

<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 7/6/2021

Likelihood is assessed as follows:		Likelihood	6	5	4	3	2	1	
6 Guaranteed to occur			6	12	18	24			
5 Very high likelihood of a risk causing injury			5	10	15	20			
4 High likelihood of a risk causing injury			4	8	12	16			
3 Significant likelihood of a risk causing injury			3	6	9	12			
2 Low likelihood of a risk causing injury			2	4	6	8			
1 Very low likelihood of a risk causing injury			1	2	3	4			
			1	2	3	4			
			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	<p><b>Hand Washing</b></p> <p>Academy is to encourage a robust hand hygiene: on arrival, return from breaks, when changing rooms, before and after eating. 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></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          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.This will included teaching staff sanitising tables during pupil break times and MDA staff sanitising class room tables during the lunchtime break. All sanitising systems will be discussed and communicated to all staff by the SLT.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. 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>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. (See sheet below for image of Map)          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. Wherever possible 2m is the social distance to be adhered to for staff to staff contact and staff to pupils contact. 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.          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 neccessary, 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><b>System of Controls - Prevention</b></p> <ol style="list-style-type: none"> <li>1) Minimise contact with individuals who are required to self isolate by ensuring they do not attend the academy</li> <li>2) Ensure face coverings are used in recommended circumstances</li> <li>3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.</li> <li>4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.</li> <li>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</li> <li>6) Consider how to minimise contact across the site and maintain social distancing wherever possible.</li> <li>7) Keep occupied spaces well ventilated</li> <li>8)Where necessary, wear appropriate personal protective equipment (PPE).</li> <li>9) Engage in asymptomatic testing, where available</li> <li>10) Engage with the NHS Test and Trace process.</li> <li>11)Manage confirmed cases of coronavirus (COVID-19) amongst the academy's community.</li> <li>12) Contain any outbreak by following local health protection team advice.</li> </ol>	1	1	1

04.1		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 - Lateral Flow Device (LFD)</b></p> <p>As per prevention section 9, (9) Promote and engage in asymptomatic testing (Voluntary testing using a supplied Lateral Flow Device), where available. Darlinghurst Academy is promoting a voluntary Lateral flow testing process for its staff.</p> <p>Self-testing is to keep schools open and staff/pupils and the community as safe as possible. This testing process aims to break chains of infection and provide data so that experts can learn more about the virus.          (The testing process involves sharing results with the government and the school, completing an online form via a Portal and keeping a personal log – any positive cases reported to LH/absence to arrange cover.)          This process is purely voluntary and testing may vary depending on circumstance.          NB: Staff who have tested positive for COVID case will present a positive results/readings for up to 90 days after contracting the virus.          When you have completed the administrative aspects of the test, EN will issue Lateral Flow Test pack.          Testing Process for those opting in          EN will provide staff electing to self-test with a pack of x7 tests (signing to confirm receipt). Staff will need to test twice a week at home (Monday and Thursday late afternoon/early evenings). Rationale is that this gives time for the staff member to inform the academy of a positive result.          1. Report results of the tests to NHS via <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or call 119          2. Inform Leanne Hahn between 6:30-7:00pm so that cover to be arranged and potential bubble closure. Should we not hear back from a staff member by 7pm on tested evenings, we will assume a negative test result and a return to work.          3. Contact the absence line between 6:30-7:00am so that the absence is recorded and shared with key stakeholders.          4. Complete online 'Form' to log results with the academy and update your personal log as a record of your testing and keep this safe. This form is an essential requirement – a link/download will be provided your email.          5. IF - positive - book a PCR test (NHS) to confirm the result / inform gov.uk. All in household/support bubble must isolate.          6. IF – negative – come to school as usual.          The Lateral Flow Testing system does not replace the current PCR testing system and should your test result be positive, further testing is required at an NHS testing centre.          Alternatively, instead of engaging in the above, you can continue to use a NHS test centre if you wish – many local centres available.</p> <p>Emma Nicholls – Co-ordinator, Leanne Hahn – Administrator (Critical Cover), Paul Pridham - GDPR, Stuart Clark – RA, Stock, Sue Churchman – Admin (absence)</p>	1	1	2
