

<b>Form no.</b>	Full COVID-19	<p style="text-align: center;"><b>Likelihood is assessed as follows:</b></p> <p style="text-align: center;">6 Guaranteed to occur</p> <p style="text-align: center;">5 Very high likelihood of a risk causing injury</p> <p style="text-align: center;">4 High likelihood of a risk causing injury</p> <p style="text-align: center;">3 Significant likelihood of a risk causing injury</p> <p style="text-align: center;">2 Low likelihood of a risk causing injury</p> <p style="text-align: center;">1 Very low likelihood of a risk causing injury</p>	Likelihood	6	6	12	18	24
<b>Date created:</b>	09/07/2020			5	5	10	15	20
<b>Area:</b>	COVID-19			4	4	8	12	16
<b>Review Date:</b>	living document Last review 25.2.22			3	3	6	9	12
				2	2	4	6	8
				1	1	2	3	4
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>		
			SEVERITY					
			<b>Severity is assessed as follows:</b>					
			4 Catastrophic (death)					
			3 Critical (major injury)					
			2 Marginal (first aid only)					
			1 Negligible					

Risk is calculated by estimating the likelihood of something going wrong and estimating how severe injury (or loss) would be if it happened. Multiplying these two numbers together gives the overall risk rating. Full details are in the risk-assessment guidance note below.

Any activities that are outside of these covered below, will be the responsibility of the group leader /senior member of staff

