

Kingsmoor Academy - FULL ACADEMY 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*
Arriving to academy	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Academy to operate bubble group system split by key stage. • Each Bubble group to have dedicated facilities in the building and dedicated playground area to use each time they are on site. • Nursery and Reception will form their own bubble. • Year1 and 2 will form a KS1 bubble. • Years 3 and 4 will form a lower KS2 bubble. • Year 5 and 6 will form the upper KS2 bubble. • Nursery and Reception children will access the site using Gate 1 – entrance leading directly to the EYFS block. • Years 3,4,5 and 6 will access the site using Gate 2 – main entrance to the school building. • Years 1 and 2 will access the site using Gate 3 – field access point to enter the building. • Pupils will sanitise their hands on entry to the site, they will then be taken directly into their classroom and sanitise again • Three pupil entrances, parents will queue using dedicated 1 metre spaces in the morning to drop their children off at their designated gates. 	HIGH	Yes	

			<ul style="list-style-type: none"> • Parents must wear a face covering at all times if they enter the academy site • Nursery children will enter from the nursery outdoor gated area. • Reception staff will collect pupils from the Early Years office area and lead them directly into their class space. • Bubble groups can also wait within school grounds in clearly marked areas 1 metres apart prior to entering class space. • Years 3,4,5 and 6 will be collected by staff and brought into building via main entrance or directly into classrooms where possible. • Years 1 and 2 will be collected by staff and brought directly into building via their own classroom doors. • Staff member who is outside enforcing the rules should wear a face covering, mask and gloves if 1M distance cannot be maintained. • Staff member collecting pupils should wear a face covering, mask, and gloves if 2M distance from parents cannot be maintained 			
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff receiving children to be wearing a face covering mask at all times • Staff receiving children to also wear gloves if 2M distance cannot be maintained • 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) 	HIGH	Yes	

			<ul style="list-style-type: none"> • Hand sanitiser to be placed in reception, office and every class space 			
Staff receiving LFD Tests	Staff	Risk of Infection	<ul style="list-style-type: none"> • All schools should offer regular twice weekly testing to their staff and to carry out LFD Test at home. • Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school, although participation in testing is strongly encouraged. • Anyone with a positive result will be required to go home immediately. • The person is required to isolate for 10 days from the date of the positive LFT (with the test date being day 0). The legal duty to self-isolate is triggered by a positive LFT. It is also necessary for the setting to isolate any close contacts of the case for the 48 hours prior to the LFT test being conducted. This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines 	HIGH	Yes	
Staff receiving LFD Tests at home	Staff	Risk of Infection	<ul style="list-style-type: none"> • Anyone with a positive result will need to take a confirmatory Polymerase Chain Reaction test, • 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. • 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. 	HIGH	Yes	

			<ul style="list-style-type: none"> Should the person go on to develop symptoms during the isolation period, the isolation period will restart from the first day symptoms appear. 			
Testing Staff who have recently returned after a positive result	Staff	False Positives	<ul style="list-style-type: none"> If staff have recently (within 90 days) tested positive for COVID-19, they are likely to have developed some immunity. These people are exempt from testing by both PCR and LFT within 90 days of a positive test, unless they develop new symptoms. 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 A new LFT must not 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. Further PCR tests, within 90 days of a positive test result, should only be obtained where the person develops a new incidence of symptoms. 	HIGH	YES	
Face Covering	Pupils Staff	Risk of spread of infection	<ul style="list-style-type: none"> Removal of face masks at the school gate for pupils. Staff to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears). If disposable masks these must be disposed of in a closed bin. If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing. 	HIGH	Yes	

			<ul style="list-style-type: none"> • Staff must wear face coverings when in communal areas and moving around the school site or if 2M social distancing cannot be met • Staff Must Wear face coverings when speaking with parents. • Wear face coverings when out of your social bubble. • It is advised a face shield is not worn unless medical reasons prevent from wearing or a valid reason is given (it is safer to use a mask) or for communication reasons • Transparent masks will be provided for Teachers to use in lessons where 2M social Distancing cannot be met • Children in primary school do not need to wear a face covering. • Parents who enter the academy site must wear a Face mask • Parents must Wear a face mask if 2M distance cannot be met between other parents or School Staff at the gates while collecting their children 			
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The classroom will be set up with all pupil desks facing forward ensuring no pupil is sat face to face with another during lessons • The teacher's desk will be kept 2 metres away from the children's tables/desks. • 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. • Tissues dispenser to be provided in each classroom 	HIGH	YES	

