

<b>Form no.</b>	Full COVID-19
<b>Date created:</b>	09/07/2020
<b>Area:</b>	COVID-19
<b>Review Date:</b>	Ongoing Last review 13/1/2021

Likelihood is assessed as follows:					
	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 No.	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	Hand Washing Academy is to encourage a robust hand hygiene Hand washing facilities with soap and water in place. Stringent hand washing taking place. 70% and above alcohol gel hand sanitiser being used. Drying of hands with disposable paper towels, such as the classroom towel dispenser Gel hand sanitisers in any area where washing facilities not readily available and at academy entrances. Hand sanitiser will be in use throughout the day as part of the hand washing routine. The academy staff must give supervision of hand sanitiser use given the risks around ingestion/sensitive areas such as eyes being touched. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Employees and children 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. Teaching staff/SLT are to remind pupils of the importance of hand washing using socially distanced assemblies, songs and regular reminders including Handy Andy. Encourage staff to report any problems as part of a surveillance programme. 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> <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>	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	<u>Cleaning</u> The academy is to continue with its enhanced cleaning arrangements 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. 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. 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 sanitising class room tables during the lunchtime break. All sanitising systems will be discussed and communicated to all staff by the SLT.  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.	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><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any area to comply with the guidelines recommended by the government. 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. 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. <b>(See sheet below for image of Map)</b> 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. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings wherever possible. Ensuring sufficient and safe breaks for staff. Social distancing also to be adhered to in break areas. <i>Wherever possible 2m is the social distance to be adhered to for staff to staff contact and staff to pupils contact</i> . if 2m is not possible then please keep contact to a minimum or use another means for the contact. 15 minutes is the stated time for contact but this is accumulative throughout the day, for example a 5 minute visit in the morning and and 10 minute visit in the afternoon to the same person is the 15minutes accumulated for the day. 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. 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 only on the guidance from the SLT. 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. Senior Leadership to review and ensure that staffing is kept to the correct ratio 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. Social distancing measures are to be adhered to at all times. Minimise movement around the academy, is this movement really necessary, think about other means of communication that could be used instead - email, teams or telephone. reducing our movements reduces the risk of transmission.</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><u>Prevention</u> 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. 2) Where recommended, use of face coverings in schools. 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. 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. Response to any infection 8) Engage with the NHS Test and Trace process. 9) Manage confirmed cases of coronavirus (COVID-19) amongst the academy's community. 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><u>Wearing of Gloves/PPE</u> 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:  <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> 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. 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. 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	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><u>Wearing of Masks</u></p> <p>Where Face Masks are a requirement for risks associated with the work undertaken, the following guidelines will be referenced.</p> <p>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.</p> <p>Staff will wear face masks and visors for work appropriate tasks i.e. Nursery/Reception nappy changing. These will be supplied by the Academy.</p> <p>Primary school children will not need to wear a face covering.</p> <p>We will ask staff and visitors to wear face masks unless they are exempt whilst the lockdown is in place.</p> <p>When the staff are in any communal area of the academy such as corridors, kitchens, staff welfare areas and the hall space a face mask must be worn at all times. If you are visiting any room apart from your own (not for teaching and only for vital reasons) a face mask must be worn</p> <p>Whilst in face to face meeting environments where staff members will be in contact with each other a face mask must be worn.</p> <p>Any meetings with visitors that are face to face the staff member must wear a face mask.</p> <p>The academy is running the @school gate campaign and face masks are to be worn by staff member and parents on pick up and drop off.</p> <p>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 when teaching will not be necessary in the classroom even where the 2m social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.</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>	1	1	1
07	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><u>Minimise contact between individuals and maintain social distancing</u></p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• children's ability to distance</li> <li>• the lay out of the school</li> <li>• the feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> <p>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.</p> <p><u>Measures within the classroom</u> - 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 2 metres 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.</p> <p>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.</p> <p><u>Measures elsewhere</u> - 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'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 a distance of 2m and not touch other staff where possible.</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><u>Staff operating between bubbles</u></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 and pupils. 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><u>Bubbles sizing</u></p> <p>The academy will assess the circumstances and during this lockdown wherever possible the bubble group sizes will be as small as possible. Whatever the size of the bubble, they should be kept apart from other bubbles. 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>Maintaining consistent groups remains important as is the social distancing measures of 2m and the wearing of face masks. The academy may need to change the emphasis on bubbles within their system of controls and increase the size of these groups and this will be decided and communicated by the SLT.</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><u>Clinically extremely vulnerable children and staff (CEV), Clinically vulnerable staff and pregnant staff.</u></p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p> <p>Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace.</p> <p>Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance.</p> <p>Staff who are clinically vulnerable Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the measures in this risk assessment to minimise the risks of transmission.</p> <p>Staff who are pregnant As per national restrictions, staff should work at home where possible. If home working is not possible, pregnant staff and their employers should follow the advice in the Coronavirus (COVID-19): advice for pregnant employees</p>	1	1	2
10	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><u>Symptoms of Covid-19 (See DA COVID Notification Process)</u></p> <p>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.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>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></p> <p>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.</p> <p>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.</p> <p>A pupil will have their parent/guardian contacted and kept in isolation with constant viewing until they are collected under social distancing guidelines.</p> <p>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.</p> <p>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.</p> <p>External communications are to be conveyed by senior leadership</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>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:</p> <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> <p>The academy will engage fully with the NHS test and trace process</p>	2	2	4
11	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><u>Response to any infection (See DA COVID Notification Process)</u></p> <p>Self isolation of member of staff of child. Deep clean desks and classes where child or staff member has worked at. Class cleaned to government guidelines. Contact CEO of Academy who will engage with the NHS Test and Trace process</p> <p>The Academy understands the NHS Test and Trace process. The Academy by sharing this RA ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <p>Book a test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. 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 if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</p> <p>Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <p>Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>The Academy will ask parents and staff to inform them immediately of the results of a test and follow this guidance.</p> <p>If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.</p> <p>If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if 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. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days.</p>	1	1	2