ID No.	What are the hazards?	Who might be harmed and how?	Actions Required	Severity	Likelihood	Sum
01		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>Control measures</b></p> <p><b>As an academy we:</b></p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone (RA ID No. 02,03,04,06,07,08,09).</li> <li>2. Maintain appropriate cleaning regimes (RA ID No. 05).</li> <li>3. Keep occupied spaces well ventilated (RA ID No. 10).</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 (RA ID No. 12,13,14,15,15,16,17,18).</li> </ol> <p><b>Stepping Measures up and down: the academy has a contingency plan in place that outlines what we would do if pupils or staff test positive and how we will operate if we are advised to take extra measures to help break chains of transmission. We encourage all staff opt take up the offer of the vaccine and cover procedures take this into account. Further actions - when threshold is reached we will review and reinforce testing, hygiene and ventilation measures already in place. The academy can consider activities take place outdoors i.e. exercise, assemblies and lessons. Consider ways to improve ventilation (not significantly impacting thermal comfort) and one-off enhanced cleaning focussing on touch points and shared equipment. The academy may seek additional public health advice is we are concerned about transmission in our setting by contacting DfE helpline 08000468687.</b></p>	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	<p><b>Hand Washing</b></p> <p><b>Ensure good hand hygiene for everyone</b></p> <p><b>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.</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 phase assemblies, songs and regular reminders including Handy Andy. Encourage staff to report any problems as part of a surveillance programme.</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	<b>Hand sanitising on entering the Academy</b>  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.	2	2	4
04	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>Respiratory hygiene</b>  The 'Catch it, Bin it, Kill it' approach continues to be very important.  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.	2	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	<b>Cleaning/sanitising</b>  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 areas and the office foyer by 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 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.  The facilities staff will keep stock checks to ensure that classroom sanitising equipment levels are maintained.  The sanitising schedule will include teaching staff sanitising tables during pupil break times or the lunchtime breaks.  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.	2	1	2
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	<b>Social Distancing</b>  As the country moves to Living with COVID, 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 program of vaccines. 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.	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	<b>Asymptomatic testing (LFD) - Reviewed February 2022</b>  From 21 February, staff will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the NHS get tested for COVID-19 guidance. In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time.  Although this will no longer be recommended, staff in education and childcare settings and students and pupils can still access test kits by ordering them online or through their local pharmacy if they wish.  You will not have to take daily tests or be legally required to self-isolate following contact with someone who has tested positive for COVID-19.  If a staff member does test positive they are to inform the academy of a positive result.	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	<b>Wearing of Gloves/PPE</b>  The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> An adequate supply of gloves will be provided. Staff will be instructed to dispose of the gloves safely and wash or sanitise their hands after use. Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Gloves are to be supplied to each self-sufficient zone and the break area. Facilities will keep stock checks to ensure levels are maintained. Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	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	<b>Face coverings</b>  Although it is no longer necessary to wear a face covering, the Academy staff and visitors may continue to wear a face covering in the communal areas and places of congestion if they feel it is safer to do so.  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).	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><b>Keep occupied spaces well ventilated</b></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. <b>CO2 monitors are placed in each classroom to monitor air quality. staff are aware of these and use them to inform the need for action.</b></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><b>Mixing and 'bubbles'</b></p> <p>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. 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. <b>Seating plans are devised and inform groupings of children within classes to minimise transmission and risk. These are reviewed regularly and data informs changes. In the EYFS, safety, quality provision and ratio is our priority. The academy will regularly review the impact of COVID 19 and adjust staffing, ratio and grouping accordingly.</b> 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><b>Tracing close contacts and self isolation</b></p> <p>Contact tracing From 24 February, routine contact tracing will end. Contacts will no longer be required to self-isolate or advised to take daily tests. Instead, guidance will set out precautions that contacts can take to reduce risk to themselves and other people - and those testing positive for COVID-19 will be encouraged to inform their close contacts so that they can follow that guidance.</p> <p>Isolation There is no longer a legal requirement for people with coronavirus (COVID-19) infection to self-isolate, however if you have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people.</p> <p>The self isolation advice is for:</p> <ul style="list-style-type: none"> <li>people with any of the main symptoms of COVID-19</li> <li>people who have received a positive COVID-19 lateral flow device (LFD) or polymerase chain reaction (PCR) test result</li> <li>people who live in the same household as, or who have had close contact with, someone who has COVID-19</li> </ul> <p>This also applies to children and young people who usually attend an education or childcare setting</p> <p>From 24 February, the Government will remove the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people. After 5 days, they may choose to take a Lateral Flow Device (LFD) followed by another the next day - if both are negative, and they do not have a temperature, they can safely return to their normal routine. Those who test positive should avoid contact with anyone in an at risk group, including if they live in the same household. See advice via the following: <a href="https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts">https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts</a></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><b>Clinically extremely vulnerable children and staff (CEV), Clinically vulnerable staff, pregnant staff and Shielding/Self isolation.</b></p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Children and young people over the age of 12 with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID-19. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</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><b>Testing, self-isolation and managing confirmed cases of COVID 19.</b></p> <p><b>When an individual develops COVID-19 symptoms or has a positive test</b></p> <p>Pupils, staff and other adults should follow UKHSA advice on when to self-isolate and what to do. Anyone developing symptoms will be sent home and follow UKHSA advice. Avoid using public transport. the household should follow the UKHSA guidance . Pupils and staff should return to school under the UKHSA guidance. 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. The household should follow the UKHSA guidance.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts">https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts</a></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><b>Testing</b></p> <p><b>Asymptomatic testing</b></p> <p>From 21 February, staff will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the NHS get tested for COVID-19) guidance. In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time.</p> <p>Although this will no longer be recommended, staff in education and childcare settings and students and pupils can still access test kits by ordering them online or through their local pharmacy if they wish.</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the UKHSA guidance.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts">https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts</a></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><b>Tracing (Living with COVID)</b></p> <p>Contact tracing</p> <p>From 24 February, routine contact tracing will end. Contacts will no longer be required to self-isolate or advised to take daily tests. Instead, guidance will set out precautions that contacts can take to reduce risk to themselves and other people - and those testing positive for COVID-19 will be encouraged to inform their close contacts so that they can follow that guidance.</p> <p>Pupils, staff and other adults should follow UKHSA advice on when to self-isolate and what to do.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts">https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts</a></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><b>Response to any infection (See DA COVID Notification Process)</b></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.</p> <p>The Academy by sharing this RA ensure that staff members and parents/carers understand that they will need to be ready and willing to follow the UKHSA advice.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts">https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056991/220224_Schools_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056991/220224_Schools_guidance.pdf</a></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><b>Process for reporting positive confirmed cases of coronavirus (COVID-19) in your setting</b></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).</p> <p>This service can be reached by calling the DfE's coronavirus helpline number on 0800 046 8687, and selecting option 1. This option will take you through to the dedicated team of advisors who will inform the academy of what action is needed based on the latest public health advice. They will work through a risk assessment with the academy to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during this call. The lines are open from Monday to Friday 8am to 6pm and 10am to 4pm on Saturdays and Sundays.</p>	1	1	2
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><b>Mental Health</b></p> <p>The inclusion and pastoral team will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can.</p> <p>Our SEN team are available for advice and support</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>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><b>Peripatetic teachers and volunteers</b></p> <p>The Academy will continue to engage peripatetic teachers.</p> <p>Peripatetic teachers can move between schools.</p> <p>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.</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>Music, dance and drama can be undertaken in the academy with safety precautions undertaken. See advice that is provided in the government guidance: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a></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><b>Equipment Resources and Outdoor play equipment</b></p> <p><b>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</b></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.</p> <p>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	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>Keep occupied spaces well ventilated</b></p> <p>It is important to ensure occupied areas are well ventilated and that a comfortable teaching environment is maintained.</p> <p>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).</p> <p>You should balance the rooms need for increased ventilation while maintaining a comfortable temperature.</p>	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	<p><b>Staff meetings and Parent/visitors meetings</b></p> <p>Briefings and staff meetings are to be kept to phases when seated if a face to face approach is needed, this will help to reduce transmission.</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/carers or member of staff then control measures should be adhered to, Good hygiene for all - sanitise on entry and exit, Maintain good cleaning regimes - the surfaces to be cleaned after the meeting by member of staff holding the meeting, Keep occupied spaces well ventilated - keep windows/doors open for fresh air where possible and Follow UKHSA advice on testing and self isolation and managing cases on confirmed COVID 19. - keep a record of date, time and persons present at meeting.</p> <p>At all meetings anyone that is feeling unwell or displays any symptoms should not attend.</p>	1	1	1

