

Covid-19 Risk Assessment

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**. School/childcare settings are essential for us to effectively manage our response to COVID-19 and those staff working in these settings are providing a key role. Staff are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the COVID-19 pandemic.

Whilst the COVID-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions, evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness. However, we must still remain alert, follow social distancing, limit contact and personal hygiene protocols in order to reduce the risk of catching and spreading the virus. This document is vital in terms of planning and mitigating risks to the best of our ability during these difficult times and in line with the latest Government Guidance:

The risk assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff and children.
- Due to the size of our academy, the academy will act as a bubble; however, we will be operating model of “Contact Clusters” (primary, KS3 and KS4), these are designed to reduce contact between staff and pupils within the school day. This could be vital if we have a confirmed case of Covid-19 where track and trace will want to establish who has had close contact with the infected person. Hopefully be working in clusters this will reduce the risk of infection to others as time spent together is reduced. As well as managing the cleaning of the building more effectively but without losing all flexibility to support staff and pupils from different clusters, if deemed appropriate.
- A reliable and adequate supply of suitable PPE for the small number of occasions where this is necessary (see below)
 - o Children whose care routinely already involves the use of PPE due to their intimate personal care needs should continue to receive their care in the same way
 - o If a child becomes unwell with the symptoms of COVID-19 and needs direct personal care until they can return home – in this instance a facemask should be worn by the supervising adult if a 2-metre distance cannot be maintained. If contact is necessary then gloves, apron and mask should be worn (Emergency PPE packs).
 - o Emergency PPE packs will be available (primary classrooms, KS4 hub and reception) if required in use of an RPI

*****THIS DOCUMENT MUST BE READ IN COLLABORATION WITH RELEVANT STAFF GUIDANCE DOCUMENT*****

General Health and Safety - Sanitisation of building				
Risk Area/Gov Guidance (*)	Hazard	Mitigation	Recording	Responsible Person
<p>Cleaning</p> <p>*Introduce enhanced cleaning, including frequently touched surfaces often using standard products such as detergents and bleach.</p>	<p>Virus could be present on hard surfaces in the school building which could be a source of transmission.</p> <p>If the virus is present and staff or children come in to contact with this, then they could become infected with COVID-19.</p>	<p>All staff and pupils will be placed in Contact Clusters; primary, KS3 and KS4. This helps reduce movement and therefore create more focused areas of cleaning.</p> <p>Soft play areas to be wiped down after single pupil use (no more than one pupil to use at one time), this room must then be wiped down.</p> <p>Shared areas; MUGA/hall can only be accessed by the cluster at their assigned times Kitchen and DT room can only be accessed by each cluster on their assigned day (please see staff guidance document).</p> <p>At the end of each "cluster" usage, this space/equipment must be cleaned by staff/premises manager</p> <p>Enhanced cleaning regime to be in place – this will be done at the end of each day by Carlton cleaners. <i>Cleaners to be onsite by 3.30pm, staff to vacate areas by 4pm but can-do work within administration office, meeting room etc (in line with social distancing rules and clusters where possible). ** All staff must be gone by 5pm, unless Gov meeting**</i></p> <p>Staff to be provided with appropriate cleaning sprays and cloths, in order to wipe down surfaces/door handles throughout the day.</p> <p>Ensure that dining tables and chairs are wiped down thoroughly with cleaning spray or before eating.</p> <p>Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal by staff.</p> <p>Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use by admin staff.</p> <p>Bins for tissues and other rubbish are emptied throughout the day where necessary. **If a child/staff display symptoms, estates team must be notified immediately as rubbish for that day must be disposed of appropriately**</p> <p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary. Disposable tissues are available in each room.</p> <p>Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it by staff.</p> <p>Outdoor equipment must only be used if it is wiped down before and after use.</p> <p>Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments – all these items to be risk assessed with HOS.</p>		<p>SLT Admin All staff and pupils Estates team Catering team Cleaning team</p>

