

## Full Academy Opening September 2020- Infection Control COVID-19 General Risk Assessment Form

**All schools are advised to note the issues and suggested control measures in this document and then add detail specific to their school**

<b>Name and Address of the Academy –</b> King James I Academy, South Church Road, Bishop Auckland. County Durham. DL14 7JZ		
<b>Current Number of Staff Employed- 172</b>	Name of Person Completing the Risk Assessment Nick Grieveson	Date of assessment <b>September 2020</b>
<b>Current Number of Pupils on Role- 903</b>	<b>Review Dates: October 2020</b> <b>To be reviewed and revised on a Half Termly basis or as required</b>	
Consultation - The Covid-19 Risk Assessment and associated COVID Policy has been shared with the Governing Body and Staff members. The Governing body of the school are to be informed of staff members and Parent/Carers concerns.		
Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.		
The Academy have more than 50+ members and staff and to comply with the current Guidance for full opening: Academies in the Autumn Term 2020 and to ensure compliance with the Health and Safety Executive (HSE) a copy of this risk assessment has been placed on the Academy Website.		

Persons covered by this assessment – <b>The Academy Community</b>	
<p>COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.</p> <p><b>The virus is thought to spread mainly from person-to-person.</b></p> <ul style="list-style-type: none"> <li>• Between people who are in close contact with one another (within about 6 feet).</li> <li>• Through respiratory droplets produced when an infected person coughs, sneezes, or talks.</li> <li>• These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.</li> <li>• COVID-19 may be spread by people who are not showing symptoms.</li> </ul>	

RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

In relation to working in Academies, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

The Academy are following the guidance Guidance for full opening: Academies

Public Health England advice the following measures to minimize coronavirus (COVID-19) risks in Academy environments;

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the Academy.
2. Where recommended, use of face coverings in the Academy.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
6. Minimise contact between individuals and maintain social distancing wherever possible-Academies put in place measures that suit their circumstances.
7. Where necessary, wear appropriate personal protective equipment (PPE)-Where need identified.

### **Response to any infection**

8. Engage with the NHS Test and Trace process-Where need identified.
9. Manage confirmed cases of coronavirus (COVID-19) amongst the Academies community-Academies have been provided with guidance from DCC
10. Contain any outbreak by following local health protection team advice-Where need identified.

Durham County Council (DCC) have produced two documents to support Academies in their decision making in relation to COVID-19; Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2).DCC HR colleagues have produced a flow diagram for schools to follow-Employee testing and isolation requirements.

Where need identified Academies can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice. Lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends-If you work in an Academy, please have your unique reference number (URN or UK PRN) available when calling the helpline- DfE coronavirus helpline -Telephone 0800 046 8687

Academies are following Public Health England guidance for COVID-19: cleaning of non-healthcare settings guidance. DCC have produced a cleaning checklist for Academies to utilize.

Durham has recently been placed on a local lockdown and the Academy has considered the guidance produced for the North East in relation to this

risk assessment.

For further advice and support contact the Children & Young People's/Adult & Health Services, Health and Safety Team -[hsteam@durham.gov.uk](mailto:hsteam@durham.gov.uk) and 03000 263430.

All relevant guidance contained in this document is subject to updates as required.

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<b>1.Staff and Pupils and the wider Academy community</b>					
COVID-19 transmission within households	M	<ul style="list-style-type: none"> <li>- Registers are taken each day of pupils present.</li> <li>- Staff arrive on site prior to the start of the Academy day and report to the identified member of the SLT.</li> <li>- Pupils are met each day at the identified entrance for their class by a staff member. Staff maintain social distancing.</li> <li>- Parents will not be permitted into the Academy building.</li> <li>- Staff attendance at work and those who remain working from home are monitored by the Head teacher /SLT.</li> <li>- Sickness absence procedures in place for Staff and Pupils.</li> <li>- Pupils are kept in consistent bubbles/groups within their year groups, where possible.</li> <li>- Durham County Council (DCC) is working with partner agencies, trade unions and updating Academies with relevant information.</li> <li>- Public Health England (PHE) is clear that routinely taking the temperature of pupils is <b>not</b> recommended as this is an unreliable method for identifying coronavirus (COVID-19).</li> <li>- Staff are aware to report to their SLT if they present with symptoms of COVID-19/Test positive.</li> <li>- <b>The Academy will follow the DCC guidance detailed in <u>Child/staff develops symptoms in school/setting (Appendix 1) and <u>Schools/Education settings COVID-19 reporting process (Appendix 2).</u></u></b></li> <li>- <b>The Academy have advised staff and parents/carers that they will need to be ready and willing to;</b></li> </ul>	<ul style="list-style-type: none"> <li>- Parents/Carers and Staff to be advised to follow the usual Academy procedures for sickness absence.</li> <li>- Where pupils/staff are absent and the Academy does not receive a phone call from parents/ carers or staff members, the Academy will contact them to ascertain the reasons for their absence.</li> <li>- The Governing body of the Academy is to be informed of staff members and Parent/Carers concerns.</li> <li>- Parents/Carers and Staff advised to report to the Academy any symptoms of COVID 19 that they or their household may have.</li> <li>- <b>Head teacher to remind parents/carers and staff via texts and mass mail / letters to parents / carers etc. that where Pupils or a member of their household displays symptoms of the coronavirus, they are to follow <u>the Guidance for households with possible coronavirus infection.</u>and engage in the <b>NHST Test and Trace procedure.</b></b></li> <li>- Headteachers are to ensure that communication links are in place for parents/carers to contact the Academy outside of normal school hours e.g. e-mail. Communication links need monitoring outside of school hours so that appropriate action can be taken in the event of a positive case being reported.</li> <li>- Parents/Carers and Staff members are reminded that testing for COVID-19 is available to everyone presenting symptoms of COVID-19 whatever their age. Testing is available through the NHS.</li> </ul>	L	<p><b>Head teacher-On Going</b></p> <p><b>SLT/ Attendance Officer-As required</b></p> <p><b>Parents/ Carers and Staff-On going.</b></p> <p><b>Head teacher-On Going.</b></p> <p><b>Head teacher-On-going.</b></p> <p><b>Head teacher-Immediate</b></p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- <u>Book a test</u> if they are displaying symptoms.</li> <li>- Staff and pupils <b><u>DO NOT</u></b> come into the Academy if they have symptoms of COVID-19 and <b><u>WILL BE</u></b> sent home to self-isolate if they develop them in the Academy.</li> </ul> <p>The Academy are aware that all children can be tested, including children under 5, but children aged 11 and under will need to be helped by their Parents/Carers if using a home testing kit</p> <ul style="list-style-type: none"> <li>- <b><u>Self-isolate</u></b> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) for 14 days.</li> </ul>	<p>Pupils or Staff members displaying symptoms will be advised to self-isolate and will <b>not be</b> permitted into the Academy and advised to book an <u>NHS Test</u></p> <ul style="list-style-type: none"> <li>- Members of the pupil/staff members household <b><u>also</u></b> need to self-isolate for 14 days and if they present with COVID-19 symptoms book an <u>NHS Test</u>.</li> </ul>		<p><b>Head teacher – On going</b></p> <p><b>Household</b></p>

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		<ul style="list-style-type: none"> <li>- Waste bins are emptied and waste placed in the bin store at the end of the Academy day and where need identified.</li> <li>- Hand sanitiser station located at the main entrance for visitor use.</li> <li>- All Visitors sanitise their hands on entering the Academy building.</li> <li>- <u>Stringent cleaning schedules in place</u> . DCC cleaning checklist in place.</li> <li>- Toilet areas monitored throughout the school day to ensure that the supplies of hand soap and paper towels are maintained.</li> </ul>			
Use of face coverings on the school site	M	<ul style="list-style-type: none"> <li>- Face coverings are not classified as <u>PPE (personal protective equipment)</u>. Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19).</li> <li>-<b>Secondary Schools</b>- Have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances.</li> <li>- The Academy holds a supply of face coverings and where need identified issued to pupils and visitors.</li> </ul>	<p>Where staff wish to wear face coverings when in the classroom this is to be discussed with the Head teacher.</p> <p>-Consideration needs to be given to staff and pupils under lying health conditions.</p> <p>-In areas where local restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors unless they are exempt.</p> <p>-Agencies that support the Academy should discuss with the Head teacher the wearing of face coverings when on the school site prior to attending the Academy site.</p> <p>Use of face coverings in the school environment;</p> <p>-Safe wearing of face coverings requires cleaning of hands before and after</p>	L	<p><b>Head teacher-On going</b></p> <p><b>Staff-On going</b></p> <p><b>Head teacher-as required</b></p> <p><b>External agencies-As required</b></p> <p><b>Headteacher-Immediate</b></p>

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			<p>touching.</p> <p>-When not in use face coverings are to be stored away between uses where possible in a sealable plastic bag.</p> <p>–Pupils to be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands/apply hand sanitiser.</p>		<p>Head teacher – On going</p>
<b>3.Symptoms of COVID-19 in the Academy community</b>					
<b>Staff sickness absence</b>		<ul style="list-style-type: none"> <li>- Staff are aware of the procedure they are to follow if they are absent from work</li> <li>- SLT monitor staff sickness absence and ensure that cover is provided where need identified.</li> <li>- SLT ensure pupils are supervised throughout the school day and are monitored</li> </ul>	<p>-Trends identified and where need identified reported to DCC Public Health Team via COVID-19 <u>Education settings reporting tool</u></p> <p>-Deep clean of areas of the Academy that affected staff are based and cleaning procedures reviewed.</p>	<b>L</b>	<b>Head teacher -On going</b>



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		<p>for the symptoms of the coronavirus throughout the school day.</p> <ul style="list-style-type: none"> <li>- Pupils are aware to report to a member of staff if they are feeling unwell during the school day.</li> <li>- <b>Where need identified the Academy will follow the DCC guidance detailed in <u>Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2).</u></b></li> </ul>			
<b>Pupil/Staff develops symptoms in school/setting</b>	<b>H</b>	<p>Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> <li>- <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>- <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>- <b>a loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> <li>- Staff will observe and speak to students as they enter the Academy site to determine their health condition and factors that could suggest exposure to the Covid virus.</li> <li>- If anyone in the Academy 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 are sent home and advised to follow '<b><u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></b>', which sets out that they must self-isolate for at least 10 days and should arrange to have a</li> </ul>	<ul style="list-style-type: none"> <li>- Trends identified and where need identified reported to DCC Public Health Team via COVID-19 <u>Education settings reporting tool</u></li> <li>- Head teacher to continuously remind Parents/Carers via Academy comms of the symptoms of COVID-19.</li> <li>- Head teacher to continuously remind Parents/Carers that anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <u>testing and tracing for coronavirus website</u>, 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>- Head teacher to remind Parents/Carers and Staff via Academy comms. that where Pupil or a member of their household displays symptoms of the coronavirus, they are to follow <u>the Guidance for households with possible coronavirus infection.</u></li> <li>- Parents/Carers collecting unwell pupils are reminded of the guidance to follow.</li> <li>- We will issue an information slip to</li> </ul>	<b>L</b>	<b>Head teacher – On going</b>