<p><b>24</b></p>	<p>Spread of Covid-19 Coronavirus</p>	<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> We continue to enter and depart the grounds at the designated gates. Please arrive within the designated gate window times to maintain our 'drop and go-keep the flow' system. Drop off and collection points are 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 are to direct all queries and concerns to the general office via the intercom system or by telephone or emailing the first instance. 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="1205 499 1629 890"> <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 rowspan="2">Brook Gate</td> <td>08:50</td> <td>11:50</td> <td rowspan="3">Brook Gate</td> </tr> <tr> <td>Nursery pm</td> <td>12:35</td> <td>1:35</td> </tr> <tr> <td>Reception Jellyfish Reception Starfish</td> <td>Brook Gate</td> <td>08:40</td> <td></td> </tr> <tr> <td rowspan="3">KS1</td> <td>Year 1 Lobster Year 1 Shrimp</td> <td>Main Gate</td> <td>08:35-8:40</td> <td>1:00</td> <td>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> <td></td> <td>Side Gate</td> </tr> <tr> <td>Year 3 Stingray Year 3 Swordfish</td> <td>Side Gate</td> <td></td> <td>1:10</td> <td>Side Gate</td> </tr> <tr> <td rowspan="3">LKS2</td> <td>Year 4 Dune Year 4 Seahall Year 4 Coral</td> <td>Side Gate</td> <td></td> <td></td> <td>Main Gate</td> </tr> <tr> <td>Year 5 Bembidge Year 5 Wilton Year 5 Mayflower</td> <td>Side Gate</td> <td>08:30-8:40</td> <td></td> <td>Brook Gate</td> </tr> <tr> <td>Year 6 Bilet Year 6 Strand Year 6 Victoria</td> <td>Side Gate</td> <td></td> <td>1:15</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	12:35	1:35	Reception Jellyfish Reception Starfish	Brook Gate	08:40		KS1	Year 1 Lobster Year 1 Shrimp	Main Gate	08:35-8:40	1:00	Side Gate	Year 2 Puffin Year 2 Albatross Year 2 Seagull	Main Gate	08:35-8:40		Side Gate	Year 3 Stingray Year 3 Swordfish	Side Gate		1:10	Side Gate	LKS2	Year 4 Dune Year 4 Seahall Year 4 Coral	Side Gate			Main Gate	Year 5 Bembidge Year 5 Wilton Year 5 Mayflower	Side Gate	08:30-8:40		Brook Gate	Year 6 Bilet Year 6 Strand Year 6 Victoria	Side Gate		1:15	Main Gate	<p>1</p>	<p>2</p>	<p>2</p>
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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	<p><b>Educational visits</b></p> <p>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 and UKHSA guidelines.</p> <p>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)).</p> <p>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).</p>	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	<p><b>Fire Alarm and Evacuation procedure</b></p> <p>The Fire Policy will be updated and guidance shared with staff</p> <p>Upon hearing the Fire Alarm, Staff will leave their 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.</p> <p>The classroom teacher/LSA if leading a group will become the Fire Marshal for the pupils in their care. This will mean the staff member will register their pupils and making sure all are with them when reaching the assembly point. If any pupils are unaccounted for they would be immediately reported to the Senior Leadership in their zone once you have registered the pupils at the assembly point. The Senior Leadership Team can then relay this message to the member of Facilities staff in attendance who will then search or arrange a search if safe to do so. As per normal procedure, once it is safe to re-enter the building the Senior Leadership Team will inform you.</p> <p>Office and other support staff will perform their usual duties, then 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.</p> <p>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.</p>	1	2	2

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

<https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>  
<https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19/covid-19-response-living-with-covid-19#living-with-covid-19>

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	Errors 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.