



<p>Contact through the use of equipment</p>		<p>Where students are required to move to specialist classrooms e.g. IT then the timetable allows for cleaning between lessons.</p> <p>Students to sanitise hands on the way into and out of IT rooms (to negate the necessary to clean keyboards as this damaged the lettering on the keyboards).</p> <p>Music lessons will not involve singing or the use of brass/wind instruments.</p> <p>The PE curriculum will be continued, though revised to minimise contact and cleaning of equipment. There will be no contact sports though this will be reviewed regularly.</p> <p>Extra staff employed to clean equipment, changing rooms and other points of contact, after use</p> <p>Capacity of PE changing rooms increased.</p> <p>IT equipment (laptops and desk top computers) to be cleaned after use.</p>	<p>01/09/20</p> <p>16/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>16/09/20</p> <p>01/09/20</p> <p>01/04/20</p>	
	<p>Increased student contact during more unstructured times, breaks, lunch and toilet visits</p>	<p>The Academy is zoned by year group by area, entrance/exit, break and lunch zone and toilets. (Some toilets serve two Year groups due to the limits in numbers).</p> <p>Extras toilets opened to facilitate separation of groups (staff toilets now in use for year 11 boys only)</p> <p>Where students may mix, for example, in detention, these are held in large, very socially distanced areas such as the Auditorium.</p> <p>No large gatherings will occur e.g assemblies, productions, performances or parents' evenings. This</p>	<p>01/09/20</p> <p>14/09/20</p> <p>01/09/20</p> <p>01/09/20</p>	

		<p>will be routinely reviewed and all alternatives explored such as virtual assemblies.</p> <p>Students to spend lunch and break times in designated year areas this includes when eating meals.</p> <p>At break and lunch, supervision, marking and zoning will support minimised contact.</p> <p>Toilets are to be subject to regular cleaning with toilets allocated to year bubbles.</p> <p>Only one student at a time are to be allowed into the toilets at any one time when absolutely necessary.</p> <p>As students are kept in bubbles, more than one student allowed into toilets</p> <p>Regular inspections of handwashing / toilet facilities throughout day to ensure appropriate levels of soap / paper towels.</p> <p>Stocks of handwashing equipment monitored weekly to maintain appropriate levels.</p> <p>One way system in place in order to minimise contact during limited movement time.</p> <p>Clear messages around the Academy for “Catch it, kill it, bin it” around the Academy.</p> <p>Educational visits will be suspended for the first term, this will be reviewed regularly.</p>	<p>01/09/20</p> <p>01/09/20</p> <p>01/04/20</p> <p>01/04/20</p> <p>07/09/20</p> <p>01/04/20</p> <p>01/09/20</p> <p>01/04/20</p> <p>01/09/20</p>	
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	<p><b>Increased student contact at the start and end of the school day</b></p>	<p>Start and end times of the school day will be staggered in order to minimise contact.</p> <p>Students encouraged to use hand sanitiser stations.</p> <p>All pupils / staff are encouraged to wash hands for 20 seconds on arrival to school, before and after eating, after sneezing or coughing and at regular times throughout the day.</p> <p>Hand sanitiser stations are at each entrance and students are asked to sanitise before entering the academy.</p> <p>Clear areas for waiting for the bus in Year groups.</p> <p>Students wait in queues depending on the bus they are getting on</p> <p>Designated area for students to meet siblings at the end of the day.</p> <p>Increased cleaning throughout the school day and at the end – paying particular attention to door handles, banisters, light switches, sinks, toilets, toys, books, desks, chairs.</p>	<p>10/07/20</p> <p>01/09/20</p> <p>10/07/20</p> <p>07/09/20</p> <p>01/09/20</p> <p>07/09/20</p> <p>10/07/20</p> <p>01/04/20</p>	

	<p><b>Contact between students and staff when collecting food</b></p>	<p>During the first term, the offer from catering will be more limited to aid speed and minimising contact. This will be routinely reviewed.</p> <p>All servery areas have been equipped with Perspex screens to guards.</p> <p>Start times for lunch have been staggered in order to reduce volume.</p>	<p>13/07/20</p> <p>01/06/20</p> <p>01/09/20</p>	
<p><b>Maintaining social distancing with staff</b></p>	<p><b>Staff being in close proximity to students while teaching.</b></p>	<p>Classrooms have been cleared to create a maximum space to allow for a clear teaching space at the front.</p> <p>Classrooms have been cleared to minimise the surfaces to be touched and to create space for each class to have their own area.</p> <p>Desks organised in rows wherever possible, following DfE guidelines.</p> <p>Keep doors and windows open wherever possible.</p> <p>Tissues and tissue bins available in all classrooms.</p> <p>All staff supplied with convenient "Principles" hand sanitiser.</p> <p>All staff with individual concerns are encouraged to discuss concerns with the Safeguarding lead.</p> <p>All staff with underlying medical conditions are expected to discuss with the safeguarding lead to prepare individual risk assessments.</p> <p>Staff in the third trimester of pregnancy will be expected to work from home.</p>	<p>01/09/20</p> <p>01/04/20</p> <p>01/04/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>17/07/20</p> <p>01/09/20</p> <p>01/09/20</p>	

