

All Saints CE Academy, Denstone

**Risk assessment for the opening of the Academy following closure due to COVID-19 – Completed July 2020 for implementation during the autumn term 2020.**

**Assessors:** Rebecca Walker, Emma Manby, Joanne Goodwin

**Date of completion:** 16/07/2020

Useful contact information: 01889590418

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

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

Public Health England - 0344 225 3560

NHS - 111

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

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

Date Assessment Completed: what are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	Academy Specific Control Measures	Risk Rating (H/M/L)	What further action, if any, is necessary, if so what action is to be taken by whom and by when?
<p><b>1.Infection control standards – risks of:</b></p> <p><b>Poor hygiene</b></p> <p><b>Insufficient cleaning</b></p> <p><b>Non adherence to infection control requirements / risk assessments and procedures</b></p>	<p>Staff Pupils Visitors</p>	<p><b>Example control measures may include:</b></p> <p><b>Hand and Respiratory Hygiene</b></p> <ul style="list-style-type: none"> <li>• All staff are aware of government guidance surrounding maintaining hygiene and have ease of access to such guidance.</li> <li>• Staff teach and remind pupils regarding maintaining good hygiene standard such as regular hand washing (with soap and water for at least 20 seconds), not touching mouth/nose/eyes, using and disposing of tissues appropriately.</li> <li>• Pupils are supervised by staff when washing their hands, where necessary. Songs used to help pupils with hand washing.</li> <li>• Staff and pupils advised surrounding the importance of handwashing with soap and water: <ul style="list-style-type: none"> <li>○ Before leaving home</li> <li>○ On arrival at the academy</li> <li>○ After using the toilet</li> <li>○ After breaks and sporting activities</li> <li>○ Before food preparation and before eating food, including snacks</li> <li>○ Before leaving the academy</li> <li>○ Before and after activities such as forest school, catering lessons and science lessons</li> <li>○ After coughing / sneezing</li> </ul> </li> <li>• Posters are displayed around prominent areas of the building, including those which are in most regular use such as toilets and kitchenettes.</li> <li>• Parents informed about the use of sanitiser in school and to advise of any concerns in relation to this.</li> <li>• Staff and pupils are advised of the importance of using tissues and covering their face when sneezing / coughing (but not with their hands). 'Catch it, bin it, kill it' guidance is followed.</li> <li>• Tissues are available for use by staff and pupils in each room. Tissues are disposed of in a lined and lidded bin, emptied at least daily. Lidded bins are located in each room and are either operated by a pedal or</li> </ul>	<p><i>Guidance shared with staff.</i></p> <p><i>Rota for handwashing in each classroom.</i></p> <p><i>Separate bins for tissues in each classroom.</i></p> <p><i>Posters in toilets regarding handwashing.</i></p> <p><i>New ones printed in readiness for September.</i></p> <p><i>Letter sent to parents 14-7-20</i></p> <p><i>Bins provided in each classroom.</i></p>	<p>M</p>	

		<p>regularly sanitised. Staff to report issues with waste clearance to the office manager or senior teacher in school.</p> <ul style="list-style-type: none"> <li>Academy risk assessments and procedures are accessible to all staff at all times and are located in staff share area on the school network and in the general office.</li> <li>New rules and routines have been communicated to pupils and parents/carers, including alterations to the behaviour policies and procedures.</li> <li>Monitoring will take place by senior staff, to support compliance with the control measures.</li> <li>New staff and students are inducted to safety measures implemented by the academy to control the risks of COVID-19.</li> </ul> <p><b>Cleaning and hygiene supplies</b></p> <ul style="list-style-type: none"> <li>All areas that house soap/hand towels/sanitiser are inspected regularly to ensure stocks are sufficient. Orders are placed on a regular basis to ensure that stocks do not run out.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are in stock.</li> <li>Bar soap is not used, nor are non-disposable hand towels.</li> <li>Soap and water available in every toilet and every facility which is used for making food / drinks.</li> <li>As far as possible, soap and water available locally to areas in use within the academy. In the absence of immediately accessible soap and water, hand sanitiser is available.</li> <li>Hand sanitisers which are potentially flammable are used and stored appropriately in accordance with the material safety data sheets and COSHH.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Cleaning is undertaken by the contracted cleaning company daily, to specific standards for maintaining COVID-19 secure workplaces under the academy's enhanced cleaning programme. Specific cleaning risk assessments and specifications are in place for this activity, as supplied by the academy (for in house cleaning) / the contractor (for contracted cleaning)</li> <li>Children using sanitiser to be supervised and any spillages to be signed (where appropriate) and cleaned.</li> </ul>	<p><i>JG and EM/RW</i></p> <p><i>Letter sent to parents 14-7-20</i></p> <p><i>EM/JG/RW</i></p> <p><i>JG</i></p> <p><i>Hi-Spec to provide details of new cleaning procedures including any new products etc.</i></p>	<p>M</p> <p>M</p>	
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<p><b>2. Staff / pupils who become unwell with COVID-19 symptoms or confirmed COVID-19</b></p> <p><b>Staff / pupils / visitors who become unwell with COVID-19 symptoms or confirmed COVID-19 whilst on site</b></p>	<p>Staff Pupils Visitors</p>	<p><b>Positive Test Results</b></p> <ul style="list-style-type: none"> <li>Children and staff must only come into school if they are symptom free (symptoms include a new and continuous cough, high temperature and anosmia).</li> <li>All staff, children and parents are informed of this in accordance with government guidance; ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend the academy.</li> <li>Anyone who displays symptoms must book a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</li> <li>Those who have tested positive for COVID-19 or been in close contact with someone who has COVID-19 symptoms or tests positive in the last 7 days must not attend the academy. Other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms in accordance with the government’s ‘stay at home guidance for households with possible or confirmed COVID-19 infection.’</li> <li>In response to any infection, individuals should engage with the NHS test and trace process, manage confirmed cases amongst the school community and contain any outbreak by following local health protection team advice.</li> <li>The academy ensures staff and parents/carers understand that they will need to be ready and willing to follow test and trace protocols.</li> <li>The academy has a plan for the possibility of a local lockdown and how they will ensure continuity of education.</li> </ul> <p><b>Managing confirmed cases:</b></p> <ul style="list-style-type: none"> <li>The academy will contact their local health protection team.</li> <li>The HPT will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious.</li> <li>The HPT will work with the academy to guide them through the actions they need to take. Based on the advice from the HPT, the academy must send home those people who have been in close contact with the person</li> </ul>	<p><i>Letter sent to parents and staff 14-7-20. Information regarding this taken directly from the DfE guidance.</i></p> <p><i>Schools to be provided with home testing kits which will be sent home with pupils who become ill with COVID symptoms.</i></p> <p><i>Reminder letter to be sent during the first week back.</i></p> <p><i>RW and EM</i></p>	<p>M</p> <p>M</p>	

