

## Kingsmoor Academy EYFS FULL SCHOOL RETURN - COVID-19 March 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*
Full return back to school from March 8 <sup>th</sup> 2021	Pupils Staff	Spread of Infection	<ul style="list-style-type: none"> <li>All pupils will be expected to return back to school</li> <li>Staff and Pupils will follow the same control measures as previously stated.</li> </ul>	HIGH	Y	
Arriving to school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Inform Parents of the entrance and exit points in advance to the new term starting via website or other communication systems.</li> <li>Consider where possible, having a one-way system introduced when parents bring pupils to the academy</li> <li>2 metre rule to be enforced while they are waiting for staff to receive their children</li> <li>Parents wishing to talk to staff must make an appointment (first instance telephone conversation)</li> <li>All Parents must wear a face covering mask when entering the academy site</li> </ul>	HIGH	Y	
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise children) or they will be directed to the wash rooms to wash their hands (member of staff will supervise)</li> </ul>	High	Y	
Pupils and Staff coming into close contact with person tested	Pupils Staff	Risk of spread of infection	<ul style="list-style-type: none"> <li>Pupils, and staff coming into contact with a positive case must self-isolate at home as they are at a greater risk of having contracted the virus and could pass this on to others.</li> </ul>	HIGH	Y	

positive for COVID			<ul style="list-style-type: none"> <li>This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines</li> </ul>			
Staff receiving Lateral Flow Tests at home	Staff	Risk of infection	<ul style="list-style-type: none"> <li>Anyone with a positive result will need to take a confirmatory Polymerase Chain Reaction test,</li> <li>If the confirmatory PCR test is positive, the person is required to continue to isolate for the 10 day period. If the confirmatory PCR test is negative, the person can end isolation and return to their normal routine.</li> <li>It is necessary for the setting to isolate close contacts of the case for the 48 hours prior to the LFT being conducted. A negative PCR would allow the close contacts to end isolation so we would advise that the wording used allows this to be an option.</li> <li>Should the person go on to develop symptoms during the isolation period, the isolation period will restart from the first day symptoms appear.</li> </ul>			
Testing Staff who have recently returned after a positive result	Staff	False Positives	<ul style="list-style-type: none"> <li>If staff have recently (within 90 days) tested positive for COVID-19, they are likely to have developed some immunity.</li> <li>These people are exempt from testing by both PCR and LFT within 90 days of a positive test, unless they develop new symptoms.</li> <li>However, they may choose to take a LFT after the isolation period. If found positive on LFT, they will be required to self-isolate for 10 days or longer if symptomatic. This should only be done after completion of the required self-isolation period</li> <li>A new LFT must <b>not</b> be taken whilst the person is still within a period of isolation. If symptoms (other than cough or a loss of, or change in, your normal sense of taste or smell) persist for longer than 10 days, this isolation period could be longer.</li> </ul>	HIGH	Y	

			<ul style="list-style-type: none"> <li>• <b>Further PCR tests</b>, within 90 days of a positive test result, should only be obtained where the person develops a new incidence of symptoms.</li> </ul>			
Concerns or issues regarding testing and COVID	Staff	Complaints or concerns	<p>Academies in England can raise questions, concerns or report issues, via the DfE coronavirus</p> <ul style="list-style-type: none"> <li>• helpline:08000 468687 or at RapidTesting.SCHOOLS@education.gov.uk.</li> </ul>	HIGH	Y	
Prevention of Infection <b>The following must be in place in the academy 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 Academy 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 Academy day is sent home, are essential actions to reduce the risk in Academies and further drive down transmission of coronavirus (COVID-19).</li> </ul> <p><b>All Academies 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 Academy 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 period, they should restart the 10 day isolation period from the day they develop symptoms.</li> </ul>	HIGH	Y	
Prevention of Infection	Pupils Staff Parents	Risk of spread of infection	<ul style="list-style-type: none"> <li>• minimise contact between individuals and maintain social distancing wherever possible</li> </ul>	HIGH	Y	

