

<b>Form no.</b>	Full COVID-19
<b>Date created:</b>	09/07/2020
<b>Area:</b>	COVID-19
<b>Review Date:</b>	Ongoing

<b>Likelihood is assessed as follows:</b>					
	6	6	12	18	24
	5	5	10	15	20
	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		SEVERITY			
		<b>Severity is assessed as follows:</b>			
		4 Catastrophic (death)			
		3 Critical (major injury)			
		2 Marginal (first aid only)			
		1 Negligible			

Risk is calculated by estimating the likelihood of something going wrong and estimating how severe injury (or loss) would be if it happened. Multiplying these two numbers together gives the overall risk rating. Full details are in the risk-assessment guidance note below.  
 Any activities that are outside of these covered below, will be the responsibility of the group leader /senior member of staff

ID Number	What are the hazards?	Who might be harmed and how?	Actions Required	Severity	Likelihood	Sum
01	Spread of Covid-19 Coronavirus	Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<p><b>Hand Washing</b> Academy is to encourage a robust hand hygiene Hand washing facilities with soap and water in place. Stringent hand washing taking place.</p> <p>Drying of hands with disposable paper towels, such as the classroom towel dispenser</p> <p>Gel hand sanitisers in any area where washing facilities not readily available and at academy entrances. Hand sanitiser will be in use throughout the academy so staff must give supervision of hand sanitiser use given for risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly.</p> <p>Employees and Pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems as part of a surveillance programme.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	2	1	2

02	Spread of Covid-19 Coronavirus	Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<p><b>Cleaning</b></p> <p>The academy is to continue with its enhanced cleaning arrangements</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, ICT equipment and reception area using appropriate cleaning products and methods.</p> <p>Line managers to ensure that the necessary procedures are being followed and are to carry out rigorous checks. If any issues arise, the Facilities team are to be contacted immediately. Sanitising packs are to be in each class room and include sanitising spray, disposable paper roll towel, anti bacterial soap and hand sanitiser. These are to be used by the staff to keep their self-sufficient zones(Micro bubbles) clean and sanitised during the school day. This is to include all equipment used so that it is ready for the next days use.</p> <p>The facilities staff will clean the toilets that are outside classrooms and outside classroom frequently touched areas (hand rails/door handles) at regular intervals and will keep stock checks to ensure that classroom sanitising equipment levels are maintained. . This will included teaching staff sanitising tables during pupil break times and Vertas staff sanitising class room tables during the lunchtime break. All sanitising systems will be discussed and communicated to all staff by the SLT</p> <p>Intervention and phonics groups will be taken in rooms other than the pupils normal bubbles, these rooms will be cleaned after each groups session by the members of staff taking these groups. This will ensure the rooms are sanitised for the following group. They will be cleaned and sanitised by the external cleaning company at the end of the day ready for the next days first group.</p> <p>The External cleaning company will clean every day after the Academy hours have finished to the government recommended standard so the Academy will be sanitised and ready for the following days use.</p>	2	1	2
03	Spread of Covid-19 Coronavirus	Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<p><b>Social Distancing</b></p> <p>Social Distancing -Reducing the number of persons in any area to comply with the guidelines recommended by the government.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Taking steps to review work schedules including start &amp; finish times to reduce the number of workers in a single area at any one time. Also relocating workers to other tasks if necessary.</p> <p>Coloured zone maps including outdoor areas to assist in adhering to the pupils socially distanced bubbles to ensure there is no pupil to pupil contact outside of their bubbles.</p> <p>Classroom layouts are to be put into place to maximise social distancing and are not to be changed unless agreed by a member of the SLT.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings wherever possible.</p> <p>Ensuring sufficient and safe breaks for staff.</p> <p>Social distancing also to be adhered to in break areas.</p> <p>Staff and Pupils to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Posters are to be placed around the building as reminders. Staff and pupils are to be given and then kept to a self-sufficient zone group (Bubbles/Micro Bubbles) and not move between or integrate with other groups during the entire academy day including all break times.</p> <p>Staff are to keep to social distancing measure within their self-sufficient zone groups but are allowed to operate across different classes and year groups if necessary in order to facilitate the delivery of the academy timetable.</p> <p>Walkways are to be marked internally and externally with arrows and crosses/boxes to show traffic flow patterns and social distancing measures, the majority of walkways will be one way but in the event of this not being possible please abide by social distancing measures and allow rite of passage to the first persons in the walkway.</p> <p>Senior Leadership to review and ensure that staffing is kept to the correct level for the safety of staff and pupils and the complete safety of the day to day running of the Academy and each self-sufficient zone. Government guidelines will be referred and adhered to.</p> <p>Social distancing measures are to be adhered to at all times</p>	2	1	2