		<p>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:</p> <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> <ul style="list-style-type: none"> <li>• The HPT will provide definitive advice on who must be sent home. The academy keeps a (proportionate) record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</li> <li>• A template letter will be provided to the academy on the advice of the HPT, to send to parents and staff if needed.</li> <li>• The academy will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>• The academy will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</li> </ul> <p><b>Becoming unwell in the educational setting:</b></p> <ul style="list-style-type: none"> <li>• If a child or staff member develops symptoms (new continuous cough, temperature, anosmia) whilst at school, they must immediately inform the office manager or senior staff.</li> <li>• In an emergency, the academy will call 999 if a person is seriously ill or injured or their life is at risk.</li> <li>• If staff members become unwell at school, they will return home, their emergency contact will be notified. If they are too unwell to drive, their emergency contact will be asked to collect them and the staff member will wait in the Executive Headteacher's Office.</li> <li>• Pupils will await collection from a parent / carer in the Executive Headteacher's Office, in isolation, as far as is reasonably practicable without compromising the safety of the pupil.</li> <li>• This room should be behind a closed door (where possible) and with appropriate adult supervision. Ideally, a window should be opened for ventilation.</li> <li>• If it is not possible to isolate the individual, move them to an area which is at least 2 metres away from other people, and ensure that others do not access this area, <b>especially those who are vulnerable and clinically extremely vulnerable.</b></li> <li>• Remove soft resources from the isolation room / area, prior to use.</li> </ul>	<p>JG/EM/RW</p>	<p>M</p>	
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		<p>temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p><b>Cleaning affected areas</b></p> <ul style="list-style-type: none"> <li>• Contract cleaning providers to undertake a deep clean of the academy setting / affected area. Deep clean the affected area with disinfectant / bleach after someone with symptoms has left. (Sign the affected area as out of use to permit deep clean).</li> <li>• Cleaning risk assessments must be followed.</li> <li>• <b>Ensure that affected areas are not accessed by staff or children.</b></li> <li>• Items which cannot be adequately cleaned (such as soft resources that the potentially infected person comes into contact with) to be appropriately disposed of.</li> </ul>	<p><i>Check procedures with Hi Spec.</i></p>	<p>M</p>	
<p><b>3. Vulnerable workers – higher risk of contracting COVID-19 / high risk of adverse health effects if COVID-19 is contracted</b></p>	<p>Staff and pupils who are clinically extremely vulnerable, those who are clinically vulnerable</p>	<p><b>Example control measures may include:</b></p> <p><b>Clinically extremely vulnerable staff</b></p> <ul style="list-style-type: none"> <li>• Clinically extremely vulnerable staff work from home where possible.</li> <li>• Where working from home is not possible, staff who are clinically extremely vulnerable will return to work with robust and proportionate control measures in place, and revisions to the job role as necessary to permit the implementation of the control measures. This may involve a phased return. This is documented in an individual risk assessment, compiled by the staff member and the senior staff.</li> <li>• Usual standards of hand hygiene and respiratory hygiene are required (as detailed within this risk assessment).</li> <li>• Social distancing to be maintained in accordance with government guidance, at 2m.</li> <li>• Staff members will be offered the safest available on-site roles and an individual risk assessment will be compiled in accordance with their role.</li> <li>• The individual risk assessment will be reviewed on a regular basis by the staff member and senior staff. The staff member will report to the Head/Deputy Head where alterations may be required, ahead of the review period.</li> </ul> <p><b>Clinically extremely vulnerable children</b></p> <ul style="list-style-type: none"> <li>• Clinically extremely vulnerable children will return to school on 1<sup>st</sup> September.</li> <li>• Health services will be in touch with children and their families over the summer, ahead of the new school term, to discuss what the new scientific evidence means for them personally in the longer term. The</li> </ul>	<p><i>EM/RW</i></p> <p><i>Shielding letters from Drs to be sourced if pupil did not receive the official letter.</i></p>	<p>M</p> <p>M</p>	

		<p>academy communicates with parents regarding the outcome of the discussion with the health services.</p> <ul style="list-style-type: none"> <li>Individual risk assessments detailing robust and proportionate control measures will be implemented and shared with parents and staff supporting those pupils.</li> <li>There may be some children and young people under the care of a clinician who are still advised not to attend school. They will continue to be supported at home with remote education.</li> </ul> <p><b>Clinically vulnerable staff (including BAME and pregnant staff)</b></p> <ul style="list-style-type: none"> <li>Clinically vulnerable (but not clinically extremely vulnerable) staff will be supported in the academy by an individual risk assessment, detailed proportionate and robust control measures.</li> <li>Some people with particular characteristics may be at comparatively increased risk from COVID-19. If individuals with significant risk factors are concerned, the academy will discuss staff concerns and explain the measures the academy is putting in place to reduce risks.</li> </ul> <p><b>Clinically vulnerable children (including BAME children)</b></p> <ul style="list-style-type: none"> <li>For children who fall into the clinically vulnerable category, parents are informed that they should follow medical advice if their child is in this category.</li> <li>Parents will inform the academy of medical advice provided for the child and the child will be supported by an individual risk assessment as required.</li> </ul> <p><b>Further control measures</b></p> <ul style="list-style-type: none"> <li>PPE will be available to support staff whose role involves direct support to pupils, for example, first aid, intimate care, care and supervision of a child with symptoms.</li> <li>The academy will follow Government and HR guidance in relation to supporting individuals who are clinically extremely vulnerable and clinically vulnerable.</li> <li>If a <b>staff member or child lives in a household with someone who is clinically extremely vulnerable</b>, as set out in the guidance for <a href="#">staying alert and safe (social distancing)</a>, they not need to shield themselves, but they should do what they can to support the clinically extremely vulnerable individual to stay safe.</li> <li>Those who live with someone who is clinically vulnerable can come to work as normal.</li> <li>New staff and students are inducted to safety measures implemented by the academy to control the risks of COVID-19 and are advised to inform the Executive Headteacher or Senior Teacher if they fall into the clinically</li> </ul>	<p><i>Drs letter to be provided.</i></p> <p><i>PPE provided by the academy.</i></p> <p><i>RW/EM</i></p>	<p>M</p>	
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		<p>extremely vulnerable or vulnerable category so that a risk assessment can be implemented.</p> <ul style="list-style-type: none"> <li>• Those who fall into the clinically extremely vulnerable or vulnerable category over their course of employment should inform the Executive Headteacher or Senior Teacher once they become aware.</li> <li>• Pregnant staff still follow the government guidance on clinically vulnerable people <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>. Pregnancy risk assessments implement measures to control the risks from COVID-19.</li> <li>• If there is a rise in the transmission of disease locally, vulnerable individuals may be advised to shield during the period of the increased transmission and may not attend school at this time.</li> </ul>			
<p><b>4. Vulnerable children and those with complex needs</b></p> <p><b>Close contact with staff members – social distancing not adhered to</b></p> <p><b>Risk of respiratory hygiene requirements not being adhered to</b></p>	<p>Staff and pupils</p>	<p><b>EHCPs and Individual Risk Assessments</b></p> <ul style="list-style-type: none"> <li>• Children with an EHCP to have an EHC Plan risk mitigation form in place.</li> <li>• Those attending the academy with complex needs but who don't have an EHC Plan should have an individual risk assessment in place.</li> <li>• Staff who interact with these children have a copy of the EHC Plan / individual risk assessment.</li> <li>• SENCO to be available to support as required.</li> <li>• Follow the most up to date government guidance regarding caring for vulnerable children - <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a> and SEND risk assessment guidance - <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a></li> <li>• Academy is aware that there may be additional pupils, including those with SEND, who display symptoms of stress or anxiety and additional support may be needed for them. Support provided on individual need, according to risk assessment and EHCP.</li> <li>• Individual risk assessments will include the control measures where children are exposed to additional risks from the COVID-19 risk management measures (e.g. leaving doors open for ventilation purposes).</li> <li>• Individual risk assessments will be reviewed regularly and discussions will take place with parents during the review period.</li> <li>• There are clear safety procedures in place for each pupil with regards to essential visitors such as educational psychologists, CAMHS, behavioural support.</li> </ul>		<p>M</p>	

