

ACADEMY	SECTION/TEAM	DATE OF ASSESSMENT
Skegness Academy		March 2021
WHO MIGHT BE HARMED? Employees, pupils, parents/guardians, service users, contractors and members of the public. NB for ease of reading pupils and young people are referred to as pupils in this document. Unless specifically stated the controls apply to all pupils attending the academy		HOW MANY ARE AFFECTED?

Statements are therefore generic and can be added to, altered, changed or deleted as appropriate. Once completed, all staff must read this document and complete the MS form to confirm they have read and had an opportunity to ask questions before they return to their normal work..

This risk assessment has been revised to reflect updated guidance from the Department for Education (DfE) published on 2 July 2020. In particular academies must ensure that at all times they comply with the basic requirements of the guidance (in italics) to:

- 1) *minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptom, or who have someone in their household who does, do not attend school*
 - 2) *clean hands thoroughly more often than usual*
 - 3) *ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach*
 - 4) *introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach*
 - 5) *minimise contact between individuals and maintain social distancing wherever possible*
 - 6) *where necessary, wear appropriate personal protective equipment (PPE)*
- Numbers 1 to 4 must be in place in all schools, all the time.*
Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.
Number 6 applies in specific circumstances.

Response to any infection:

- 7) *engage with the NHS Test and Trace process*
 - 8) *manage confirmed cases of coronavirus (COVID-19) amongst the school community*
 - 9) *contain any outbreak by following local health protection team advice*
- Numbers 7 to 9 must be followed in every case where they are relevant.*

In addition and in respect of all Health & Safety Risk Assessments Principals are responsible on behalf of the Trust for ensuring at all times that they have ‘active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice’

Once completed this RA and any other relevant RAs must be posted on the Academy’s website. Parents and carers can access more Government information [here](#)

Principals must advise the Trust immediately if they are concerned that controls are not operating as designed

This document should be read in conjunction with the Trust document ‘COVID-19 Revised Operating Procedures’

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place × if not	WHERE: × State action to be taken with timescales × Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
Fail to follow Government guidance	<ul style="list-style-type: none"> The Trust will provide a summary of any changes to guidance, paying particular attention to guidance on education settings e.g. social distancing, maximum numbers allowed in any one place, cleaning etc. Principal or Senior Leader to ensure guidance here is complied with and make any changes to site arrangements as required (amending this RA if necessary) 	✓	<p>Contact Trust Emergency Planning Team for advice if unsure</p> <p>03/03/21 Principal shared, discussed and completed Risk Assessment (RA) and Revised Operational Procedures (OP) with Senior Leadership Team (SLT), H&S Contact, H&S Rep and Site Manager</p> <p>RA and OP uploaded to Smartlog and emailed to Trust Operations Director</p> <p>W/c 1/3/21A copy of this RA sent to all staff to read.</p> <p>Following this staff will be required to complete the MS form to confirm that they have:</p> <ul style="list-style-type: none"> received a hard copy of the RA read and understand the RA undertaken any relevant training; and acknowledge their responsibility to adhere to the RA <p>All staff will be reminded by reception staff on arrival each morning that the RA is still in operation. This RA will be reviewed and updated as necessary by the Principal, H&S Team and/or Trust SLT. It is a working document.</p>	Low
Health and Wellbeing				
Mental health and wellbeing of staff adversely impacted	<ul style="list-style-type: none"> Trust Board to ensure that staff wellbeing and a good work-life balance is maintained for all staff (including Senior Leadership Teams). See DfE guidance on reducing school workloads 	✓	<p>Academies to have all staff meetings to discuss measures they are proposing putting in place to ensure they are suitable and sufficient</p> <p>No staff should regularly exceed their contracted hours</p>	Low

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	<p>here and remote working here and here</p> <ul style="list-style-type: none"> Trust Board to issue guidelines for Principals to enable them to put in place site specific arrangements. Guidelines include parameters for time on site, working at home etc. Health and Safety Committee to be consulted prior to guidelines being issued Except in an emergency no business emails, texts or phone calls to be sent/made outside of normal working hours (an emergency is something which will have an immediate impact on health and safety or will otherwise prevent the academy from opening) Academy based staff managed by the Central Team e.g. IT, Catering, Site (including Trust employed cleaners) will have standard arrangements agreed and produced by the relevant Directors Additional guidance on mental health can be found here and resources here 		<p>Managers should monitor the mental health and wellbeing of staff, where necessary completing team stress risk assessments and/or individual stress risk assessments</p> <p>All teaching staff meetings will be conducted within normal working hours and in discussion with staff.</p> <p>Staff are aware that if they need to talk/discuss they can speak to the Principal/SLT at any time.</p> <p>Staff have access to external support from The Trust Wellbeing Service. All staff members have a contact card if needed.</p> <p>Health and wellbeing to become a standing item on all Academy agendas</p> <p>Health and wellbeing will be led by Senior Deputy Principal to show support is in place for all staff and is a priority.</p> <p>Staff wellbeing programme to be developed in conjunction with staff team</p>	
Mental health and wellbeing of pupils adversely impacted	<ul style="list-style-type: none"> Trust to identify lead staff who will be the main point of contact for advice and guidance within the Central Team Trust to ensure that all academies have trained staff or access to trained people 	✓	<p>Principals to identify suitable staff to lead on mental health and wellbeing for pupils</p> <p>Principals to ensure that all staff are familiar with local arrangements including internal and external support networks</p>	Low

