

## Kingsmoor Academy – TIER 4 ACADEMY RETURN - COVID-19 January 2021

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to academy	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Academy to operate bubble group system split by key stages for key worker and vulnerable pupils only.</li> <li>• CEV staff and students to work remotely until the government guidance changes.</li> <li>• Staff with underlying health conditions to undertake individual risk assessment to ensure their safety or to move to remote working.</li> <li>• Each Bubble group to have dedicated facilities in the building and dedicated playground area to use each time they are on site.</li> <li>• Nursery and Reception will form their own bubble.</li> <li>• Year1 and 2 will form a KS1 bubble.</li> <li>• Years 3 and 4 will form a lower KS2 bubble.</li> <li>• Year 5 and 6 will form the upper KS2 bubble.</li> <li>• Nursery and Reception children will access the site using Gate 1 – entrance leading directly to the EYFS block.</li> <li>• Numbers will be reviewed daily to ensure the safest bubble group system is in place.</li> <li>• Years 1, 2, 3,4,5 and 6 will access the site using Gate 2 – main entrance to the school building.</li> </ul>	HIGH	Yes	

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|  |  | <ul style="list-style-type: none"> <li>• Pupils will sanitise their hands-on entry to the site, they will then be taken directly into their classroom and sanitise again</li> <li>• Two pupil entrances, parents will queue using dedicated 2 metre spaces in the morning to drop their children off at their designated gates.</li> <li>• Parents must wear a face covering at all times if they enter the academy site</li> <li>• Early years and reception to use early years entrance next to vehicle exit where staff will collect and lead pupils directly into their class space via external doors.</li> <li>• Bubble groups can also wait within school grounds in clearly marked areas 2 metres apart prior to entering class space.</li> <li>• Parents from years 1-6 to queue at pedestrian entrance leading to main entrance leaving 2 metre spaces before being collected by staff and brought into building via main entrance or directly into classrooms where possible on the ground floor.</li> <li>• 2 metre spaces to be clearly marked out next to main entrance and 2 metre rules enforced while they are waiting for staff to receive their children</li> <li>• Staff member who is outside enforcing the rules should wear a face covering visor, mask and gloves.</li> <li>• Staff member collecting pupils should wear a face covering visor, mask, and gloves.</li> <li>• Nursery and Reception staff will collect pupils from the Early Years path and lead them directly into their class space via external doors.</li> </ul> |  |  |
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			<ul style="list-style-type: none"> <li>Bubble groups can also wait within school grounds in clearly marked areas 2 metres apart prior to entering class space.</li> <li>Years 1, 2, 3,4,5 and 6 will be collected by staff and brought into building via school hall entrance or lower KS2 entrance.</li> <li>Staff member who is outside enforcing the rules should wear a face covering mask at all times if 2M distance cannot be maintained.</li> <li>Staff member collecting pupils should wear a face covering, mask, and gloves if 2M distance from parents cannot be maintained</li> </ul>			
School Uniform	Pupils	Infection Control	<ul style="list-style-type: none"> <li>Pupils are encouraged to attend school in school uniform as these are easily cleaned (washing machine).</li> <li>If uniform can't be washed then pupils will be allowed to wear washed non-school uniform.</li> </ul>	Medium	Y	School Uniform
Wider Public Transport	Pupils Driver Public	Risk of Infection	<ul style="list-style-type: none"> <li>Where possible encourage pupils to walk to school or use alternative transport i.e. cycle, walking bus.</li> <li>Pupils encouraged to wash hands as soon as arrive at school or use hand sanitiser available at gate and on entry into the building.</li> </ul>	High	Y	Wider Public Transport
Face Covering	Pupils Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> <li>Staff and Pupils to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears)</li> <li>If disposable masks these must be disposed of in a closed bin.</li> <li>If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing.</li> </ul>	Medium	Y	