		<ul style="list-style-type: none"> <li>Pupils are supported to maintain standards of respiratory hygiene and hand washing.</li> </ul> <p><b>Supporting pupils with physical needs:</b></p> <ul style="list-style-type: none"> <li>Wherever possible, physical contact and working in close proximity should be kept to a minimum.</li> <li>PPE to be available for staff where required to enable them to provide support in accordance with the child's individual needs.</li> <li>Ensure regular sanitisation of mobility aids such as walkers.</li> <li>Permit access to physiotherapists and other relevant outside agencies as required, maintain respiratory hygiene and hand washing measures.</li> <li>Individual risk assessment to be adapted to include specific control measures for individuals in accordance with their exact physical needs.</li> </ul>		M	
<p><b>5. Cross contamination</b></p> <p><b>Maintaining social distancing</b></p> <p><b>Use of shared spaces and resources</b></p> <p><b>Before and after school clubs</b></p> <p><b>Pick up and drop off times</b></p> <p><b>Dedicated school transport</b></p> <p><b>Use of offices and staff shared areas</b></p> <p><b>Restrictive physical intervention</b></p> <p><b>Visitors</b></p>	<p>Staff, pupils, parents, visitors at risk of virus transmission</p>	<p><b>Maintaining social distancing and use of the 'bubble' / 'group' system:</b></p> <ul style="list-style-type: none"> <li>Staff and pupils to observe social distancing measures from each other when in school and avoid any physical contact, as far as is reasonably practicable.</li> <li>Children will mix in consistent groups "bubbles" according to the feasibility of keeping distinct groups whilst teaching a broad and balanced curriculum. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</li> <li>The academy is taking practical measures to minimise the number of contact that pupils and staff have during the school day and close contact is avoided between these groups.</li> <li>Adults should maintain 2 metre distance from each other, and from children where circumstances allow. Avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>For children who are old enough, they should be supported to maintain distance, not touch staff and peers.</li> <li>Sharing rooms and social spaces between groups is limited as much as possible.</li> <li>Pupils will be seated side by side and facing forwards, rather than face to face, unnecessary furniture will be moved out of classrooms to make more space.</li> <li>Work spaces will be arranged so that desks are as far apart as possible.</li> <li>Children are encouraged to keep their distance within groups.</li> <li>Assemblies and collective worship are not undertaken with more than one group at one time.</li> <li>The academy has timetabled classes and break times in a staggered fashion to help keep groups apart and minimise movement around the</li> </ul>	<p><i>No whole school worship is to take place.</i></p> <p><i>Children will eat lunch in their class groups at a socially acceptable distance from other groups.</i></p> <p><i>This will happen in Year 1/2 and 3/4 and not EYFS.</i></p> <p><i>No whole school worship.</i></p>	M	