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.          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><b>Wearing of Masks</b></p> <p>The protective measures for face covering has been updated (17th May 2021) and the wearing of face coverings is now optional. Face masks should be worn by staff and adult visitors in situations where social distancing between adults is not possible i.e. meeting parents in the academy or talking face to face at the gate. Please respect social distancing measures always.          Primary school children will not need to wear a face covering but are allowed to wear face masks if requested by parents/guardians and supplied by the parents/guardians of the pupils. The child will need to be able to put on and remove the mask independently to adhere to social distancing measures.          Staff will wear face masks and visors for work appropriate tasks i.e. Nursery/Reception nappy changing. These will be supplied by the Academy.          The academy is continuing to run the @school gate campaign but the wearing of face masks for staff and parent/guardians is now optional on pick up and drop off.          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.  <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>          Safe wearing and removal of face coverings: clean hands before and after handling the mask, safe storage of used reusable mask in an individual plastic bag, disposal of used temporary used masks in a 'black bag' waste bin. Damp masks should be replaced carefully.</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><b>Minimise contact between individuals and maintain social distancing</b></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: • children's ability to distance • the lay out of the school • the feasibility of keeping distinct groups separate while offering a broad curriculum</p> <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><b>Measures within the classroom</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 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. 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><b>Measures elsewhere</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'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><b>Staff operating between bubbles</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 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>The academy will assess the circumstances and during each lockdown wherever possible the bubble group sizes will be as small as possible, minimising transmission. 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><b>Clinically extremely vulnerable children and staff (CEV), Clinically vulnerable staff, pregnant staff and Shielding/Self isolation.</b></p> <p>Pupils: Shielding advice has been paused nationally from 31 March. All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.</p> <p>Staff: Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>Pregnancy          You will need to follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></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><b>Peripatetic teachers and volunteers</b></p> <p>The Academy can continue to engage peripatetic teachers during this period, including staff from music education hubs.</p> <p>Peripatetic teachers can move between schools, for instance, but schools should consider how to minimise the number of visitors where possible. They will be expected to comply with arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. To minimise the numbers of temporary staff entering the premises, and secure best value, schools could consider using longer assignments with peripatetic teachers and agree a minimum number of hours across the academic year.</p> <p>If a teacher is operating on a peripatetic basis, and operating across multiple groups or individuals, it is important that they do not attend a lesson if they are unwell or are having any symptoms associated with coronavirus (COVID-19) such as fever, a new and sustained cough, loss of sense of taste or smell. In addition, they should:</p> <p>Maintain distancing requirements with each group they teach, where appropriate.</p> <p>Avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing.</p> <p>Make efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made.</p> <p>Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles. Where you are using volunteers, continue to follow the checking and risk assessment process in the volunteer section of keeping children safe in education. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.</p> <p>Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place</p>	1	2	2
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><b>Peripatetic Music teachers.</b></p> <p>Music, dance and drama can be undertaken in the academy with safety precautions undertaken. Advice is provided in the government full opening guidance for schools.</p> <p>All pupils should have access to a quality arts education. Music, dance and drama build confidence and help children live happier, more enriched lives, and discover the joy of expressing themselves. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place. These lessons need to be carefully managed following the government guidance.</p> <p>This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama. The academy will continue to engage peripatetic teachers during this period, requiring them to wear face masks/visors, sanitising on entry and exit, sanitising of equipment / surfaces between use where required.</p> <p>The Peripatetic music teachers will work to this RA and the <i>Music lesson RA 10-8-20</i></p>	1	1	1
12	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>Symptoms of Covid-19 (See DA COVID Notification Process)</b></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/member of the 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

