

Form no.	Full COVID-19	Likelihood is assessed as follows:				Likelihood	6	6	12	18	24
Date created:	09/07/2020	6 Guaranteed to occur					5	5	10	15	20
Area:	COVID-19	5 Very high likelihood of a risk causing injury					4	4	8	12	16
Review Date:	living document Last review 28/08/2021	4 High likelihood of a risk causing injury					3	3	6	9	12
		3 Significant likelihood of a risk causing injury					2	2	4	6	8
		2 Low likelihood of a risk causing injury					1	1	2	3	4
		1 Very low likelihood of a risk causing injury				1	2	3	4		
						SEVERITY					
						Severity is assessed as follows:					
						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		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	Control measures You should: 1. Ensure good hygiene for everyone (RA ID No. 02,03,04,06,07,08,09). 2. Maintain appropriate cleaning regimes (RA ID No. 05). 3. Keep occupied spaces well ventilated (RA ID No. 10). 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 (RA ID No. 12,13,14,15,16,17,18).	1	1	1
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	Hand Washing Ensure good hand hygiene for everyone Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. 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 phase assemblies, songs and regular reminders including Handy Andy. Encourage staff to report any problems as part of a surveillance programme.	2	1	2

03	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>Hand sanitising on entering the Academy</p> <p>When arriving at the academy, on return from breaks, before and after eating, all staff and children must wash/sanitise their hands. Hand Sanitiser and Anti-Bacterial soap will be provided.</p>	2	2	4
04	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>Respiratory hygiene</p> <p>The 'Catch it, Bin it, Kill it' approach continues to be very important.</p> <p>The academy encourages the use tissues to catch coughs and sneezes, then to bin the tissues and to kill the germs by washing our hands.</p>	2	1	2
05	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>Cleaning/sanitising</p> <p>The Academy will be maintaining the appropriate cleaning regimes and schedules, using standard products such as detergents. This will include regular cleaning of areas and equipment (twice per day and the external contract cleaners evening duties), with a particular focus on frequently touched surfaces. Cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, ICT equipment, toilets and reception area using appropriate cleaning products and methods.</p> <p>Line managers to ensure that the necessary procedures are being followed and are to carry out rigorous checks. If any issues arise, the Facilities team are to be contacted immediately. Sanitising packs are to be in placed 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 classrooms clean and sanitised during the school day. This is to include all equipment used so that it is ready for the next day's use.</p> <p>The facilities staff will sanitise the zones that are outside classrooms such as frequently touched surfaces (hand rails/door handles/light switches) These areas will be sanitised after morning break and after lunchtimes. One member of facilities staff will sanitise EYFS/KS1 zones, a second member will sanitise LKS2 zones and the third member will sanitise UKS2 zones. In the event of an absentee member of staff the remaining facilities staff will complete the sanitise between them.</p> <p>The facilities staff will keep stock checks to ensure that classroom sanitising equipment levels are maintained.</p> <p>The sanitising schedule will include teaching staff sanitising tables during pupil break times or the lunchtime breaks.</p> <p>Intervention and phonics groups taken in rooms other than the pupil's normal classrooms, 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 next group.</p> <p>The external cleaning company will clean every day after the Academy hours have finished to the government recommended standard, ensuring readiness for the following day.</p>	2	1	2
06	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p>Social Distancing</p> <p>As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.</p> <p>Our priority is for the academy to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.</p> <p>Social distancing measures have now been removed.</p>	2	1	2