<p><b>Arrival to and departure from the academy</b></p>		<p>building and grounds, to avoid crowding and creating busy shared areas such as corridors.</p> <ul style="list-style-type: none"> <li>The academy will not implement rotas.</li> </ul> <p><b>Use of pupil shared areas and resources:</b></p> <ul style="list-style-type: none"> <li>Each group has equipment for their classroom and for play time. Children have basic resources (e.g. pen, pencil) which are named for their use. Resources are kept in labelled containers.</li> <li>Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery. Bags are allowed.</li> <li>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</li> <li>Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces.</li> <li>Resources that are shared between classes or bubbles, such as sports, art and science equipment are 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> <li>Devices disinfected before and after use. Children allocated one computer/laptop and/or tablet and they will continue to use only their own device as far as reasonably practicable. Where this is not practicable, the device will be fully disinfected before and after use.</li> <li>Any shared surfaces will be disinfected before and after use.</li> <li>Where play equipment is used by multiple groups, the groups do not use it simultaneously.</li> <li>Children encouraged not to put resources in their mouths and are supervised according to the planned timetable. Children taught expectations about sneezing, coughing and touching, mouth, nose and eyes.</li> <li>Drinking fountains taken out of use. Water dispensers in use but regularly sanitised in between uses.</li> <li>Outdoor learning will be prioritised as much as possible. The timetable is refreshed to ensure that learning outdoors can be maximised.</li> <li>Outdoor playground equipment is more frequently cleaned. This also applies to resources used inside and outside by wraparound care providers. Multiple groups do not use it simultaneously.</li> </ul>	<p><i>EYFS to be sent out first, followed by KS1 and KS2 pupils to avoid larger numbers in corridors. EYFS have separate playground.</i></p> <p><i>School have provided zipped plastic wallets for each child to keep their resources in. Contained within letter 14-7-20.</i></p> <p><i>Advice on this shared 14-7-20</i></p> <p><i>Reading books bought back to be placed in a basket and left for appropriate time before being put back in with the reading scheme.</i></p> <p><i>Antibacterial wipes purchased for this purpose.</i></p> <p><i>Separate resources to be used for All Stars..</i></p>		
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		<ul style="list-style-type: none"> <li>• Provision will operate alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then the academy should use small, consistent groups.</li> <li>• Parents advised to limit the number of different wraparound providers they access, as far as possible.</li> <li>• The academy encourages parents to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.</li> <li>•</li> </ul> <p><b>Pick up / drop off:</b></p> <ul style="list-style-type: none"> <li>• The academy has a pick up and drop of protocol for parents to support the minimisation of contact. Only one parent can be in attendance.</li> <li>• Pick up and drop off times are staggered according to groups.</li> <li>• Parents are informed of the pickup and drop off procedures and reminders are provided as required. Markings are provided externally, as is signage, on the entrance route.</li> <li>• Staff supervise pick up and drop offs to ensure that the system in place is utilised appropriately.</li> <li>• Parents drop children off and collect them without approaching staff and are informed to keep at a 2 metre distance away from others.</li> <li>• Parents email / call staff with queries rather than speaking to them whilst on duty during pick up and drop off times.</li> <li>• Parents are not permitted to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment outside of periods during the day which are of 'high traffic' and this can be conducted safely.</li> <li>• The academy encourages walking or cycling to school.</li> <li>• Keeping facilities and equipment clean - touch points (e.g. handrails and gates) are included in increased cleaning regimes.</li> </ul> <p><b>Offices and staff shared areas:</b></p> <ul style="list-style-type: none"> <li>• Office team to maintain working consistently at a desk as far as possible and limit hot-desking and the sharing of mice / keyboards / phones.</li> <li>• Wash hands after receiving / opening parcels and post.</li> <li>• Wipe desk, mouse, keyboard and phone regularly, with suitable antibacterial agents.</li> <li>• Wipe photocopier throughout the day, with suitable antibacterial agents.</li> <li>• Consideration given to deliveries. Deliveries may be dropped off in academy entrances without accessing the main body of the building (as long as a staff member can accept a delivery and subsequently bring this</li> </ul>	<p><i>Separate entrances and exits for class groups. No impact on direct teaching time.</i></p> <p><i>E-mail or call teachers before or after school or contact office during school time.</i></p> <p><i>Wipes located near photocopier.</i></p>	<p>M</p> <p>M</p> <p>M</p>	
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		<p>inside). Delivered to source where it is safe and possible to do so, where there is a significant risk of injuries associated with manual handling.</p> <ul style="list-style-type: none"> <li>• Shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</li> <li>• Staff shared areas and touch points such as handles, white goods, toilet facilities are cleaned throughout the day to regular frequencies.</li> <li>• Documentation should, where possible, be sent to colleagues via email.</li> <li>• Individuals should wash their hands before and after use of welfare facilities. Door handles will be regularly cleaned.</li> <li>• Where meetings are necessary, social distancing rules apply and are to be facilitated where there is sufficient space to do so, this may be outdoors but if indoors must be in well-ventilated rooms.</li> <li>• Staff encouraged to bring their own food which does not require any preparation or heating in communal facilities.</li> <li>• Where used, communal facilities such as a microwave are subject to effective cleaning after each use.</li> <li>• Remove all communal tea towels, shared equipment and cutlery and provide paper towels.</li> <li>• No cash on the premises. All payments made by parentpay.</li> </ul> <p><b>Restrictive physical intervention:</b></p> <ul style="list-style-type: none"> <li>• Review behaviour management plans in advance of full opening, as necessary. Establish clear guidelines with staff for prevention and then de-escalation strategies as much as possible to negate the need for RPI.</li> <li>• Plans consider behaviour triggers and earlier de-escalation solutions including working with smaller groups to permit and support management and spot these earlier too.</li> <li>• RPI to be used in accordance with the policy and where there is no alternative to maintain the safety of the child / staff member / others in the vicinity.</li> <li>• Staff providing RPI are trained to do so.</li> </ul> <p><b>Visitors:</b></p> <ul style="list-style-type: none"> <li>• Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. No visitors permitted where they are symptomatic – visitors are asked on arrival. Posters displayed in reception as a reminder.</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Temporary staff</li> </ul>	<p><i>Wipes kept near microwave.</i></p> <p><i>Posters in reception area are clear and relevant.</i></p>	<p>M</p>	
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		<p>are informed of academy hygiene and social distancing arrangements, and further relevant COVID-19 risk management measures.</p> <ul style="list-style-type: none"> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</li> <li>• Visitors to the site are informed of physical distancing and hygiene measures on or before arrival. Where visits can happen outside of school hours, they should.</li> <li>• A record is kept of all visitors.</li> <li>• Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and safety expectations shared on or before arrival.</li> <li>• Where relevant, visitors are asked for their own COVID-19 safety risk assessments, such as agencies delivering services to the academy and contractors.</li> <li>• Arrangements in place for contractors visiting to undertake key works such as statutory compliance. Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</li> <li>• Staff to report concerns with contractors and visitors according to the usual procedures (H&amp;S Policy).</li> <li>• Visitors working closely with children may wear PPE where risk assessment deems it necessary.</li> <li>• Visitors make drinks and put their cups in the dishwasher / washing up, wiping down surfaces with anti-bacterial agents after doing so.</li> <li>• Meetings with visitors take place in locations where social distancing can be permitted. Meeting spaces are cleaned following use.</li> <li>• Meetings take place by conference call where possible.</li> </ul> <p><b>Staff arrival to and departure from the academy:</b></p> <ul style="list-style-type: none"> <li>• Sanitise personal items on a regular basis, on arrival and departure from the academy. This includes pens and electronic items such as laptops and phone.</li> <li>• Clean and wipe down vehicle interior touch points, e.g. steering wheel, gear lever, door handles etc. prior to commencing inward and outward journey.</li> <li>• Individuals observe the social distancing rules, including entering and exiting the academy.</li> <li>• If there is more than one person arriving or leaving at the same time, which is a strong possibility due to common start and finish times, individuals should keep their distance and enter the building separately, allowing their colleague plenty of time to clear the entrance area.</li> <li>• There will be a designated person responsible for ensuring the main doors are wiped regularly throughout the day.</li> </ul>	<p><i>Staff informed of guidance.</i></p>	<p>M</p>	
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<b>6.Safeguarding</b>	Staff Pupils	<ul style="list-style-type: none"> <li>• Safeguarding arrangements and procedures in place for September 2020, in accordance with KCSIE 2020 guidance.</li> <li>• Safeguarding provision reviewed to support returning children (e.g. where new issues have arisen, or existing ones escalated). Necessary changes and referrals considered, as more children return to school.</li> <li>• Behaviour rules reviewed and communicated to staff, parents, pupils.</li> <li>• Safeguarding provision in place for vulnerable children.</li> <li>• Staffing ratios are proportionate and appropriate for the number of children returning.</li> <li>• Safeguarding policies and procedures are accessible to all staff at all times.</li> <li>• Designated Safeguarding Lead and/or Deputy Safeguarding Lead is on site and contactable at all times and staff and children are informed of who safeguarding leads are.</li> <li>• First Response is contactable by <a href="tel:08001313126">0800 1313 126</a> or out of hours- <a href="tel:03456042886">0345 604 2886</a>.</li> <li>• The academy follows government guidance regarding vulnerable children, including COVID-19 specific guidance.</li> <li>• Safeguarding online continues, including checking apps, websites and search results before using them with children and supervising children when using the internet, talk to children about safe use of the online environment and ensure safety modes and filters are applied.</li> <li>• Parents provided with resources for children to use at home, including safe internet links to resources, which have been pre checked. Parents provided with information regarding working safely online.</li> <li>• Staff trained in how to ensure online safety (training also available on the National College).</li> </ul>	<p><i>New arrangements shared with staff regarding key changes.</i></p> <p><i>RW/EM</i></p>		

		<ul style="list-style-type: none"> <li>The National Cyber Security Centre offers guidance on <a href="#">which video conference service is right for you</a> and <a href="#">using video conferencing services securely</a></li> <li><a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a>, as well as statutory guidance on online safety <a href="#">keeping children safe in education</a>.</li> </ul>			
<p><b>7. Close contact with pupils and potentially infectious waste including -</b></p> <p><b>Delivery of first aid and where required, intimate care</b></p> <p><b>Cleaning of bodily fluids</b></p> <p><b>Disposal of potentially infectious waste</b></p> <p><b>Caring for those with symptoms</b></p>	<p>Staff Pupils</p>	<p><b>Intimate Care:</b></p> <ul style="list-style-type: none"> <li>Wherever possible, staff to encourage children to undertake self-care and staff supervise as necessary in accordance with safeguarding and intimate care policies.</li> <li>If contact is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>Once completed all disposable protective equipment should be disposed of and hands should be thoroughly washed by the staff member and child for at least 20 seconds after PPE has been removed.</li> <li>Care to be undertaken in a facility which is local to handwashing facilities, or should as a minimum provide sanitiser which the staff member will use before accessing handwashing facilities.</li> <li>The area in which the care has been undertaken to be sanitised immediately following use.</li> <li>Waste to be disposed of in accordance with the infection control policy and risk assessments.</li> </ul> <p><b>First Aid:</b></p> <ul style="list-style-type: none"> <li>First aid needs assessment to be revised as required and establish the levels of first aid staff needed.</li> <li>At least one qualified first aider to be on site at all times (first aid at work and paediatric).</li> <li>Disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the staff member. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>First aid to be undertaken in a facility which is local to handwashing facilities, or should as a minimum provide sanitiser which the staff member will use before accessing handwashing facilities.</li> <li>The area in which the first aid has been undertaken to be sanitised immediately following use.</li> <li>Waste to be disposed of in accordance with the infection control policy and risk assessments.</li> </ul>	<p><i>PPE provided and posters for the correct donning and doffing procedures.</i></p> <p><i>Visors provided by the academy.</i></p>	<p>M</p>	