<p><b>Must be properly considered and Academies must put in place measures that suit their particular circumstances.</b></p>	<p>Others</p>		<ul style="list-style-type: none"> <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 Academies</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> <li>• Numbers 1 to 4 must be in place in all Academies, all the time.</li> <li>• Number 5 must be properly considered and Academies must put in place measures that suit their particular circumstances.</li> <li>• Number 6 applies in specific circumstances.</li> <li>• <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></li> </ul>			
<p>EYFS room organisation</p>	<p>Staff Children</p>	<p>Spread of Infection due to close contact</p>	<ul style="list-style-type: none"> <li>• From 20<sup>th</sup> July EYFS settings will no longer require to keep children in small consistent groups within settings</li> <li>• However still consider how you can minimise mixing within settings i.e. different age groups</li> <li>• Tissues available on each table and encourage children to use when coughing or sneezing and they must go into a bin after one use.</li> </ul>	<p>HIGH</p>	<p>Y</p>	
<p>Face Covering</p>	<p>Pupils Staff</p>	<p>Risk of Spread of Infection</p>	<ul style="list-style-type: none"> <li>• Wear face coverings when in communal areas and moving around the Academy site</li> </ul>	<p>HIGH</p>	<p>Y</p>	

			<ul style="list-style-type: none"> <li>Wear face coverings when speaking with Parents</li> <li>Wear face coverings when out of your social bubble.</li> </ul>			
Free time (free flow) Infection Control	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Supervising staff must keep a 2 metre distance from each other as reasonably practicable.</li> </ul>			
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> <li>Inform the child of the importance of washing their hands after using the toilet and where possible accompany them to ensure this is carried out.</li> </ul>	HIGH	Y	
Refreshments for children Infection Control	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Children will sit in their bubble groups</li> <li>Wear gloves when preparing any fruit or toast</li> <li>Ensure the kitchen surfaces have been wiped down with a mild disinfectant before and after preparing snacks and drinks.</li> <li>When clearing up ensure gloves are worn when picking up / disposing of leftover food.</li> <li>Wash all utensils in hot soapy water.</li> </ul>	HIGH	Y	
School Uniform	Pupils	Infection Control	<ul style="list-style-type: none"> <li>Pupils are encouraged to attend the academy in school uniform as these are easily cleaned (washing machine)</li> <li>They do not require cleaning any more than usually.</li> </ul>	HIGH	Y	
Children bringing equipment into the academy	Staff Pupils Others	Risk of spread of infection	<ul style="list-style-type: none"> <li>Pupils and Parents informed to keep items brought into the academy as a minimum</li> <li>Only lunch boxes, outdoor clothes, bags permitted.</li> </ul>	HIGH	Y	
Use of Academy 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> <li>All classroom based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces.</li> </ul>	HIGH	Y	

Use of Academy 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>	HIGH	Y	
Educational Visits	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>No Off-Site Visits until further notice</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 medical conditions will be advised to shield if they are classed as extremely clinically vulnerable.</li> </ul>	HIGH	Y	
Attendance in academies	Pupils	Education suffering	<ul style="list-style-type: none"> <li>It is vital for all other children to return to the academy to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</li> </ul>	HIGH	Y	
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 the academy and keep them in the same bubbles</li> </ul>	HIGH	Y	
Before and After school clubs Wrap around Care	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>Should only be accessed by Parents for the following:</li> <li>The provision is being offered as part of the academy's educational activities (including catch-up provision)</li> </ul>	HIGH	Y	

			<ul style="list-style-type: none"> <li>• The provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution</li> <li>• The use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group.</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> <li>• Good ventilation maintained.</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>	HIGH	Y	
Children requiring using the toilet in lesson times	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom.</li> <li>• Toilet areas cleaned on a regular and frequent basis</li> </ul>	HIGH	Y	
Break times	Pupils	Spread of Infection due	<ul style="list-style-type: none"> <li>• Look at providing activities which can abide by the social distancing rules.</li> </ul>	HIGH	Y	