07		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>Asymptomatic testing (LFD) - Reviewed September 2021</p> <p>Testing remains important in reducing the risk of transmission of infection within schools. Over the summer, staff should continue to test regularly if they are attending settings that remain open. Schools will only provide tests for twice weekly asymptomatic testing for staff. However, testing will still be widely available over the summer and kits can be collected either from your local pharmacy or ordered online. Staff should undertake twice weekly home testing until the end of September, when this will be reviewed. There is no need for primary aged children to test over the summer period. Self-testing is to keep school's 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 academy, completing an online form via a Portal and keeping a personal log – any positive cases reported to LH/absence to arrange cover.)</p> <p>This process is purely voluntary and testing may vary depending on circumstance.</p> <p>NB: Staff who have tested positive for COVID case will present a positive result/readings for up to 90 days after contracting the virus.</p> <p>When you have completed the administrative aspects of the test, EN will issue Lateral Flow Test pack.</p> <p>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.</p> <ol style="list-style-type: none"> 1. Report results of the tests to NHS via www.gov.uk/report-covid19-result or call 119 2. Inform Leanne Hahn between 6:30-7:00pm so that cover to be arranged. 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. 6. IF – negative – come to school as usual. <p>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 are 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
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>Wearing of Gloves/PPE</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"> • 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 • 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 <p>An adequate supply of gloves will be provided. Staff will be instructed to dispose of the gloves safely and wash or sanitise their hands after use.</p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p>Gloves are to be supplied to each self-sufficient zone and the break area. Facilities will keep stock checks to ensure levels are maintained.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</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>Face coverings</p> <p>From Step 4, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</p> <p>If the academy has an outbreak, a director of public health might advise the academy that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt).</p>	1	1	1

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>Keep occupied spaces well ventilated</p> <p>It is important to ensure occupied areas are well ventilated and that a comfortable teaching environment is maintained. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). You should balance the rooms need for increased ventilation while maintaining a comfortable temperature.</p>	1	1	1
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>Mixing and 'bubbles'</p> <p>At Step 4 it is advised that it is no longer necessary to keep children in consistent groups ('bubbles'). As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and the academy will no longer need to make alternative arrangements to avoid mixing at lunch. However a structure of phase bubbles across the academy is in place to minimise the risk of transmission. This also impacts our approach to assemblies, provision and lunches. The academy's phase bubbles are EYFS, KS1, LKS2 and UKS2. KS1 will have its own values assembly, LKS2 and UKS2 will have their own values assembly. Celebration assembly will be remote. All phase bubbles will have their own playgrounds for lunch and break times. Dining Hall locations and time slots are separated for each phase. The location for each phase are as follows, Nursery side hall with Reception in the main hall, Yr1 side hall and Yr2 main hall, Yr3 side hall and Yr4 main hall with Yr5 and 6 both in the main hall but separated in year groups north and south. Each phase will have an allocated time slot. Each phase has their own invention room within their classrooms locations. Each phase has their own toilets for the phase groups use only.</p> <p>In case of an outbreak there is the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</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>Tracing close contacts and isolation</p> <p>The academy will only need to do contact tracing up to July 18th. From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from the academy setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. The Academy may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. The academy would encourage all individuals to take a PCR test if advised to do so. The academy will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: they are fully vaccinated, they are below the age of 18 years and 6 months, they have taken part in or are currently part of an approved COVID-19 vaccine trial, they are not able to get vaccinated for medical reasons. Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</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>Clinically extremely vulnerable children and staff (CEV), Clinically vulnerable staff, pregnant staff and Shielding/Self isolation.</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. https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>	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	<p>Testing, self-isolation and managing confirmed cases of COVID 19. individual develops COVID-19 symptoms or has a positive test</p> <p>When an</p> <p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into the academy if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in the academy develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be sanitised immediately after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>	2	2	4
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>Testing</p> <p>Asymptomatic testing</p> <p>Testing remains important in reducing the risk of transmission of infection within the academy and local community. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances. Over the summer, staff will continue to test regularly if they are attending the academy, such as summer schools. The academy will only provide tests for twice weekly asymptomatic testing for staff over the summer period if they are attending academy.</p> <p>However, testing will still be widely available over the summer and kits can be collected either from a local pharmacy or ordered online.</p> <p>There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.</p> <p>Confirmatory PCR tests</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>	1	1	2
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>Tracing up until Step 4</p> <p>Until Step 4, the academy will continue to fulfil its contact tracing responsibilities.</p> <p>Where a case is identified, the designated staff member should initiate contact tracing procedures. There is no requirement that a staff member should be on call for the whole day. We will receive support through the dedicated advice service introduced by PHE, which can be reached via the DfE helpline on 0800 046 8687, or PHE local health protection team if escalated.</p> <p>From Step 4, close contacts will be identified via NHS Test and Trace. You may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. You will continue to have a role in working with health protection teams in the case of a local outbreak.</p> <p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.</p>	1	1	2
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>Response to any infection (See DA COVID Notification Process)</p> <p>Self isolation of member of staff or 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