	<ul style="list-style-type: none"> <li>• Accidents and incidents to be reported in accordance with the usual guidance, using the My Health and Safety system as required, according to the nature of the accident / incident.</li> <li>• Hands must be washed with soap and water for at least 20 seconds after PPE has been removed.</li> <li>• Staff are trained in the correct ‘donning and doffing’ of PPE. PPE is available for use in each room where this may be required. This extends beyond first aid rooms and is provided in classrooms and offices too.</li> <li>• Use a face shield for resuscitation. Academy to ensure face shields are in stock.</li> </ul> <p><b>Cleaning of bodily fluids:</b></p> <ul style="list-style-type: none"> <li>• Pupils are regularly reminded to catch coughs and sneezes with a tissue / elbow. Where pupils are unable or less able to do this, PPE will be available for cleaning.</li> <li>• Disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the staff member. If there is a risk of splashing to the eyes, then eye protection should also be worn.</li> <li>• Area in question to be cordoned and access by those not undertaking cleaning activities is to be prevented.</li> <li>• Cleaning materials to be disposed of in accordance with the risk assessments and infection control policy.</li> <li>• Surfaces, resources and touch points are cleaned regularly throughout the day but will be subject to an additional clean where there is a risk of contamination from body fluids.</li> <li>• Follow government guidance for the decontamination of non-healthcare settings - <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Hands must be washed with soap and water for at least 20 seconds after PPE has been removed.</li> <li>• Information on cleaning and disinfection can be found - <a href="https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Diarrhoea-and-Vomiting/Community-outbreaks-of-Diarrhoea-and-Vomiting-DV.aspx">https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Diarrhoea-and-Vomiting/Community-outbreaks-of-Diarrhoea-and-Vomiting-DV.aspx</a></li> <li>• Infection control information including a film for staff to watch is also available on the SLN - <a href="https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Communicable-Diseases/Communicable-Diseases-and-Infection-Control.aspx">https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Communicable-Diseases/Communicable-Diseases-and-Infection-Control.aspx</a></li> </ul> <p><b>Waste disposal for possible COVID-19 materials (government guidance):</b></p>	<p><i>Posters displayed for this.</i></p> <p><i>Visors provided for eye protection.</i></p>		
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		<ul style="list-style-type: none"> <li>• Waste from possible COVID-19 cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</li> <li>• To be put in a plastic rubbish bag and tied when full.</li> <li>• The plastic bag should then be placed in a second bin bag and tied.</li> <li>• It should be put in a suitable and secure place and marked for storage until the individual's test results are known.</li> <li>• Waste to be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours:</li> <li>• If the individual tests negative, this can be put in with the normal waste.</li> <li>• If the individual tests positive, then store it for at least 72 hours and put in with the normal waste (check for any additional requirements from the waste carrier).</li> <li>• Where storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</li> <li>• Wear appropriate PPE during cleaning and disposal. Hands must be washed with soap and water for at least 20 seconds after PPE has been removed.</li> <li>• Change gloves before proceeding to take the waste to the correct receptacle due to the risk of transference to touch points such as door handles.</li> <li>• Ensure waste is appropriately stored and not accessible to others,</li> </ul> <p><b>Waste disposal for non COVID-19 materials:</b></p> <ul style="list-style-type: none"> <li>• Follow the infection control policy and associated risk assessments.</li> <li>• Wear appropriate PPE during cleaning and disposal. Hands must be washed with soap and water for at least 20 seconds after PPE has been removed.</li> <li>• Change gloves before proceeding to take the waste to the correct receptacle due to contact with touch points.</li> </ul>	<p><i>Information shared with staff.</i></p>		
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		<p><b>Waste Segregation:</b></p> <ul style="list-style-type: none"> <li>All wastes produced must be placed in appropriately coloured / labelled bag.</li> <li>Each bag must be filled to no more than two thirds capacity.</li> <li>Each bag must be securely fastened with adhesive tape or plastic security grips to prevent risks of spillage of contents.</li> <li>Bins to be sanitised regularly throughout the day or have pedals.</li> </ul> <p>Those wearing PPE to receive training in how to remove it safely.</p>			
<p><b>8. Fire safety and evacuation</b></p> <p><b>High traffic on evacuation routes</b></p> <p><b>Non adherence to social distancing in an emergency</b></p>	<p>Staff Pupils</p>	<ul style="list-style-type: none"> <li>Adjustments made to the fire evacuation procedure as necessary. This is communicated to staff and pupils – fire evacuation to be practised during the autumn term.</li> <li>Register of pupils and staff to be completed daily and a copy given to the staff members on duty, for registration following emergency evacuation.</li> <li>Fire marshal(s) to be on site during hours of occupation. Staff are clear regarding their designated roles during evacuation.</li> <li>Personal emergency evacuation plans / individual risk assessments include measures for emergency evacuation of vulnerable individuals are in place and communicated to those on site who need to be aware of the control measures and methods of evacuation.</li> <li>All fire doors and internal doors should be fully closed to prevent any spread of fire. Staff to open required doors upon reoccupation of the building.</li> <li>All building occupants to use their nearest available exit and evacuate as quickly as possible in a calm and quiet manner. Safe and prompt evacuation to be prioritised over social distancing.</li> <li>Staff supporting pupils to evacuate (for example, those in close proximity) will be provided with PPE as required.</li> </ul>	<p><i>Posters displayed.</i></p>		
<p><b>9. Cleaning</b></p> <p><b>General cleaning</b></p> <p><b>During outbreaks of infection</b></p> <p><b>Hazardous substances</b></p>	<p>Staff supporting cleaning</p> <p>Staff</p> <p>Pupils</p>	<ul style="list-style-type: none"> <li><b>Example control measures may include:</b></li> <li>PPE is provided for cleaning.</li> <li>Each classroom and office provided with tissues, PPE and cleaning agents.</li> <li>Cleaning surfaces are sanitised following coughs / sneezes and hands are washed for 20 seconds.</li> <li>Staff report low stocks of products and PPE to Hi Spec and cleaner who will arrange re-stocking of the items on the same day.</li> </ul>	<p><i>JG Completed 09.09.2020</i></p>		
			<p><i>PPE low stock to be reported to EM/JG/RW Hi Spec/Gaynor</i></p>		