		to close contact	<ul style="list-style-type: none"> <li>Supervising staff must keep a 2-metre distance from each other at all times where possible</li> </ul>			
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Minimise the use of staff rooms where possible or a rota system in place if no other available rooms.</li> <li>The staff room may be taken out of use and staff eat in other designated areas or stay in their bubbles.</li> <li>Staff must sit at least 2 metres apart from each other</li> <li>Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils.</li> <li>Staff must be able to make a warm drink</li> </ul>	HIGH	Y	
Break Times Changer over AM / PM	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Whilst children are on changeover clean tables and door handles with a disinfectant or disinfectant spray.</li> <li>Wear gloves whilst carrying out this task and wash hands after cleaning.</li> <li>Dispose of all cloths in a closed bin and empty on a regular basis.</li> </ul>	HIGH	Y	
Preparing snacks and drinks	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Where possible encourage children, to eat sandwiches/snacks outside or use of a designated area and clean area after use.</li> </ul>	HIGH	Y	
First Aid – minor treatment	Staff Pupils	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 if prolonged face to face contact 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>Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>Always wash hands after contact</li> </ul>	HIGH	Y	
First Aid – Life threatening	Staff Pupils	Spread of Infection due	<ul style="list-style-type: none"> <li>In the event of a serious injury or incident call 999 immediately.</li> </ul>	HIGH	Y	



		to close contact	<ul style="list-style-type: none"> <li>Wear face covering and gloves when in close contact or dealing with bodily fluids</li> </ul> <p><b>ADULTS</b></p> <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 hands after contact</li> </ul> <p><b>CHILDREN</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 hands after contact</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>Any dressings used to be double bagged.</li> <li>Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK)</li> </ul>	HIGH	Y	
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> <li>When staff are carrying out any intimate care they must: (as per their usual requirements)</li> <li>Wear gloves</li> <li>Wear an apron</li> <li>Wear a mask</li> <li>Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin)</li> </ul>	HIGH	Y	

			<ul style="list-style-type: none"> <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</li> <li>• A poster to be displayed of instructions which must be followed.</li> <li>• Record all intimate care carried out.</li> </ul>			
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 short contact only.</li> <li>• Wash hands after contact</li> </ul>	HIGH	Y	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<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> <li>• If team teach techniques are required, and there is a risk of spitting it may be advisable advised to wear a face coverings.</li> </ul>	HIGH	Y	
Pupils who are extremely clinically vulnerable.	Pupils	Ill Health	<ul style="list-style-type: none"> <li>• Pupils who are classed as CEV and have a letter confirming this will need to continue to shield until further guidance received.</li> <li>• Remote teaching and learning will resume for these Pupils..</li> </ul>	HIGH	Y	
Pupils who are vulnerable.	Pupils	Ill Health	<ul style="list-style-type: none"> <li>• Where pupils who are self-isolating are within our definition of vulnerable, it is important that you put systems in place to keep in contact with them.</li> <li>• When a vulnerable pupil is required to self-isolate, you should:</li> <li>• notify their social worker (if they have one)</li> <li>• agree with the social worker the best way to maintain contact and offer support You should have procedures in place to:</li> </ul>	HIGH	Y	

			<ul style="list-style-type: none"> <li>• check if a vulnerable pupil is able to access remote education support</li> <li>• support them to access it (as far as possible)</li> <li>• regularly check if they are accessing remote education</li> </ul>			
Staff who are extremely clinically vulnerable.	Staff	Ill Health	<ul style="list-style-type: none"> <li>• Staff who are classed as CEV and have a letter confirming this will need to continue to shield and work from home until further guidance received.</li> <li>• Staff living with persons who are CEV can still attend the workplace</li> </ul>			
Staff who are clinically vulnerable	Staff	Concerns Worry	<ul style="list-style-type: none"> <li>• Advice for those who are clinically-vulnerable, including pregnant women, is available.</li> <li>• Academy leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in academy where it is possible to maintain social distancing.</li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> </ul>	HIGH	Y	
Pregnant Staff	Staff	Concerns Worry	<ul style="list-style-type: none"> <li>• As a general principle, pregnant women are in the '<b>clinically vulnerable</b>' category and are advised to follow the relevant guidance available for clinically-vulnerable people.</li> <li>• Staff and pregnant Pupils who are 28 weeks pregnant and beyond are at an increased risk and may fall in the CEV category.</li> <li>• If CEV then you should follow Government shielding advice.</li> <li>• Expectant mothers risk assessments must be carried out and risk control measures put in place.</li> <li>• <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</a></li> </ul>	HIGH	Y	