		<p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) to be risk assessed with HOS.</p> <p>Shared materials and surfaces are cleaned and disinfected more frequently. Each pupil has his/her own pack of equipment provided on the desk and these are not shared.</p> <p>Different contact clusters do not use play equipment simultaneously.</p> <p>Pupils using electronic devices will keep the same device for the day and this will be cleaned at the end of the day.</p> <p>Phones/radio - these must be frequently wiped down.</p> <p>All staff to be briefed on cleaning protocols during September inset days.</p>		
<p>Sanitisation practices of occupants / Visitors</p> <p>*Clean hands thoroughly more often than usual</p> <p>*Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<p>Staff, pupils or visitors may be COVID-19 positive and not be aware of this.</p> <p>Staff and pupils need sufficient opportunity throughout the day to implement effective hand washing.</p>	<p>Staff have the right to decide if they wear a face/mask covering (please see staffing section below).</p> <p>All staff and pupils to wash hands on entering and exiting the building:</p> <p>Primary to use sinks located in classrooms KS3 to be provided with hand sanitiser on entering the building and then must wash hands as soon as they enter their classrooms, using the classroom sinks. KS4 to use disable toilet near the gym before going upstairs or leaving the building.</p> <p>Intervention/late pupils, must enter/leave via their KS access point and wash hands in either the disable toilet near the gym (KS4) or KS3/Primary hub sinks. If a child is on a bespoke provision and taught elsewhere, they must sign in at reception, washing their hands in the reception toilet before entering the main school building.</p> <p>All staff and pupils to wash hands frequently throughout the day: Staff must wash hands on arrival and exit, using the reception toilet</p> <p>Ensure soap and water/hand sanitiser (if accessible) is available and that all ensure hand cleanliness on entry into classrooms.</p> <p>All staff and pupils must wash their hands frequently throughout the day but especially before and after eating. This must be in line with handwashing guidance, posters to be above every sink.</p> <p>Staff (SLT, estates) who may be required to move between clusters, must wash their hands-on entry/leaving all hubs, if the situation allows. Staff to risk assess each situation.</p> <p>Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after. Used tissues to be put in a bin immediately.</p> <p>The 'catch it, bin it, kill it' approach is promoted. Posters around the school advising of this (pupil friendly).</p> <p>Staff, children and visitors will be reminded to wash their hands before leaving home, on arrival at the premises and before eating/drinking, after using the toilet, and not to touch</p>		<p>All staff and pupils</p> <p>Estates team</p> <p>Catering team</p> <p>Cleaning team</p> <p>Parent/carers</p>

		<p>face with hands that are not clean. HOS to arrange how this will be communicated to all pupils before returning in September. Section added to the admissions pack, which states our expectation with regards to hand washing etc.</p> <p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used but only if soap and water are not available. This is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION.</p> <p>Sinks and toilets will be regularly sanitised when required. Deep clean to take place each evening. Any issues with toilet/sink cleanliness during the school day must be flagged urgently with the HOS and estates team.</p> <p>Staff and pupils are reminded that they must not touch their faces, eyes, nose etc. Pupil friendly posters in every classroom and shared spaces.</p> <p>pupils should wash their hands beforehand eating e.g. lunch time.</p> <p>Pupils encouraged not to bring personal belongings to school. These will be collected/stored in line with normal procedures.</p> <p>Lunch boxes are permitted but these must be stored in the classroom.</p> <p>Pupils and masks – Due to Lincolnshire infection rate currently being approx. 17 per 100,000 (16/09/2019 - average across all districts) the following will be in place: Mask will be removed by the pupils on entry but will be encouraged to wear them whilst being transported by taxi. Pupil hands must first be sanitised, remove their own mask and place in an individually named bag, which is then sealed. End of the day- with sanitised hands, the pupil removes mask from their bag (their bag is then disposed of in separate bin bag and estates team made aware) Disposable masks to be removed and disposed of once hands have been sanitised and before entering the building (bins with lids to be available at entrance points). **The local infection rate will be regularly monitored and the above process reviewed**</p> <p>Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day.</p> <p>Follow Hand Washing protocol below https://www.who.int/gpsc/clean_hands_protection/en/</p> <p>Soap and water, and regular handwashing for at least 20 seconds, is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.</p> <p>Staff, children, young people and families should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing.</p>		
--	--	--	--	--