			<ul style="list-style-type: none"> <li>• Staff must wear face coverings when in communal areas and moving around the school site</li> <li>• Wear face coverings and PPE when speaking with Parents</li> <li>• Wear face coverings when out of your social bubble.</li> </ul>			
All year groups returning to school	Pupils Staff Parents Others	Risk of Spread of Infection due to large groups of pupils	<ul style="list-style-type: none"> <li>• Academy operates various entrance gates for year groups</li> </ul>	High	Y	
Prevention of Infection <b>The following must be in place in schools at all times:</b>	Pupils Staff Parents Others	Risk of spread of infection	<ul style="list-style-type: none"> <li>• Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</li> </ul> <p><b>All schools must follow this process and ensure all staff are aware of it.</b></p> <ul style="list-style-type: none"> <li>• If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</li> <li>• If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation</li> </ul>	High	Y	

			<p>period, they should restart the 10 day isolation period from the day they develop symptoms.</p>			
<p>Prevention of Infection <b>Must be properly considered and schools must put in place measures that suit their particular circumstances.</b></p>	<p>Pupils Staff Parents Others</p>	<p>Risk of spread of infection</p>	<ul style="list-style-type: none"> <li>• minimise contact between individuals and maintain social distancing wherever possible</li> <li>• 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>• 2) clean hands thoroughly more often than usual</li> <li>• 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>• 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>• 5) minimise contact between individuals and maintain social distancing wherever possible</li> <li>• 6) where necessary, wear appropriate personal protective equipment (PPE)</li> </ul> <p>Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances.</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-pupils-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-pupils-social-care</a></p> <ul style="list-style-type: none"> <li>• ATT operate a full daytime cleaning procedure with dedicated staff at each site undertaking touchpoint cleaning in line with GOVT/PHE Guidance</li> </ul>	<p>Prevention of Infection <b>Must be properly considered and schools must put in place measures that suit their particular circumstances.</b></p>	<p>Pupils Staff Parents Others</p>	<p>Risk of spread of infection</p>
<p>Staff receiving child from Parent</p>	<p>Staff</p>	<p>Spread of Infection due</p>	<ul style="list-style-type: none"> <li>• Staff receiving children to be wearing a face covering mask at all times</li> </ul>	<p>HIGH</p>	<p>Yes</p>	

		to close contact	<ul style="list-style-type: none"> <li>• Staff receiving children to also wear gloves if 2M distance cannot be maintained</li> <li>• Staff will direct children to use the hand sanitiser on entry into the site and again on entry into their classroom (another member of staff supervise pupils) or they will be directed to the sinks within their rooms to wash their hands (member of staff will supervise)</li> <li>• Hand sanitiser to be placed in reception, office and every class space and Corridor</li> </ul>			
Pupils bringing equipment into school	Staff Pupils Others	Risk of spread of infection	<ul style="list-style-type: none"> <li>• Pupils and Parents informed to keep items brought into school as a minimum</li> <li>• Only lunch boxes, outdoor clothes and bags permitted.</li> </ul>	High	Y	
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• The classroom will be set up with all pupil desks facing forward ensuring no pupil is sat face to face with another during lessons and the desks spaced 2M apart.</li> <li>• The teacher's desk will be kept 2 metres away from the children's tables/desks.</li> <li>• Tissues available around the rooms for pupils to use when coughing or sneezing and they must go into a closed lid bin after one use.</li> <li>• Tissues dispenser to be provided in each classroom</li> <li>• Maximum number of pupils per room to safely meet requirements is between 8 and 15 in line with Tier 4 restrictions</li> <li>• Closed lid bin, Tissue dispenser and hand sanitiser to be provided in every classroom.</li> <li>• Hand sanitiser to be provided in every room in unit fixed to the wall.</li> <li>• A designated table for close interaction/marketing will be set up in the classroom</li> </ul>	HIGH	YES	