	<p><b>Staff being in close proximity to other staff members.</b></p>	<p>Staff are encouraged to not use staff social areas in numbers which make distancing difficult. Where possible stagger the use of staff rooms.</p> <p>Staff are encouraged to use their own mugs and utensils.</p> <p>Maintaining distancing during meeting times, where possible to continue the use of MS Teams.</p> <p>All morning meetings cleared form the calendar.</p> <p>Only one member of staff to use the lift at any time.</p>	<p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p>	
	<p><b>Staff being in close proximity to parents and visitors.</b></p>	<p>The reception is fitted with a full Perspex front.</p> <p>Parents are discouraged from attending the Academy wherever possible. When this is necessary only one parent should attend.</p> <p>Larger meeting areas created to support social meetings where this is vital.</p> <p>Parents/carers encouraged to make appointments in order to manage volume within the Academy. This should, where possible, be after the Academy day.</p> <p>Hand sanitizer is available at school reception entrance for all visitors.</p> <p>COVID-19 guidelines available in reception.</p> <p>All deliveries to specified location.</p> <p>Floor markings in place to ensure social distancing with delivery drivers.</p> <p>Packages wiped down or gloves worn when unpacking deliveries.</p>	<p>01/09/20</p> <p>01/0920</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/04/20</p> <p>01/0920</p> <p>01/04/20</p>	

<b>Contamination of equipment or resources</b>	Exposure to virus through contaminated equipment or resources	All soft furnishings and resources which can't be disinfected are removed from classrooms / shared areas.	01/04/20	
		Library area quarantined to prevent sharing. This will be routinely reviewed.	01/09/20	
		All children provided with labelled, personalised set of basic equipment. New equipment for sale at all entrances to prevent borrowing.	01/09/20	
		All shared equipment removed from desks and stored as bubble equipment in each base classroom.	01/09/20	
		Where specialist equipment must be used, this will be quarantined and cleansed between use.	01/09/20	
		Reading books for English/Lesson1 or Reading Response stored in classrooms not shared to reduced number of different pupils accessing them.	01/09/20	
		Additional hours for cleaning staff, including provision for cleaning during the school day.	01/09/20	
		Increase use of MS Teams, visualisers and other avenues to share resources.	01/09/20	
		All surfaces used to be wiped down at the end of the school day.	01/04/20	

<b>Lack of staff to teach / supervise pupils due to high staff absence</b>	Lack of supervision  Risk of spreading virus if strict pupil grouping is not adhered to	All staff inform Line Manager by 7am if they will be unable to attend work due to illness/self-isolating.	01/04/20	
		Staffing designed to mitigate against high levels of staff absence.	01/09/20	
		No splitting of a group between other classes to enable cover.	01/09/20	
		Staff access testing promptly to identify accurately when they can return to work.	13/07/20	
		Keep staff updated with quarantining policy when returning from holiday prior to the start of term.	13/07/20	
<b>Pupils / staff becoming ill with symptoms</b>	<b>A suspected case occurs on site which may increase exposure</b>	Clear information provided to staff and pupils regarding symptoms to be aware and procedures in place to report these promptly to SLT.	01/04/20	
		NHS guidance sent to staff and parents carers.	24/09/20	
		Designated room to isolate pupils with symptoms set up (well ventilated and thoroughly cleaned after use)	01/04/20	
		PPE provided for staff members supervising pupils with symptoms. (Fluid-resistant surgical mask).	01/04/20	
		Parents are contacted promptly to collect pupils with symptoms	01/04/20	
		Staff with symptoms sent home to be tested.	01/04/20	
		Staff / pupils access testing promptly and school is informed of results if positive.	01/04/20	
		Where the child, young person or staff member tests positive, the rest of their group should be sent home and advised to self-isolate for 14 days and to access testing.	01/04/20	