		<ul style="list-style-type: none"> <li>• Gloves are disposed of following each use and are changed between cleaning areas e.g. gloves are changed after cleaning toilet areas and before moving onto another area of the academy building.</li> <li>• Contracted cleaning providers have their own risk assessments for cleaning in school settings which are communicated with cleaning staff and the academy.</li> <li>• In house cleaning has a specific risk assessment for cleaning, adapted for specific arrangements for COVID-19, which is communicated with cleaning staff.</li> <li>• Deep cleans to be organised where required, especially during outbreaks.</li> <li>• Government guidance states that all surfaces that a case, or suspected case of COVID-19 has come into contact with, or has potentially come into contact with must be cleaned thoroughly using disposable cloths or paper roll and disposable mop heads and detergents/disinfectants as detailed in their guidance for cleaning non healthcare settings.</li> <li>• Cleaning staff use colour code system when using cleaning materials to avoid cross contamination.</li> <li>• Cleaning materials used where there is known to be a case of COVID-19 will be disposed of in accordance with section 7.</li> <li>• Cleaning equipment for different areas must be stored separately to avoid cross contamination (e.g. toilets and kitchen).</li> <li>• Staff cover all new and existing cuts / skin breakages with waterproof dressings prior to cleaning, and wear PPE.</li> <li>• Cleaning specification to be adapted to address higher risk areas to a greater depth and frequency during periods of infection outbreak e.g. touch points.</li> <li>• Staff clean key areas of the building throughout the day such as touch points. PPE is provided.</li> <li>• Avoid creating splashing and spray when cleaning. Use dispensers which help staff to avoid this.</li> <li>• When items cannot be cleaned or laundered using detergents e.g. soft items, these should be steam cleaned or disposed of.</li> <li>• Those wearing PPE to receive training in how to remove it safely.</li> <li>• Government guidance regarding cleaning to be followed - <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Academy staff should not be using contractor equipment and visa-versa. If cleaning equipment is being shared then this should be stopped.</li> <li>• <b>COSHH</b></li> <li>• Increased cleaning will be taking place during this period and academy cleaners, contractors and catering staff have a COSHH assessment and</li> </ul>			
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		<p>MSDS in place for any cleaning substances/ substances hazardous to health in use.</p> <ul style="list-style-type: none"> <li>• Any new substances brought to site must be risk assessed, this requires a Material Safety Data Sheet (SDS) to be obtained and a risk assessment of the use of the substance to be carried out,</li> <li>• Staff undertaking some cleaning (e.g. their own workspaces for example) therefore a COSHH assessment for substances used is in place and communication of the control measures in a COSHH assessment must be given to all staff using the substances.</li> <li>• Individual staff may also wish to bring substances to school to clean their personal belongings. In this situation, if academy leaders permit these substances to be brought to site, all good practice and usual arrangements must apply, and permission granted for their use once a COSHH assessment has taken place.</li> <li>• Some pupils may wish to have their own hand sanitiser with them for personal use. This may be beneficial for pupils with allergies etc. The academy policy on this is clearly communicated to parents. Pupils should be self-sufficient in being able to use and apply these safely.</li> </ul>			
<p><b>10. Catering</b></p> <p><b>Contracted / in house catering</b></p> <p><b>Adherence to food hygiene standards</b></p>	<p>Staff / pupils Catering staff</p>	<ul style="list-style-type: none"> <li>• Pupils are supervised during break and lunch times, and when accessing drinking facilities. Pupils are taught and reminded not to share cutlery, cups, drinks or food.</li> <li>• Disposable items for drinking and eating may be used.</li> <li>• All cutlery and cups are thoroughly cleaned in the dishwasher at high temperatures after use.</li> <li>• Hands are washed before and after eating, for at least 20 seconds.</li> <li>• Children queue for their lunch in accordance with academy distancing procedures and lunch breaks are staggered.</li> <li>• Markings are provided as required. OR lunch is brought to the classroom for children to eat at their designated table and tables are sanitised before and after eating.</li> <li>• Families have been asked to provide water bottles for pupils which are sanitised at home at the end of every day.</li> <li>• Risk assessments for the catering provision at the academy are provided by the catering contractor / catering manager.</li> <li>• Food Safety Management System (FSMS) that includes <a href="#">existing food hygiene guidance</a> and HACCP processes is followed.</li> <li>• Frequent handwashing and maintaining good hygiene practices in food preparation and handling areas must be maintained, with hand washing for at least 20 seconds before preparing food / drinks.</li> </ul>	<p><i>This is part of the class routine.</i></p> <p><i>Communicated to parents on 14-7-20</i></p>		

		<ul style="list-style-type: none"> <li>• Frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products.</li> <li>• The FSA's <a href="#">guidance on good hygiene practices</a> in food preparation and their HACCP processes guidance is intended to ensure staff follow good hygiene practices to prevent the spread of disease to food. Key safety points include being fit for work, washing hands and wearing aprons or other clean clothing as appropriate. The <a href="#">FSA Safe Method checklist</a> allows employers to assess the personal hygiene and fitness to work practices in their workplace.</li> <li>• The World Health Organization (WHO) advises that the likelihood of an infected person contaminating commercial goods is low. The risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also very low.</li> <li>• Food packaging is not known to present a specific risk, but staff should ensure it is cleaned and handled in line with usual food safety practices.</li> <li>• Cleaning should be in line with food hygiene practice and the environmental controls set out in the business' HACCP. Staff should continue to follow existing risk assessments and safe systems of working.</li> <li>• Arrangements in place for food deliveries.</li> <li>• School kitchens can continue to operate, but must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</li> </ul>			
<p><b>11. Security of Site and Building</b></p> <p><b>Internal statutory compliance tasks</b></p> <p><b>Contractors on site for essential works such as statutory compliance</b></p> <p><b>Use of air conditioning and ventilation systems in the building</b></p>	<p>Staff Pupils Visitors</p>	<ul style="list-style-type: none"> <li>• Designated entrances and exits to be used (other than for emergency evacuation where all available exits must be used).</li> <li>• Doors may be propped open (where this adheres to fire safety and safeguarding requirements). Those doors which pose a safeguarding risk if propped open e.g. those which exit by a car park or main road to continue to be made secure.</li> <li>• Ensure that any planned service or testing schedules continue accordingly in order to maintain statutory compliance. Academy to ensure all required testing has taken place prior to re-opening in accordance with premises checklists and government guidance. All checks have been complied with in time for extended re-opening and urgent points to action have been addressed.</li> <li>• DFE guidance has been consulted and the following areas have been deemed safe: <ol style="list-style-type: none"> <li>1. Hot and cold water systems</li> <li>2. Gas safety</li> <li>3. Fire safety</li> <li>4. Kitchen equipment</li> </ol> </li> </ul>	<p><i>Information shared with parents on 14-7-20</i></p>		