			<ul style="list-style-type: none"> <li>Classroom based resources, such as books and games, can be used and shared within the bubble group; these must be cleaned regularly or held in isolation for 48 hours (72 hours for plastics) between use</li> <li>Pupils and staff will not share pencils, pens and other frequently used stationary items.</li> <li>Pupils will be given their own stationary to keep on their desks.</li> <li>Glue sticks and paintbrushes will not be used during this period.</li> <li>Shared items can be used within bubbles but must be cleaned regularly and contained within the bubble.</li> </ul>			
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Teaching staff must keep that safe distance at all times where possible when teaching.</li> <li>Where children may require extra assistance a 2 metre rule must try to be enforced.</li> <li>Where 2 metre rule cannot be met Staff members must use PPE available to them (Visors, masks, Gloves, Apron)</li> <li>Hand sanitiser in every classroom and must be used every time a pupil enters the room</li> </ul>	HIGH	YES	
Class / Year Groups	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>Where possible pupils are to be kept in their class / year bubbles and not to mix with other bubbles.</li> </ul>	High	Y	
Use of school resources in individual bubbles	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>Where possible keep the use of resources to each allocated bubble.</li> <li>Pupils should use their own pencils and pens and not share</li> </ul>	High	Y	

			<ul style="list-style-type: none"> <li>All classroom based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces.</li> </ul>			
Use of school resources shared between bubbles or classes	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>Shared resources between bubbles or classes should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> </ul>	High	Y	
Taking items/resources home	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>Unnecessary taking home of equipment / resources discouraged</li> <li>Cleaning as above if items are taken home.</li> </ul>	High	Y	
Assemblies Collective Worship	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Keep assemblies / worship separate to individual bubbles or if room available keep bubbles of one year group separated by at least 2 metres.</li> </ul>	Medium	Y	
Educational Visits	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>School trips can commence, however they must be non-overnight trips only</li> <li>These trips should include any pupils with SEND connected with their preparation for adulthood.</li> <li>Make use of outdoor spaces in local areas</li> <li>Full suitable and sufficient risk assessments to be put in place for each trip.</li> </ul>	High	Y	
SEND Pupils	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Pupils who have complex needs or who need close contact care, will continue as normal.</li> <li>A risk assessment will be required to ensure staff who care for these pupils do not have any medical conditions which may put them in an at risk category.</li> </ul>	High	Y	
Attendance in schools	Pupils	Education suffering	<ul style="list-style-type: none"> <li>It is vital for all pupils to return to school to minimise as far as possible the longer-term impact of the pandemic on pupils' education, wellbeing and wider development.</li> </ul>	Medium	Y	



			<ul style="list-style-type: none"> <li>Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;</li> <li>Schools' responsibilities to record attendance and follow up absence</li> <li>The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct</li> <li>CEV staff and students to work remotely until the government guidance changes in their Tier or undertake individual risk assessment to determine measures to put in place for safe working.</li> </ul>			
Use of Supply teachers and other staff	Staff Pupils	Risk of Infection	<ul style="list-style-type: none"> <li>Inform supply staff of the arrangements in place</li> <li>Consider using longer assignments for supply teachers and/or other staff</li> <li>Where possible minimise their movement around school and keep them in the same bubbles</li> </ul>			
Before and After school clubs	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>Schools should consider resuming any breakfast and after-school provision, where possible if parents request it.</li> <li>Where possible keep pupils in their year groups or bubbles</li> <li>Where not possible look at consistent small groups only.</li> <li>Arrange for same staff to deliver before and after care provision to reduce risk.</li> </ul>	High	Y	
Music Lessons	Pupils Staff	Singing Playing an instrument	<ul style="list-style-type: none"> <li>Look at reducing risk of using particular instruments and allowing large groups</li> <li>If able can lessons take place outside</li> <li>No more than 15 pupils back to back or side to side</li> </ul>	High	Y	

			<ul style="list-style-type: none"> <li>• No sharing of woodwind instruments</li> <li>• Good Ventilation required</li> <li>• Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> </ul>			
Physical Activity	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• Outdoor sports where possible and contact sports avoided.</li> <li>• Maximise distance between pupils</li> <li>• Equipment used must be scrupulously cleaned after each use</li> <li>• Encourage activities such as active mile.</li> <li>• Indoor sports should be small groups only and social distancing carried out and all equipment cleaned after each group use.</li> </ul>	Medium	Y	
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> <li>• Hand Dryers and air conditioning to be regularly checked and used throughout building, Toilets to be regularly cleaned and cleaning logged accordingly and in sight of pupils/staff</li> <li>• Inform the child of the importance of washing their hands after using the toilet and on their return to the classroom use the hand sanitiser on entering the classroom.</li> <li>• Posters placed around site to reinforce this issue</li> <li>• Toilet breaks to take place at designated times throughout the day and staggered across year groups</li> <li>• Year 5/6 and year 1-4 pupils to use toilets next to their classrooms closest to their classrooms.</li> <li>• Reception/nursery, Years 1 and 2 pupils to use the toilets within the classroom.</li> </ul>	MEDIUM	YES	