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	<b>Response to any infection (See DA COVID Notification Process)</b>  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 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: 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 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 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) 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. The Academy will ask parents and staff to inform them immediately of the results of a test and follow this guidance. 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. 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.	1	1	2
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	<b>Process for reporting positive confirmed cases of coronavirus (COVID-19) in your setting</b>  (See DA COVID Notification Process) 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. Close contact: 1) Anyone who lives in the same household as someone with coronavirus symptoms or who has tested positive for coronavirus. 2) Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus with a PCR or LFT: face to face contact including being coughed on or having face-to-face conversation within 1 m, been in 1 m for 1 min or longer without face-to-face contact, sexual contact, been within 2 m of someone for more than 15 min (either as a one-off contact or added up together over one day), travelled in the same vehicle or a plane.	1	1	2
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	<b>Mental Health</b>  Management will promote mental health & 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	2	2	4
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	<b>Deliveries to Site</b>  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	1	1	1



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	<b>Equipment Resources and Outdoor play areas</b>  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.	1	1	1
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	<b>Keeping occupied spaces well ventilated</b>  The Academy wherever possible will keep occupied spaces well ventilated and maintain a comfortable teaching environment.  The academy will achieve by a variety of measures including:  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 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. Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) The academy will balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: 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. Wherever possible rearranging furniture to avoid direct drafts. This cannot affect social distancing layouts. The academy's heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 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>	1	1	1
18.1	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	<b>School Performance and Provision Services position statement provided by Dr Bharat Pankhania on behalf of Southend-on-Sea Borough Council</b>  The importance of Good Ventilation in our Schools 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. 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. This can be achieved by a variety of measures including: <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> To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <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

19	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	<b>Self-sufficient zone social distancing</b>  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. 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>	2	2	4
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	<b>Staff and pupil movement between rooms including PPA</b>  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. PPA sessions are now to be held remotely via TEAMS and not to be held in the PPA room as a group. This is to reduce unnecessary transmission between class rooms.	1	1	1
21	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	<b>Mixing of bubbles for specialist teaching</b>  The Academy will follow the guidance set out by the government and we will effectively reduce risks in the Academy and create an inherently safer environment. The maintaining consistent groups remains important, but given the resumption of the full range of curriculum subjects, the academy may need to change the emphasis on bubbles within our system of controls. Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options and will still bring benefits even if implemented partially. the academy will keep pupils in their bubbles for the majority of the classroom time, but will also allow the mixing into wider groups for interventions, specialist teaching, wraparound care and transport. The academy will endeavour to keep these groups at least partially separate and minimising contacts between the pupils will still offer public health benefits as it reduces the network of possible direct transmission. To minimise the risk of transmission the academy will uphold its hand sanitising, seating plans, track and trace classroom registers and its enhanced cleaning program.	2	2	4