		<p>5. Security including access control and intruder alarms</p> <ul style="list-style-type: none"> <li>• Internal compliance checks such as fire alarm checks and water hygiene checks to be undertaken prior to premises re-opening. Defects or issues raised to be actioned prior to reopening. The checks have been undertaken satisfactorily, recorded and urgent defects and issues have been addressed.</li> <li>• Full premises inspection to be conducted prior to opening and any issues to be addressed accordingly. The inspection been undertaken satisfactorily, recorded and urgent defects and issues have been addressed.</li> <li>• All bins and skips should be emptied and secured well away from the building and hazardous waste stored and secured appropriately.</li> <li>• If visitors are essential, arrangements to ensure safe working must be implemented such as social distancing, hand hygiene, 'catch it, bin it, kill it' guidance.</li> <li>• Contractors are informed of site safety and COVID-19 risk management measures through the induction and hazard exchange process (and in advance as required). Contractors may provide the academy with copies of their own risk management information.</li> <li>• Visitors, including contractors, are informed that they are not permitted to attend if they have any symptoms and leave site if it becomes apparent that they do have symptoms.</li> <li>• If symptoms occur, this should be reported by telephone according to the contractor's usual procedures and also immediately to the academy contact via telephone, as opposed to face to face with the site. The work area to be cordoned immediately and deep cleaned (along with touch points around the site).</li> <li>• Staff working on site are made aware of contractor / visitors on site, the visit's working arrangements and therefore supervise children accordingly.</li> <li>• Where contracted staff need access to the building, cleaning staff will be informed to thoroughly clean these areas of the building as part of their daily routine.</li> <li>• No hand shaking with visitors or contractors.</li> <li>• Access government guidance for the management of premises during the coronavirus outbreak - <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></li> </ul>	<p><i>Completed by JG</i></p>		
<p><b>12. Mental Health and Wellbeing of staff and pupils</b></p>	<p>Staff Pupils</p>	<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups. Return to school procedures are clear for all staff including arrangements to</li> </ul>			

<p><b>Workload</b></p> <p><b>Communication</b></p> <p><b>External conditions – hot weather, potential increase in adverse outcomes amongst the same population groups affected by both high temperatures and COVID-19</b></p>		<p>return any furloughed staff. Staff have been consulted regarding the risk assessment; concerns and queries which arise in relation to academy risk management strategy should be raised with senior staff.</p> <ul style="list-style-type: none"> <li>• Leaders/managers endeavour to have supportive conversations with employees to discuss concerns and fears as soon as they arise.</li> <li>• Early communications with employees such as online meetings and calls used during the planning stage to alleviate fears and allow employees to ask questions.</li> <li>• The approach for inducting new starters has been reviewed and updated in line with current situation.</li> <li>• Plans shared with the Local Academy Council who are clear on their role in the planning and fully re-opening of the academy, including support to leaders.</li> <li>• Communications with parents include the plan for full re-opening, risk management measures including social distancing. Pupils are taught about changes to the timetable, social distancing arrangements, staggered start times/breaks/assemblies/home time, hygiene requirements, social distancing.</li> <li>• Executive Head Teacher / SLT contactable by phone for staff working in school or at home during working school hours (e.g. clinically extremely vulnerable staff, those who are self-isolating).</li> <li>• Regular communication and updates are provided for all parties.</li> <li>• Children taught about mental wellbeing specific to the current crisis. Staff discuss with children and communicate with parents accordingly.</li> <li>• Methods of communication established with parents.</li> <li>• Staff have a platform to discuss concerns.</li> <li>• Staff provided with breaks during the day and access to welfare facilities.</li> <li>• Staff report concerns with travelling to work to their line manager so that a safe travel plan can be agreed with the academy.</li> <li>• Guidance and training provided for staff to ensure they can understand and enforce new routines and support pupils understand.</li> <li>• The behaviour policy is reviewed, new measures implemented and a compassionate and proportionate approach is taken to those who exhibit problematic behaviours.</li> <li>• Reviews of team stress and wellbeing risk assessments undertaken as necessary / wellbeing support plan in place for pupils and staff.</li> </ul> <p><b>Pupils:</b></p> <ul style="list-style-type: none"> <li>• If parents of pupils with significant risk factors are concerned, the academy will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</li> <li>• Staff support pupils to:</li> </ul> <p>Rebuild friendships and social engagement</p>	<p><i>EM/RW</i></p> <p><i>LAC kept informed at each stage with all guidance and letters sent parents shared on governorhub or on the school websites.</i></p> <p><i>Friday e-mails to contain all new updates. Monday staff briefing to continue with updates from Executive Head.</i></p> <p><i>EM to speak with parents who have concerns and RW contacted regarding advice given.</i></p>		
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		<p>Address and equip pupils to respond to issues linked to coronavirus (COVID-19)</p> <p>Improve their physical and mental wellbeing</p> <ul style="list-style-type: none"> <li>The academy provides more focused pastoral support: Support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues</li> </ul> <p>Support for pupils with additional and complex health needs</p> <p>Supporting vulnerable children and keeping children safe</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>Mental health and wellbeing resources are available via email communications and online resources. Supporting resources provided by SUAT.</li> <li>Plan likely mental health, pastoral or wider wellbeing support for children returning to school (for example, bereavement support).</li> <li>Children learning from home have access to and are provided with educational resources from home so that they can continue with their education. Parents are directed to learning resources.</li> <li>Support provided to leaders from SUAT and EIPs.</li> <li>Mental health and wellbeing resources and policy on the website and shared with staff, including how to support and manage mental health.</li> <li>Safeguarding arrangements to remain.</li> <li>Academy provides information for staff regarding how to get further support and counselling.</li> <li>PPE provided for staff working in school settings.</li> <li>Consider support available from staff absence insurance providers, for staff wellbeing.</li> <li>Staffordshire Learning Net and Government website have resources available to support staff mental health and wellbeing.</li> <li>HR provider available for support and guidance.</li> <li>07.06.2020 government released guidance regarding extra mental health support for pupils and teachers - <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers?utm_source=6a4d6818-9fb1-4052-b27f-2a182ba79179&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers?utm_source=6a4d6818-9fb1-4052-b27f-2a182ba79179&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a>.</li> <li>Staff may wish to access the free MindEd learning platform for professionals, which includes a <a href="#">coronavirus (COVID-19) staff resilience hub</a> with materials on peer support, stress, fear and trauma and bereavement.</li> </ul>	<p><i>Mental Health and Wellbeing action plan shared with parents via school website.</i></p> <p><i>SEMH activities planned for autumn term.</i></p> <p><i>Websites shared with parents via school website.</i></p> <p><i>Shared with staff</i></p>		
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		<ul style="list-style-type: none"> <li>• Staff advised that it is important to take care of your mind as well as your body and that you get further support if you need it. Follow the advice that works for you in the guidance on <a href="#">how to look after your mental health and wellbeing during COVID-19</a>.</li> <li>• Staff advised to try to focus on the things you can control, such as where you get information from and actions you can take to help you feel prepared. The <a href="#">Every Mind Matters</a> page on anxiety and <a href="#">NHS mental wellbeing audio guides</a> provide further information on how to manage anxiety.</li> <li>• If you're still struggling after several weeks and it's affecting your daily life, contact <a href="#">NHS 111 online</a>. If you have no internet access, you should call NHS 111.</li> <li>• The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</li> <li>• The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>• DfE has also published a range of resources, including <a href="#">case studies to support remote education</a> and help address staff workload, this includes case studies on managing wellbeing.</li> </ul> <p><b>Risk assessments:</b></p> <ul style="list-style-type: none"> <li>• Individual risk assessments completed as required to support staff and pupils, for mental and physical health. Individual risk assessments provided for staff who fall into vulnerable groups including clinically vulnerable and BAME and pregnant staff. Risk assessments are reviewed regularly according to the need and role of the individual.</li> <li>• EHC Plans are in place for children.</li> <li>• Staff aware of how to access support and implement a risk assessment as required.</li> <li>• Named person to oversee wellbeing, planning and monitoring.</li> <li>• Support plan in place which everyone has access to, providing a structure of support and resources which can be used.</li> <li>• Identified key people with personal strengths in supporting pupils who may present with issues/changes in behaviour.</li> <li>• Continue to maintain the good links you already with families, signposting them to resources they may find helpful.</li> <li>• Free training/guidance via The National College which all staff can access.</li> <li>• Transport plan to be implemented with staff who cannot walk, drive or cycle to work.</li> </ul> <p><b>Workload:</b></p>	<p>RW/EM</p>		
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		<ul style="list-style-type: none"> <li>• Staff understand how and where to communicate concerns regarding workload.</li> <li>• Staff encouraged to take regular breaks from their workstation and in accordance with home working guidance and risk assessments.</li> <li>• Staff have access to refreshments.</li> <li>• Staff encouraged to access wellbeing materials online such as the website, SLN, PHE, government website and via email circulations.</li> <li>• Workload shared across staff according to job role and location of work (school or home).</li> <li>• It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's <u>workload reduction toolkit</u>.</li> </ul> <p><b>Heatwave Plan for England – COVID 19 amplifies the risks of hot weather:</b></p> <ul style="list-style-type: none"> <li>• The Heatwave Plan for England is underpinned by the Heat-Health alerting system which runs annually from June 1st to 15th September. (To sign up for the alerts, please email the Met Office at: enquiries@metoffice.gov.uk with subject "Hot weather alerts").</li> <li>• Everybody can be affected by high temperatures, but there are certain factors that increase an individual's risk during a heatwave.</li> <li>• Clinical vulnerabilities that have been linked with worse outcomes from COVID-19 that are also risks for heat related harms are: • high blood pressure • chronic obstructive pulmonary disease • heart and lung conditions (cardiovascular disease) • conditions that affect the flow of blood in the brain (cerebrovascular disease) • kidney disease.</li> <li>• Ventilation in workspaces is reviewed to ensure that the building can be ventilated as much as possible, for example, by opening windows and doors (giving consideration to fire safety and security), activating ventilation systems (where it is safe to do so), using blinds to reduce heat and create cross ventilation if possible</li> <li>• Reduce excessive sun exposure and physical activity</li> <li>• Ensure adequate fluid intake and access to water is made regularly</li> <li>• Ensure those attending the workplace have sun screen applied prior to arrival</li> <li>• Outdoor work to be conducted in areas of shade, as much as possible</li> <li>• Revise PE activities where necessary</li> <li>• Follow PHE and SCC guidance for managing warm weather conditions</li> <li>• Staff working at home to understand how to keep their home cool in accordance with PHE guidance</li> </ul>			
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		<ul style="list-style-type: none"> <li>• Staff to recognise the symptoms of heat related illness and seek suitable medical support for those affected by the symptoms. Staff and pupils know who to report heat related illness to on site</li> <li>• Keep up to date with the forecast – staff and parents advised regarding control measures</li> <li>• Use outdoor spaces considerately and keep appropriate distances</li> <li>• Monitor temperatures in rooms where necessary and identify those who are potentially at risk</li> <li>• Implement specific risk assessment for adverse weather conditions where required</li> <li>• Understand who may be at risk due to health conditions and implement individual risk assessments where needed</li> </ul>			
<b>13. Home working</b>	Staff working from home	<ul style="list-style-type: none"> <li>• Working from home risk assessments and policies have been shared with and are accessible to staff.</li> <li>• Staff aware of how to report issues when working from home.</li> <li>• Communication is maintained between staff working in school and staff working at home, by appropriate means.</li> <li>• As far as is reasonably practicable, ensure staff are aware of risk management measures for: appropriate desk and display screen set up, fire and electrical issues, managing stress and welfare, manual handling, lone working, slips, trips and falls.</li> <li>• Staff to follow home working risk assessments.</li> </ul>	<i>Via staff share and in office.</i>	M	
<b>14. Data protection</b>	Staff and pupils	<ul style="list-style-type: none"> <li>• During the current climate, continued vigilance in online security, including checking unusual requests, suspicious links and attachments from any recipients, even where known to the academy, is still vital.</li> <li>• Ensure awareness of data protection and compliant records management policies to keep data safe.</li> <li>• Maintain data security measures whilst home working.</li> <li>• Maintain confidentiality surrounding sensitive matters, ensure written information which is of a personal, confidential or sensitive nature is communicated in a manner which maintains its' security and is only shared with those who need to receive this information.</li> <li>• Data sharing is undertaken in a secure manner e.g. encrypted email attachments, in accordance with data protection policies.</li> <li>• Ensure devices are kept secure and personal or confidential information is not accessible to others in school or at home.</li> <li>• Ensure portable media is encrypted.</li> <li>• Staff understand how to report concerns relating to data protection and how to access IT support if needed.</li> </ul>	<p><i>Online resources shared with parents and pupils.</i></p> <p><i>USB pens to be encrypted.</i></p>	M	