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		<p><u>test</u> to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> <li>- Other members of their household (including any siblings) should <b>self-isolate for 14 days</b> from when the symptomatic person first had symptoms</li> <li>- The Academy understands the NHS Test and Trace process and are aware of how to contact their local <u>Public Health England health protection team</u>-</li> <li>- Send home the pupil/staff member and request staff member/parent/carer <u>arrange testing</u>. The Academy understands the NHS Test and Trace process. -Advise parent/carer/staff member that household members self-isolate until results come back - pupil/staff 10 days, household 14 days.</li> <li>-Head teachers follow the <b>DCC guidance detailed in <u>Child/staff develops symptoms in school/setting (Appendix 1) and Schools/Education settings COVID-19 reporting process (Appendix 2)</u></b>.</li> <li>- The Academy has advised staff and Parents/Carers that they will need to be ready and willing to;</li> <li>- <u>Book a test</u> if they are displaying symptoms.</li> <li>- Staff and pupils <b>DO NOT</b> come into the Academy if they have symptoms of COVID-19 and <b>WILL BE</b> sent home to self-isolate if they develop them in Academy.</li> </ul> <p>The Academy are aware that all children can be tested, including children under 5.</p> <ul style="list-style-type: none"> <li>- <b>Self-isolate</b> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul>	<p>Parents/Carers and members of Staff if they present with COVID-19 symptoms with relevant information/guidance to follow.</p> <ul style="list-style-type: none"> <li>- Parents/Carers to be reminded that if their child tests positive they will be asked to provide details of anyone they have been in close contact with by NHS Test and Trace.</li> <li>- Remote education to be made available to pupils not attending the Academy, making use of the Chromebooks.</li> <li>- Staff and pupil sickness absence monitored, and trends identified and where need identified bubble sizes reviewed.</li> <li>- The Academy has received 10 postal testing kits, where need identified testing kit issued at the Head teachers' discretion.</li> <li>- Additional testing kits can be re-ordered as required.</li> </ul>		Head teacher- On going
Isolating Staff/Pupils during the Academy day	H	<ul style="list-style-type: none"> <li>- Head teachers follow the <b>DCC guidance detailed in <u>Child/staff develops symptoms</u></b></li> </ul>	<ul style="list-style-type: none"> <li>- Staff members to be assessed as to whether they are fit enough to drive them</li> </ul>	M	SLT-As required

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		<p><b><u>in school/setting (Appendix 1)</u></b></p> <ul style="list-style-type: none"> <li>- If a pupil/member of staff is awaiting collection, they will be moved, if possible, to a secure room (the former Medical Room) which is being used as an Isolation Room. They will, where they can be and it is appropriate, be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows will be opened for ventilation.</li> <li>- Where it is not possible to isolate Staff/Pupils, they are to be moved to an area which is at least 2 metres away from other pupils and staff.</li> <li>-Where supervision or comfort has to be provided PPE is to be worn <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u> guidance.</li> <li>- Where Staff / Pupils need to use toilet facilities the Disabled Toilet will be used for this purpose and will be barred from use by other members of the school community until the area has been 'deep cleaned'.</li> <li>- Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>- Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them <b><u>DO NOT</u></b> need to go home to self-isolate</li> </ul>	<p>selves' home. If they are not fit to drive their next of kin are to be contacted.</p> <ul style="list-style-type: none"> <li>- If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a <b>test</b>) or if the symptomatic Pupil /Staff member subsequently tests positive they should request a test.</li> <li>- Staff are aware that they may be contacted by NHS Test and Trace.</li> <li>- Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser.</li> <li>- The area around the person with symptoms must be cleaned with normal household bleach after they have left the room to reduce the risk of passing the infection on to other people the guidance <u>COVID-19: cleaning of non-healthcare settings guidance</u>.is to be followed.</li> <li>- Waste is to be double bagged and stored securely for at least 48hrs away from normal waste.</li> </ul>		<p><b>Staff-As required</b></p> <p><b>Staff/Pupils as required</b></p> <p><b>Staff-As required</b></p> <p><b>Staff – As required.</b></p>
Pupil/Staff member with symptoms testing negative for COVID-19	H	<ul style="list-style-type: none"> <li>- Head teachers to follow the guidance detailed in Head teachers follow the <b>DCC guidance detailed in <u>Child/staff develops symptoms in school/setting (Appendix 1)</u></b></li> <li>- Negative: Child/staff may return if the <u>NHS criteria</u> has been met</li> </ul>	<p>-The Academy will ask Parents/Carers and Staff to inform them immediately of the results of a COVID-19 test.</p> <p>- Headteachers are to ensure that communication links are in place for parents/carers to contact the Academy outside of normal school hours e.g. e-mail.</p>	L	Head teacher-On going

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		<ul style="list-style-type: none"> <li>- Household can stop self-isolating follow <u>NHS guidance on your test result</u></li> </ul>	Communication links need to be monitored outside of school hours so that appropriate action can be taken in the event of a positive case being reported.		
<b>4.Managing a positive case in the Academy community</b>					
Staff/Pupil or family member tests positive for COVID-19	H	<p><b>The Health Protection Agency is available to provide Academies with advice and support-Contact - 0300 3038596-Option1</b></p> <ul style="list-style-type: none"> <li>- Head teachers report the confirmed case to the <u>COVID-19 Education settings reporting tool</u>.</li> <li>-Head teachers follow the <b>DCC guidance detailed in <u>Child/staff develops symptoms in school/setting</u> (Appendix 1)</b></li> <li>-<b><u>Schools/Education settings COVID-19 reporting process</u> (Appendix 2).</b></li> <li>- The Health Protection Agency team will also contact Academies directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the Academy – as identified by NHS Test and Trace.</li> <li>- If a Pupil or member of Staff <b>tests positive</b>, they are instructed to follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue <b>to self-isolate for at least 10</b> days from the onset of their symptoms and then return to Academy <b>only if</b> they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.</li> <li>- The 10-day period starts from the day when they first became ill. If they still have a</li> </ul>	<ul style="list-style-type: none"> <li>- Academies should ask Parents/Carers and Staff to inform them immediately of the results of a test:</li> <li>- If Academies have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</li> <li>- Remote education to be made available to pupils not attending the Academy, using Chromebook computer access.</li> <li>- Parents and carers to be reminded that that they should not attempt to book a test if their child does not present with COVID-19 symptoms.</li> <li>- The Academy currently has 18 postal testing kits, where need identified, testing kit issued at the Head teachers' discretion</li> </ul>	L	Head teacher-On going

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		<p>high temperature, they should keep self-isolating until their temperature returns to normal.</p> <ul style="list-style-type: none"> <li>- If a member of Staffs/Pupils household tests positive the Pupil/Staff member must self-isolate for the full 14 days.</li> <li>- Sickness absence is monitored for Staff and Pupils at the Academy. All sickness absences are recorded.</li> </ul>			
Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe.	H	<p><b>The Academy will contact the Health Protection Agency -Contact - 0300 3038596-Option1</b></p> <ul style="list-style-type: none"> <li>- <b>The Health Protection Team</b> will also contact Academies directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the Academy /works at the Academy– as identified by NHS Test and Trace.</li> <li>- Where need identified <b>The Health Protection Team</b> 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, and ensure they are asked to self-isolate.</li> <li>- DCC have produced a flow diagram for all DCC Academies to follow in the event of a <u>confirmed case of COVID-19</u></li> <li>-The school will access the <u>COVID-19 Education settings reporting tool</u> -Appendix</li> <li>- (COVID-19). Academies can also contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</li> <li>- The advice service will carry out a rapid risk assessment to confirm who has been in close</li> </ul>	<ul style="list-style-type: none"> <li>- Headteachers are to ensure that communication links are in place for parents/carers to contact the school outside of normal school hours e.g. e-mail: kingjames@kj1a.com</li> <li>- Communication links need to be monitored outside of school hours so that appropriate action can be taken in the event of a positive case being reported.</li> <li>- Academies must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</li> </ul> <p>Seating plans for all lessons, Academy transport and the Dining Hall must be in place, and kept up to date, to enable SLT to respond quickly, and to minimise the amount of students being sent home.</p> <p>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</li> </ul>		Head teacher

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		<p>contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>- <b>The Health Protection Team</b> will contact Academies directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the Academy/works at the Academy– as identified by <u>NHS Test and Trace</u>.</p> <p>Where need identified <b>The Health Protection Team</b> 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, and ensure they are asked to self-isolate.</p>	<p>contact (skin-to-skin)</p> <p>- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p> <p>-Travelling in a small vehicle, like a car, with an infected person</p> <p>-Parents and carers to be reminded that that they should not attempt to book a test if their child does not present with COVID-19 symptoms.</p>		
<b>The Local Community placed on lockdown</b>	<b>M</b>	<p>- The Academy will be guided by Durham County Council (DCC) in the event of a local lockdown.</p> <p>-DCC will follow guidance detailed in - <u>COVID-19 contain framework: a guide for local decision-makers</u></p> <p>- The Academy are aware that a local lockdown is in place in Durham.</p> <p>- The Head teacher has read the local guidance available-<u>North East of England: local restrictions</u> and has identified activities that the Academy carries out which are included in the guidance and has taken the appropriate action.</p> <p>-Where need identified the Academy will work with the Health Protection Team.</p>	<p>- In areas where local restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) at all times in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors unless they are exempt.</p> <p>- Where need has been identified Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event occur.</p> <p>- Follow the guidance provided by the Health Protection Team.</p>	<b>L</b>	<b>Head teacher</b>

## 5.Staff and Pupils accessing vehicles to travel to and from the Academy.

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Transport on and off the Academy site.	M	<ul style="list-style-type: none"> <li>- Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, <b>will not apply</b> from the autumn term on dedicated transport.</li> <li>- Records maintained of all pupils who travel on dedicated transport.</li> <li>- Pupils must wear a face covering on Academy transport.</li> <li>- Pupils are transported in Year Group 'bubbles'.</li> <li>- Seating plans are in place for dedicated transport.</li> <li>- Where need identified the Academy will liaise with DCC Integrated Transport Team.</li> <li>- Where need identified pupils will be met by staff members who will be supporting them during the Academy day at the identified drop off/pick up points on the Academy site.</li> <li>- Pupils closest to the driver will get off the vehicle first, ensuring social distancing where possible.</li> <li>- Staff working with specific pupils/groups of pupils will support pupils where need identified getting out of/into vehicles at the start and end of the day where need identified.</li> <li>- Social distancing, where possible will be maintained by staff members.</li> <li>- Perspex protection is in place between the driver and pupils.</li> <li>- Cleaning of Academy transport takes place in between runs.</li> <li>- Where face to face support is needed, this is limited to 15 minutes.</li> <li>- Staff wash their hands/apply hand sanitiser when re-entering the building.</li> </ul>	<ul style="list-style-type: none"> <li>- Where possible Parent/Carers to Transport pupils to and from Academy.</li> <li>- Parents / carers will be advised to encourage their child to walk to school or cycle to school, subject to their own assessment of their child's capability and the context.</li> <li>- Pupils and Parents/Carers will be made aware of the instructions to follow to ensure the safety of the transport driver and pupils when accessing the vehicle;</li> <li>- All staff and students using school transport will be required to wear a face covering, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.</li> <li>- Every attempt will be made to isolate students from mixing with those from different Year Groups, both on the school transport and between transport provided to facilitate staggered start and end times.</li> <li>- Parents/Carers are to ensure that pupils are to wash their hands for <u>20 seconds</u> prior to leaving their home.</li> <li>- Pupils <b>not able</b> to wash their hands/apply hand sanitiser are to be supported by Parents/Carers to wash their hands prior to leaving for Academy.</li> <li>- The Academy is to <u>ensure</u> that all pupils are met at the identified drop off points at the Academy.</li> <li>- The Academy is to ensure that all pupils are supervised when accessing transport vehicles at the end of the Academy day.</li> <li>- DCC Integrated Transport team to be made aware of challenging behaviours that pupils may exhibit, which may put themselves or the driver at risk.</li> </ul>	L	<p>Head teacher</p> <p>Parents/Carers-On going</p> <p>Parents/Carers-On going</p> <p>Staff-On going</p> <p>Transport/ Academy- On completion</p> <p>Academy- Immediate</p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- Where need identified transport, arrangements included in individual pupil risk assessments.</li> </ul>			
Pupils /Staff independently travelling to the Academy site.	H	<ul style="list-style-type: none"> <li>- Designated car parking area available to staff.</li> <li>- Social distancing guidance to be followed when accessing/egressing from car vehicles.</li> <li>- Bike shelter is located in the open air.</li> <li>- Bike shelter is included in the cleaning schedule for the Academy. This takes place twice per day; after 10am when all students have arrived and after all students have left for the day.</li> <li>- Pupils access the bike shed one at a time at the start and end of the Academy day</li> <li>- Pupil face to face contact limited to less than 15 minutes when storing/taking bikes out of the bike shelter.</li> <li>- Demarcation floor markings in place at the entrance to the bike shelter to allow for social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff and Parents/carers and pupils advised on the current guidance regarding accessing <u>public transport</u>.</li> <li>- Staff /Pupils to be advised to adhere to <u>staying alert</u> and social distancing guidance when away from the Academy.</li> <li>- Notices in place on the bike sheds advising 1 pupil at a time to access the bike sheds.</li> <li>- Staff presence in the outdoor areas at the start and end of the Academy day ensuring that pupils leave the Academy site by all available exits.</li> <li>- Due to the local lockdown, in place in Durham advise staff <b>to, try to</b>;</li> <li>- Share the car with the same people each time.</li> <li>- Keep to small groups of people at any one time.</li> <li>- Open windows for ventilation</li> <li>- Travel side by side or behind other people, rather than facing them, where seating arrangements allow</li> <li>- Consider seating arrangements to maximise distance between people in the vehicle</li> <li>- Clean your car between journeys using standard cleaning products – make sure you clean door handles and other areas that people may touch</li> <li>- Ask the driver and passengers to wear a <u>face covering</u></li> <li>-See guidance on <u>car sharing and travelling with people outside</u></li> </ul>	L	Head teacher-Immediate



Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Staff and Pupils wearing face coverings when making their way to the Academy building	H	<ul style="list-style-type: none"> <li>- It is compulsory for pupils and staff to wear a face covering in communal areas.</li> <li>- Staff and Pupils instructed not to touch the front of their face covering during use or when removing them.</li> <li>- Staff/ Pupils must wash their hands immediately on arrival /hand sanitiser (as is the case for all pupils), dispose of temporary face coverings in a lidded bin or place a reusable face covering in a plastic bag that is to be placed in their Academy bag/work bag so that they can re wear it to travel home.</li> </ul> <p>Staff/Pupils wash their hands again before heading to their classroom/work area.</p> <ul style="list-style-type: none"> <li>- The Academy holds a supply of face coverings and where need identified issued to pupils for transport purposes.</li> </ul>		L	Head teacher
Use of Academy minibuses		<ul style="list-style-type: none"> <li>- Thoroughly cleaned prior to the start of the Autumn term e.g. seating, seatbelts hand holds.</li> <li>- Daily cleaning is to be undertaken before and between trips.</li> <li>- Hand sanitiser, tissues and waste bags located in the vehicle.</li> <li>- Academy minibuses are identified in this instance as <b>dedicated transport</b>.</li> <li>- Vehicle inspected prior to each use and findings recorded.</li> </ul> <p>Perspex screens installed and integrity to be checked.</p> <ul style="list-style-type: none"> <li>- Windows are opened when transporting pupils.</li> <li>- Vehicle thoroughly cleaned after each use.</li> <li>- Face coverings worn by staff and pupils when accessing the Academies minibus. Staff</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure Staff are suitably qualified to drive the vehicles.</li> <li>-Statutory inspections completed.</li> </ul>		Head teacher

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>are made aware of those pupils that are exempt from wearing face coverings.</p> <ul style="list-style-type: none"> <li>- Records maintained of the year group/bubbles that access the minibus.</li> <li>-Test and inspected as required.</li> </ul>			
<b>6.Staff/Pupil, family member who maybe at increased risk</b>					
<b>Staff/Pupils who may otherwise be at increased risk from coronavirus (COVID-19)</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Some staff/pupils may have particular characteristics e.g. members of the BAME community that may put them at a comparatively increased risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u>. PHE have established that people from black ethnic groups are most likely to be diagnosed with COVID19, and death rates were highest among people of Black and Asian ethnic groups. Therefore, specific assessments of risks associated with BAME employees need to be undertaken and control measures introduced where appropriate in conjunction and consultation with BAME employees.</li> <li>- People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace</li> </ul>	<ul style="list-style-type: none"> <li>- Where need identified the Head teacher is to discuss Parent/ Carers or Staff members concerns and explain the measures the Academy has in place to reduce risks of COVID-19 transmitting in the Academy community.</li> <li>- Head teachers are as far as practically possible to accommodate concerns raised.</li> </ul>	<b>M</b>	<b>Head teacher- On Going</b>
<b>Staff/Pupils who are clinically vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Staff/Pupils who were clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</li> <li>- Guidance for those who are <u>clinically-vulnerable, including pregnant women</u>, is available.</li> <li>- The Head teacher has flexibility regarding Staff members medical needs and work</li> </ul>	<ul style="list-style-type: none"> <li>- Where need identified-Staff individual Medical/III-Health risk assessment to be completed.</li> <li>- Where need identified staff referred to Heales Occupational Health Service.</li> <li>- Individual cases to be discussed with HR.</li> <li>- Pupils EHCP's reviewed and discussions to take place with their GP's/Consultants etc. prior to them</li> </ul>	<b>M</b>	<b>Head teacher- As required</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		activities that they are able to undertake within the Academy. - People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.	returning to the Academy. -Where health concerns still exist a multi-agency meeting to take place.		
<b>7.New and Expectant mums in the Academy community</b>					
<b>New and Expectant Mums</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff to inform the Head teacher if they are pregnant.</li> <li>- Staff to consult with their GP and Midwife.</li> <li>- New and Expectant mums COVID -19 risk assessment completed.</li> <li>- Maintain 2 metre distance, if this is not possible avoid face to face contact and minimal time spent within, 1 metre of others.</li> <li>- Guidance from the NHS- <u>Pregnancy and the coronavirus</u> and <u>the Royal College of Obstetricians &amp; Gynaecologists</u> as well as the NHS <u>Who is at Risk</u> is followed and shared with staff members.</li> <li>- Shielding for all staff members is to be suspended on the 1<sup>st</sup> August 2020.</li> </ul>	<ul style="list-style-type: none"> <li>- Member of staff to raise concerns with their midwife/GP in the first instance.</li> <li>- Concerns to be raised with the Head teacher where need identified.</li> <li>- Where need identified HR to be consulted and a Risk Assessment is to be conducted by Karen Sams.</li> </ul>	<b>L</b>	<b>Staff member-As required Staff member-As required</b>
<b>New and Expectant Mums showing symptoms of COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Staff are aware of the symptoms of COVID-19.</li> <li>- <b>Staff instructed to follow the guidance;</b></li> <li>- <b>Stay at home (self-isolate)</b> – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.</li> <li>- <b>Book a test</b> – get a test to check if you <u>have coronavirus</u> as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.</li> <li>- <b>Speak to your midwife or maternity team</b> they will advise you what to do. You may need to rebook some of your pregnancy appointments or have them online, by phone</li> </ul>	<ul style="list-style-type: none"> <li>- See 4-. Managing a positive case in the Academy community.</li> <li>- Staff can access the Self-Referral Portal regarding a test for COVID-19.</li> <li>- Where need identified consultation to take place with HR.</li> </ul>	<b>M</b>	<b>Head teacher</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		or as a <u>video consultation</u> .			
<b>8.Access to the Academy site and building</b>					
<b>Transmission of COVID-19 to Pupils/Staff</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Access to the Academy site is controlled, with access to the site being via the Netball and Quad entrances for students and via Main Reception for those students who are late or for external visitors.</li> <li>- Separate Entrance doors for each year group are clearly identified.</li> <li>- Parents advised via Academy communication links that only one parent/carer is permitted to drop off/pick up their child.</li> <li>- Pupils, Parents/Carers advised to maintain social distancing when entering the Academy site.</li> <li>- The start of the Academy day has been staggered to allow controlled access into the Academy building by pupils.</li> <li>- The end of the Academy day to be staggered to prevent gatherings outside of the Academy site. Strict instructions will be provided to students (<b>see Appendix 3</b>).</li> <li>- Parents <b>not</b> permitted to enter the Academy building unless need is essential.</li> <li>- Pupils are met each day at the identified entrances for their year group class by a staff member.</li> <li>- Floor markings in place where need identified in external areas.</li> <li>- Pupils store outdoor clothing and bags in designated base classroom.</li> <li>- Staff store their bags in lockers, store cupboards.</li> <li>- Pupils are supervised to wash their hands or apply hand sanitiser where hand washing</li> </ul>	<ul style="list-style-type: none"> <li>- Pupils, Parents/Carers to be continually reminded via Academy communication links to maintain social distancing when entering the Academy site.</li> <li>- Staggered start and end times are being used and will be communicated to parents via an email from the HT.</li> <li>- Parents/Carers advised to leave the Academy site immediately once their child has entered the building.</li> <li>- Academy entrances and site secured at the start of the Academy day.</li> <li>- Staff, Pupils, Parents/Carers will be informed to only bring essential items needed for that day.</li> <li>- Staff to utilise the information available from <u>eBug website</u>.</li> </ul> <p><u>Coronavirus (COVID 19) guidance for educational settings poster</u></p> <p>Parents/Carers reminded that pupils are to maintain social distancing when travelling to and from the Academy site.</p>	<b>M</b>	<b>Staff/Head teacher-On Going</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>facilities not available at the start of the Academy day. Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</p> <ul style="list-style-type: none"> <li>- Staff wash their hands with pupils at the start of the Academy day.</li> <li>- Staff and pupils presenting with symptoms at the start of the Academy day are isolated and taken to a separate room and next of kin/parents/carers contacted.</li> <li>-Areas around the school site monitored by the Academy staff at the start and end of the school day to ensure that pupils do not group together in limited spaces.</li> </ul>			

## 9.Non-Academy staff working in the building

<b>Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- All Visitors/Contractors/Agency Staff and Support Agencies are encouraged to use the NHS QR code on arrival.</li> <li>- Floor markings in place at the main Academy reception area ensuring social distancing.</li> <li>- Direction floor and wall signs in place around the Academy.</li> <li>- Social distancing markers in place in large corridor areas.</li> <li>- Posters/notices clearly displayed and reference handwashing/hand sanitizing and social distancing procedures in place at the Academy</li> <li>- Visits to the Academy are by appointment only and will be discouraged other than where there is a specific safeguarding or essential maintenance need.</li> <li>- Where possible Contractors to carry out activities outside of Academy hours.</li> <li>- Hand sanitiser station located at the main entrance.</li> </ul>	<ul style="list-style-type: none"> <li>- Questionnaire reviewed prior to entering the building, it is at the school's discretion whether they are permitted on the school site.</li> <li>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be advised not to attend the school site if they are unwell.</li> <li>- Are to be advised not to attend the Academy if they are unwell.</li> <li>- Supply Staff to receive a full induction into the Academy which is to include a copy of the COVID-19 risk assessment.</li> <li>- Support Agencies advised of the procedures to follow when working with pupils e.g. hand hygiene.</li> <li>- Where electronic signing in systems are in place, they are to be pre-programmed to include visitor health questions and contact details</li> <li>- Where electronic signing in screens are in use, the screen is to be cleaned after</li> </ul>	<b>M</b>	<p><b>Office Staff/Head teacher -On going</b></p> <p><b>SLT-As required</b></p>
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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Parent Visitors	H	<ul style="list-style-type: none"> <li>- All Visitors sanitise their hands prior to entering the Academy building.</li> <li>- A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details.</li> <li>- Dedicated areas identified for use by Support Agencies, where a visit is essential.</li> <li>- Where possible areas allocated to Support Agencies as close to the main entrance, to reduce movement around the building.</li> <li>- Where agencies are supporting the Academy, where possible it is the same member of staff each time.</li> <li>- All visitors are accompanied when moving about the building.</li> <li>- Parents/Carers discouraged to access the main reception area without an appointment.</li> <li>- Main reception area spot cleaned throughout the Academy day.</li> <li>- Tissues located at the main reception area with a lidded waste bin.</li> <li>- Waste bins emptied at the end of the Academy day.</li> <li>- Academies are encouraged to avoid visitors entering their premises where possible.</li> <li>- For new admissions virtual tours should be considered.</li> </ul> <p>If visits <b>are required</b> in person settings should consider ensuring face coverings are worn, regular handwashing and holding visits after hours if possible.</p> <ul style="list-style-type: none"> <li>- If parents are attending the school site they should be notified of the system of controls, their responsibilities during the visit and how to maintain social distancing.</li> <li>- Parents to complete the visitor questionnaire prior to entering the Academy building.</li> </ul>	<p>each use.</p> <ul style="list-style-type: none"> <li>- Every attempt will be made to minimise instances of supply teachers, peripatetic teachers and/or other temporary staff moving between schools.</li> </ul> <p>-Where reception areas are open plan consideration be given to fitting Perspex screens.</p> <ul style="list-style-type: none"> <li>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies to be made aware if they have been in close contact with a positive COVID case in the school environment.</li> <li>- Volunteers and Support Agencies are to keep a register of the pupils that they have seen when on site. This information is to be handed to the office staff prior to them leaving the Academy site.</li> <li>- Visitors/Contractors, Agency Staff, Volunteers and Support Agencies are to inform the school if they test positive for COVID-19 following their visit to the Academy.</li> </ul>		