			<ul style="list-style-type: none"> <li>• Pupil will use hand sanitiser within classrooms every time they enter.</li> </ul>			
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Pupils will remain in their bubble group when outside for breaks/lunch/activities.</li> <li>• Pupils informed again of the importance of social distancing and the need to remain within their group and designated area whilst outside.</li> <li>• Dedicated area of playground/field to be set out for each bubble group to use during breaks and same are used each time.</li> <li>• Teachers to provide activities which can abide by the rules.</li> <li>• Supervising staff must keep a 2 metre distance from each other at all times. PPE available for staff to use where this is not possible</li> <li>• Staff to wear a mask when in communal areas or staff room at all times</li> </ul>	MEDIUM	YES	
Break Times –	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Staff to take their breaks and lunches in designated zones within their bubbles. These areas should be monitored throughout the day with a maximum of 2 staff allowed at any one time.</li> <li>• Staff must sit at least 2 metres apart from each other whilst eating their lunch.</li> <li>• Staff must make their own drinks using their own cup</li> <li>• Single use tea, coffee and milk will be provided</li> <li>• Plastic disposable cutlery only to be provided and disposed after use</li> <li>• Staff must sign in and out using the sheet provided</li> <li>• Staff are permitted to bring their own lunch and store this in the fridge.</li> <li>• Fridge will be emptied and cleaned each night.</li> </ul>			

			<ul style="list-style-type: none"> <li>• Microwave will be not be available</li> <li>• No sharing of cutlery or food items.</li> <li>• Staffroom to be cleaned after use by onsite cleaner.</li> </ul>			
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Break times to be staggered to accommodate each bubble group and ensure they do not mix</li> <li>• Each bubble group will utilise the same area each break time.</li> <li>• Member of cleaning staff working through out day to thoroughly clean all touch points</li> <li>• During breaks they will clean tables and door handles with a disinfectant or disinfectant spray.</li> <li>• If a child releases bodily fluid in class space, affected area to be cleaned with anti-bacterial spray and wiped with blue paper towels by staff member</li> <li>• Staff Must wear mask and gloves whilst carrying out this task and wash hands after cleaning.</li> <li>• Any excess or unused furniture to be removed from classroom to create extra space</li> </ul>	MEDIUM	YES	
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Pupils can bring packed lunches, and these will be eaten in class rooms during their lunch break. Pupils to keep their own water bottle on desk which can be refilled throughout the day and removing need to bring drinks from outside the academy.</li> <li>• Hot Lunches to be delivered in stages.</li> <li>• All dietary requirements reviewed before re-opening and details recorded for new pupils receiving onsite catering.</li> <li>• Tables are positioned to ensure all pupils face forward and at no point are face to face with another peer</li> <li>• Tables to be set up to ensure 2M between pupils</li> </ul>	MEDIUM	YES	

			<ul style="list-style-type: none"> <li>Catering staff to wear PPE when serving lunches in dining hall.</li> <li>Catering provider have completed risk assessments to be shared with academy.</li> <li>Screen added to serving area in dining hall</li> <li>Pre order of hot lunches available for pupils to minimise contact and ensure transition of bubble groups during lunch is completed swiftly.</li> </ul>			
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering Mask/Visor/Gloves/Apron and follow ATT procedure when dealing with injuries.</li> <li>Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>Where this is not possible Staff members to wear PPE and dispose of items within closed lid bin immediately after use.</li> <li>Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>Always wash hands after contact</li> <li>PPE used for first aid must be disposed of after use</li> <li>Staff to wash hands and sanitise after removal of PPE</li> <li>Designated medical room with natural ventilation and accessible toilet has been identified for use if pupils show COVID19 Symptoms</li> </ul>	HIGH	YES	
First Aid – Life threatening	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>In the event of a serious injury or incident call 999 immediately. Tell the call handler if the patient has any COVID-19 symptoms</li> <li>Wear face covering and gloves when in close contact or dealing with bodily fluids</li> </ul> <p><b>ADULTS</b></p>	First Aid – Life threatening	YES	