			<ul style="list-style-type: none"> • Maximum number of pupils per room to safely meet requirements is 30 in line with PHE and Govt guidance for full opening of schools • Closed lid bin, Tissue dispenser and hand sanitiser to be provided in every classroom. • Hand sanitiser to be provided in every room in unit fixed to the wall. • A designated table for close interaction/markings will be set up in the classroom • Classroom based resources, such as books and games, can be used and shared within the bubble group; these must be cleaned regularly • Pupils and staff will not share pencils, pens and other frequently used stationary items. • Pupils will be given their own stationary to keep on their desks or will bring their own. • Glue sticks and paintbrushes can be used within bubbles and must be cleaned regularly and contained within the bubble. 			
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Teaching staff must keep that safe distance at all times where possible when teaching. • Where children may require extra assistance a 2 metre rule must try to be enforced. • Where 2 metre rule cannot be met Staff members must use PPE available to them (Visors, masks, Gloves, Apron) • Hand sanitiser in every classroom and must be used every time a pupil enters the room • Glue sticks and paintbrushes can be used within the same bubble and cleaned regularly 	HIGH	YES	

Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> • 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 • 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. • Posters placed around site to reinforce this issue • Toilet breaks to take place at designated times throughout the day and staggered across year groups • Year 5/6 and year 1-4 pupils to use toilets next to their classrooms closest to their classrooms. • Reception/nursery, Years 1 and 2 pupils to use the toilets within the classroom. • Pupil will use hand sanitiser within classrooms every time they enter. 	MEDIUM	YES	
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils will remain in their bubble group when outside for breaks/lunch/activities. • Pupils informed again of the importance of social distancing and the need to remain within their group and designated area whilst outside. • Dedicated area of playground/field to be set out for each bubble group to use during breaks and same are used each time. • Teachers to provide activities which can abide by the rules. • 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 	MEDIUM	YES	

			<ul style="list-style-type: none"> Staff to wear a mask when in communal areas or staff room 			
Break Times –	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Staff room to be monitored throughout the day with a maximum of 10 staff allowed at any one time. Staff must sit at least 1.5 metres apart from each other whilst eating their lunch. Staff must make their own drinks using their own cup Single use tea, coffee and milk will be provided Plastic disposable cutlery only to be provided Staff must sign in and out using the sheet provided Staff are permitted to bring their own lunch and store this in the fridge. Fridge will be emptied and cleaned each night. Microwave will be available but this must be cleaned after use. No sharing of cutlery or food items. Staffroom to be cleaned after use by onsite cleaner. 			
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Break times to be staggered to accommodate each bubble group. Each bubble group will utilise the same area each break time. Member of cleaning staff working through out day to thoroughly clean all touch points During breaks they will clean tables and door handles with a disinfectant or disinfectant spray. 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 Staff Must wear mask and gloves whilst carrying out this task and wash hands after cleaning. 	MEDIUM	YES	

			<ul style="list-style-type: none"> Any excess or unused furniture to be removed from classroom to create extra space 			
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> 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. Hot Lunches to be delivered in stages and served within the Dining hall Lunch breaks to be staggered with 2 groups sharing the hall each session. All dietary requirements reviewed before re-opening and details recorded for new pupils receiving onsite catering. Tables are positioned within hall to ensure all pupils face forward and at no point are face to face with another peer Tables within dining hall will be set up to ensure safe social distancing is continued during lunch and no pupils sit face to face. Catering staff to wear PPE when serving lunches in dining hall. Catering provider have completed risk assessments to be shared with academy. Screen to be added to serving area in dining hall Pre order of hot lunches available for pupils to minimise contact and ensure transition of bubble groups during lunch is completed swiftly. 	MEDIUM	YES	
First Aid – minor treatment	Staff Children	Spread of Infection due	<ul style="list-style-type: none"> Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering 	HIGH	YES	

		to close contact	<p>Mask/Visor/Gloves/Apron and follow ATT procedure when dealing with injuries.</p> <ul style="list-style-type: none"> • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. • Where this is not possible Staff members to wear PPE and dispose of items within closed lid bin immediately after use. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash hands after contact • PPE used for first aid must be disposed of after use • Staff to wash hands and sanitise after removal of PPE • Designated medical room with natural ventilation and accessible toilet has been identified for use if pupils show COVID19 Symptoms 			
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering visor, mask and gloves when in close contact or dealing with bodily fluids • In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. • Always wash hands and sanitise after contact 	HIGH	YES	
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • Staff must wear a face covering mask and/or visor if having to deliver close contact first aid and follow ATT procedure for administering first aid (always refer to up to date information from Gov.UK) • Any dressings used to be double bagged. 	HIGH	YES	