22	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	<b>Parent and outside visitors meetings</b>  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. Having looked into the safest way for us and the parents to have necessary meetings the following applies. <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. Face coverings must be worn at these meetings unless under a dispensation.</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 a 2m distance between staff members and visitors with the site team. The parent meetings are to be held in front of the outdoor stage area by GBlock (Nursery and Yr1 Classrooms). Face masks will be worn at all times.</li> <li>• All face to face meetings must be held after the pupils have left (3.40pm onwards) unless a different time is agreed with the SLT</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>• Face to face meetings can also be held in the outside quad by the main hall in good weather or in the Anchor room in bad weather, these areas must be agreed with the SLT before use with the request set up then sent to the site team. Social distancing and face mask must be adhered to at all times. for these meeting spaces the attendees must enter through the front office reception and be registered with the office.</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> All parent meetings are to registered using the Track and Trace registers.	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	<b>Lunchtime eating</b>  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. The SLT will confirm each self-sufficient zones allocated lunch space and this must be adhered to. Staff room areas are the following : Staff room, PPA room, Training room, breakfast club kitchen and Reception kitchen	1	1	1
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 relation to your business	<b>Toilet use and cleaning</b>  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
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 relation to your business	<b>Staff break areas</b>  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, Training room, PPA room and Gblock meeting room kitchen. 2m social distancing is to be adhered to whilst in these areas. Staff may also take their break in their classrooms. If staff are taking their breaks outside of the staffroom an enclosed drinks vessel must be used.	2	1	2
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	<b>Contractors</b>  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.	2	1	2

27	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. Upon returning to the academy, parents will drop children off at the designated school gate during the specified time and will be encouraged to not congregate outside these gates. Parents will not be able to meet with staff at the gates. Parents will need to direct all queries and concerns to the general office via the intercom system or by telephone or email.</p> <table border="1" data-bbox="1086 352 1748 772"> <thead> <tr> <th>Class</th> <th>Entrance via</th> <th>Arrival am</th> <th></th> <th>Depart pm</th> <th>Exit via</th> <th></th> </tr> </thead> <tbody> <tr> <td>Nursery am</td> <td>Brook gate</td> <td>08:50</td> <td rowspan="2">SG</td> <td>11:50</td> <td>Brook gate</td> <td rowspan="2">SG</td> </tr> <tr> <td>Nursery pm</td> <td>Brook gate</td> <td>12:35</td> <td>15:35</td> <td>Brook gate</td> </tr> <tr> <td>Reception Jellyfish</td> <td>Brook gate</td> <td>08:30</td> <td rowspan="2">DL</td> <td>14:45</td> <td>Brook gate</td> <td rowspan="2">DL</td> </tr> <tr> <td>Reception Starfish</td> <td>Brook gate</td> <td>08:30</td> <td>14:45</td> <td>Brook gate</td> </tr> <tr> <td>Year 1 Albatross</td> <td>Side gate</td> <td>08:30</td> <td rowspan="2">GT</td> <td>14:50</td> <td>Brook gate</td> <td rowspan="2">GT</td> </tr> <tr> <td>Year 1 Puffin</td> <td>Side gate</td> <td>08:30</td> <td>14:50</td> <td>Side gate</td> </tr> <tr> <td>Year 1 Seagull</td> <td>Side gate</td> <td>08:30</td> <td></td> <td>14:50</td> <td>Side gate</td> <td></td> </tr> <tr> <td>Year 2 Lobster</td> <td>Main gate</td> <td>08:35</td> <td rowspan="2">LH, RD</td> <td>14:50</td> <td>Main gate</td> <td rowspan="2">LH, RD</td> </tr> <tr> <td>Year 2 Shrimp</td> <td>Main gate</td> <td>08:35</td> <td>14:50</td> <td>Main gate</td> </tr> <tr> <td>Year 3 Coral</td> <td>Main gate</td> <td>08:40</td> <td rowspan="2">LH, RD</td> <td>15:05</td> <td>Main gate</td> <td rowspan="2">LH, RD</td> </tr> <tr> <td>Year 3 Dune</td> <td>Main gate</td> <td>08:40</td> <td>15:05</td> <td>Main gate</td> </tr> <tr> <td>Year 3 Seashell</td> <td>Main gate</td> <td>08:40</td> <td></td> <td>15:05</td> <td>Side gate</td> <td>GT</td> </tr> <tr> <td>Year 4 Stingray</td> <td>Brook gate</td> <td>08:40</td> <td>DL</td> <td>15:05</td> <td>Brook gate</td> <td>DL</td> </tr> <tr> <td>Year 4 Swordfish</td> <td>Brook gate 2</td> <td>08:40</td> <td>TG</td> <td>15:05</td> <td>Brook gate 2</td> <td>TG</td> </tr> <tr> <td>Year 4 White shark</td> <td>Side gate</td> <td>08:40</td> <td></td> <td>15:05</td> <td>Side gate</td> <td></td> </tr> <tr> <td>Year 5 Bell Wharf</td> <td>Side gate</td> <td>08:35</td> <td rowspan="2">GT</td> <td>15:00</td> <td>Side gate</td> <td rowspan="2">GT</td> </tr> <tr> <td>Year 5 Billet</td> <td>Side gate</td> <td>08:35</td> <td>15:00</td> <td>Side gate</td> </tr> <tr> <td>Year 5 Strand</td> <td>Side gate</td> <td>08:35</td> <td></td> <td>15:00</td> <td>Brook gate</td> <td>DL</td> </tr> <tr> <td>Year 5 Victoria</td> <td>Side gate</td> <td>08:35</td> <td></td> <td>15:00</td> <td>Brook gate 2</td> <td>TG</td> </tr> <tr> <td>Year 6 Bembridge</td> <td>Main gate</td> <td>08:30</td> <td rowspan="2">LH, RD</td> <td>15:10</td> <td>Main gate</td> <td rowspan="2">LH, RD</td> </tr> <tr> <td>Year 6 Endeavour</td> <td>Main gate</td> <td>08:30</td> <td>15:10</td> <td>Main gate</td> </tr> <tr> <td>Year 6 Mayflower</td> <td>Main gate</td> <td>08:30</td> <td></td> <td>15:10</td> <td>Main gate</td> <td></td> </tr> <tr> <td>Year 6 Wilton</td> <td>Main gate</td> <td>08:30</td> <td></td> <td>15:10</td> <td>Main gate</td> <td></td> </tr> </tbody> </table>	Class	Entrance via	Arrival am		Depart pm	Exit via		Nursery am	Brook gate	08:50	SG	11:50	Brook gate	SG	Nursery pm	Brook gate	12:35	15:35	Brook gate	Reception Jellyfish	Brook gate	08:30	DL	14:45	Brook gate	DL	Reception Starfish	Brook gate	08:30	14:45	Brook gate	Year 1 Albatross	Side gate	08:30	GT	14:50	Brook gate	GT	Year 1 Puffin	Side gate	08:30	14:50	Side gate	Year 1 Seagull	Side gate	08:30		14:50	Side gate		Year 2 Lobster	Main gate	08:35	LH, RD	14:50	Main gate	LH, RD	Year 2 Shrimp	Main gate	08:35	14:50	Main gate	Year 3 Coral	Main gate	08:40	LH, RD	15:05	Main gate	LH, RD	Year 3 Dune	Main gate	08:40	15:05	Main gate	Year 3 Seashell	Main gate	08:40		15:05	Side gate	GT	Year 4 Stingray	Brook gate	08:40	DL	15:05	Brook gate	DL	Year 4 Swordfish	Brook gate 2	08:40	TG	15:05	Brook gate 2	TG	Year 4 White shark	Side gate	08:40		15:05	Side gate		Year 5 Bell Wharf	Side gate	08:35	GT	15:00	Side gate	GT	Year 5 Billet	Side gate	08:35	15:00	Side gate	Year 5 Strand	Side gate	08:35		15:00	Brook gate	DL	Year 5 Victoria	Side gate	08:35		15:00	Brook gate 2	TG	Year 6 Bembridge	Main gate	08:30	LH, RD	15:10	Main gate	LH, RD	Year 6 Endeavour	Main gate	08:30	15:10	Main gate	Year 6 Mayflower	Main gate	08:30		15:10	Main gate		Year 6 Wilton	Main gate	08:30		15:10	Main gate		1	2	2