			<ul style="list-style-type: none"> <li>• In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth.</li> <li>• Use of a defib if available.</li> <li>• Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.</li> <li>• Ensure you safely discard disposable items and clean reusable ones thoroughly</li> </ul> <p><b>PUPILS</b></p> <ul style="list-style-type: none"> <li>• In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions.</li> <li>• Use of a defib if available.</li> <li>• Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.</li> <li>• Ensure you safely discard disposable items and clean reusable ones thoroughly</li> </ul>			
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> <li>• First Aiders must always wear gloves when administering first aid procedures.</li> <li>• It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK)</li> <li>• Ensure records of administration are kept up to date and who administered the medication.</li> <li>• Any dressings used to be double bagged.</li> <li>• Where any medications are administered try and encourage the pupils to self-administer or consider</li> </ul>	First Aid & Medication	<b>YES</b>	

			<p>wearing a face covering (always refer to up to date information from Gov.UK)</p> <ul style="list-style-type: none"> <li>• Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.</li> <li>• Ensure you safely discard disposable items and clean reusable ones thoroughly</li> </ul>			
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> <li>• When staff are carrying out any intimate care they must:</li> <li>• Wear Gloves</li> <li>• Wear an apron</li> <li>• Wear a mask</li> <li>• Wear a visor</li> <li>• Nappies, wipes etc. must be double bagged and placed into a closed lid bin</li> <li>• Soiled clothes to be double bagged and given to Parents on collection of child.</li> <li>• Staff must wash their hands once gloves and masks are removed and dispose of single use PPE</li> <li>• ATT procedure to be displayed outlining instructions which must be followed.</li> <li>• Record all intimate care carried out.</li> </ul>	HIGH	YES	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child.</li> <li>• Encourage child to use a tissue to wipe eyes/nose etc.</li> <li>• If contact is required, consider wearing a face covering visor or mask.</li> <li>• Wash and sanitise hands after contact</li> </ul>	MEDIUM	YES	
Children with behavioural issues	Staff	Spread of Infection due	<ul style="list-style-type: none"> <li>• Where possible allow the child to vent their frustrations</li> <li>• Where possible allow child to be in a room on their own or outside</li> </ul>	HIGH	YES	

		to close contact	<ul style="list-style-type: none"> <li>• If team teach techniques are required, it is advised face covering mask and or visor, apron and gloves are worn.</li> <li>• Pupil May need sperate care and attention in another space, area to be designated by academy and PPE used at all times</li> </ul>			
Children leaving at the end of the academy day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Parents must wear face covering mask when they enter the academy site to collect pupils</li> <li>• Parents will not enter the building at any time</li> <li>• One-way system in place with a staff member supervising outside to inform Parents to abide by the 2-metre social distancing rule.</li> <li>• Nursery and Reception parents will collect children from Gate 1.</li> <li>• KS1 and 2 parents should enter the school site from gate 2 and collect their children from the designated areas signalled by staff.</li> <li>• Children will stand behind cones/barriers with their teachers and TAs and wait until the teacher releases them upon arrival of parent.</li> <li>• Parents must wear a mask when collecting their children and staff will bring pupils to designated gate/waiting area during Tier 4 restrictions.</li> </ul>	HIGH	YES	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Parents will be informed that the majority of conversations with staff will be either over the phone or whilst the academy is in Tier 4.</li> <li>• Where discussions in person are required PPE will be available for staff to use if social distancing requirements cannot be met</li> <li>• Parents must wear a face covering mask when they enter the academy site.</li> </ul>	HIGH	YES	