			<ul style="list-style-type: none"> • Where any medications are administered try and encourage the pupils to self-administer or staff member must wear a face covering visor, mask, apron and gloves which must be disposed of immediately after use(always refer to up to date information from Gov.UK) • Staff to wash hands and sanitise after first aid procedures have taken place and PPE removed • Special Attention must be applied for pupils with specific needs including administering of Insulin and safe storage of this medication. 			
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: • Wear Gloves • Wear an apron • Wear a mask • Wear a visor • Nappies, wipes etc. must be double bagged and placed into a closed lid bin • Soiled clothes to be double bagged and given to Parents on collection of child. • Staff must wash their hands once gloves and masks are removed and dispose of single use PPE • ATT procedure to be displayed outlining instructions which must be followed. • Record all intimate care carried out. 	HIGH	YES	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc. • If contact is required, consider wearing a face covering visor or mask. 	MEDIUM	YES	

			<ul style="list-style-type: none"> Wash and sanitise hands after contact 		
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where possible allow the child to vent their frustrations Where possible allow child to be in a room on their own or outside If team teach techniques are required, it is advised face covering mask and or visor, apron and gloves are worn. Pupil May need sperate care and attention in another space, area to be designated by academy and PPE used at all times 	HIGH	YES
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"> Parents must wear face covering mask when they enter the academy site One-way system in place. Parents can collect children at home time from the top playground in the marked out, designated collection zone for parents. Nursery and Reception parents will collect children from Gate 1. KS1 and 2 parents should enter the school site from gate 2, wait in the main playground in the zoned areas, collect their children and then exit via gate 3 so that there is a 1-way system in place. Children will stand behind cones/barriers with their teachers and TAs and wait until the teacher releases them upon arrival of parent. Home times are staggered to manage congestion: <ul style="list-style-type: none"> Years 1, 2 and 3 at 3.00pm Reception, Years 4, 5 and 6 at 3.10pm Only one parent per household should enter the school site to collect children. 	HIGH	YES
Parent wishing to talk to staff	Staff	Spread of Infection due	<ul style="list-style-type: none"> Parents will be informed that the majority of conversations with staff will be either over the phone or 	HIGH	YES

		to close contact	<p>if this is not possible a meeting will be arranged and social distancing rules observed. PPE will be available for staff to use if social distancing requirements cannot be met</p> <ul style="list-style-type: none"> • Parents must wear a face covering mask when they enter the academy site. • Parents without a mask will not be allowed to enter the academy site. • Only one parent will be allowed onto the academy site to collect children. • Staff to monitor pedestrian areas to discourage parents from congregating together. <ul style="list-style-type: none"> • Staff carrying out this task to wear a face mask at all times 			
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. • All staff are able to access the following information on-line for up to date information on COCID-19 <ul style="list-style-type: none"> ➢ Public Health England ➢ Gov.co.uk ➢ NHS ➢ DfE ➢ Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection available on ATT LMS and delivered online including: <ul style="list-style-type: none"> ○ Infectious diseases ○ COVID19 ○ First aid at Work ○ First Aid Appointed person ○ First Aid/Riddor 	MEDIUM	YES	

			<ul style="list-style-type: none"> • 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. • Staff to contact the academy as soon as possible if they believe they may have been exposed to coronavirus. • Staff must ensure they do not attend school if they feel unwell or show symptoms of COVID19. • 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 • 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. • 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. • 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 • Unwell pupils will be located in the medical room and use the adjacent toilet to limit the potential spread of infection. 			
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			<ul style="list-style-type: none"> • The academy has access to and follows ATT Guidance for Managing Symptomatic pupils and confirmed cases of COVID19. • 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 • The Academy has an up to date Business continuity Plan in place should the academy have to close 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the academy reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the academy. • 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. • Sufficient amounts of soap and hand sanitiser available in classrooms, clean water and paper towels are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary using sinks in classrooms • 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. • Pupils are forbidden from sharing cutlery, cups or food or from bringing these items from home. • Academy to provide bottled water and packed lunches prepared on site for pupils 	HIGH	YES	