04		Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<p><b>Prevention</b></p> <p>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 school.</p> <p>2) Where recommended, use of face coverings in schools.</p> <p>3) Clean hands thoroughly more often than usual.</p> <p>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p> <p>6) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>7) Where necessary, wear appropriate personal protective equipment (PPE).          Numbers 1 to 5 must be in place in the academy at all the time.          Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.          Number 7 applies in specific circumstances.</p> <p>Response to any infection</p> <p>8) Engage with the NHS Test and Trace process.</p> <p>9) Manage confirmed cases of coronavirus (COVID-19) amongst the academy's community.</p> <p>10) Contain any outbreak by following local health protection team advice.          Numbers 8 to 10 must be followed in every case where they are relevant.</p>	1	1	1
05	Spread of Covid-19 Coronavirus	Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<p><b>Wearing of Gloves/PPE</b></p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> <p>An adequate supply of gloves will be provided. Staff will be instructed to dispose of the gloves safely and wash or sanitise their hands after use.</p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p>Gloves are to be supplied to each self-sufficient zone and the break area. Facilities will keep stock checks to ensure levels are maintained.          Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	1	1	1

06	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b><u>Wearing of Masks</u></b> Where Face Masks are a requirement for risks associated with the work undertaken, the following guidelines will be referenced. Pupils are allowed to wear face masks but these will be due to request of parents/guardians and supplied by the parents/guardians of the pupils. The pupils will need to be able to put on and remove the mask independently to adhere to social distancing measures. Staff will wear face masks/visors for work appropriate tasks i.e. Nursery/Reception nappy changing. These will be supplied by the Academy. The government is not recommending universal use of face coverings in all schools. Primary school children will not need to wear a face covering. In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	1	1	1
07	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b><u>Minimise contact between individuals and maintain social distancing</u></b> Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts and the academy must consider this. The academy will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This will be achieved through keeping groups separate (in 'bubbles') and through maintaining the distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on: • children's ability to distance • the lay out of the school • the feasibility of keeping distinct groups separate while offering a broad curriculum It is likely that for younger children the emphasis will be on separating groups and for older children, it will be on distancing. For children consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. <b><u>Measures within the classroom</u></b> - Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with our younger children, but if staff can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. The academy should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. <b><u>Measures elsewhere</u></b> - Bubbles should be kept apart, meaning the academy should avoid large gatherings such as assemblies. Movement around the academy kept to a minimum. Pupils movement around the academy is to be recorded by the teacher with name, date, time and area visited. This can be recorded on paper or electronic copy and kept by the teacher for 21 days. While passing briefly in the corridor or playground is low risk, we should avoid creating busy corridors, entrances and exits. The academy has staggered the start and finish times, break times and lunch times to assist in this. The Academy's shared staff spaces are set up to help staff distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day, they should also be supported to maintain distance and not touch staff where possible. Again the staggered breaks are to assist in this</p>	1	1	1