			<ul style="list-style-type: none"> <li>• Parents without a mask will not be allowed to enter the academy site</li> <li>• Only one parent will be allowed onto the academy site to collect children.</li> <li>• Staff to monitor pedestrian areas to discourage parents from congregating together and uphold 2M waiting distance</li> <li>• Staff carrying out this task to wear a face mask at all times</li> </ul>			
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>• All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.</li> <li>• All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> <li>➢ Public Health England</li> <li>➢ Gov.co.uk</li> <li>➢ NHS</li> <li>➢ DfE</li> <li>➢ Department for Health and Social Care</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection available on ATT LMS and delivered online including: <ul style="list-style-type: none"> <li>○ Infectious diseases</li> <li>○ COVID19</li> <li>○ First aid at Work</li> <li>○ First Aid Appointed person</li> <li>○ First Aid/Riddor</li> </ul> </li> <li>• Staff are made aware of the academy's infection control procedures in relation to coronavirus via website, email and staff presentation and risk assessment information packs provided during pre-opening meetings or first staff briefing of the year.</li> </ul>	MEDIUM	YES	

			<ul style="list-style-type: none"> <li>• Staff to contact the academy as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>• Staff must ensure they do not attend school if they feel unwell or show symptoms of COVID19.</li> <li>• Staff to ensure they access an available COVID19 test via NHS Test and trace as detailed in ATT Guidance and procedure for COVID 19 Symptoms and Outbreak</li> <li>• Parents are made aware of the academy’s infection control procedures in relation to coronavirus via Website, letter, posters or social media – they are informed that they must contact the academy as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Pupils are made aware of the academy’s infection control procedures in relation to coronavirus via academy staff and are informed that they must tell a member of staff if they feel unwell.</li> <li>• Any unwell pupil will be separated from their group and Academy staff will follow the ATT procedure for managing symptomatic pupils and outbreaks of COVID19</li> <li>• Unwell pupils will be located in the medical room and use the adjacent toilet to limit the potential spread of infection.</li> <li>• The academy has access to and follows ATT Guidance for Managing Symptomatic pupils and confirmed cases of COVID19.</li> <li>• The academy follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace guidance in ATT guidance and procedure for</li> </ul>			
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			<p>managing symptomatic pupils and confirmed cases of COVID19</p> <ul style="list-style-type: none"> <li>The Academy has an up to date Business continuity Plan in place should the academy have to close in full a move to remote learning</li> </ul>			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> <li>Posters are displayed throughout the academy reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the academy.</li> <li>Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>Sufficient amounts of soap and hand sanitiser available in classrooms, clean water and paper towels are supplied in all toilets and kitchen areas.</li> <li>Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary using sinks in classrooms</li> <li>All hand dryers to be disabled and taken out of use to limit spread of infection and Paper towels to be provided for this purpose instead.</li> <li>Pupils are forbidden from sharing cutlery, cups or food or from bringing these items from home.</li> <li>Academy to provide bottled water and packed lunches prepared on site for pupils</li> <li>Air con to be turned off with windows and doors (Where appropriate) opened to provide natural ventilation</li> <li>Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>Central ATT Estates team to arrange enhanced cleaning prior to opening which will be undertaken where required – ATT Cleaning provider to provide guidance, risk assessments and cleaning specification prior to re-opening</li> </ul>			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>Staff must follow ATT procedure for managing COVID 19 Symptoms and confirmed cases and follow local HPT advice.</li> <li>The academy has access to and follows ATT Guidance for Managing Symptomatic pupils and confirmed cases of COVID19.</li> <li>The academy follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace guidance in ATT guidance and procedure for managing symptomatic pupils and confirmed cases of COVID19</li> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>Forehead temperature gun in place at academy to take temperature and minimise contact between staff and pupils.</li> <li>Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.</li> <li>The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Once advice of local HPT has been sought Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>• If required room to be taken out of circulation for 72 hours and pupils/staff to self-isolate in confirmed cases of COVID19.</li> <li>• Fogging treatment to be carried out to affected area in confirmed cases. To be arranged at ATT estates on notification.</li> <li>• If unwell pupils and staff are waiting to go home, they are instructed to use medical room and associated toilets separate to the rest of the academy to minimise the spread of infection.</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable but separated from bubble group, by their parents – the parents are advised to contact NHS 111 immediately or 119 to book a test, in emergencies call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS</li> </ul>			
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			111 immediately and book a test via NHS 119 or call 999 if they become seriously ill or their life is at riskAny medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using anti-bacterial spray and blue paper towels provided within class space in line with guidance, using PPE at all times.</li> <li>• Cleaning staff on site during opening hours to meet hygiene standards</li> <li>• Parents are informed not to bring their children to the academy or on the academy premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Staff and pupils do not return to the academy before the minimum recommended exclusion period (or the 'self-isolation' period of 10 days) has passed, in line with national guidance.</li> <li>• All pupil trips are to be on hold during this period of re-opening</li> <li>• Parents notify the academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>• The academy in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>• Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents where necessary.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>In extreme cases involving significant risk the decision not to return to academy can be taken in conjunction with the pupils parents Local HPT team and ATT central team.</li> </ul>			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>All Staff and pupils are advised they must not attend the academy if they feel unwell.</li> <li>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Principal or SLT as soon as possible.</li> <li>The Academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus and follows the ATT procedures advice of the local health protection team HPT</li> <li>The Academy is informed by pupils' parents when pupils return to academy after having coronavirus – the Academy informs the relevant staff.</li> <li>Staff inform the principal when they plan to return to work after having coronavirus.</li> <li>Central Estates monitors the cleaning standards of the academy cleaning contractors and additional measures required with regards to managing the spread of coronavirus are being implemented with cleaning arrangements and specification outlined for Academy.</li> <li>Additional Cleaning provision provided throughout the day to ensure all touch points and regularly used surfaces are cleaned.</li> </ul>	HIGH	YES	