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	<p>Process for reporting positive confirmed cases of coronavirus (COVID-19) in your setting</p> <p>(See DA COVID Notification Process)</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> <p>Close contact:</p> <p>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.</p>	1	1	2
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 relation to your business	<p>Mental Health</p> <p>The inclusion and pastoral team 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 and workload is considered.</p>	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	<p>Peripatetic teachers and volunteers</p> <p>The Academy will continue to engage peripatetic teachers. Peripatetic teachers can move between schools. If a Peripatetic teacher/volunteer peripatetic basis, and 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 inform the academy and of course isolate if necessary under the government guidelines. 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>Music, dance and drama can be undertaken in the academy with safety precautions undertaken. See advice that is provided in the government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</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. The academy will continue to engage peripatetic teaching during this period, requiring them to sanitise on entry and exit, sanitising of equipment / surfaces between use where required.</p>	1	2	2
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	<p>Equipment Resources and Outdoor play equipment</p> <p>The academy will maintain its appropriate cleaning regimes, using standard products such as detergents. The academy has in place and will continue to maintain an appropriate cleaning schedule. This includes regular cleaning of areas and equipment (twice per day), with a particular focus on frequently touched surfaces</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 and these should be cleaned regularly, along with all frequently touched surfaces. Outdoor playground equipment should be 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 especially where this contributes to pupil education and development. Similar to the rules on hand cleaning, cleaning of the resources should apply.</p>	1	1	1