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	<p>who can provide support to pupils</p> <ul style="list-style-type: none"> Trust to arrange awareness sessions for staff so that they can recognise signs of pupils being adversely impacted by lockdown, returning to school etc. Additional resources can be found here 		<p>Staff will attend Trust awareness meetings (when available).</p> <p>During school closure support staff have undertaken a raft of online training courses to increase awareness of how to identify and support mental health and wellbeing of pupils and colleagues.</p> <p>Email sent to all staff with a list of staff who have completed the above training. As and if needed this list will be a source of support across the Academy Team.</p> <p>External support is available from the trust assurance programme. Details have been circulated to all staff</p> <p>Recovery curriculum identified for students via PSHE, tutor time and assemblies</p> <p>Signposted counselling opportunities to all students</p>	
Staff who are at increased risk e.g. Shielding, Clinically Vulnerable or Extremely Clinically Vulnerable, Pregnant etc				
Staff who are clinically vulnerable or extremely clinically vulnerable	<ul style="list-style-type: none"> Managers should be flexible in how staff in these groups are deployed. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. See Government guidance here, here and here Staff in these groups to consult with their medical professional for advice on keeping safe within the work place 	✓	<p>Managers to consider remote working as the first option and put this in place where possible. This is likely to be more suitable for staff who do not deal directly with pupils e.g. those in admin roles</p> <p>If remote working is not possible redeploy into roles in school where it is possible to maintain social distancing</p> <p>If redeployment is not possible ensure social distancing of at least 2m is in place for the member/s of staff and reduce number of interactions with others</p> <p>Opportunities created for staff to update the Principal</p>	Low

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			<p>on personal circumstances in place.</p> <p>All academy staff have returned to safely work on site with individual RA completed for any staff who required one.</p>	
Pregnant staff at increased risk from COVID-19	<ul style="list-style-type: none"> As a general principle, pregnant women are in the 'clinically vulnerable' category and in addition to completing the standard Trust RA for pregnant or new mothers they should follow the relevant Government guidance (see above) The same principles and controls apply to pregnant pupils 	✓	<p>Ensure that New and Expectant Mothers RA reflects any site specific arrangements for COVID-19</p> <p>2 staff in early stages of pregnancy. RA completed.</p> <p>Ensure that Pregnant School Girls RA reflects site specific arrangements</p>	Low
Staff who may otherwise be at increased risk from coronavirus (COVID-19)	<ul style="list-style-type: none"> If people with significant risk factors e.g. underlying health conditions, diabetes, obesity etc. or from some ethnic groups are concerned about returning to the academy, Principals should discuss their concerns and explain the measures the school is putting in place to reduce risks 	✓	<p>Principals should try as far as practically possible to accommodate additional measures where appropriate.</p> <p>Measures may include:</p> <ul style="list-style-type: none"> Working remotely Working in a role where it is easier to maintain social distancing <p>Staff are aware that if they fall into this category they should discuss their individual circumstances with the Principal</p> <p>RA of vulnerable staff including BAME completed and regularly reviewed</p>	Low
Reducing the Risk of Infection				
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> Unless advised by a healthcare professional pupils and staff should 	✓	Principals may wish to have a small supply of face masks available if pupils or staff damage their mask	Low

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	<p>remove PPE on entering the site</p> <ul style="list-style-type: none"> PPE must be removed safely. Principals should arrange for copies of the Safe System of Work (SSW11.2) to be displayed in classrooms, staffrooms etc. There may be some instances where, for the purposes of COVID-19 control, PPE is required to be worn inside the school buildings. In these cases the Government guidance here should be followed 		<p>All PPE available from school business manager for those staff who require it to complete their day to day working</p> <p>PPE is available to be used as and when needed.</p> <p>PPE available for students travelling home on public transport.</p> <p>Masks must be worn inside by all staff, students and visitors at all times.</p> <p>Visors are no longer suitable</p> <p>Staff and students who are exempt must wear a lanyard to clearly show others</p>	
<p>Staff and/or pupils fail to comply with hygiene guidance</p>	<ul style="list-style-type: none"> Staff reiterate hygiene standards throughout day Ensure all hand washing facilities have adequate supplies of soap and other disposables e.g. paper towels at all times Hand wash with soap and water for 20 seconds Use disposable hand towels in preference to dryers if possible Hand wash or use of hand sanitiser on entry and exit from building Hand wash before eating Hand wash after eating 	<p>✓</p>	<p>Display hand washing and hygiene posters in toilet areas, staffroom and classroom</p> <p>Clean all washroom and other hygiene facilities regularly throughout the day and after every break</p> <p>Provide adequate supplies of sanitiser at strategic points within the building, including exits</p> <p>Ensure other supplies in toilets e.g. toilet rolls are adequate at all times</p> <p>Empty waste bins at regular intervals and follow Government and Trust guidance on disposal</p> <p>Hand wash for preference followed by sanitiser if needed</p> <p>Site staff should wear PPE (minimum of disposable gloves) when carrying out any works which involve touching surfaces in room that have been or will be</p>	<p>Low</p>