		<p>All staff to access guidelines on the use of PPE.</p> <p>The Academy to provide home testing equipment if a student/ staff member shows symptoms.</p> <p>If a person receives a positive test result the dfe service will be contacted on 0800 046 8687 by selecting the option for reporting a positive case.</p> <p>If two or more people in a mega bubble have tested positive, the entire bubble will be sent home and PHE must will be contacted to await further advice.</p> <p>The Catch Up Plan highlights the procedures in place to continue education and contact of a local lockdown/closure occurs.</p>	<p>01/04/20</p> <p>01/09/20</p> <p>16/09/20</p> <p>01/04/20</p> <p>17/07/20</p>	
	<p><b>A suspected case is reported in which may have increased exposure</b></p>	<p>Staff / pupils who display symptoms at home must not attend school.</p> <p>Anyone displaying symptoms at home advised To self-isolate for 10 days and get tested.</p> <p>Staff to access testing to determine if they can return sooner.</p> <p>Parents advised to access testing for pupils.</p>	<p>01/04/20</p> <p>16/09/20</p> <p>01/04/20</p> <p>01/04/20</p> <p>01/04/20</p>	

		Anyone living with someone who displays symptoms advised to self-isolate for 14 days.		
<b>Exposure to virus when managing intimate care needs / first aid of pupils</b>	Risk of infection due to exposure to bodily fluids or physical contact	<p>Identified room(s) for managing intimate care.</p> <p>PPE provided for staff when managing intimate care / first aid needs. (Fluid resistant surgical mask, disposable gloves, disposable apron). If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn).</p> <p>Daily checks of room and equipment in place to maintain hygiene and supply of PPE Waste and used PPE is disposed of daily.</p> <p>Additional training provided on the use of PPE.</p>	<p>01/04/20</p> <p>01/04/20</p> <p>01/04/20</p> <p>01/04/20</p>	
<b>Risk of exposure when working with some pupils with SEND or behaviour issues (eg: spitting, restraining etc...)</b>	Risk of infection due to exposure to bodily fluids or physical contact	<p>Addendum to the Behaviour Policy shared to parents, staff and students on additional regulations and sanctions related to COVID 19 such as minor physical contact, spitting.</p> <p>Potential pupils identified in school and personalised risk assessment / handling plan in place, including provision of PPE for staff if appropriate.</p>	<p>10/07/20</p> <p>01/09/20</p>	
<b>Additional risk to CV/CEV staff or students</b>	<b>Need to further protect Clinically extremely vulnerable staff / pupils with pre-existing medical conditions.</b>	<p>Students and adults who have been identified as critically vulnerable or clinically extremely vulnerable should follow the latest guidance.</p> <p><a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school</a></p>	<p>13/07/20</p> <p>13/07/20</p>	

	<p><b>Clinically vulnerable staff / pupils</b></p> <p>Higher risk of complications from the virus</p>	<p><a href="https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#revisions-and-updates">https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#revisions-and-updates</a></p> <p>People who are identified as CV/CEV who are concerned about returning to the academy should seek medical advice and inform the Academy of any issues.</p>	01/09/20	
<b>Transport to school</b>	Risk of exposure for pupils travelling on mini buses / school buses / public transport	<p>Parents / pupils encouraged to walk or cycle if possible.</p> <p>Reduce the number of students in any minibus pick up, open windows.</p> <p>Follow '<a href="#">Coronavirus (COVID-19) safer travelling guidance for passengers</a>'</p>	10/07/20 01/09/20 10/07/20	
<b>Mental health and wellbeing</b>	<p><b>Staff / Pupils / Families</b></p> <p>Impact on emotional health and wellbeing</p> <p>Anxiety, depression</p> <p>Absence</p>	<p>Hardship fund budget share increased in order to break down barriers and ensure equipment policy can be followed.</p> <p>Full programme of strategies to encourage attendance in order to engage with all.</p> <p>Lesson 1 "Catch up" lessons designed to address mental health as well as lost learning.</p> <p>Curriculum to include resources to support mental health and wellbeing of pupils with access to support from ELSAs.</p> <p>Information sent to parents with sources of support for mental health and wellbeing.</p> <p>Ongoing support for staff from Educational Psychologist / Counselling Services.</p>	10/07/20 17/07/20 13/07/20 13/07/20 17/07/20 01/04/20	
<b>Emergency evacuation</b>	<p><b>Staff / Pupils</b></p> <p>Increased risk of exposure during</p>	Revised emergency evacuation plans in place for each setting, including assembly points with social distancing arrangements.	01/09/20	

	emergency evacuations	Continue with current procedures with revised spacing on the 3G for assembly points.	01/09/20	
<b>Limiting the spread of the virus</b>	<b>All staff / students and visitors</b>	<p>Following social distancing guidelines when possible.</p> <p>Year group bubbles/ September opening plans in place</p> <p>All students and staff to wear masks in communal and social indoor areas</p> <p>Staff will be provided with PEE (MASK)</p> <p>Students will provide their own or be provided with a one use mask each day- Masks to be sourced and purchased.</p> <p>Students will be provided with a clear bag for safe storage of masks</p> <p>Protocol established for essential visitors into the academy</p>	16/09/20	

**Risk assessment to be regularly reviewed throughout this during this situation**