12	Spread of Covid-19 Coronavirus	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><u>Process for reporting positive confirmed cases of coronavirus (COVID-19) in your setting (See DA COVID Notification Process)</u></p> <p>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
13	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><u>Mental Health</u></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. Staff surveys are to be sent out to monitor staff wellbeing</p>	2	2	4
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><u>Deliveries to Site</u></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
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><u>Equipment Resources and Outdoor play areas</u></p> <p>Equipment and resources are integral to education in schools 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. 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. 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

16	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>Keeping occupied spaces well ventilated</b></p> <p>The Academy wherever possible will keep occupied spaces well ventilated and maintain a comfortable teaching environment.</p> <p>The academy will achieve by a variety of measures including:</p> <p>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. Opening high level windows in preference to low level to reduce draughts</p> <p>Natural ventilation – if necessary external opening doors may also be used (where safe to do so). if these are fire doors the academy agrees that these can be opened throughout the day but when the area is not in use and at the end of the day these fire doors will be shut upon the academy's evening lock up.</p> <p>Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</p> <p>The academy will balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <p>The academy will be flexible in additional, suitable indoor clothing to be worn. Increased ventilation may make the academy buildings cooler than usual over the winter months. While the academy will want to maintain the benefits of their uniform, we will be allowing additional, suitable items of clothing to be worn during the winter period in addition to the current uniform. If it is deemed necessary, the pupils will be allowed to wear additional items of clothing e.g. jumper/cardigan, jacket/coat and a suitable hat.</p> <p>Wherever possible rearranging furniture to avoid direct drafts. This cannot affect social distancing layouts.</p> <p>The academy's heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>Air conditioning is allowed to be used but wherever possible natural ventilation is preferred. Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. <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
16.1	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>School Performance and Provision Services position statement provided by Dr Bharat Pankhania on behalf of Southend-on-Sea Borough Council</p> <p>The importance of Good Ventilation in our Schools</p> <p>Coronavirus is spread through the air by droplets and smaller particles (known as aerosols) that are exhaled from the nose and mouth of an infected person as they breathe, speak or cough. Evidence tells us that the majority of virus transmissions happen indoors, as being indoors, with no ventilation enables the particles to remain suspended in the air for hours and build up over time so increasing risk of contact.</p> <p>Coronavirus transmission is most likely when a room does not have a regular refresh of fresh air, and where people are generating large amounts of aerosol through activities such as singing and loud speech. In order to combat this it is necessary that classrooms/communal spaces are ventilated with fresh air from outdoors rather than just recirculating air, which just means the aerosols containing the virus move around the same room rather than being extracted and also being diluted by the new intake of air from outdoors. It is very important to ensure schools are well ventilated and a comfortable teaching environment is maintained, we appreciate this is not an easy ask in the winter months.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</li> <li>• Opening internal doors can also assist with creating a throughput of air, (as long as they are not fire doors and where safe to do so)</li> </ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> <li>• opening high level windows in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing. For more information</li> <li>• rearranging furniture where possible to avoid direct draughts</li> <li>• A simple formula of every 2 hours open the windows / doors wide and fully for ten minutes will be a good measure to adopt.</li> </ul>	2	2	4
17	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>Self-sufficient zone social distancing</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 of 2m.</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. <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