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Initial Teacher Training Students	M	<ul style="list-style-type: none"> <li>- Allocated a class/year group to work with within the Academy and only where they are able to confirm limited contact with external vectors.</li> </ul>	<ul style="list-style-type: none"> <li>- ITT <b>students/staff</b> to receive a full induction and shown how to wash their hands for 20 seconds and advised on good respiratory hygiene.</li> <li>- Shown welfare facilities available to Staff members.</li> <li>- Students reminded what the symptoms of COVID-19 are.</li> <li>- Each student to receive a copy of the COVID-19 risk assessment.</li> <li>- Students to inform the Academy if they have any underlying health conditions that need to be considered in relation to COVID 19.</li> </ul>	L	SLT-As required
<b>10.Maintaining infection control /hygiene standards during the Academy day.</b>					
COVID-19 spreading from person to person within the Academy building	H	<ul style="list-style-type: none"> <li>- Guidance followed for the cleaning of non-healthcare settings.</li> <li>- Cleaning schedule in place during the Academy day and at the end of the Academy day.</li> <li>- <u>Spillage policy in place.</u></li> <li>- Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>- Where need identified hand sanitiser be made available to staff and pupils.</li> <li>- Pupils are supervised throughout the Academy day to wash their hands for 20 seconds by staff members, throughout the Academy day. Staff <u>follow the guidance provided</u></li> <li>- Hands are dried following handwashing</li> <li>- Where hand washing facilities are limited due to the number of pupils, hand sanitiser stations have been located in identified areas.</li> </ul>	<ul style="list-style-type: none"> <li>- Where possible a member of the cleaning team to be present during the Academy day to carry out spot cleaning and removal of waste from the Academy site, where need identified.</li> <li>- Staff to utilise the information available from <u>eBug website</u></li> <li>- Staff to take responsibility for their own personal hygiene throughout the Academy day.</li> <li>- Consideration be given to using hand towels and not hand dryers to ensure that hands are dried thoroughly.</li> <li>- Waste bins to be emptied throughout the Academy day and placed in the external bin store.</li> <li>- The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc.</li> <li>- Where need identified pupils to eat their lunches in their classrooms.</li> </ul>	M	Head teacher-On going

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>Pupils are supervised when accessing the hand sanitiser.</p> <ul style="list-style-type: none"> <li>- Handwashing <u>posters</u> located in pupil and staff toilet areas and in the classroom areas.</li> <li>- Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at Academy.</li> <li>- Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the Academy site.</li> <li>- Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>- Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified.</li> <li>- Pupils and Staff ensure that they thoroughly dry their hands.</li> <li>- Infection Control Risk assessment in place to manage other biological hazards within the Academy community.</li> <li>- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>- Pupils encouraged throughout the Academy day to socially distance themselves from staff and other pupils.</li> <li>- Staff socially distance themselves from one another.</li> <li>- Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis.</li> <li>- Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff.</li> <li>- Toilet and hand washing facilities are</li> </ul>	<ul style="list-style-type: none"> <li>- Classroom surfaces to be cleaned if classroom used as a dining area.</li> <li>- All bins emptied at the end of each Academy day and placed in the external bin store.</li> <li>- Parents advised to ensure that pupils wash their hands when they <b>return</b> to the home environment.</li> <li>- <u>The Governing body of the Academy is to be informed of Staff members and Parent/Carers concerns.</u></li> </ul>		



[illegible]

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>classroom. Cleaning products available to staff members to clean staff workstations.</p> <ul style="list-style-type: none"> <li>- Staff always maintain social distancing with other staff members</li> <li>- Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing.</li> <li>- Windows and doors are opened to allow natural ventilation during the Academy day.</li> <li>- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>- Rota in place for lunchtime and break time periods.</li> <li>- Timetable reviewed to reduce the need for pupils to move about the building.</li> <li>- Wet play activity boxes available in each classroom.</li> <li>- Outdoor activities to be carried out on a rota basis to ensure social distancing.</li> <li>- Where possible teaching activities to be carried out in the outdoor areas of the Academy.</li> <li>- Where classrooms and halls are occupied doors can be propped open to allow natural ventilation.</li> <li>- Where classrooms/halls are unoccupied doors are to be closed and locked.</li> <li>- Waste bins located in classroom/hall areas and emptied at the end of the Academy day.</li> <li>- Water fountains taken out of use around the Academy site.</li> <li>- Pupil face to face working to be limited to 15 minutes.</li> <li>- Where pupils require support from a Staff member or LSA support to be given side on and not face to face.</li> <li>- Hand sanitiser stations located around the building where need identified.</li> </ul>	<p>staff are to hold the water whilst topping up the water bottle. The water bottle is to be wiped with an anti-bacterial wipe.</p> <ul style="list-style-type: none"> <li>- Consider that where mixing into wider groups for specialist teaching, wraparound care and transport has to take place pupils are able to maintain social distancing and endeavour to prevent physical contact between pupils.</li> <li>- Mixed groups are to be avoided, where possible, and where not are to be closely supervised.</li> <li>- Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at Academy.</li> </ul>		<p><b>Staff</b></p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- Cleaning schedules have been made available to Academies and are available on the <u>Extranet</u>.</li> </ul>			
Teaching KS3 Students outside of their Bubble for Practical Subjects	M	<p>Where students have been targeted to take part in practical subjects outside of their bubble then the following mitigations will be put in place</p> <ul style="list-style-type: none"> <li>-Students to travel from bubble classroom to practical area at a time when there is other limited student movement.</li> <li>-Students to be escorted and given clear instructions regarding Covid safety.</li> <li>-Work are for practical subject to be deep cleaned to avoid any risk of transmission.</li> <li>-(Food) – Students will work in pairs side by side in a zoned area.</li> <li>-(Food) – Aprons to be cleaned prior and after use.</li> <li>-(Food) – Equipment to be used by students to be cleaned before and after use.</li> <li>-(Food) – Resources to be year group specific.</li> <li>-(Food) – Use Fire Exit to avoid student movement in non - bubble corridors</li> <li>-(Food) – Food stuffs to be allocated for year group use only</li> <li>-(Food) – All equipment to be thoroughly sanitised after use using hot water and soap.</li> </ul>	-		
<b>11.Pupils and Staff working in identified bubbles/groups</b>					
Maintaining Year Group bubbles to reduce transmission of COVID-19	H	<ul style="list-style-type: none"> <li>- Staff move to classrooms to reduce whole Academy movement around the building.</li> <li>- Staff workstations are positioned at the entry to the classroom, socially distanced from pupils.</li> <li>- Where possible desks placed in rows facing the front of the classroom.</li> <li>- Pupils kept in consistent year group</li> </ul>	<ul style="list-style-type: none"> <li>- We will be operating staggered start and end times as well as staggered lunches.</li> <li>- Students in KS3 will be largely taught in a base classroom, therefore reducing movement around the Academy by doing most of the teaching of these groups in one room, or in a small number of rooms, with</li> </ul>	L	Head teacher

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		bubbles. - Pupils are supported to maintain distance and not touch staff and their peers where possible. - SLT will continue to walk around the Academy, particularly at times when transitions are at a minimum. - Classrooms have a demarcation area on the floor where no pupil, furniture or equipment will be placed, enabling leaders to enter the classroom, speak to pupils observe learning and generally be present around the Academy - Pupils taught in identified classrooms, lesson subject movement is limited throughout the Academy day. - Classroom based resources, such as books and games, are used and shared within the bubble /group. - Activity boxes pre-prepared where possible for each day. Boxes removed at the end of each day and put aside for 48 hrs./cleaned as required. - Classroom resources included in the cleaning schedule for each class. - Movement limited where possible to key times-Break times/Lunch times and specialist subject areas. - Cleaning schedules have been made available to Academies and are available on the <u>Extranet</u> .	teachers moving to pupils. Pupils move between rooms only where specialist spaces are needed. - Fewer lessons mean that there will be fewer transitions and fewer occasions on which one-year group follows another into a space. - Social areas are zoned so that where pupils from different year group bubbles are on break or lunch at the same time, they are kept separate from one another.		
<b>12.Impact of pupils and staff moving about the building/Academy site</b>					
<b>Moving about the building/Academy site-Covid-19 transmission</b>	<b>M</b>	- Clear direction given to parents via the Academy's communication links for the start and end of the Academy day. - Rota in place for break times and the lunchtime periods to reduce the flow of pupils	- Movement about the building monitored throughout the Academy day. - Rota's changed where need identified. - Cleaning schedule in place for corridor	<b>L</b>	<b>Head teacher-On Going</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>in the corridor areas.</p> <ul style="list-style-type: none"> <li>- Where need identified some pupils will eat their lunch in their classrooms.</li> <li>- Rota in place to access the outdoor play areas at the Academy.</li> <li>- Alternative external routes to be adopted to access outdoor play areas etc using the visible one-way system.</li> <li>- Social distancing measures adhered to where possible by staff</li> <li>- Posters in place reminding pupils to maintain social distancing.</li> <li>- One-way systems where possible put in place on stairways and corridors.</li> <li>- Pupils and staff advised to stick to the left-hand side of corridor areas. Directional signs are on display around the Academy site.</li> <li>- Pupils supervised by Staff members when moving about the building.</li> <li>- Hand sanitiser dispensers located around the Academy site, including where need identified in classroom areas.</li> <li>- Use of hand sanitiser supervised by Staff members.</li> <li>- Cleaning schedules have been made available to Academies and are available on the <u>Extranet</u>.</li> </ul>	areas doors etc.		
Lifts	M	<ul style="list-style-type: none"> <li>- Lift to be operational only where necessary</li> <li>- Reduce maximum occupancy to two people.</li> <li>- Occupants to stand next to each other but ensuring that they are not touching.</li> <li>- Hand sanitiser station located at the entrance/exit points of the lift.</li> <li>- Lift entrance/exit points have a demarcation area on the floor, so that social distancing can be maintained when accessing the lift.</li> </ul>	<ul style="list-style-type: none"> <li>- Building Checklist to be completed.</li> </ul>	L	Head teacher/ Premise