			<ul style="list-style-type: none"> <li>All visitors who enter the academy site must wear a face covering mask</li> </ul>			
Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> <li>The academy staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure.</li> <li>Academy Staff follow ATT procedure for managing COVID 19 Symptoms and confirmed cases</li> <li>Temperature to be taken should any pupil show signs of illness and they are isolated from the rest of their bubble in the designated area.</li> <li>The Principal contacts the local HPT team and ATT Estates Team, follows the advice given from HPT and discusses if any further action needs to be taken.</li> <li>Academy's put into place any actions or precautions advised by their local HPT team, central Estates Team/National Guidance.</li> <li>Academy to keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> <li>All Staff/Pupils and parents have access to the relevant ATT COVID19 Procedures</li> </ul>	Medium	YES	
Cleaning while Academy open	Staff	Infection Control	<ul style="list-style-type: none"> <li>Cleaning staff deployed during daytime opening hours 08:30 – 15:30 in addition to regular cleaning hours.</li> <li>All touchpoints and hard surfaces to be cleaned on a regular basis throughout the day, this will include               <ul style="list-style-type: none"> <li>All door handles</li> <li>All tables and chairs used by staff and pupils</li> <li>Toilet flushes and regular cleaning of toilets.</li> <li>Separate specification to be issued by cleaning contractor</li> </ul> </li> </ul>	MEDIUM	YES	



			<ul style="list-style-type: none"> <li>All classrooms to have disinfectant wipes, spray disinfectant and disposable cloths to clear any spillage during occupation.</li> <li>All Classrooms to have disinfectant wipes available to clear any spillages.</li> <li>Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>All used cloths thrown away to be double bagged and then placed in a secure area/closed lid bin.</li> </ul>			
Response to any infection	Heads of School	COVID 19	<ul style="list-style-type: none"> <li>7) engage with the NHS Test and Trace process</li> <li>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>9) contain any outbreak by following local health protection team advice</li> <li>Numbers 7 to 9 must be followed in every case where they are relevant.</li> <li>Follow ATT Guidance for managing confirmed cases and symptomatic pupils</li> </ul>	MEDIUM	YES	
Track and Trace	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>If a pupil or member of staff or others are showing symptoms they must go home immediately to self-isolate.</li> <li>The school to inform staff and Parents they must be willing to take a test if they are displaying symptoms.</li> <li>All pupils can be tested (including pupils under 5)</li> <li>They should provide details of close contacts if they test positive or if asked by NHS track and Trace</li> <li>Self-isolate if they have been in close contact with someone who has tested positive for coronavirus.</li> </ul>	MEDIUM	YES	
Testing Negative	Staff Pupils	COVID 19	<ul style="list-style-type: none"> <li>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-</li> </ul>	HIGH	YES	