08	Spread of Covid-19 Coronavirus	Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<p><b><u>Staff operating between bubbles</u></b></p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the academy timetable. . Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers can still work across groups if that is needed to enable a full educational offer.</p> <p><b><u>Bubbles sizing</u></b></p> <p>The academy will assess the circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the academy, we shall look to implement year group sized 'bubbles'. Whatever the size of the bubble, they should be kept apart from other bubbles where possible. The academy's younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <p>Where the use of smaller bubbles restricts the normal operation of the academy and presents both educational and logistical challenges, including the cleaning and use of shared spaces such as playgrounds, dining halls, toilets, and the provision of specialist teaching this will then be reviewed by the SLT in October. Maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, the academy may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p>	1	1	1
09	Spread of Covid-19 Coronavirus	Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<p><b><u>Visiting teachers i.e. Music teachers.</u></b></p> <p>Visiting Teachers such as external music teachers will be reviewed by SLT in October.          Upon this review the SLT will ascertain what measures will be required for these lessons to begin.          Measure will include- social distancing, sanitising of rooms and equipment, PPE and the registering of the victors involved</p>	1	1	1



10	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature in the Academy they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff, public or pupil has developed Covid-19 and were recently on our premises, or had contact with any persons on the premises (including where a member of staff has visited other work place premises or a domestic premises), the Senior Leadership team will identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a> In the event of staff or pupils becoming unwell with the symptoms of COVID-19 the office is to be contacted by phone or email to say they are coming. They are then to be escorted, where feasible by an adult, to the front office reception first aid room keeping to social distancing measures, made comfortable and viewed through the office internal window whilst in isolation. If the person, staff or pupil needs to use the bathroom they will use the designated disabled toilet in Little Mariners front entrance foyer. Access to the designated toilet is to be made by collecting the key from the front office and entering via Little Mariners front foyer external door. If staff contact needs to be made within social distancing measures PPE will be supplied in the first aid rooms (gloves, face shield and masks). After contact has been made please ensure you wash your hands thoroughly using the 20 seconds method. If there is more than one case the secondary first aid station will be the first aid area in the disabled toilet off of the main hall. The patient will then be observed through the door at social distancing guideline. A pupil will have their parent/guardian contacted and kept in isolation with constant viewing until they are collected under social distancing guidelines. A staff member, if it is deemed safe to do so can be allowed to leave the premises immediately and return home to follow government isolation guidelines. If not a nominated person can be called to collect under social distancing measures or in the worst case scenario an ambulance will be called. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. External communications are to be conveyed by senior leadership Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. The academy understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. the academy will ensure that staff members and parents/carers understand that they will need to be ready and willing to:  <ul style="list-style-type: none"> <li>• book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. 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</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>• self-isolate 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>                     The academy will engage fully with the NHS test and trace process</p>	2	2	4
11	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b>Process for reporting positive confirmed cases of coronavirus (COVID-19) in your setting</b> A dedicated advice service for nurseries and schools will assist with a confirmed case of coronavirus (COVID-19) in our academy's setting (i.e. a pupil or staff member testing positive). This service can be reached by calling the DfE's coronavirus helpline number on 0800 046 8687, and selecting option 1. This option will take you through to the dedicated team of advisors who will inform the academy of what action is needed based on the latest public health advice. They will work through a risk assessment with the academy to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during this call. The lines are open from Monday to Friday 8am to 6pm and 10am to 4pm on Saturdays and Sundays.</p>	1	1	2

12	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b><u>Mental Health</u></b></p> <p>- Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can. Our SEN team are available for advice and support Regular communication of mental health information and open door policy for those who need additional support.</p>	2	2	4
13	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b><u>Deliveries to Site</u></b></p> <p>Companies that deliver to the Academy will be reminded of social distancing measures upon ordering and before entering the site. Wherever possible deliveries will be made during the times that staff and pupils are in their bubbles</p>	1	1	1