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- Cleaning schedules have been made available to Academies and are available on the <u>Extranet</u>. Which include the lift.</li> </ul>			
<b>Access to Welfare facilities for Staff and Pupils</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff supervise pupils when washing their hands in the toilet areas/sink areas.</li> <li>- Cubicles in place.</li> <li>- Urinals taken out of use.</li> <li>- Toilet facilities cleaned at regular intervals throughout the Academy day (door handles, toilet cubicle locking mechanisms and flushers on an hourly basis).</li> <li>- Lunch time and breaktime rota in place for staff accessing the staffroom / office areas.</li> <li>- Windows are opened in the staff room when it is occupied by staff members.</li> <li>- Position of furniture within staff room areas reviewed to ensure social distancing.</li> <li>- Cleaning schedules have been made available to Academies and are available on the <u>Extranet</u>.</li> <li>- Where agencies are supporting the Academy clearly identify toilet facilities that they can access.</li> </ul>	<ul style="list-style-type: none"> <li>- Additional welfare facilities provided for staff where need identified.</li> <li>- Where external agencies are supporting the Academy clearly identify toilet facilities that they can access.</li> </ul>	<b>L</b>	<b>Premises Management-As required</b>
<b>Break and Lunch periods</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Menu to be agreed with the kitchen staff. Ensure that pupil and staff social distancing can be attained by having separate year group times and two separate areas (Dining Hall and Main Hall).</li> <li>- Staggered break times and lunch times agreed for year groups.</li> <li>- Pupils directed to wash their hands during break/lunchtime periods.</li> <li>- Areas zoned off for use by specific year groups/bubbles. Where possible seating to be allocated to pupils to ensure bubbles can be tracked when in the dining hall.</li> <li>- When congregating in halls etc, doors and windows are opened to allow natural</li> </ul>		<b>L</b>	<b>Head teacher</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		ventilation. - Outdoor areas accessed as much as possible. Areas zoned off for use by specific year groups/bubbles. - Spot cleaning carried out. - Surfaces are cleaned following each group/bubble use. - Cleaning schedule in place following the lunchtime period. - Staff ensure that where possible they maintain 2 metre social distancing when moving about the area.			
<b>13.Pupil behaviour during the Academy day</b>					
<b>Pupils refusing to social distance/follow hand washing procedures</b>	<b>H</b>	- Parents/Carers advised prior to the pupils returning to the Academy that <u>all</u> pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety. - Hand sanitiser made available where pupils refuse to wash hands. - Pupils are supervised when using hand sanitiser considering risks around ingestion. - Where pupils refuse to wash their hands or use hand sanitiser skin friendly skin cleaning wipes are used as an alternative - Individual needs of pupils identified and managed and risk assessments put in place where need identified. - Cleaning schedule in place for the whole Academy. - Where possible social distancing to be maintained. - Staff supporting a pupil continue to adhere to regular hand washing.	- The Behaviour Policy has been reviewed in order to make it Covid-specific. - Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the Academy. - Consideration be given to a phased return for identified pupils to manage risk. - Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible. - Area where the pupil has been located within the building to be thoroughly cleaned. - Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team. - Where need identified Staff wearing PPE when supporting pupils reviewed with	<b>M</b>	<b>Head teacher-As required Staff-Where need identified</b>  <b>Head teacher-Where need identified.</b>  <b>Staff-Immediate</b>  <b>Head teacher-Where need identified.</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
			<p>the Head teacher.</p> <ul style="list-style-type: none"> <li>- Deliberate flouting of safety rules will be deemed to be a significant breach of the Academy Behaviour Policy.</li> </ul>		
<b>Pupil-Challenging behaviours displayed</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils with challenging behaviours identified.</li> <li>- Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours.</li> <li>- Relevant staff are Team Teach Trained.</li> <li>- Where need identified Team Teach techniques are applied, including restraint.</li> <li>- General Infection Control risk assessment in place.</li> <li>- Staff have received suitable and sufficient training to manage behaviours displayed.</li> </ul>	<ul style="list-style-type: none"> <li>- Where behaviours exhibited by pupils potentially exposes staff to contact / specific risks then staff are advised to change into alternative clothing when arriving at work each day and changing clothing before they leave work. Placing soiled clothing in a pillowcase and washing the clothing when they return home. Staff are advised to shower when they return home from work each day.</li> <li>- Where need identified face visors be made available to Staff.</li> <li>- Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team.</li> <li>- Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out.</li> <li>- Where restraint has had to be carried out review the pupil risk assessment in place.</li> <li>- Continually review whether PPE is required when managing challenging behaviours.</li> <li>- Where need identified review the Behaviour Policy.</li> </ul>	<b>M</b>	<p><b>Staff-Where need identified.</b></p> <p><b>Staff-Where need identified. Staff-Immediate Head teacher-As required</b></p> <p><b>Staff/Pupils-As required</b></p>
<b>Pupils absconding from the Academy site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Security checklist and Policy in place for the Academy.</li> <li>- Home transport Child locks on when transporting pupils in car vehicles to and from home.</li> <li>- Where need identified to transport pupils in staff vehicles, driving in the course of work risk assessment completed and child locks are on.</li> </ul>	<ul style="list-style-type: none"> <li>- Procedures in place should pupils abscond from the Academy building/site.</li> <li>- Home-to Academy Transport Risk Assessment completed and shared with Transport Contractor and Academies.</li> <li>- Where need identified pupil information to be shared with Transport Contractor.</li> </ul>	<b>L</b>	<p><b>Head teacher</b></p> <p><b>Integrated Transport Team-Immediate</b></p>



Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- Pupils are met from transport vehicles each day by a member of staff working in their group/bubble.</li> <li>- Pupils access the building by an identified door and are met by a member of staff.</li> <li>- Perimeter gates are secured at the start of the Academy day.</li> <li>- Fob access control around the building</li> <li>- Class groups/bubbles agreed, with a suitable number of staff supervising the class.</li> <li>- Individual risk assessments in place for pupils who present challenging behaviours and further controls identified.</li> <li>- Perimeter fencing inspected to ensure the site is secure.</li> <li>- Pupils always supervised.</li> </ul>			
<p><b>Pupils that have an EHCP that require staff support throughout the day</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>- Identified staff work with pupils.</li> <li>- Staff wash their hands before and after working with a pupil</li> <li>- A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart</li> <li>- All equipment needed for the child is set up in the space before the start of the session</li> <li>- Staff go to the pupil's classroom, standing at the entrance to collect the pupil (not entering the classroom)</li> <li>- The pupil follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way</li> <li>- The intervention is provided at a distance where possible.</li> <li>- Following the intervention Staff and Pupil wash their hands.</li> <li>- After the Pupil has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used</li> </ul>	<ul style="list-style-type: none"> <li>- Staff provided with hand sanitiser that can be kept about their person.</li> <li>- Consider the introduction of activity boxes that can be introduced each day and removed and cleaned at the end of each day.</li> </ul>	<p><b>L</b></p>	<p><b>Head teacher</b></p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		by another pupil.			
<b>Pupils accessing alternative education provision</b>	<b>H</b>	<p>The Academy has agreed the following control measures with the alternative provision;</p> <ul style="list-style-type: none"> <li>- The Academy has issued a copy of their COVID-19 risk assessment where the Pupil attends both settings during the week.</li> <li>- Any concerns with the identified Pupils health and wellbeing is to be communicated immediately via telephone by the Academy/alternative provision.</li> <li>- The Pupil will wear clean clothing each day when attending alternative provision.</li> <li>- Sickness absence procedure in place for pupils.</li> <li>- Alternative provision is to make the Academy aware if the pupil does not attend the setting.</li> </ul>	<ul style="list-style-type: none"> <li>- The Academy is to request a copy of the COVID-19 risk assessment for the alternative provisions that Pupils attend.</li> <li>- Spot check to be carried out on alternative provision to ensure pupil safety</li> </ul>	<b>L</b>	<b>Head teacher</b>
<b>14.Supporting pupils during the Academy day</b>					
<b>Intervention groups</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- The Academy will review groups so that each small group receiving support is drawn from one class/year group bubble only.</li> <li>- Pupils from each class bubble will be allocated intervention time for either a morning or an afternoon session.</li> <li>- Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils.</li> <li>- Pupils will bring all equipment they require with them to the intervention area.</li> <li>- The area will be cleaned over lunch, before pupils from another bubble use the area.</li> <li>- Staff wash their hands between each intervention group.</li> <li>-Tissue/hand sanitiser station located in the</li> </ul>	<ul style="list-style-type: none"> <li>- Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at Academy.</li> </ul>	<b>M</b>	<b>Staff-On going</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		intervention area. -Where possible tables set out to ensure 2 metre social distancing in place.			
<b>Pupils not currently attending the Academy</b>	<b>L</b>	<ul style="list-style-type: none"> <li>- Resources available through online learning portal / Class Charts / Google Classrooms.</li> <li>- Parents/Carers invited into the Academy to discuss their concerns/anxieties.</li> <li>- Phased returns undertaken where needs identified.</li> <li>- Welfare checks carried out with pupils and parent/carers.</li> <li>- Relevant agencies informed</li> </ul>	<ul style="list-style-type: none"> <li>- Head teacher/SLT are aware of the needs of pupils not currently attending the Academy.</li> <li>- Remote education to be made available to pupils not attending the Academy through the use of the Chromebook computer scheme.</li> </ul>	<b>L</b>	<b>Head teacher</b>
<b>15.Subject area needs</b>					
<b>Equipment needed for specific subject areas</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils will have their own pencil cases and books/writing pads required for each subject.</li> <li>- Activities planned by subject DoL.</li> <li>- Timetable agreed.</li> <li>- All <u>Science</u> and Art areas have been pre-checked as per <u>CLEAPPS</u> guidance and are ready for use.</li> <li>- Where need identified pre-user, checklists completed.</li> <li>- Cleaning schedule in place following the use of equipment.</li> <li>- Subject area risk assessments in place.</li> <li>- Cleaning schedules have been made available to Academies and are available on the <u>Extranet</u>.</li> <li>- Cleaning schedule in place for subject areas</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that the building checklist is completed.</li> <li>- Ensure that where need identified daily inspections are completed prior to work equipment being operated.</li> <li>- Where need identified pupils provided with stationery and paper for subject areas.</li> </ul>	<b>L</b>	<b>Premises Management-</b>  <b>As required Subject Lead</b>  <b>Staff-As required</b>
<b>Classroom resources</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and</li> </ul>	<ul style="list-style-type: none"> <li>- Rotation of resources to be considered to allow them to be left unused and out of reach for a period of 48 hours (72 hours for</li> </ul>	<b>L</b>	<b>Staff</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>meticulously</p> <ul style="list-style-type: none"> <li>- Resources cleaned prior to each group/bubble using them and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</li> </ul> <p>Class Best Books to be marked and kept in cardboard storage box (to be left for 48 hours between work submission and marking.</p>	<p>plastics) before being accessed by different groups/bubbles.</p> <ul style="list-style-type: none"> <li>- Resource boxes to be set up in advance where possible.</li> </ul>		
<b>PE Activities / Lack of changing room space</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- PE activities can take place in external areas of the Academy.</li> <li>- Pupils are to be kept in consistent groups/bubbles within year groups.</li> <li>- Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>- Outdoor sports prioritized where possible.</li> <li>- Large indoor spaces used where it is not, doors are opened to allow ventilation.</li> <li>- Maximize distancing between pupils</li> <li>- External coaches, clubs and organizations for curricular and extra-curricular activities cannot resume supporting the Academy other than in exceptional circumstances.</li> <li>- Class/Year group bubbles maintained for after Academy clubs/activities.</li> <li>- Cleaning schedule in place for PE equipment accessed during the Academy week.</li> <li>- Heads of PE Departments/Co Ordinator to read guidance readily available and identify a programme for the Autumn term (limited physical activity AM and more PM).</li> </ul>	<ul style="list-style-type: none"> <li>- Academy PE kit to be worn under their uniform where PE lessons fall in the afternoon. Students will be allowed to attend afternoon lessons and leave the site in PE kit on these days.</li> <li>- Parents/Carers and Pupils advised what PE kit pupils should wear to Academy. All students to wear trousers on PE days (where PE lessons are in the morning session).</li> <li>- Consideration be given to undertaking the Summer Term PE programme for the start of September.</li> <li>- PE Guidance available -<a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport is available. <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>	<b>L</b>	<b>PE Department</b>
<b>Music lessons</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Lessons can take place where physical distancing can be assured.</li> <li>- During lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</li> </ul>	<p><b>Current guidance advises;</b></p> <ul style="list-style-type: none"> <li>- There may be an additional risk of infection in environments where Staff/Pupils are singing, chanting, playing wind or brass instruments or shouting.</li> </ul>	<b>M</b>	<b>Music Lead</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- Singing, wind and brass playing should not take place in larger groups such as Academy choirs and ensembles, or Academy assemblies.</li> <li>- Singing, wind and brass instrument playing can be undertaken.</li> <li>- The Music Lead has read the guidance provided by the DCMS for professionals and non-professionals, available at <u>working safely during coronavirus (COVID-19): performing arts</u>.</li> </ul>	<ul style="list-style-type: none"> <li>- Where instruments are to be played consideration be given to lessons taking place outside.</li> <li>- Consider limiting class sizes to no more than 15 if instruments and singing are to take place, if staffing capacity permits.</li> <li>- Where external agencies provide support request a copy of their COVID-19 risk assessment prior to recommencing activities.</li> <li>- Agencies to complete the visitor questionnaire.</li> <li>- Agencies to keep a register of the pupils that they interact with, register to be left with the Music Lead when they leave the building.</li> <li>- Agree activities that will be undertaken.</li> <li>- Discuss how bubbles will be maintained.</li> <li>- Agree how spot cleaning will be carried out.</li> <li>- Agencies to advise if a member of staff has underlying health conditions that need to be taken into consideration.</li> </ul>		
<b>Educational Visits</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Domestic (UK) overnight and overseas educational visits at this stage <b>are not</b> permitted at the present time. Guidance is available- <u>coronavirus: travel guidance for educational settings</u>.</li> <li>- During the Autumn term, the Academy can resume non-overnight domestic educational visits.</li> <li>- Daily visits are uploaded to the EVOLVE system.</li> <li>- Appropriate risk assessments completed</li> <li>- Where possible the Academy is making use of local outdoor spaces.</li> <li>- Hand wipes hand sanitiser carried by staff</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that pupils are kept within their consistent groups.</li> <li>- Ensure that venues accessed are COVID-19 secure.</li> <li>- Where transport is in use for educational visits, pupils over the age of 11 should wear face coverings.</li> </ul>	<b>L</b>	<b>Staff</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		for use during the visit. -Controls in place where transport is needed to ensure that class bubbles are maintained			
<b>16.Academy Community Activities</b>					
<b>Academy Assemblies/Large gatherings</b>	<b>H</b>	Continue to use digital technology within Academy in order to maintain a sense of community when large gatherings are not possible. Assemblies will be 'live-streamed' and delivered remotely.	- PSHE lessons will be delivered on a weekly carousel.	<b>L</b>	<b>Head teacher</b>
<b>Lesson Observations</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Observer enters classroom early with cleaning materials and wears a mask.</li> <li>- Observer's location is on a seating plan. Which has been agreed prior to the observation.</li> <li>- Lesson planning documents are provided prior to the observation.</li> <li>- Initial observations focus upon smaller groups (Sixth Form classes).</li> <li>- The focus is upon assessing the engagement and progress of pupils.</li> <li>- Observer cleans allocated table and chair, before and after observation.</li> <li>- Observation is limited to 10-15 minutes.</li> <li>- Work provided must be quarantined by the teacher for 48 hours before scrutiny, where a sample cannot be taken from Google Classroom or other online source.</li> <li>- Observer continues to exercise good hand hygiene, before and after observation.</li> <li>- Mask is worn at all times during the observation.</li> <li>- The observer is to remain static in the identified classroom location throughout the observation.</li> <li>- The observer will indicate when they wish to leave to enable the teacher to maintain an appropriate social distance and to enable them to wear a face covering.</li> </ul>	<ul style="list-style-type: none"> <li>- Future observations can be carried out on Teams to support larger groups.</li> <li>- Feedback will be given via Teams and email to support Covid 19 safety measures</li> </ul>	<b>L</b>	<b>Teaching Staff and SLT observers</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<b>17.Welfare facilities around the Academy site for Staff, Pupils and Visitors.</b>					
<b>Use of Welfare facilities for Staff and Pupils</b>	<b>M</b>	<ul style="list-style-type: none"> <li>-Staff supervise pupils when washing their hands in the toilet areas/sink areas.</li> <li>- Cubicles in place in toilet areas</li> <li>- Urinals taken out of use/l instruction given to pupils how to safely use them.</li> <li>- Toilet facilities cleaned at regular intervals throughout the Academy day (door handles, toilet cubicle locking mechanisms and flushers).</li> <li>- Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods.</li> <li>- Lunch time and breaktime rota in place for staff accessing the staff room area. Staff encouraged to clean as they go when accessing the staff room.</li> <li>- Windows are opened in the staff room when it is occupied by staff members.</li> <li>- Position of furniture within staff room areas reviewed to ensure social distancing.</li> <li>- Cleaning schedule in place</li> <li>- Areas immediately outside of toilet areas clearly marked to allow for social distancing and movement in and out of the facilities.</li> <li>- Staff encouraged to bring flasks into Academy for personal use.</li> <li>- Alternative space made available to staff for break periods.</li> </ul>	<ul style="list-style-type: none"> <li>- Consideration being given, where possible, to allocating toilet facilities to specific year groups, staff and visitors e.g. lunchtimes.</li> </ul>	<b>L</b>	<b>Site Management-As required</b>
<b>Personal care</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Personal care takes place in identified toilet areas within the Academy.</li> <li>- PPE readily available in toilet areas.</li> <li>- Staff wear appropriate PPE when carrying out personal care tasks.</li> <li>- Resources required to support personal care readily available.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff concerns to be raised with the Head teacher.</li> <li>- Where secure personal waste disposal bins are not present waste to be double bagged and placed in lidded bins.</li> </ul>	<b>L</b>	<b>Head teacher</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- Face visors available to staff where need identified.</li> <li>- Where windows are available, they are opened whilst personal care taking place.</li> <li>- Area cleaned after each use.</li> <li>- Included in the cleaning schedule for the Academy.</li> <li>- Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</li> <li>- PPE is only needed in a very small number of cases if e.g. A child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used.</li> </ul>			
<b>18. Pupils with first aid/medication</b>					
<b>Personal Protective Equipment (PPE)</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- DCC has provided each Academy/setting with a PPE starter pack.</li> <li>- Tasks have been identified within the Academy that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19.</li> <li>- Staff and students are required to wear masks in communal areas where social distancing is challenging and during high footfall periods.</li> <li>- Staff follow good hand <u>washing practice</u> prior to wearing PPE.</li> <li>- Individual risk assessments in place for pupils who have special educational needs /</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that the Academy maintains a stock of disposable gloves/aprons and face masks. Contact your usual PPE supplier any concerns are to be raised with the Health and Safety Team- <a href="mailto:hsteam@durham.gov.uk">hsteam@durham.gov.uk</a> and 03000 263430.</li> <li>- Where staff are supporting pupils, who present challenging behaviours and pupil individual risk assessments are in place., PPE requirements to be discussed with staff to ensure their safety.</li> </ul>	<b>L</b>	<b>Head teacher-On going</b>   <b>Staff-Where need identified</b>   <b>Staff-Where need</b>



Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		challenging behaviours/require support with personal care.			identified
<b>First Aid Provision and support with medication</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- DCC have provided each Academy/setting with a PPE starter pack.</li> <li>- First Aid risk assessment in place</li> <li>- Identified Staff are first aid trained.</li> <li>- Staff are aware of the procedure to follow should they need to undertake <u>CPR</u></li> <li>- Head teachers are aware of the current <u>guidance</u> regarding Paediatric First Aid</li> <li>- Trained Staff in EYFS Settings point 7.2.</li> <li>- Fully stocked first aid boxes located around the Academy site and in the vicinity of classrooms in use</li> <li>- Staff to wash their hands prior to administering first aid</li> </ul> <p>Staff to wear disposable gloves when providing first aid support. No other additional PPE is required unless the pupil is symptomatic.</p> <ul style="list-style-type: none"> <li>- Staff to wash their hands after providing first aid support.</li> <li>- Medication policy in place.</li> <li>- Staff to wash their hands prior to and following support with medication.</li> <li>- Where pupils have medical needs Individual Health Plans reviewed prior to them returning to Academy.</li> <li>- Medication stored in a dedicated area (with Nicola Carrick / Claire Wall or nominated deputy).</li> <li>- Identified staff support pupils with medical needs.</li> </ul>	<ul style="list-style-type: none"> <li>- Review the First Aid Risk Assessment. Gloves and first aid items used to be double bagged and placed in the waste bn.</li> <li>- Waste bins emptied throughout the Academy day.</li> <li>- Ensure that a stock of disposable gloves is available for staff use.</li> <li>- Review when staff members last received First Aid Training ,guidance is available on the <u>HSE website</u>.</li> <li>- Review when staff members last received medication training. Concerns to be raised with the Academy nurse in the first instance.</li> <li>- PPE is freely available for use by First Aiders.</li> </ul>	<b>L</b>	<b>Staff-On going</b>
<b>Congestion at the exit gates around the Academy site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Pupils/Staff will wash their hands before they leave the Academy site.</li> <li>- Pupils advised not to congregate at exit doors and gates.</li> <li>- Pupils supervised to ensure that they leave</li> </ul>	<ul style="list-style-type: none"> <li>- Parents/Carers to keep the Academy up to date who will be collecting their child from Academy.</li> <li>- Parents/Carers advised to ensure that pupils wash their hands when they arrive</li> </ul>	<b>L</b>	<b>Parents/ Carers-On Going</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>the Academy site swiftly and not in groups.</p> <ul style="list-style-type: none"> <li>- Where staff have had to change into clothing when they arrived at the Academy, they are to change out of clothing and place clothing in a pillowcase (from Leanne Whitaker) before leaving.</li> <li>- Water bottles and lunch bottles taken home from Academy each day</li> <li>- Only one Parent/Carer permitted to collect their child from the Academy site.</li> <li>- Parents/Carers to ensure that they follow social distancing.</li> <li>- Parents/Carers directed to leave the Academy site immediately once they have collected their child.</li> <li>- Staff control the flow of pupils leaving the Academy building to encourage social distancing.</li> <li>- Students are permitted to walk home from Academy but are reminded to socially distance.</li> <li>- Gates are secured to the Academy site at the end of the Academy day.</li> <li>- Gates and entrance doors are included in the cleaning regime at the Academy.</li> <li>- Pupils and staff reminded to maintain social distancing when supervising pupils off the Academy site.</li> </ul>	<p>home from Academy.</p> <ul style="list-style-type: none"> <li>- Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home.</li> </ul>		
<b>19.Mental Wellbeing</b>					
<b>Staff Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff have been provided with Public Health England <u>Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).</u></li> <li>- Staff have been provided with <u>COVID-19 mental health link</u></li> <li>- Staff receive sufficient breaks during the Academy day.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff members with health concerns to speak with the Head teacher in the first instance if they have concerns regarding returning to Academy.</li> <li>- Where need identified staff are to be referred to the Heales Occupational Health Team.</li> <li>- Staff to be reminded of the counselling services available to all Academy staff via</li> </ul>	<b>L</b>	<p><b>Staff-On-going</b></p> <p><b>Head teacher-As required.</b></p>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- Staff encouraged to leave the Academy site shortly after the end of the Academy day.</li> <li>- The <u>Education Support Partnership</u> provides a free helpline for Academy staff and targeted support for mental health and wellbeing.</li> <li>- Meetings are to be conducted off-site using Teams.</li> </ul>	<p>Chapters (Newton Aycliffe)</p> <ul style="list-style-type: none"> <li>- Staff workload monitored by the SLT.</li> <li>- AVEC HR colleagues contacted for support where need identified.</li> </ul> <p>Staff to be made aware of;</p> <ul style="list-style-type: none"> <li>- <b>MindEd</b> - a free educational resource from Health Education England on children and young people's mental health</li> <li>- <b>Every Mind Matters</b> includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing.</li> <li>- <b>Bereavement UK</b> and the <b>Childhood Bereavement Network</b> provide information and resources to support bereaved pupils, schools and staff.</li> </ul>		<b>SLT-As required</b>
<b>Pupil Wellbeing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Focused pastoral support in place.</li> <li>- Staff have access to- <u>Returning safe and happy and settled.</u></li> <li>- Regular contact made with pupils' parent/carers who are currently not attending the Academy by SSWs and other support staff.</li> <li>- Safeguarding Policy in place.</li> <li>- Staff report concerns with pupils behaviour via the usual routes, including Safeguarding.</li> <li>- Re-Engagement Days took place over the Summer holiday for Y's 7 – 10. This included the new Y7 intake.</li> <li>- Part of the curriculum for the Autumn term and Spring Term.</li> </ul>	<ul style="list-style-type: none"> <li>- The Academy to contact the agencies who regularly support their pupils with social and emotional support.</li> <li>- Ensure that staff are aware of the <u>healthy child programme</u></li> </ul> <p>Parents and carers to be made aware of the following agencies;</p> <ul style="list-style-type: none"> <li>- <b>MindEd</b> - a free educational resource from Health Education England on children and young people's mental health.</li> <li>- <b>Rise Above</b> is a website co-created and produced by young people.</li> <li>- <b>Every Mind Matters</b> includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing.</li> <li>- Barnardo's <b>See, Hear, Respond</b></li> </ul>		<b>Head teacher</b>  <b>Staff-As required</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
			<p>programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing negative impacts on their health and wellbeing, as well as those at risk of harm; and are not being seen by statutory agencies.</p> <p>- <b>Bereavement UK</b> and the <b>Childhood Bereavement Network</b> provide information and resources to support bereaved pupils, schools and staff.</p>		
<b>20. Building Management</b>					
<b>General cleaning of the school environment</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Carried out where there is an increase in number of staff pupils absent from work</li> <li>A deep clean will be carried out where there are positive cases.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff have received suitable and sufficient training.</li> <li>- A work equipment risk assessment has been completed.</li> </ul> <p>-Ensure testing and inspection is up to date.</p>	<b>L</b>	<b>Head teacher- Immediate</b>
<b>Ventilation</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- <u>DCC</u> and <u>HSE</u> guidance followed</li> <li>Natural ventilation used where possible.</li> </ul>	<ul style="list-style-type: none"> <li>- COSHH risk assessments available on the Extranet.</li> <li>- Review cleaning products in use on a frequent basis,</li> </ul>	<b>L</b>	<b>Head teacher</b>
<b>Control of Substances Hazardous to health (COSHH)</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Cleaning products stored away from pupils in the classroom environment.</li> <li>- Use of hand sanitiser supervised by staff members.</li> <li>- All cleaning products clearly labelled and used as directed.</li> <li>- All disinfectant bottles used by staff are</li> </ul>			<b>Premises Management</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>numbered and entered onto a spreadsheet.</p> <p>-Staff directed to the COSHH assessment in place for the products that they use.</p>			
Site Risk Register	M	-Academy Building checklist completed	- Where need identified Action Plan put in place.		Head teacher / JP
Emergency Situations	H	<ul style="list-style-type: none"> <li>- There is an automatic fire detection system fitted at the Academy which is tested and inspected on at least an annual basis.</li> <li>- In the event of the fire alarm sounding Staff and Pupils are to evacuate the building via the nearest available fire exit. The muster points reflect, and do not conflict with, the bubbles.</li> <li>- Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce congestion and bottle necks.</li> <li>- Re-entering the building is to be staggered.</li> <li>- Staff and pupils are to wash their hands /apply hand sanitiser when they're enter the building.</li> </ul> <p><b>Fire Drills-</b> The DCC Health &amp; Safety Team are advising the following;</p> <ul style="list-style-type: none"> <li>-At present suspend practice fire drill.</li> <li>-During a staff meeting complete a desktop fire drill exercise with staff, telling them about the FRA and emergency plan. Document that you have delivered this, as this counts as training.</li> <li>-Staff to familiarise the pupils with where the fire exits are and to walk their individual classes to their fire assembly point separately, whilst maintaining social distancing measures.</li> <li>-A socially distanced Fire Drill was completed in the Autumn Term.</li> </ul>	<ul style="list-style-type: none"> <li>- Academy Building Checklist to be completed.</li> <li>- Where need identified Personal Emergency Evacuation Plans put in place/reviewed</li> <li>- AHT (Site) should go through the fire emergency procedures as desk top exercise with the staff to ensure that they are familiar with the evacuation procedures.</li> </ul>	L	Premises Manager/ Caretaker SLT/Staff

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<b>Main reception and entrance doors around the Academy.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Clear signage in place prompting Staff/Pupils /Visitors to maintain social distancing measures</li> <li>- Clear signage in place prompting hand washing/use of hand sanitiser.</li> <li>- Hand sanitiser station in place.</li> <li>- Visitors apply hand sanitiser when they enter the Academy building.</li> <li>- Visitors sign in after they have applied hand sanitiser</li> <li>- Main reception area spot cleaned throughout the Academy day.</li> <li>- Tissues located at the main reception area with a lidded waste bin.</li> <li>- Waste bins emptied at the end of the Academy day.</li> <li>- Face coverings <b>must be</b> worn in the Academy building</li> <li>- Signage in place advising the use of facemasks</li> </ul>	<ul style="list-style-type: none"> <li>- Visitors are to be advised not to attend the Academy if at all possible and definitely if unwell or displaying Covid symptoms.</li> <li>- Visitors well being monitored when attending the Academy.</li> <li>- Visitors to be advised that face coverings can be worn at their discretion. Parents to be encouraged to e-mail or speak with staff over the telephone where they have concerns with day to day Academy life.</li> <li>- Face to face meetings with parents are to be booked in advance so that meeting rooms can be set up to ensure social distancing.</li> <li>- Where electronic signing on screens is in use, the screen is to be cleaned after each use.</li> </ul>	<b>L</b>	<b>Head teacher/Staff</b>
<b>Office areas</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- The maximum occupancy of the office areas has been calculated to ensure social distancing.</li> <li>- Signage in place on office doors indicating the maximum occupancy number.</li> <li>- Where possible desks have been placed side by side</li> <li>- View panels located in office doors utilised so that the number of staff located in office spaces can clearly be identified.</li> <li>- The doors of Offices in use can be wedged open when occupied.</li> <li>- Where available, windows are opened whilst the office area is in use.</li> <li>- Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the Academy day.</li> <li>- Staff undertake other activities that allow</li> </ul>	<ul style="list-style-type: none"> <li>- Where waste bins do not have lids place an object over the waste bin to act as a lid.</li> <li>- None office staff encouraged not to access office areas unless essential.</li> </ul>	<b>L</b>	<b>Caretaker/ Premise Manager-On Going.</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>them to leave the office area over the course of the Academy day.</p> <ul style="list-style-type: none"> <li>- Clear desk policy in place in each office area.</li> <li>- Cleaning schedules have been made available to Academies and are available on the <u>Extranet</u>.</li> </ul> <p>The Academy have established an exclusion zone around the Main Office suite to protect staff (01/09/20).</p>			
<b>Toilet Areas/Personal Care changing facilities</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Allocated to identified groups/bubbles of pupils, where possible.</li> <li>- Cleaned following a strict regime.</li> <li>- Waste placed in nappy bins</li> <li>- Waste bins regularly emptied, and waste taken to external bin area.</li> <li>- PPE readily available for personal care.</li> <li>- Sanitary bins located in identified areas and have closed lids. SLA in place.</li> <li>- Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</li> <li>- PPE is only needed in a very small number of cases if e.g. A child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used.</li> </ul>	<ul style="list-style-type: none"> <li>- Where nappy bins are not present waste to be double bagged and placed in lidded bins.</li> </ul>	<b>L</b>	<b>Staff</b>
<b>Meeting Rooms</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Timetabled access only</li> <li>- Locked and secure when not in use</li> <li>- None essential items removed from the meeting rooms.</li> </ul>		<b>L</b>	

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<ul style="list-style-type: none"> <li>- Seating and tables positioned to allow for social distancing.</li> <li>- A plan has been issued identifying staff welfare facilities.</li> <li>- The former King Gym is an allocated meeting room.</li> <li>- Cleaning regime in place following each meeting.</li> <li>- Windows opened to allow natural ventilation.</li> <li>- Mechanical ventilation used.</li> <li>- It is expected that meetings are carried out virtually or off site.</li> <li>- Shorter meetings should be arranged.</li> </ul> <p>Parents' Evenings, Open Evenings etc. will be carried out virtually.</p>			
Catering facilities	M	<ul style="list-style-type: none"> <li>- Kitchen staff are following a strict COVID-19 risk assessment for the kitchen area.</li> <li>- Ventilation switched on whilst kitchen staff are in the kitchen.</li> <li>- Identified number of staff work in the main kitchen area to ensure social distancing.</li> <li>- Staff start times are staggered to ensure social distancing.</li> <li>- Main Kitchen floor space clearly marked to ensure social distancing.</li> <li>- Handwashing and hand sanitiser facilities readily available.</li> <li>- Handwashing posters located in welfare facilities.</li> <li>- Catering staff adhere to <u>hand washing guidelines</u>.</li> <li>- Serving hatches provide a natural social distance from pupils.</li> <li>- When staff are serving, they stand side by side ensuring social distancing can be maintained.</li> <li>- Staff are rotated every 15 minutes when</li> </ul>	<ul style="list-style-type: none"> <li>- Academy Building checklist to be completed.</li> <li>- Catering staff to discuss with the Head teacher what food will be able to be provided to pupils. Menu to be agreed.</li> <li>- Where need identified the number of staff in the kitchen area is to be reduced.</li> <li>- The Kitchen Manager is responsible for completing their own risk assessment to ensure the safety of their staff.</li> </ul>	L	<p><b>Premises Management-As required Head teacher-Immediate</b></p> <p><b>Head teacher</b></p>



Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p>directly serving pupils.</p> <ul style="list-style-type: none"> <li>- Cleaning schedules have been made available to Academies and are available on the <u>Extranet</u>.</li> <li>- Kitchen deliveries made directly to the kitchen area where possible.</li> <li>- Water fountains taken out of use around the Academy site.</li> <li>- None kitchen staff prohibited from entering the main kitchen area.</li> <li>- Kitchen staff only move about the building where need identified for serving pupils.</li> </ul>			
<b>Deliveries to the Academy site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Only essential items are ordered by the Academy.</li> <li>- Identified staff take responsibility for deliveries made to the Academy.</li> <li>- Staff members wash their hands before and after decanting orders and storing them away.</li> <li>- Kitchen deliveries are made directly to the kitchen area.</li> <li>- On decanting products, products are to be wiped down and stored away.</li> <li>- Packaging to be placed in the external bin store.</li> </ul>		<b>L</b>	
<b>Waste Management on the Academy site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- External bin store in place</li> <li>- Contractor SLA in place to remove waste materials from the Academy site.</li> <li>- Waste removed from the Academy building at the end of each day and placed in the designated bin store area.</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing review of refuse collection SLA to ensure that it meets the current needs of the Academy.</li> </ul>	<b>L</b>	<b>Caretaker</b>
<b>External Lettings</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Access only permitted areas outside of Academy hours (starting in September).</li> <li>- Follow the Sports Governing Body guidance (e.g.FA).</li> </ul>	<ul style="list-style-type: none"> <li>- Community Manager (Penny) to meet with community groups to discuss re accessing the building.</li> <li>- Community groups to provide the Academy with a copy of their COVID-19 risk assessment for the activities they wish to undertake in the Academy building.</li> </ul>	<b>L</b>	<b>Head teacher</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<b>21. Build-up of pedestrian traffic/vehicle traffic around the Academy and its local community</b>					
<b>Close contact of adults and children on and outside the Academy site.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>- Pupils reminded not to congregate outside the Academy gates or on the Academy site.</li> <li>- Social distancing measures are in place on the Academy site.</li> <li>- Parents/Carers are continually reminded to safely park around the Academy site.</li> <li>- Pupils movement onto and off the Academy site is supervised by staff.</li> </ul>	<ul style="list-style-type: none"> <li>- Head teacher to remind Parents/Carers not to congregate on the Academy site or around the Academy site.</li> <li>-Where concerns raised by the local community, appropriate action taken.</li> </ul>	<b>L</b>	<b>Head teacher</b>
<b>22. Potential Closure</b>					
<p>The Academy will follow the published four tier response to potential local / national lockdown:</p> <p>Tier 1 Tier 2 Tier 3 Tier 4</p>					

Appendix 1-Guidance Documents from the Health and Safety Executive, Public Health England, The Government and the NHS.