		<p>Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation) and catch coughs and sneezes in tissues. Bins for tissues should be emptied throughout the day.</p> <p>Consider how to encourage young children to learn and practise these habits through games, songs and repetition.</p> <p>Some of our pupils, may have less understanding and require more frequent reminding to wash hands or/and how to do this properly. It is important the HOS is made aware of such issues and staff advise/seek support from parent/carers and communication is logged within Arbor</p>		
<p>Spread of Coronavirus</p> <p>*Minimise contact between individuals and maintain social distancing wherever possible</p> <p>*minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting</p>	<p>Individuals who are visiting multiple places may be in contact with someone who has the virus and could transmit this to school.</p>	<p>Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the school if they are displaying any symptoms of coronavirus.</p> <p>Visits to the school to be limited to essential ones only.</p> <p>Any visitors coming into school must be advised a face mask/covering must be worn. Any staff involved in meeting with external visitors must also wear a face mask/covering. This includes staff who work at multiple sites (please see Staffing section below).</p> <p>Admin to ensure contact details of all visitors are collected, in case this information is required for Test and Trace.</p> <p>Use of contact clusters, within a school bubble – it must be noted due to the size of our schools we will operate a whole school bubble. However, on our return in September a decision has been made to operate a ‘contact cluster’ model within our school bubble in order to help minimise contact with others, especially considering the difficulty our young people may have with sticking to social distancing guidance. The cluster model will be under constant review and there maybe time where this has to be changed based on risk and meeting the needs of our pupils.</p> <p>From Sept 2020: Staff must remain in their cluster during the school day, unless instructed otherwise. On arrival/leaving they must minimise contact with staff outside of their cluster, reducing contact will reduce risk and hopefully support track and trace with any positive cases.</p> <p>Daily briefings will be done in clusters.</p> <p>Any whole staff meetings must be agreed with Exec SLT and social distancing must be adhered in these situations, unless as a result of an emergency e.g. fire evacuation.</p> <p>Pupils to be assigned to a cluster, where they will remain for whole school day, unless SLT have to move following a dynamic risk assessment, in these situations a plan must be in place to minimise the risk to others.</p> <p>Share spaces will be carefully managed and timetabled, please see further details below:</p>		<p>All staff</p>

		<p>MUGA/Hall – these will be considered as one space, in case of wet weather. Each day, each cluster will have a timetabled time in which they can access these spaces. This will be agreed by the HOS and shared with staff during the September inset days.</p> <p>Kitchen – each cluster will have a timetable day, in which they can access the kitchen. This will be agreed by the HOS and shared with staff during the September inset days.</p> <p>Staff areas – staff gatherings must be carefully managed. There will only be X number of staff allowed in areas such as;</p> <p>Admin office (no more than 4) Staff room (no more than 1)</p> <p>Staff that move between clusters due to job role – these staff (SLT, estates, admin, care team manager) must ensure they wash their hands on entering and exiting the clusters, unless there is an emergency and a dynamic risks assessment prevents this from happening. They must also be mindful of the time they spend in each cluster, unless an extended time is required and try and follow social distancing guidance.</p> <p>Staff to remind each other of social distancing guidance – look out for each other!</p> <p>Radios to be distributed to allocated staff by HOS and labelled. They must be wiped clean in the morning and at the end of the day, and NEVER shared (unless in an emergency!)</p>		
	<p>Use of the mini bus could increase the risk of transition.</p>	<p>Mini bus to be used by only one cluster per day.</p> <p>Frequently touched areas e.g. steering wheel, door handles to be wiped down after use.</p>		<p>SLT Staff</p>
<p>H&S and behaviour protocols</p>	<p>Staff may not have appropriate knowledge on virus transmission and risk.</p> <p>New systems in school that staff are unfamiliar with could cause confusion.</p> <p>Behaviour policy updates.</p>	<p>All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Movement around the school to be controlled and limited. When moving around the corridors, staff and pupils must keep to the left, the corridors will be divided with tape and posters remaining all of this protocol.</p> <p>All staff and children to be shown the new protocols for entering, moving around and leaving the school.</p> <p>Behaviour expectation to be shared with all parent/carers (parent/carer/pupil guidance and website)</p> <p>Use of Restrictive Positive Interventions (RPIs) – normal practice to resume, with the normal emphasis of trying to reduce the need through the quality of education and early intervention (recognising level 1 and 2 behaviours). However, consideration (based on dynamic risk assessment) to where, if required, these take place. Staff to try and avoid small, poorly ventilated areas e.g. independent learning areas. ** Please see Trust wider RA**</p>		<p>SLT All staff and pupils Estates team</p>
<p>Fire procedures</p>	<p>Staff and pupil may not be able to maintain social distancing if required to leave the building in an emergency</p>	<p>Staff to try and maintain social distancing but exiting the building in safe, calm, quick manner is priority.</p>		<p>SLT Admin Fire Marshall</p>