14	Spread of Covid-19 Coronavirus	Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<p><b><u>Equipment Resources and Outdoor play areas</u></b></p> <p>Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because the prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p>Outdoor areas will be floor marked in self-sufficient zones and will be visible on the colour coded map. These are to be adhered due to the importance of no pupil to pupil contact outside of their allocated bubbles.</p>	1	1	1
15	Spread of Covid-19 Coronavirus	Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<p><b><u>Air Conditioning unit and Natural ventilation</u></b></p> <p>Air conditioning is now allowed to be used but wherever possible natural ventilation is preferred.  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p>	1	1	1



16	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b><u>Self-sufficient zone social distancing</u></b></p> <p>All designated self-sufficient zones (Bubbles/Micro Bubbles) that are given to the staff are to be adhered to using social distancing measures.</p> <p>Social Distancing -Reducing the number of persons in any area to comply with the guidelines recommended by the Public Health Agency and the government.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	2	2	4
17	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b><u>Staff and pupil movement between rooms</u></b></p> <p>Movement between rooms is to be kept to a minimum. All movement will be in conjunction with floor markings and social distancing measures. Teaching and other staff can move and operate across different classrooms and year groups to facilitate the delivery of the school timetable and cleaning schedule but this is to be kept to a minimum to reduce the chance of any transmission.</p> <p>Pupils that are sent out of the classroom throughout the day for following reasons, errands to the office/ICT, for First aid or illness and help me cards then the teaching staff will record the pupils name, date, time and area they were to go to. this will then be kept for 21 days minimum. This can be recorded on paper or electronically and is to be kept by the teacher for track and trace purposes. Prior to the pupil being sent and wherever possible an email or phone call is to be made to the place that the pupil will be going to to inform them of their arrival.</p> <p>Pupils are to be kept within their own bubbles at all times as pupil to pupil contact is not permitted outside of their bubbles.</p>	1	1	1

18	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b><u>Parent meetings</u></b></p> <p>At present meeting face to face with a parent within the academy building is not best practice.</p> <p>Having looked into the safest way for us and the parents to have necessary meetings the following applies.</p> <ul style="list-style-type: none"> <li>• No parents are to be allowed onto the academy site without prior arrangement and only if completely necessary.</li> <li>• Due to social distancing guidelines the first contact should always be over the phone.</li> <li>• If it is necessary for the parent to visit for a face to face meeting this should be arranged with SLT before confirmation to the parent.</li> <li>• Once the SLT have agreed to this meeting the teacher should arrange for chairs to be laid out using social distancing measures with the site team on the outdoor stage area by GBlock (Nursery and Yr1 Classrooms).</li> <li>• All face to face meetings must be held after the pupils have left (3.40pm onwards)</li> <li>• The teacher holding the meeting will collect the parent from Brook gate 2 and then escort them back out of brook gate 2 once finished. The gate must always be shut and locked behind you on entry and exit.</li> <li>• The teacher should register this meeting (paper or electronic) with the date, time, attendees and a contact telephone number. This is for track and trace purposes and should be saved by the teacher for 21 days minimum.</li> <li>• When the meeting is over the site team will sanitise and remove the chairs.</li> </ul>	1	1	1
19	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b><u>Lunchtime eating</u></b></p> <p>Lunches are to be eaten in the self-sufficient zones (Bubbles/Micro Bubbles) allocated space. The lunches will be the pupils own lunch or an Academy provided lunch depending on circumstances. The Academy provided lunches will be delivered to the self sufficient zones allocated prior to the zones lunchtime.</p> <p>The SLT will confirm each self-sufficient zones allocated lunch space and this must be adhered to.</p> <p>Staff room areas are the following : Staff room, PPA room (old Octopus), Courtyard (between the main hall and the Finance office), Library garden (AstroTurf area at the front) and the Seaside cottage (Yr1 staff only)</p>	1	1	1