Class	Entrance via	Arrival am		Depart pm	Exit via																																																																																																																																																											
Nursery am	Brook gate	08:50	SG	11:50	Brook gate	SG																																																																																																																																																										
Nursery pm	Brook gate	12:35		15:35	Brook gate																																																																																																																																																											
Reception Jellyfish	Brook gate	08:30	DL	14:45	Brook gate	DL																																																																																																																																																										
Reception Starfish	Brook gate	08:30		14:45	Brook gate																																																																																																																																																											
Year 1 Albatross	Side gate	08:30	GT	14:50	Brook gate	GT																																																																																																																																																										
Year 1 Puffin	Side gate	08:30		14:50	Side gate																																																																																																																																																											
Year 1 Seagull	Side gate	08:30		14:50	Side gate																																																																																																																																																											
Year 2 Lobster	Main gate	08:35	LH, RD	14:50	Main gate	LH, RD																																																																																																																																																										
Year 2 Shrimp	Main gate	08:35		14:50	Main gate																																																																																																																																																											
Year 3 Coral	Main gate	08:40	LH, RD	15:05	Main gate	LH, RD																																																																																																																																																										
Year 3 Dune	Main gate	08:40		15:05	Main gate																																																																																																																																																											
Year 3 Seashell	Main gate	08:40		15:05	Side gate	GT																																																																																																																																																										
Year 4 Stingray	Brook gate	08:40	DL	15:05	Brook gate	DL																																																																																																																																																										
Year 4 Swordfish	Brook gate 2	08:40	TG	15:05	Brook gate 2	TG																																																																																																																																																										
Year 4 White shark	Side gate	08:40		15:05	Side gate																																																																																																																																																											
Year 5 Bell Wharf	Side gate	08:35	GT	15:00	Side gate	GT																																																																																																																																																										
Year 5 Billet	Side gate	08:35		15:00	Side gate																																																																																																																																																											
Year 5 Strand	Side gate	08:35		15:00	Brook gate	DL																																																																																																																																																										
Year 5 Victoria	Side gate	08:35		15:00	Brook gate 2	TG																																																																																																																																																										
Year 6 Bembridge	Main gate	08:30	LH, RD	15:10	Main gate	LH, RD																																																																																																																																																										
Year 6 Endeavour	Main gate	08:30		15:10	Main gate																																																																																																																																																											
Year 6 Mayflower	Main gate	08:30		15:10	Main gate																																																																																																																																																											
Year 6 Wilton	Main gate	08:30		15:10	Main gate																																																																																																																																																											