22	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p>Keep occupied spaces well ventilated</p> <p>It is important to ensure occupied areas are well ventilated and that a comfortable teaching environment is maintained. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). You should balance the rooms need for increased ventilation while maintaining a comfortable temperature.</p>	1	1	1																																														
23	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p>Parent and visitors meetings</p> <p>Communication with parents/carers should continue via email and telephone where possible. If a face to face meeting is requested by either parent/carer or member of staff, the 4 control measures should be adhered to. 1. Good hygiene for all - sanitise on entry and exit. 2. Maintain good cleaning regimes - the surfaces to be cleaned after the meeting by member of staff holding the meeting. 3. Keep occupied spaces well ventilated - keep windows/doors open for fresh air where possible. 4. Follow public health on testing and self isolation and managing cases on confirmed COVID 10 - keep a record of date, time and persons present at meeting.</p>	1	1	1																																														
24	Spread of Covid-19 Coronavirus	<p>Staff Pupils Visitors to your premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p>Parents drop off and pick up social distancing</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 and collection areas are to be used 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/area 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. Drop off is as follows, Nursery and Reception enter via brook gate and escorted to their classrooms, KS1 enter via main gate onto the supervised KS1 playground and into class, LKS2 enter via the side gate onto the main playground and UKS2 enter via the side gate and onto the sports playground. The pick up for the end of the day is as follows Nursery and Reception escorted and collected from the Brook gate, KS1 escorted to the main playground and parents to collect from there, entering and exiting via the side gate, KS2 Yr5 exit via the Brook gate and Yr6 exit via the Main gate. The timing are in the table below.</p> <table border="1" data-bbox="1210 1230 1638 1646"> <thead> <tr> <th></th> <th>Class</th> <th>Entrance</th> <th>Drop Off</th> <th>Pick Up</th> <th>Exit</th> </tr> </thead> <tbody> <tr> <td rowspan="3">EYF5</td> <td>Nursery am</td> <td>Brook Gate</td> <td>08:50</td> <td>11:50</td> <td rowspan="3">Brook Gate</td> </tr> <tr> <td>Nursery pm</td> <td>Brook Gate</td> <td>12:35</td> <td>1:5:35</td> </tr> <tr> <td>Reception Jellyfish Reception Starfish</td> <td>Brook Gate</td> <td>08:40</td> <td></td> </tr> <tr> <td rowspan="4">KS1</td> <td>Year 1 Lobster Year 1 Shrimp</td> <td>Main Gate</td> <td>08:35-8:40</td> <td rowspan="4">15:00</td> <td rowspan="4">Side Gate</td> </tr> <tr> <td>Year 2 Puffin Year 2 Albatross Year 2 Seagull</td> <td>Main Gate</td> <td>08:35-8:40</td> </tr> <tr> <td>Year 3 Stingray Year 3 Swordfish</td> <td>Side Gate</td> <td></td> <td rowspan="4">15:10</td> <td rowspan="4">Side Gate</td> </tr> <tr> <td>Year 4 Dune Year 4 Seahell Year 4 Coral</td> <td>Side Gate</td> <td></td> </tr> <tr> <td>Year 5 Bembridge Year 5 Wilton Year 5 Mayflower</td> <td>Side Gate</td> <td>08:30-8:40</td> <td rowspan="3">Brook Gate</td> </tr> <tr> <td>Year 6 Billet Year 6 Strand Year 6 Victoria</td> <td>Side Gate</td> <td></td> <td>15:15</td> <td>Main Gate</td> </tr> </tbody> </table>		Class	Entrance	Drop Off	Pick Up	Exit	EYF5	Nursery am	Brook Gate	08:50	11:50	Brook Gate	Nursery pm	Brook Gate	12:35	1:5:35	Reception Jellyfish Reception Starfish	Brook Gate	08:40		KS1	Year 1 Lobster Year 1 Shrimp	Main Gate	08:35-8:40	15:00	Side Gate	Year 2 Puffin Year 2 Albatross Year 2 Seagull	Main Gate	08:35-8:40	Year 3 Stingray Year 3 Swordfish	Side Gate		15:10	Side Gate	Year 4 Dune Year 4 Seahell Year 4 Coral	Side Gate		Year 5 Bembridge Year 5 Wilton Year 5 Mayflower	Side Gate	08:30-8:40	Brook Gate	Year 6 Billet Year 6 Strand Year 6 Victoria	Side Gate		15:15	Main Gate	1	2	2
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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	Extended school services/Wrap around care 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. They will run with the current government guidelines and adhere to the Academy's COVID-19 RA and their additional Extended schools RA. The Breakfast and After school clubs will maintain the phase bubbles between KS1 and KS2 pupils by socially distancing these groups, the LKS2 and UKS2 phase bubbles will also be separated by social distancing measures. The Academy will resume afterschool clubs. SLT will communicate these clubs to the pupils who will be attending and their parents/guardians. All clubs will ensure hand washing/sanitising on entry and exit are upheld and equipment is cleaned in line with government guidance and the academy RA.	1	1	1
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	Transport/Minibus The minibus will be under the academy's hygiene guidelines. The following will be applied when using the Minibus in conjunction with the Minibus RA: Pupils wash/sanitise 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. From Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport.	1	1	1
27	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	Educational visits 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. If the academy considers booking a new visit, it will ensure that any new bookings have adequate financial protection in place such as COVID-19 related cancellation insurance (the academy's Risk Protection Arrangement (RPA)). The academy will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).	1	1	1
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	Fire Alarm and Evacuation procedure The Fire Policy will be updated and guidance shared with staff Upon hearing the Fire Alarm, Staff will leave their class room/office via the external classroom/office exit. If this exit is not available, leave via the safest available fire exit. Staff and pupils are to be reminded to remain calm. The Assembly points during will be the edge of the playground lining up onto the field and next to the astro turf on the field side. Please line up calmly and in the correct assembly point. 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. 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 go to their 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 (deputy to do so in case of absence) 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>)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

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/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.