		<ul style="list-style-type: none"> <li>Procedures for potential data breaches and information requests still apply.</li> </ul>			
<b>15. Educational visits</b>	Staff and pupils	<ul style="list-style-type: none"> <li>The government continue to advise against domestic (UK) overnight and overseas educational visits at this stage see <a href="#">coronavirus: travel guidance for educational settings</a>.</li> <li>In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.</li> <li>The academy makes use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>The academy will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely.</li> <li>As part of this risk assessment, the academy considers what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues, consulting the <a href="#">health and safety guidance on educational visits</a> when considering visits.</li> </ul>			
<b>17. Staff taking leave</b>  <b>Contracting COVID-19 abroad</b>  <b>Self isolation / quarantine</b>  <b>Delay to return to the UK</b>	Staff	<ul style="list-style-type: none"> <li>The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at <a href="#">coronavirus (COVID-19): how to self-isolate when you travel to the UK</a>. This is shared with staff.</li> <li>As would usually be the case, staff will need to be available to work at the academy from the start of the autumn term. Academy leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term.</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> </ul>			

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

**Signature of assessor:**

**Print name:**

**Signature of approver:**

**Print name:**

**Date approved:**

#### Annex A: Behaviour principles

In light of the need for children to behave differently when they return to school, and any new systems you have put in place to support that, you'll need to make changes to your behaviour policy. Behaviour policy changes will also need to be communicated to pupils, parents and staff.

Areas schools may wish to add to their behaviour policy are:

- following any altered routines for arrival or departure
- following school instructions on hygiene, such as handwashing and sanitising
- following instructions on who pupils can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus (COVID-19)
- rules about sharing any equipment or other items including drinking bottles
- amended expectations about breaks or play times, including where children may or may not play
- use of toilets
- clear rules about coughing or spitting at or towards any other person
- clear rules for pupils at home about conduct in relation to remote education
- rewards and sanction system where appropriate
- Identify any reasonable adjustments that need to be made for students with more challenging behaviour.

#### Annex B: Principles for staff

1. Do not come to work if you have coronavirus (COVID-19) symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible. You can do this by visiting the [NHS website to ask for a test](#) or calling the NHS on 119 if you do not have internet access.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.