			<ul style="list-style-type: none"> <li>Expectant mothers risk assessments must be carried out and risk control measures put in place.</li> </ul>			
Staff who may otherwise be at increased risk from COVID 19	Staff	Concerns Worry COVID 19	<ul style="list-style-type: none"> <li>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend Academies discuss their concerns and explain the measures the school is putting in place to reduce risks. Academy leaders should try as far as practically possible to accommodate additional measures where appropriate.</li> <li>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> </ul>	HIGH	Y	
Living with those who are clinically vulnerable or clinically extremely vulnerable	Pupils Staff	Risk of Infection	<ul style="list-style-type: none"> <li>People, who live with those who are clinically vulnerable or clinically extremely vulnerable, can attend the setting but should ensure they maintain good prevention practice in the setting and at home.</li> </ul>	HIGH	Y	
Families anxious returning pupils to school	Pupils	Concerns Worry	<ul style="list-style-type: none"> <li>Academies should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this.</li> <li>Arrange telephone, Zoom. Or face to face meetings with Parents</li> <li>Provide reassurance</li> <li>Make it clear it is compulsory school age children attend the academy unless a statutory reason applies.</li> </ul>	HIGH	Y	

<p>Use of Outdoor Play Equipment</p>	<p>Pupils</p>	<p>Risk of Infection</p>	<ul style="list-style-type: none"> <li>• Ensure all fixed outdoor play equipment and other equipment has been inspected and tested prior to pupils using.</li> <li>• Social distancing to continue to be maintained where possible if this is not possible ensure separate bubbles use equipment one bubble at a time.</li> <li>• Limit the number of users on the equipment at any one time.</li> </ul> <p><b>Sanitise frequently touch point areas:</b></p> <ul style="list-style-type: none"> <li>• playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames</li> <li>• semi enclosed playhouses or huts for small children</li> <li>• enclosed crawl through ‘tunnels’ or tube slides</li> <li>• exercise bars and machine handles on outdoor gym equipment</li> <li>• entry and exit points such as gates</li> <li>• seating areas such as benches and picnic tables</li> <li>• refuse areas/bins</li> </ul> <p><b>Equipment to be sanitised between each bubble use where possible.</b></p> <p><b>Pupils to clean / sanitise hands prior to use and after use.</b></p> <ul style="list-style-type: none"> <li>• Remind pupils not to put hands near mouth or nose.</li> </ul> <p><b>No food or drink to be consumed when using any outdoor equipment.</b></p> <p><b>Signs informing Parents</b></p> <ul style="list-style-type: none"> <li>• Signs to be displayed informing Parents to keep their children off the equipment and it is for supervised use only for pupils when in Academy.</li> </ul> <p><b>Pupils with Additional Needs</b></p>	<p>HIGH</p>	<p>Y</p>	
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			<ul style="list-style-type: none"> <li>• May require frequent reminders about rules of behaviour, especially if having to wait for use of equipment.</li> <li>• Children with physical and sensory disabilities may need assistance with moving from one place to the next</li> </ul> <p><b>Keeping Staff Safe</b></p> <ul style="list-style-type: none"> <li>• Ensure staff only supervise their pupil bubbles</li> <li>• Staff to have a supply of sanitising equipment and if required PPE</li> </ul>			
Use of Outside Gyms	Pupils	Risk of Infection	<p><b>Follow the same control measures as above plus:</b></p> <ul style="list-style-type: none"> <li>• for outdoor gyms the introduction of a clearly marked one-way system around the fixtures/ machines, to help prevent users from coming into close contact with each other</li> <li>• for outdoor gyms, where machines and equipment are less than 2 metres apart pieces of equipment should be moved to allow social distancing measures to be adhered to if possible. If not possible, 1 metre distance with risk mitigation is acceptable. (follow controls for outdoor play)</li> </ul>	HIGH	Y	
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 if this is not possible a meeting will be arranged, and social distancing rules observed.</li> <li>• Parents will be discouraged in congregating around the Academy site.</li> </ul>	HIGH	Y	
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 COCID-19</li> </ul>	HIGH	Y	

			<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> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)</li> <li>• Staff are made aware of the Academy's infection control procedures in relation to coronavirus via email or staff meetings and contact the academy as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>• Parents are made aware of the Academy's infection control procedures in relation to coronavirus via 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> </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> </ul>	HIGH	Y	