	All staff and pupils gathering at fire assembly point, which would increase the risk of being unable to maintain social distancing	<p>Please refer to the "Academy Evacuation Plan". MUGA should be large enough for staff and pupils to be able to maintain a level of social distancing. Staff to activity remind/encourage social distancing.</p> <p>HOS to carry out fire drill on during the September inset days.</p>		All staff
First Aid	If staff are having to administer first aid, maintaining social distancing may not be possible	<p>First Aider to risk assess each situation and act accordingly in the best interest of the pupil or staff member receiving first aid</p> <p>Appropriate PPE to be worn by staff when administering first aid , unless this increases risk of harm.</p> <p>Staff to follow appropriate guidance:</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p>		First Aider Team Leader
Availability of safety equipment / supplies	Staff member may come in to contact with a child who is displaying symptoms of COVID-19.	<p>PPE will need to be worn by a member of staff if a child becomes unwell with symptoms of coronavirus in school when the pupil cannot be left alone in the designated isolation room: Reception meeting room</p> <p>A face mask should be worn by the adult if social distancing cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. Once these have been worn, they must be discarded appropriately by the premise's manager.</p> <p>Access to PPE (Emergency PPE pack- located in reception, primary, KS3 and KS4 hubs) to be available where there is contact with diagnosed or suspected person with covid-19.</p> <p>PPE to be worn by care team during morning routines e.g. scanning of pupils.</p> <p>To avoid skin on skin contact (defined within close contact), all advised to wear long sleeves.</p>		All
Physical Environment				
<p>Reduce contact, where social distance cannot be achieved</p> <p>*minimise contact between individuals and maintain social distancing where possible (please note guidance states this must be considered but</p>	<p>We may have too many people in the building for social distancing practices to be observed and therefore increase the potential risk of transmission if a person is asymptomatic.</p> <p>Some of our pupils may not understand the social distance or forget when in close proximity to others (staff and peers)</p>	<p>General movement around school – all staff and pupils to try and keep to the left. Posters will be displayed to remind staff and pupils.</p> <p>Staff and pupils to be placed into 'contact clusters' and shared areas to be timetabled.</p> <p>Toilets – pupils to use relevant key stage toilets, unless unwell or in an emergency. .</p> <p>Staff toilets – staff to access the 2 staff toilets located down stairs. Hands must be washed before entering another cluster or moving around the school.</p> <p>Practical lessons can go ahead if equipment can be cleaned thoroughly:</p> <p>The kitchen will be used by a different cluster each day, so only standard cleaning during the day will be required. At the end of the day, the kitchen will receive a deep clean by Carlton Cleaners.</p>		All staff and pupils SLT Estates team Cleaning team

