Staff Resources available to deal with any increase in pupils mental health issues

		<ul style="list-style-type: none"> • Head Teacher / SLT contactable by phone for staff working in school or at home during working school hours. • 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, including hours of working and timescales for responses. • Staff have a platform to discuss concerns. <p>Resources:</p> <ul style="list-style-type: none"> • 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 on Tapestry so that they can continue with their education. Parents are directed to learning resources. Staff working from home / shielding will respond to parents on tapestry and pass any queries to other teacher as appropriate. • Staff continue to provide pastoral support and care to children by appropriate means. • 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 and resources available to • Safeguarding arrangements to remain. • Staff are eligible for testing and are informed of how to arrange this. • Academy provides information for staff regarding how to get further support. • 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. <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. • EHC Plans are in place for children. • Staff aware of how to access support and implement a risk assessment as required. • Kerry Fabi to oversee wellbeing, planning and monitoring. 		
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14. 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. 	Low risk	<ul style="list-style-type: none"> • Senior leaders to continue to check in with staff working from home
15. 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. • 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. 	Low	