20	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b><u>Toilet use and cleaning</u></b></p> <p>Where toilets are inside the classrooms(Micro Bubbles) they are to be used using social distancing measures. Where a pupil has to leave the classroom to go to the designated toilet they are to follow social distancing measures and the floor markings in those zones. Cleaning will take place at regular intervals during break times and after school hours. Staff toilets are marked with zone coloured labels. As the staff toilets are cleaned throughout the day the staff can use any staff toilet but where possible please keep to the toilet in your section to minimise travelling throughout the building.</p>	2	1	2
21	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b><u>Staff break areas</u></b></p> <p>The staff welfare areas will be set up to comply with social distancing measures and should not be rearranged. Disposable gloves are to be provided and used whilst making refreshments and sanitiser/disposable paper towel will be provided for staff to wipe any surfaces that have been touched. please dispose of the paper towel in the bins provided.</p> <p>Staff welfare areas are the following : Staff room, PPA room (old Octopus), Courtyard (between the main hall and the Finance office), Library garden (AstroTurf area at the front) and the Seaside cottage (Yr1 staff only).</p> <p>Staff may also take their break in their classrooms.</p> <p>if the staff are taking their breaks outside of the staffroom an enclosed drinks vessel must be used.</p>	2	1	2

22	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b>Contractors</b></p> <p>Where it is necessary to bring in any outside contractors, the social distancing measures and walkway traffic measures are to be adhered to at all times. Wherever possible work is to be completed out of hours and areas are to be sanitised after the contractors have completed their works and left the building. The academy will have discussions with key contractors about the control measures and ways of working i.e. wearing of face masks when inside the building. The academy will ensure guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p>	1	1	1
23	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b>Extended school services</b></p> <p>Until further notice, all extended Academy services and clubs are to be cancelled. When these services are to be up and running the Senior Leadership Team will communicate internally and externally. A separate risk assessment will be completed to run alongside the Academy's COVID-19 RA. This will be reviewed in October by the SLT</p>	1	1	1