<p>with measures that suit particular circumstances)</p> <p>*physical activity – pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>*Measures within the classroom Maintaining a distance between people whilst inside reducing the amount of time they are in face to face to contact lowers the risk of transition.</p>		<p>MUGA/hall any equipment e.g. badminton racquets must be wiped down after use. If a deeper clean is required during the day, please notify the HOS before the next cluster uses the area/equipment.</p> <p>Independent learning rooms – only one pupil to access at one time and refrain from using these rooms to support pupils with RPIs. If an RPI is required this must be based on a dynamic risk assessment.</p> <p>Soft play rooms (primary) – limit the use to one pupil at a time.</p> <p>Classroom layout - staff to design the classroom/desks to create space between pupils and avoid the potential for aerosol transmissions.</p> <p>Only one child at a time to go into the toilets. Staff to supervise sanitisation after use.</p> <p>Staff working in offices are adequately distanced.</p> <p>Avoid unnecessary staff gatherings.</p> <p>All none essential visitors to be discouraged at this time.</p> <p>Numbers of staff using staff well-being room are limited or the use of room is staggered to ensure social distancing is maintained.</p> <p>Whole school assemblies not to go ahead until further notice.</p>		
<p>Use of different entrances, exits, corridors, outdoor areas etc</p>	<p>Pinch points may cause people not to be able maintain social distance; this could contribute to potential spread of COVID-19 if someone is carrying this.</p>	<p>Start and end of the day (Please refer to the guidance document): Primary and KS3 to enter via the left-hand gate (if facing the building). KS3 to hand-sanitise before entering the building and heading up stairs, then washing hands in their classroom. KS4 to enter via the right gate (please refer to Sanitisation practices of occupants / Visitors).</p> <p>End of the day – it is important pupil gathering at the end of the day, awaiting collections are avoided.</p> <p>Grantham – Primary to remain in classroom until called via radio. KS3 and 4 to exit as normal</p> <p>External entrances to classrooms are used where practical.</p> <p>Staff to use judgement when moving between classrooms, ensuring corridors are clear and accessible and keep to the left. Pupils to be accompanied by staff when moving around the school.</p>		<p>Teachers SLT All staff and pupils</p>

		<p>Consideration given to which lessons or classroom activities could take place outdoors.</p> <p>Corridors - all to keep to the left.</p>		
Drop off/collection protocols	<p>Parents/carers collection a pupil may break social distance guidance.</p> <p>Private taxi hire may not follow social distance guidance</p> <p>Pupils could try and leave site at drop off and pick up without staff guiding them in</p> <p>Pupils may arrive wearing masks</p>	<p>All parents and taxis to observe social distance protocols. Transport staff and pupils to wait in vehicles until asked to move to drop-off/pick-up area.</p> <p>Parents and taxi drop-off and pick-up protocols planned to minimise adult to adult contact.</p> <p>Staff member(s) to be present before drop off and pick up to remind those dropping off of social distancing measures and help direct the young people</p> <p>Markings outside to indicate social distance lines and pupil entrances.</p> <p>Staff to position in welcoming position in order to safely direct pupils through the correct entrance and discourage any pupils trying to leave site</p> <p>Visitors only allowed to enter reception, when social distancing can be maintained.</p> <p>Pupils to be leave only when pick-up transport has arrived.</p> <p>Mask to be removed before entering the building. - please see above Staff, pupil and visitors</p>		<p>Notice to parents and staff on doors – admin.</p> <p>Letter to parents – SLT</p> <p>All – to support drop-off and pick-up</p>
Ventilation	<p>Inadequate ventilation will restrict air flow which may contribute to circulation of the virus if it is present in the building.</p>	<p>Ventilate spaces with outdoor air</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Note: Fire doors must not be propped open</p> <p>Designated isolation room(s) to have windows open and to remain open if in use.</p> <p>Careful consideration to how independent learning, soft play rooms are used.</p>		<p>Estates team will indicate which doors can be propped open and those that have to remain shut</p> <p>All staff</p>
Timetabling	<p>Children and staff may inadvertently be exposed to different places in school thus increasing potential spread of any virus.</p> <p>Physical activity may increase the level of physical contact either directly or indirectly through sharing of equipment.</p>	<p>Ensure that pupils work at the same desk rather than moving to different desks within classrooms, where practically possible and considerate of the child’s developmental needs.</p> <p>All spaces/classrooms must clean appropriately before a different cluster use the space.</p> <p>Pupils have their own desks within their classrooms, where possible.</p> <p>Pupils to have their set of stationery (provided by school and not used by any other pupil). If by error another pupil does use another’s equipment, this must be clean thoroughly before being returned. Due to some of the pupil’s developmental needs, this may not always be possible during the day. But in these circumstances, equipment must remain in the classroom and cleaned thoroughly at the end of the day.</p> <p>Shared spaced to be carefully timetabled.</p> <p>The academy will only provide sports in line with the following guidance:</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</p>		<p>SLT/KS leaders to lead</p> <p>All staff to follow instructions and support</p>