18	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	<u>Staff and pupil movement between rooms</u> 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. 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 should be recorded on the Track and Trace register forms 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 inform them of their arrival. Pupils are to be kept within their own bubbles at all times as pupil to pupil contact is not permitted outside of their bubbles.	1	1	1
19	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	<u>Parent meetings</u> At present, if a face to face meeting with a parent has to be arranged it would only be possible with the assistance and agreement of the SLT.  All other forms of communication must be explored fully before any face to face meeting is agreed.	1	1	1
20	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	<u>Lunchtime eating</u> 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 SLT will confirm each self-sufficient zones allocated lunch space and this must be adhered to. Staff room/Welfare areas are the following : Staff room, PPA room and Gblock meeting room kitchen. 2m social distancing is to be adhered to whilst in these areas	1	1	1
23	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	<u>Toilet use and cleaning</u> Where toilets are inside the classrooms(Micro Bubbles) they are to be used whilst 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 and are in the self-sufficient/welfare area that has been allocated to you by the SLT. Staff are to use the toilet in their self sufficient/welfare area to minimise travelling throughout the building.	2	1	2
24	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	<u>Staff break areas</u> In the staff welfare areas you are to comply with the 2m social distancing measures. Disposable gloves are to be provided, if required and used whilst making refreshments. Sanitiser and 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. Staff room/Welfare areas are the following : Staff room, PPA room and Gblock meeting room kitchen. 2m social distancing is to be adhered to whilst in these areas	2	1	2
25	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	<u>Contractors</u> 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.	1	1	1

26	Spread of Covid-19 Coronavirus	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 style="text-align: center;"><u>Parents drop off and pick up social distancing</u></p> <p style="text-align: center;">During this lockdown all keyworker pupils will be entering and exiting via the side carpark gate.</p> <p>At 8.45am the pupils and parents/guardians are to be social distanced at the side gate and upon entry they will be met in a marked zone by a member of their bubbles teaching staff. The member of staff will then take the pupil in their bubbles group to their allotted class room. Each bubble group will have their own marked zone.</p> <p>At 3.10pm the pupils will be brought to the side gate socially distanced in their bubble group. The pupils will then be released to their parents/guardians once the member of teaching staff has identified the parent/guardian.</p>	1	2	2
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><u>Equipment use and sterilising</u></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.</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>	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>In the event of extremely bad weather, staff shortage or reduced amount of pupils, the academy will relocate bubbles to a central location utilising the main hall and extension hall within the main building. This is a contingency plan, should it be absolutely necessary.</p> <p>The hall will be organised following social distancing, aligning with the already allocated bubbles. Each bubble will have its own area laid out including its own equipment. The bubbles will be seated using the dining tables with a maximum of 12 pupils per table. The pupils and staff will use their allocated welfare and toilet areas apart from reception and KS1 pupils who will use the 3 toilets set up in C Block and D Block corridors respectively.</p> <p>Classroom sanitising equipment will be brought to the areas and set up individually on the hall work top and hall extension table so that the tables and equipment can be sanitised as per usual throughout the day.</p> <p>The bubbles hand sanitising routines will be followed at the socially distanced dining tables using the class room bubbles hand sanitiser which will be set up on each individual table.</p> <p>Blended learning will continue for those not in attendance. Children in attendance will access live lessons using learnpads and iPads.</p>	2	2	4
29	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><u>Hand sanitising on entering the Academy</u></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
30	Spread of Covid-19 Coronavirus	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><u>Fire Alarm and Evacuation procedure</u></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>The classroom teacher/LSA if leading a group 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 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 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



Please refer to the following links for guidance:  
Home (<https://www.gov.uk>)

**Full opening of schools**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

**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**

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).
11 to 14	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.
15 to 24	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.