24	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b>Transport/Minibus</b></p> <p>The use of the academy minibus will be reviewed in October. When in use the minibus will be under the academy's social distancing and hygiene guidelines i.e. additional cleaning, organised entry and exit, on board ventilation and hand hygiene.</p>	1	1	1																																																																																																																																																						
25	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p><b>Parents drop off and pick up social distancing</b></p> <p>Drop off and collect points will be communicated internally and externally by the Senior Leadership Team. These communications will include what entrance/exit gates are to be by whom and at what times. The timetable will be communicated to staff and parent/guardians alike.</p> <table border="1" data-bbox="1142 1045 1760 1654"> <thead> <tr> <th>Class</th> <th>Entrance via</th> <th>Arrival window opens</th> <th>Arrival window closes</th> <th>Depart window opens</th> <th>Depart window closes</th> </tr> </thead> <tbody> <tr><td>R Jellyfish</td><td>Brook gate</td><td>08:30</td><td>08:40</td><td>14:50</td><td>14:55</td></tr> <tr><td>R Starfish</td><td>Brook gate</td><td>08:30</td><td>08:40</td><td>14:50</td><td>14:55</td></tr> <tr><td>Year 1 Albatross</td><td>Brook gate</td><td>08:45</td><td>08:50</td><td>15:05</td><td>15:15</td></tr> <tr><td>Year 4 Stingray</td><td>brook gate</td><td>08:55</td><td>09:00</td><td>15:15</td><td>15:20</td></tr> <tr><td>Year 5 Victoria</td><td>brook gate</td><td>09:00</td><td>09:05</td><td>15:20</td><td>15:25</td></tr> <tr><td>Nursery am</td><td>Brook gate</td><td>08:50</td><td>08:55</td><td>11:50</td><td>11:55</td></tr> <tr><td>Nursery pm</td><td>Brook gate</td><td>12:35</td><td>12:40</td><td>15:35</td><td>15:40</td></tr> <tr><td>Year 3 Dune</td><td>brook gate 2</td><td>08:50</td><td>08:55</td><td>15:10</td><td>15:15</td></tr> <tr><td>Year 5 Billet</td><td>Brook gate 2</td><td>09:00</td><td>09:05</td><td>15:20</td><td>15:25</td></tr> <tr><td>Year 1 Puffin</td><td>Main gate</td><td>08:45</td><td>08:50</td><td>15:05</td><td>15:10</td></tr> <tr><td>Year 2 Lobster</td><td>Main gate</td><td>08:30</td><td>08:40</td><td>14:50</td><td>14:55</td></tr> <tr><td>Year 2 Shrimp</td><td>Main gate</td><td>08:30</td><td>08:40</td><td>14:50</td><td>14:55</td></tr> <tr><td>Year 3 Coral</td><td>main gate</td><td>08:50</td><td>08:55</td><td>15:10</td><td>15:15</td></tr> <tr><td>Year 4 White shark</td><td>main gate</td><td>08:55</td><td>09:00</td><td>15:15</td><td>15:20</td></tr> <tr><td>Year 5 Bell Wharf</td><td>Main gate</td><td>09:00</td><td>09:05</td><td>15:20</td><td>15:25</td></tr> <tr><td>Year 1 Seagull</td><td>Side gate</td><td>08:45</td><td>08:50</td><td>15:05</td><td>15:10</td></tr> <tr><td>Year 3 Seashell</td><td>Side gate</td><td>08:50</td><td>08:55</td><td>15:10</td><td>15:15</td></tr> <tr><td>Year 4 Swordfish</td><td>Side gate</td><td>08:55</td><td>09:00</td><td>15:15</td><td>15:20</td></tr> <tr><td>Year 5 Strand</td><td>Side gate</td><td>09:00</td><td>09:05</td><td>15:20</td><td>15:25</td></tr> <tr><td>Year 6 Bembridge</td><td>Side gate</td><td>08:30</td><td>08:35</td><td>14:50</td><td>14:55</td></tr> <tr><td>Year 6 Endeavour</td><td>Side gate</td><td>08:35</td><td>08:40</td><td>14:55</td><td>15:00</td></tr> <tr><td>Year 6 Mayflower</td><td>Side gate</td><td>08:30</td><td>08:35</td><td>14:50</td><td>14:55</td></tr> <tr><td>Year 6 Wilton</td><td>Side gate</td><td>08:35</td><td>08:40</td><td>14:55</td><td>15:00</td></tr> <tr><td>Nursery day</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Class	Entrance via	Arrival window opens	Arrival window closes	Depart window opens	Depart window closes	R Jellyfish	Brook gate	08:30	08:40	14:50	14:55	R Starfish	Brook gate	08:30	08:40	14:50	14:55	Year 1 Albatross	Brook gate	08:45	08:50	15:05	15:15	Year 4 Stingray	brook gate	08:55	09:00	15:15	15:20	Year 5 Victoria	brook gate	09:00	09:05	15:20	15:25	Nursery am	Brook gate	08:50	08:55	11:50	11:55	Nursery pm	Brook gate	12:35	12:40	15:35	15:40	Year 3 Dune	brook gate 2	08:50	08:55	15:10	15:15	Year 5 Billet	Brook gate 2	09:00	09:05	15:20	15:25	Year 1 Puffin	Main gate	08:45	08:50	15:05	15:10	Year 2 Lobster	Main gate	08:30	08:40	14:50	14:55	Year 2 Shrimp	Main gate	08:30	08:40	14:50	14:55	Year 3 Coral	main gate	08:50	08:55	15:10	15:15	Year 4 White shark	main gate	08:55	09:00	15:15	15:20	Year 5 Bell Wharf	Main gate	09:00	09:05	15:20	15:25	Year 1 Seagull	Side gate	08:45	08:50	15:05	15:10	Year 3 Seashell	Side gate	08:50	08:55	15:10	15:15	Year 4 Swordfish	Side gate	08:55	09:00	15:15	15:20	Year 5 Strand	Side gate	09:00	09:05	15:20	15:25	Year 6 Bembridge	Side gate	08:30	08:35	14:50	14:55	Year 6 Endeavour	Side gate	08:35	08:40	14:55	15:00	Year 6 Mayflower	Side gate	08:30	08:35	14:50	14:55	Year 6 Wilton	Side gate	08:35	08:40	14:55	15:00	Nursery day						1	2	2
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26	Spread of Covid-19 Coronavirus	Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<p><b><u>Equipment use and sterilising</u></b></p> <p>Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly using the spray sanitiser and the disposable paper towel provided. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles usage, 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. Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	2	2	4
27	Spread of Covid-19 Coronavirus	Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<p><b><u>Hand sanitising on entering the Academy</u></b></p> <p>When entering the Academy all staff will sanitise their hands. When re-entering your self-sufficient zone, for example from break times, staff will sanitise or wash your own hands and remind pupils to do so. Hand Sanitiser and Anti-Bacterial soap will be provided.</p>	2	2	4