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	<ul style="list-style-type: none"> ● Hand wash after going to the toilet ● Use disposable tissues or 'bent elbow' for coughs and sneezes ● Refrain from touching face ● Adhere to social distancing guidance 		<p>occupied. To reduce the risk of recontamination, this includes room that have been deep cleaned and put out of bounds</p> <p>Clear expectations in place for staff and students. Everyone to sanitise hands upon entry to the building and regularly throughout the day.</p> <p>Specific times given for bubbles to use the toilet and ensure good hand hygiene.</p>	
Academy not arranged to maximise social distancing	<ul style="list-style-type: none"> ● Bubbles should be as small as possible e.g. ideally class i.e. 30 pupils plus staff) and no bigger than a year group ● Primaries should work on class bubbles if possible or if this is not possible group sizes should be no bigger than two classes i.e. maximum of 60 pupils ● Secondaries will work on year group bubbles 	✓	<p>Principals to communicate site specific arrangements to all staff, pupils and parents/carers.</p> <p>Staff meeting 05/03/21 for all staff in addition to emails and school signage.</p> <p>Year group bubbles in place – there will be no teaching of students from different years at the same time at any point.</p> <p>Notices detailing site specific arrangements to be displayed at suitable points within the school and copies emailed to all staff</p> <p>Break and Lunch zones identified for each year group ensuring that bubbles do not mix during social times.</p>	Low
Social distancing	<ul style="list-style-type: none"> ● Wherever possible pupils and staff should socially distance. Revised DfE guidelines are 1m for pupils and 2m for staff. NB the guidance recognises that for younger pupils it can be very difficult to maintain social distancing. 	✓	<p><u>Unless specifically approved by the Principal no parents are to be allowed within the buildings.</u> (see sections on pupils with disabilities for exceptions)</p> <p>Place sign at site entrance/s reminding visitors of social distancing requirements and (with the exception of staff and parents dropping off or collecting pupils) not to</p>	Low

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	<p>Nonetheless staff should try to ensure pupils are socially distancing as much as possible.</p> <ul style="list-style-type: none"> • Pupils and staff should remain in their bubbles at all times including breaks, lunch, PE, etc. The only exceptions are some staff who work across year groups e.g. SENCOs, teachers in Secondaries • Visitors to school to be kept to absolute minimum and only allowed on site with the approval of a senior leader • Where necessary mark social distancing guides at collection and pick up points to help parents identify correct spacing • Remove all seating in reception areas • Stagger start and finish times to reduce number of parents and pupils at entrance at any one time • Circulation around site to be reduced to the minimum. Pupils and teaching staff to remain in allocated classroom/areas wherever possible • Zone year groups and/or classes within specific dedicated areas in the academy • In Secondaries to reduce the 		<p>enter the school site without approval. Provide contact number for queries.</p> <p>Year groups will enter and leave the site via a dedicated entrance. There will be a stagger at the end of the day to ease congestion.</p> <p>Barriers are in place at the school entrance to support a one way system.</p> <p>Keep all entrance doors secured but ensure they can be opened in an emergency i.e. by automatic release, push pad/bar or thumb turn. Under no circumstances should doors be locked with a key, digital lock etc. whilst the school is occupied</p> <p>Approved visitors to remain outside or in reception area if weather is inclement. Ensure social distancing at all times.</p> <p>Only one room to be used in main reception for pre-arranged meetings. This will be cleaned after use and masks will be available for staff.</p> <p>Deliveries – ensure social distancing guidance is adhered to. For example delivery personnel buzz intercom, leave package in sight, and step back. There should be no expectation for the need to sign paperwork.</p> <p>Minimum of 1m in all directions between pupils where possible</p> <p>Adults should maintain 2 metre distance from each other, and from pupils</p>	