28	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/Wrap around care</b></p> <p>Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to: work or search for work undertake/ training or education Out-of-school activities may continue to operate for the purposes of respite care, including for vulnerable children. The Academy Breakfast and After school club extended services are open. The services are to be run under their own RAs which have been created by the Health and Safety lead, the clubs staff lead and the SLT. The information for these clubs will be communicated internally and externally by the SLT and the clubs staff lead. These risk assessments will run along side and adhere to the Academy's COVID-19 RA. The Academy has resumed afterschool sports clubs. The PE department and SLT will communicate these club with agreement from the SLT to the pupils who will be attending and their parents/guardians. The PE department will ensure hand washing and social distancing is upheld in line with government guidance and the academy RA.</p>	1	1	1																																																																																																																																																										
29	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 minibus will be under the academy's social distancing and hygiene guidelines.</p> <p>The following will be applied when using the Minibus in conjunction with the Minibus RA: social distancing is maximised within vehicles pupils either sit with their 'bubble' on academy transport, or with the same constant group of children each day pupils clean their hands before boarding transport and again on disembarking additional cleaning of vehicles is put in place organised queuing and boarding is put in place fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows.</p>	1	1	1																																																																																																																																																										
30	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>Equipment use and sterilising</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. ICT equipment is to be sanitised after each use before being placed back into the charging trolley. This is to be completed by the classroom staff by spraying a small amount of sanitising spray on the blue cloth and wiping the equipment thoroughly. This sanitising is to be completed so that the equipment is ready for the next groups safe use. 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																																																																																																																																																										

31	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	<b>Bad Weather</b>  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. 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. 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. 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. Blended learning will continue for those not in attendance. Children in attendance will access live lessons using learnpads and iPads.	2	2	4
32	Spread of Covid-19 Coronavirus	Staff Pupils 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	<b>Educational visits</b>  DfE recognises the significant benefits of educational visits for children's educational development as well as their mental health and wellbeing and is taking steps to allow children to enjoy visits in line with the government's roadmap. The roadmap is driven by data, not dates. The government will only move from one step to the next when it is safe to do so and based on 4 tests.  For that reason, all dates are indicative and subject to change. This advice has now been updated to reflect the Prime Minister's announcement regarding step 2. Advice will continue to be updated in line with the roadmap.  <b>Educational day visits</b> In line with the roadmap, schools can resume educational day visits from 12 April.  Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.  Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.  <b>Domestic residential educational visits</b> In line with the roadmap, we advise against domestic residential educational visits until at least step 3, no earlier than 17 May.  The roadmap is driven by data not dates. The approach to domestic residential visits is dependent on the roadmap and is subject to change.  <b>Existing bookings</b> Should step 3 commence as planned, you may undertake domestic residential education visits, that are already booked, no earlier than 17 May.  Any domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time	1	1	1
33	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	<b>Hand sanitising on entering the Academy</b>  When arriving at the academy, on return from breaks, when changing rooms, before and after eating, all staff and children must wash/sanitise their hands. Hand Sanitiser and Anti-Bacterial soap will be provided.	2	2	4

34	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	<b>Fire Alarm and Evacuation procedure</b>  The Fire Policy will be updated and guidance shared with staff 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. The Assembly point during re-integration will be the edge of the playground lining up onto the field. Please line up using social distancing. 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. 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. S.Clark will perform his usual duties as will P.Pridham at the front of the Academy with the Fire Brigade and Zone searches.	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/schools-coronavirus-covid-19-operational-guidance>  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/985138/10\\_May\\_Schools\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf)

[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.