		<p>Outdoor sports will be prioritised, with all equipment being cleaned after each cluster use.</p>		
<p>Common space management</p>	<p>Children and staff may inadvertently be exposed to different places in school thus increasing potential spread of any virus.</p>	<p>Due to the size of the schools, which allows us to operate a whole school bubble, this risk is reduced significantly. However, to reduce contact where possible, we will be operating in key stage contact clusters. With common spaces being carefully timetable by clusters.</p> <p>One cluster at a time to access common areas e.g. hall</p> <p>Ensure common areas are frequently cleaned.</p>		<p>SLT KS leaders All staff</p>
<p>Quarantine facilities</p> <p>*if anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home</p> <p>*Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting</p> <p>*Engage with the NHS Test</p>	<p>Individuals may develop symptoms of COVID-19.</p> <p>Individuals may not engage with the NHS Test and Trace process.</p> <p>Parent/carers may not be able to collect.</p>	<p>Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the school if they are displaying any symptoms of coronavirus.</p> <p>Whilst they are waiting to be collected children should be in a separate, ventilated room where possible -Visitor meeting room. If it is not safe for the child to be left alone then staff member should wear PPE (PPE Emergency pack).</p> <p>If a pupil is awaiting collection, they must be isolated in a designated isolation room, where possible adult supervision should be behind a closed door. If this is not possible and at least 2 metres cannot be safely achieved, PPE (PPE Emergency pack) must be worn by staff.</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use the reception toilet (or if the music room the nearest toilet). The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. If it cannot be cleaned, it must be closed, locked and estates team notified ASAP.</p> <p>If a designated isolation room has been used, this must be deep cleaned before being used again. Staff must notify the HOS, who in turn will notify the estates team.</p>		<p>All</p>

and Trace process				
Staffing				
*Minimise contact between individuals and maintain social distancing wherever possible	Wearing of face/masks covering	<p>Staff can decide if they wish to wear a mask or not. However, if staff decide to wear masks, they must follow the appropriate guidance in relation to this:</p> <ul style="list-style-type: none"> ■ Safe working in education, childcare and children's social care provides ■ Face coverings in education settings <p>If staff are meeting with external visitors e.g. parent/carers, face masks/coverings must be worn by all parties (staff and visitors, when moving around school and when unable to social distance). Parent/carers must be made aware of this in advance.</p> <p>Staff who work across multiple sites, will be expected to wear face mask/coverings when moving around their none-base school or in situations where they are unable to social distance.</p>		All
*Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting	Staff may come in to contact with many people thus potentially exposing greater risk if any of those people are COVID-19.	<p>Staff must pay careful consideration to their cluster, trying to limit the level of contact with other staff members and pupils, particularly those outside of their cluster.</p> <p>Staff are encouraged to maintain social distance protocols, trying to find the between achieving social distancing and meeting the needs of the pupils.</p> <p>All to remain vigilant about potential symptoms of COVID-19 and highlight these.</p> <p>All to maintain all safety protocols in school and at home.</p> <p>Staff must notify the HOS ASAP if they start to display any symptoms and engage in the Test and Trace process.</p>		All
	Staff may be unwell and this could lead to insufficient staff levels in order to meet the needs of the pupils	<p>Operational plans to be discussed by SLT.</p> <p>Executive Principal to seek advice from the Wellspring Trust and LA.</p> <p>Parent/carers to be notify in 'September plans' communication, the academy may have to be reactive and close sections or the whole school very quickly, which would mean pupils would have to access a virtual offer for X days.</p> <p>Risk assess each pupil to ensure support required is possible based on staff ratios.</p> <p>Identified pupils may be access a bespoke part-time provision, if number of staff in reduced that effects normal operations.</p>		SLT
	Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19	<p>From the 1st August 2020, staff/pupils under this category will be no-longer required to shield.</p> <p>Please see Government guidance: 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</p>		All