			<ul style="list-style-type: none"> • Air con to be turned off with windows and doors (Where appropriate) opened to provide natural ventilation • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • 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 			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff must follow ATT procedure for managing COVID 19 Symptoms and confirmed cases and follow local HPT advice. • The academy has access to and follows ATT Guidance for Managing Symptomatic pupils and confirmed cases of COVID19. • 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 • 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. • Forehead temperature gun in place at academy to take temperature and minimise contact between staff and pupils. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty 	HIGH	YES	

			<p>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.</p> <ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • 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. • If required room to be taken out of circulation for 72 hours and pupils/staff to self-isolate in confirmed cases of COVID19. • Fogging treatment to be carried out to affected area in confirmed cases. To be arranged at ATT estates on notification. • 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. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable but 			
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			<p>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.</p> <ul style="list-style-type: none"> Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately and book a test via NHS 119 or call 999 if they become seriously ill or their life is at risk. Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using anti-bacterial spray and blue paper towels provided within class space in line with guidance, using PPE at all times. Cleaning staff on site during opening hours to meet hygiene standards 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. 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. All pupil trips are to be on hold during this period of re-opening Parents notify the academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. 	HIGH	YES	

			<ul style="list-style-type: none"> • The academy in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents where necessary. • 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. 			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • All Staff and pupils are advised they must not attend the academy if they feel unwell. • 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. • 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. • 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 • The Academy is informed by pupils' parents when pupils return to academy after having coronavirus – the Academy informs the relevant staff. • Staff inform the principal when they plan to return to work after having coronavirus. • Central Estates monitors the cleaning standards of the academy cleaning contractors and additional measures 	HIGH	YES	

			<p>required with regards to managing the spread of coronavirus are being implemented with cleaning arrangements and specification outlined for Academy.</p> <ul style="list-style-type: none"> Additional Cleaning provision provided throughout the day to ensure all touch points and regularly used surfaces are cleaned. All visitors who enter the academy site must wear a face covering mask 			
Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> The academy staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure. Academy Staff follow ATT procedure for managing COVID 19 Symptoms and confirmed cases 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. 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. Academy's put into place any actions or precautions advised by their local HPT team, central Estates Team/National Guidance. Academy keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. All Staff/Pupils and parents have access to the relevant ATT COVID19 Procedures 	Medium	YES	
Cleaning while Academy open	Staff	Infection Control	<ul style="list-style-type: none"> Cleaning staff deployed during daytime opening hours 08:30 – 15:30 in addition to regular cleaning hours. All touchpoints and hard surfaces to be cleaned on a regular basis throughout the day, this will include 	MEDIUM	YES	

			<ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and pupils ➤ Toilet flushes and regular cleaning of toilets. ➤ Separate specification to be issued by cleaning contractor • All classrooms to have disinfectant wipes, spray disinfectant and disposable cloths to clear any spillage during occupation. • All Classrooms to have disinfectant wipes available to clear any spillages. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All used cloths thrown away to be double bagged and then placed in a secure area/closed lid bin. 			
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • Regional Manager review of Site Health and Safety will be completed prior to re-opening. • Fire drill using bubble groups will take place during the autumn term, procedures will be maintained in the event of a fire including clear sign posting of where to meet etc in line with fire risk assessment. • All contractors must wear a face covering at all times when on site • Statutory inspections to continue but with social distancing in place at all times and completed outside of opening hours (prior to 09:00, after 15:30 and weekends) • In-house inspections will continue to ensure the academy remains as safe as possible. • Property software regularly updated to show compliance 	MEDIUM	YES	

Contractors in the academy	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • Contractor visits will be completed outside of opening hours unless in case of statutory compliance work, maintenance and emergency required to keep academy open. Where space can be separated large projects will be completed under strict management conditions. • Where contractors are coming into the academy, they must complete academy waiver stating they are free from symptoms and do not have COVID19. • ALL Contractors must have up to date Risk Assessments and Method Statements and provide copies along with COVID19 safety measures prior to entry to site. • All Contractors must wear a face covering mask while on site. • Control measures regarding the Coronavirus must be included within their RAMs. • Academy to ensure no pupils or staff are in the area where contractors are working • Contractors will be designated a toilet they can use whilst on site if out of hours which will then be cleaned or advised not to use on site facilities. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. Area will then be thoroughly disinfected • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the Academy site and complete academy waiver form. • If they become aware of a contractor coming down with symptoms within 14 days of being at the academy they must inform the academy immediately. 	MEDIUM	YES	
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Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • 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 COVID19 • The academy has access to and follows ATT Guidance for Managing Symptomatic pupils and confirmed cases of COVID19. • 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 • The Academy has an up to date Business continuity Plan in place should the academy have to close 	HIGH	YES	
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