	Others		19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.			
Testing positive	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> <li>• 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 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.</li> <li>• Other members of their household should continue self-isolating for the full 10 days.</li> <li>• ATT Academies to follow guidance in Managing Confirmed cases and symptomatic pupils procedure</li> </ul>			
Manage positive cases amongst the school community	School Head Teacher	COVID 19	<ul style="list-style-type: none"> <li>• Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>• The health protection team will carry out a rapid risk assessment to confirm who has been in close contact</li> </ul>			

			<p>with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <ul style="list-style-type: none"> <li>• The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:             <ul style="list-style-type: none"> <li>• 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)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</li> </ul>			
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			<ul style="list-style-type: none"> <li>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</li> <li>If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</li> <li>Schools should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation.</li> <li>Further guidance is available on testing and tracing for coronavirus (COVID-19).</li> <li>ATT Academies to follow guidance in Managing Confirmed cases and symptomatic pupils procedure</li> </ul>			
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Contain an outbreak	School Head Teacher	Not following advice	<ul style="list-style-type: none"> <li>If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</li> <li>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</li> </ul>			
Estates	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>Site Staff to ensure school is safe and ready for opening in Spring term</li> <li>All statutory testing and in-house testing carried out.</li> <li>Ensure there are plenty of wash areas for staff and pupils to wash hands</li> <li>Ensure Legionella risks have been managed and all appropriate testing carried out.</li> </ul>	High	Y	
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>Statutory inspections to continue but with social distancing in place at all times and completed out of hours where possible.</li> <li>In-house inspections should continue to ensure the school remains as safe as possible.</li> <li>Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments.</li> </ul>	High	Y	

Contractors in school	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.</li> <li>Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>School to ensure no pupils or staff are in the area where contractors are working.</li> <li>Contractors will be designated a toilet they can use whilst on site.</li> <li>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> <li>They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</li> <li>If they become aware of a contractor coming down with symptoms within 14 days of being at the school, they must inform the school immediately.</li> </ul>	High	Y	
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> </ul>	High	Y	
Mental Health and well being	Staff	Anxiousness	<ul style="list-style-type: none"> <li>Have regular keep in touch meetings/calls with</li> <li>people working at home to talk about any work issues</li> <li>Talk openly with workers about the possibility that they may be affected and tell them what to do to raise</li> </ul>	High	Y	

			<p>concerns or who to go to so they can talk things through</p> <ul style="list-style-type: none"> <li>• Involve workers in completing risk assessments so they can help identify potential problems and identify solutions</li> <li>• Keep workers updated on what is happening so they feel involved and reassured</li> <li>• Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</li> </ul>			
Staff taking leave	Staff	Short staffed Isolating	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</li> </ul>	High	Y	
Volunteers in school	Pupils	No DBS checks	<ul style="list-style-type: none"> <li>• Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.</li> <li>• Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</li> </ul>	High	Y	
Safeguarding	Pupils	Incidents	<ul style="list-style-type: none"> <li>• Always follow the statutory safeguarding guidance</li> <li>• Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help</li> </ul>	High	Y	

			<p>support staff and pupils regarding any additional or new safeguarding referrals</p> <ul style="list-style-type: none"> <li>• Communication with other agencies and school nurse for pupils not seen in school prior to return.</li> </ul>			
Contingency Plans for Outbreaks Local Outbreaks	Pupils Staff	School shutting	<ul style="list-style-type: none"> <li>• In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</li> <li>• Schools will also need a contingency plan for this eventuality.</li> <li>• This may involve a return to remaining open only for vulnerable pupils and the pupils of critical workers and providing remote education for all other pupils.</li> <li>• All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• The academy staff have access to the local HPT contact details and ATT procedure to follow in the event of an outbreak or suspected case of COVID-19.</li> <li>• The academy has access to and follows ATT Guidance for Managing Symptomatic Pupils and Confirmed Cases of COVID-19.</li> <li>• The academy follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace guidance in ATT Guidance and Procedure for Managing Symptomatic Pupils and Confirmed Cases of COVID-19.</li> <li>• The academy has an up-to-date Business Continuity Plan in place should the academy have to close.</li> </ul>	High	Y	