		<p>Staff will be able to return to work, as long as the school is considered Covid-Secure. However, if a member of staff is anxious please talk to the SLT, where a bespoke plan will be considered in order to support their return to work.</p> <p>Pupils will be able to return to school. But some maybe under the care of a specialist health professional, who will discuss and support their care. Further advice can be found from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people</p> <p>Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self-isolation or family isolation, the absence will not be penalised.</p> <p>Staff who are pregnant or others with specific health conditions may be able to work from home where possible but medical evidence may be required.</p>		
Possible or confirmed infection				
<p>*Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting</p> <p>*Engage with the NHS Test and Trace process</p> <p>*Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community</p> <p>*Contain any outbreaks by following local health</p>	<p>Someone on school site may develop symptoms</p>	<p>Everyone is advised not to attend school if they are displaying symptoms and must engage in the Test and Trace process.</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature or loss of sense of taste or smell in an education or childcare setting, the academy will follow Early Outbreak Management Action Card (shared with leadership and located within TEAMS). In line with the action card EP/EVP/HOS, contact PHE and follow appropriate advice.</p> <p>The academy will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • 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) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>In order to help identify, the academy will track situations where close contact may have occurred:</p> <ul style="list-style-type: none"> • Logging of RPIs – normal practice • Staff who car share – admin to collect this information • Staff who transport any young people • Administration of first aid – normal practice • Any other situation e.g. a child needs consoling due to being upset, this is collected by Key stage leader at the end of each day (see proforma in TEAMS) 		<p>All</p>

<p>protection team advice</p>		<p>The health protection team will provide definitive advice on who must be sent home.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:</p> <ul style="list-style-type: none"> ■ if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. ■ if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days [was: 7] from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature or loss of sense of taste or smell, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or advised the local protection team.</p> <p>Any potentially affected area must be cleaned by appropriate cleaning spray.</p> <p>If parent/carers of a child with symptoms believes their child should still come to the school, the academy can take the decision to refuse the child, in line with advice from the local protection team (but this will be based on a case by case scenario, in line with appropriate advice and guidance).</p>		
Services				
<p>Home-school transport</p>	<p>Less control over school transport and the arrangements of the private hire vehicles who may be transporting other passengers.</p>	<p>Transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers.</p>		<p>LA Transport</p>

		Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting pupil and they remove seatbelt or demonstrate unsafe behaviour.		
Catering and food management	Risk of pupils not maintain social distancing during nurture breakfast and lunchtime.	<p>Hands to be washed thoroughly before and after eating and drinking.</p> <p>Pupils to have own identified cups for drink. If there are concerns of a mix up, then cup must be thoroughly washed.</p> <p>Lunchtime – food to be delivered to the appropriate clusters (premises manager to support)</p>		All staff
Estates and cleaning teams	There could be insufficient cleaners to keep the building safe.	Assurances sought that cleaners are available; early notification where this is not the case and a judgement call to be made by SLT about the safety or otherwise of the building in the absence of the cleaning.		Estates Team SLT
Local Lockdown				
Inflection rate has increased in the local community, resulting in a local lockdown	Mandatory wearing of face mask/coverings.	The academy will follow will refer to the appropriate guidance in relation to this at that particular time.		SLT