28	Spread of Covid-19 Coronavirus	Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<p><b><u>Fire Alarm and Evacuation procedure</u></b></p> <p>The Fire Policy will be updated and guidance shared with staff</p> <p>Upon hearing the Fire Alarm, Staff will leave their self-sufficient zone via the external classroom/office exit. If this exit is not available, via the safest available fire exit. They will be given guidance to remain calm and try to exit using as close to possible social distancing measures.</p> <p>The Assembly point during re-integration will be the edge of the playground lining up onto the field. Please line up using social distancing.</p> <p>Due to the reduced number of pupils in attendance, the classroom teacher will become the Fire Marshal for the pupils in their care. This will mean the staff member will register their pupils and making sure all are with them when reaching the assembly point. As the movement around the Academy is limited during this re-integration, the pupils should be in classroom and be easily accounted for. If any pupils are unaccounted for they would be immediately reported to the Senior Leadership in their zone once you have registered the pupils at the assembly point. The Senior Leadership Team can then relay this message to the member of Facilities staff (usually J.Bobin) in attendance who will then search or arrange a search if safe to do so. As per normal procedure, once it is safe to re-enter the building the Senior Leadership Team will inform you.</p> <p>Office and other support staff will perform their usual duties then get to the assembly point and report to the Senior leadership team. Any absentees are then to be reported to the Facilities staff member in attendance (usually J.Bobin) who will in turn arranged a search if safe to do so.</p> <p>S.Clark will perform his usual duties as will P.Pridham at the front of the Academy with the Fire Brigade and Zone searches.</p>	1	2	2
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Please refer to the following links for guidance:  
 Home (<https://www.gov.uk/>)

Preparing for the wider opening of schools from 1 September 2020  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Coronavirus (COVID-19) implement protective measures in education and childcare settings  
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Department for Education  
<https://www.gov.uk/government/organisations/department-for-education>

**Risk Assessment Guidance Note**  
**Actions to be taken**

Risk Rating	Actions to be taken
1 to 2	No action is needed and no documentary records need to be kept other than a record of the assessment and the outcome.
3 to 5	No further controls are needed. Consideration may be given to a more cost-effective solution or improvement that does not mean more cost. Monitoring is needed to make sure that the current controls are maintained. (Review the risk assessment within two years).
6 to 10	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Measures to reduce risk should be put into practice within a set time period. Where the danger is associated with catastrophic results, further assessment may be necessary to identify more exactly the likelihood of harm as a basis for deciding whether improved control measures are needed. (Review within one year or as shown in the action plan).

<b>11 to 14</b>	Work cannot be started until the risk has been reduced. Considerable resources may have to be set aside to reduce the risk. If the risk involves work in progress.
<b>15 to 24</b>	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the danger, even with unlimited resources, work must not continue.