Guidance
<u>Guidance for full opening: Academies</u>
<u>Supporting children and young people with SEND as Academies and colleges prepare for wider opening</u>
<u>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</u>
<u>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u>
<u>Coronavirus (COVID-19): guidance on isolation for residential educational settings</u>
<u>Extranet cleaning schedules</u>

[NHS Test and Trace](#)

[Coronavirus symptoms](#)

[Pregnancy and coronavirus.](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

PE Guidance-[guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroot sport

[Association for Physical Education](#) and the [Youth Sport Trust](#)

[Further and higher education: coronavirus \(COVID-19\)](#)

[Remote education support.](#)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

[CLEAPPS Guidance for subject areas](#)

[Working safely during coronavirus \(COVID-19\): performing arts](#)

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

[HSE guidance on working safely.](#)

[Health and safety guidance on educational visits](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[Staying alert and safe \(social distancing\)](#)

[Extra mental health support for pupils and teachers](#)

### **Health Related Guidance**

The Royal College of Obstetrics and Gynecology (RCOG) has published [occupational health advice for employers and pregnant women](#)

[Face coverings: when to wear one, exemptions, and how to make your own](#)

[COVID-19 - 'shielding' guidance for children and young people](#)

[Understanding Coronavirus test results](#)

[What to do if a child is displaying Covid symptoms](#)

### **Transport Guidance**

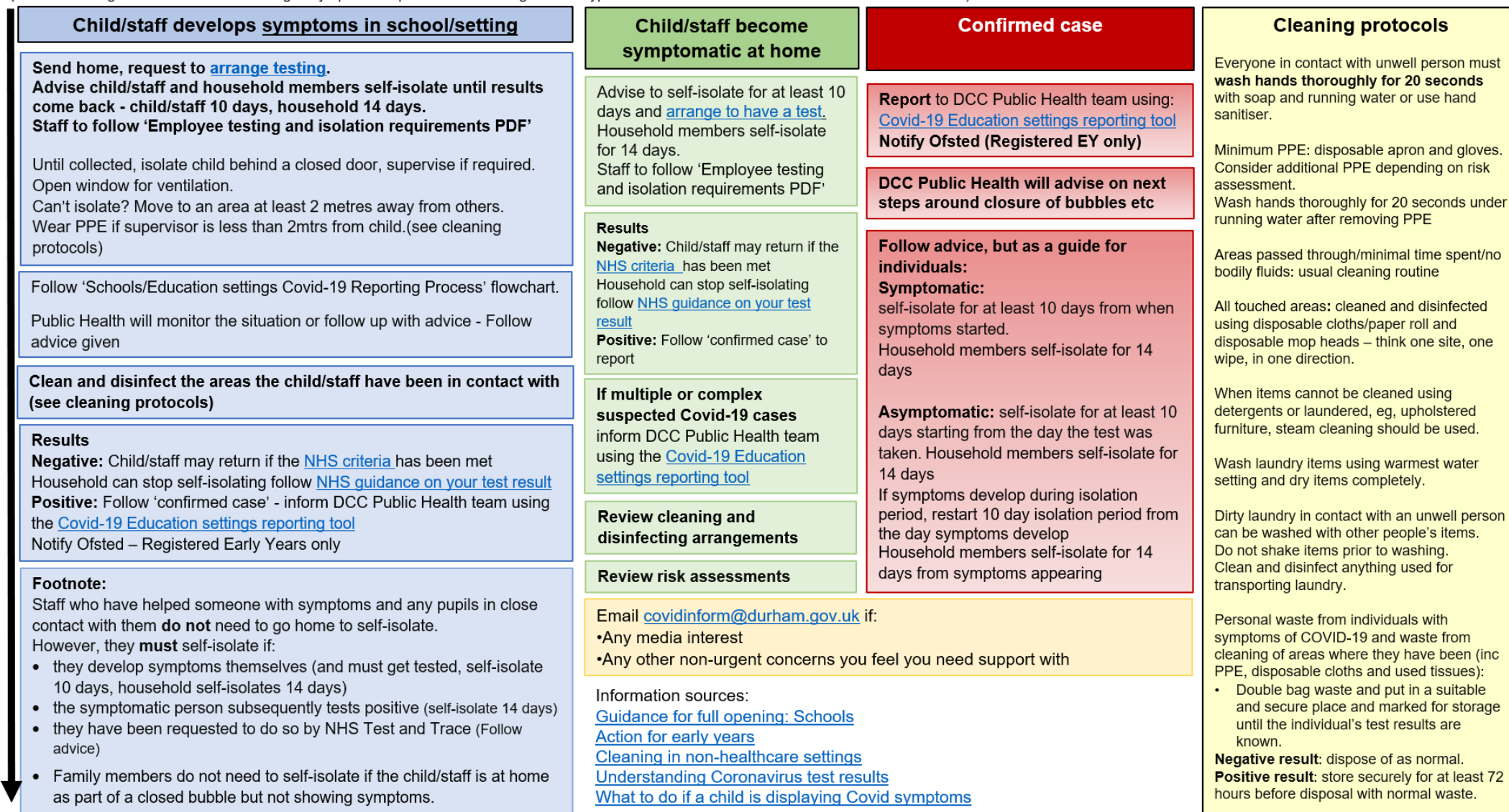
[Car sharing and travelling with people](#)

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**Appendix 1**

## Scenario Flowchart 11.09.20 - Schools must take swift action when they become aware that someone has developed symptoms or has attended and tested positive.

(Please note – guidance documents are regularly updated – please refer to the guidance hyperlinks and information sources for the latest information)



## Schools/Education settings Covid-19 Reporting Process (11/9/2020)

Staff, parents/carers advised to **inform** school/education setting with any Covid-19 symptoms or confirmed cases  
**Symptoms: high temperature, new persistent cough, loss of smell and/or taste**

Any **confirmed**  
Covid-19 cases  
among staff/pupils

Any multiple or complex suspected cases and any that are  
causing you concern

Reports/concerns of increased  
absences among staff/pupils

Any complex/urgent  
Covid-19 related  
concerns

School/education provider to report this here: [Covid-19 Education settings reporting tool](#)

For advice about a **non-urgent** concern or query please email [covidinform@durham.gov.uk](mailto:covidinform@durham.gov.uk)

### LA Actions

DCC will respond to all **confirmed** cases and work closely with the headteacher/relevant lead, supporting with relevant communications

DCC, if required, will escalate any concerns to HPT and request additional local support/action and mobilisation of an Outbreak Control Team (OCT)

The OCT and HPT will continue to support and work with the school prior to de-escalation

#### Glossary

- DCC – Durham County Council
- HPT – Health Protection Team
- LA – Local Authority
- OCT – Outbreak Control Team



## Symptoms develop without contact from NHS Test and Trace or health professional

### POSITIVE RESULT

Employee must isolate for **10 days** from start of symptoms (or from date of test if no symptoms)

Other household members must isolate for **14 days** from when tested individual started isolating

### NEGATIVE RESULT

Employee can stop isolating when:

- Everyone they live with (who has symptoms) tests negative
- Everyone in their support bubble (who has symptoms) tests negative
- They were not told to self-isolate by NHS Test and Trace (see information on next page)
- They feel well

If they have diarrhoea or are being sick, stay at home until 48 hours after they've stopped.

Other household members do not need to isolate

### INCONCLUSIVE RESULT

Employee should get another test as soon as possible.

If they had a test because they had symptoms, they should keep isolating. This must be within 5 days of symptoms starting.

If they do not have another test in time, they must self-isolate for **10 days** from when the symptoms started.

If they did not have symptoms, they do not need to self-isolate while they wait for another test.

If individual **has symptoms**, other household or support bubble members must self-isolate for **14 days** from when the symptoms began.

If individual **does not** have symptoms, household or support bubble members don't need to self-isolate.

## Symptoms developed following contact from NHS Test and Trace or health professional

### POSITIVE RESULT

Employee must continue to isolate for **10 days** from start of symptoms even if this means they're self-isolating for longer than 14 days.

Other household and support bubble members must isolate for **14 days** from when tested individual started showing symptoms.

### NEGATIVE RESULT

Employee should continue to self-isolate for the remainder of the **14 day** period from when they were last in contact with the person who has coronavirus.

Other household and support bubble members can stop isolating if they do not have symptoms.

### INCONCLUSIVE RESULT

Employee should get another test as soon as possible. This must be within 5 days of symptoms starting.

They should continue to self-isolate for the remainder of the **14 day** period from when they were last in contact with the person who has coronavirus.

If individual **has symptoms**, other household or support bubble members must self-isolate for **14 days** from when the symptoms began.

## Appendix 3

Daily Timetable

Session Start Time	9:00-9:30am	9:30-10:00am	10:00-10:30am	10:30-11:00am	11:00-11:30am	11:30-12:00pm	12:00-12:30pm	12:30-1:00pm	1:00-1:30pm	1:30-2:00pm	2:00-2:30pm	2:30-3:00pm	3:00-3:30pm	3:30-4:00pm
Year 7 (171)	P1a	P1b	P2a	P2b	P3a	P3b	P4a	Lunch	P4b	P5a	P5b			
Year 8 (181)			P2a	P2b	P3a	P3b	P4a	Lunch	P4b	P5a	P5b	P1a	P1b	
Year 9 (173)	P1a	P1b	P2a	P2b	P3a	P3b	P4a	P4b	Lunch	P5a	P5b			
Year 10 (155)			P2a	P2b	P3a	P3b	P4a	P4b	Lunch	P5a	P5b	P1a	P1b	
Year 11 (139)		P1a	P2a	P2b	P3a	P3b	Lunch	P4a	P4b	P5a	P5b	P1b	Catch-Up	Catch-Up
Year 12 (80)		P1a	P2a	P2b	P3a	P3b	Lunch	P4a	P4b	P5a	P5b	P1b	Catch-Up	Catch-Up
Year 13 (85)		P1a	P2a	P2b	P3a	P3b	Lunch	P4a	P4b	P5a	P5b	P1b	Catch-Up	Catch-Up

Quad Entrance
Netball Entrance
Reception

3b = 10 Minute Break (at start of 'a' or end of 'b')

H&S Manual	Form	Version	Issue Date	Next Review	Page
JP H&S Policy	Risk Assessment for September Return COVID 19 RA_ (003)	Establishment/ Location	16th July 2020	January 2021	56