			<ul style="list-style-type: none"> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers 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.</li> <li>• Pupils are forbidden from sharing cutlery, cups or food.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</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> <li>• A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England</li> </ul>			
Response to any infection	Principal	Controlling Infection	<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 Academy 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> </ul>	HIGH	Y	
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 academy to inform staff and Parents they must be willing to take a test if they are displaying symptoms.</li> <li>• All children can be tested (including children under 5)</li> <li>• They should provide details of close contacts if they test positive or if asked by NHS track and Trace</li> </ul>	HIGH	Y	



			<ul style="list-style-type: none"> <li>Self-isolate if they have been in close contact with someone who has tested positive for coronavirus.</li> </ul>			
Testing Negative	Staff Pupils Others	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-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.</li> </ul>	HIGH	Y	
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 10 days from the onset of their symptoms and then return to the academy only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</li> <li>Other members of their household should continue self-isolating for the full 14 days.</li> </ul>			
Manage positive cases amongst the school community	School Head Teacher	COVID 19	<ul style="list-style-type: none"> <li>Academies must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Academies should contact the local health protection team. This team will also contact academy directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the academy – 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>	HIGH	Y	

			<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 the academy in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, academies must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> <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 academies keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Academies 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 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 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>Academies should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</li> <li>Further guidance is available on testing and tracing for coronavirus (COVID-19).</li> </ul>			
Contain an outbreak	School Head Teacher	Not following advice	<ul style="list-style-type: none"> <li>If academies 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</li> </ul>	HIGH	Y	

			<p>health protection team who will be able to advise if additional action is required.</p> <ul style="list-style-type: none"> <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 academies are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole academy closure based on cases within the academy will not generally be necessary, and should not be considered except on the advice of health protection teams.</li> </ul>			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <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>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> <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> </ul>	HIGH	Y	

			<ul style="list-style-type: none"> <li>• 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 unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the academy to minimise the spread of infection.</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>			
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 in line with guidance, using PPE at all times.</li> <li>• Parents are informed not to bring their children to the academy or on to 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) has passed, in line with national guidance.</li> </ul>	HIGH	Y	

			<ul style="list-style-type: none"> <li>• Pupils who are unwell are not taken on academy trips or permitted to enter public areas used for teaching, e.g. swimming pools.</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 headteacher, in liaison with the pupil's parents where necessary.</li> </ul>			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <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 Headteacher 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.</li> <li>• The academy is informed by pupils' parents when pupils return to the 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>• A nominated person monitors the cleaning standards of cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</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 headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>The Principal contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken.</li> <li>Academies put into place any actions or precautions advised by their local HPT.</li> <li>Academies keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	HIGH	Y	
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> <li>All hard surfaces to be cleaned on a regular basis, 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> </ul> </li> </ul> <p><b>These should be carried out as a minimum of twice a day</b></p> <ul style="list-style-type: none"> <li>All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.</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 i.e. lockable bin.</li> </ul>	HIGH	Y	
Estates	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>Site Staff to ensure Academy is safe and ready for opening</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.</li> <li>• In-house inspections should continue to ensure the Academy remains as safe as possible.</li> <li>• Contractors to be permitted into the academy 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 the academy 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>• Academy 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 academy site.</li> <li>• If they become aware of a contractor coming down with symptoms within 10 days of being at the academy they must inform the Academy 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> </ul>	HIGH	Y	



			<ul style="list-style-type: none"> <li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> </ul>			
Mental Health and well being	Staff	Anxiousness	<ul style="list-style-type: none"> <li>• Have regular keep in touch meetings/calls with 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 concerns or who to go to so they can talk things through</li> <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>	HIGH	Y	
Staff taking leave	Staff	Short staffed Isolating	<ul style="list-style-type: none"> <li>• Academy leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the spring term.</li> <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, Academy 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 The Academy	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 or wear a face covering mask where this cannot be met</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 support staff and children regarding any additional or new safeguarding referrals</li> <li>Communication with other agencies and academy nurse for equivalent or pupils not seen in school prior to return.</li> </ul>	HIGH	Y	
Contingency Plans for Outbreaks	Pupils Staff	Academy 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 an academy or number of Academies/local Schools to close temporarily to help control transmission.</li> <li>Academies will also need a contingency plan for this eventuality and should follow their critical incident plan.</li> <li>This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.</li> </ul>	HIGH	Y	