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	<p>movement of pupils around the buildings staff should move to classrooms wherever possible. Where lessons take place in specialist rooms e.g. labs, workshops the curriculum should be arranged so that only one year group bubble is moving at any one time</p> <ul style="list-style-type: none"> • Pupils should be seated side by side and facing forwards, rather than face to face or side on • Access and egress from classrooms should be through the classroom's external exit (where fitted) • Activities should take place outdoors as much as possible • Visits to toilets by pupils should be controlled within bubbles to maintain social distancing • Move unnecessary furniture out of classrooms e.g. soft furnishings, clutter and any surplus tables, chairs etc. and place in storage. In early years soft toys, mats etc., are permissible provided they are cleaned before use, are not shared between bubbles and are on a programme of regular cleaning • Remove wall or ceiling hangings and displays on floors and limit other displays to notice boards to enable 		<p>Staff in secondary schools should maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible</p> <p>Maintain distancing when moving through the building or when outdoors</p> <p>Minimum allowance for staff work stations is 4m²</p> <p>Keep rooms well ventilated and open windows as much as possible</p> <p>To reduce the need to touch them, internal doors, (apart from those giving access to out of bounds areas) should be kept open. Where required fire doors should be held open with an approved device that closes the door automatically on activation of the fire alarm. If in doubt site staff or H&S Contacts can advise on whether a door is a fire door <u>NB it is a criminal offence to wedge open a fire door</u></p> <p>The majority of PE activities will be permissible but there may be additional controls in place to minimise contact etc. The Senior Adviser – Academic Resilience will provide more advice on suitable sports</p> <p>Sport team have read and understood all RAs specific to PE provision</p> <p>PE sessions will be conducted outside as much as possible – weather dependent.</p> <p>Where it is not possible to have sessions outside activities will be restricted to those specified in the relevant RA/s with appropriate social distancing</p>	

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	<p>effective and thorough cleaning</p> <ul style="list-style-type: none"> Principals should put in place walk on the left in single file arrangements, if people (staff or pupils) have to move between rooms/around the site. Schools with circulatory system e.g. buildings arranged around a central courtyard should put in place a one way system (NB the one way system does not apply in an emergency evacuation) Adhere to Government guidelines here 		<p>PE RA Exterior Areas, will be updated in respect of COVID-19.</p> <p>On PE days, children will come to school in their PE kits to avoid the need for changing in school.</p>	
<p>Person exhibits signs of having coronavirus (CV19) infection i.e.</p> <ul style="list-style-type: none"> new, continuous cough high temperature loss of taste and/or loss of smell 	<p>Follow Government guidance:</p> <ul style="list-style-type: none"> If anyone becomes unwell with either a new, continuous cough, high temperature, loss of taste or smell in an education setting they should be sent home and advised to follow Government guidance here Maintain social distancing unless the person requires immediate help to prevent injury Staff assisting the pupil or member of staff to follow First Aid guidance regarding PPE here 	<p>✓</p>	<p>Management of persons who have symptoms of CV19:</p> <p>If a pupil is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Staff should be mindful of individual pupils' needs – for example it would not be appropriate for younger pupils to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, ensure that social distancing is maintained see guidance here</p> <p>Separate room put aside for students who display Covid symptoms with appropriate monitoring from afar.</p> <p>The room will be used as an isolation room for pupils with symptoms will be remotely monitored by CCTV.</p> <p>When the parent arrives to collect, they will be responsible for walking the student off site. Staff member should wear full PPE whilst in attendance and follow doffing guidelines when removing.</p>	<p>Low</p>

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			<p>The toilet next door will be available for any pupil potentially suffering symptoms of COVID-19 only.</p> <p>Staff who cannot go home immediately e.g. because they are waiting for a lift, should isolate themselves</p> <p>If a potentially infected person needs to go to the toilet while waiting to be collected, they should use a separate toilet.</p> <p>Any areas used by the potentially infected person e.g. toilets, temporary isolation room, should be isolated and secured after use and left for 72 hours before cleaning (following Government and Trust guidance, RAs, SSWs etc.).</p> <p>If the infected person needs clinical advice, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who is potentially infected, they must wash their hands thoroughly for 20 seconds immediately after any contact with the person or contact with anything the person has touched. They do not need to go home unless they develop symptom themselves</p> <p>It may not be necessary to close educational settings but Principals must contact the Trust Business Continuity Team immediately before making any decision to stay open.</p>	

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			If there is an urgent public health action to take, the educational setting will be contacted by the local Public Health England (PHE) Health Protection Team who will undertake a risk assessment and advise on any actions or precautions that should be taken.	
Pupil/adult becomes unwell (not CV19) or injured	<ul style="list-style-type: none"> Administer First Aid observing precautions detailed elsewhere regarding PPE 	✓	<p>If a pupil needs to go home their parent/carer should be contacted. Arrangements should be made to allow them on site to collect their pupil</p> <p>If an adult requires assistance to get home e.g. they are not fit to drive, walk etc. they should be asked if there is a family member who can pick them up and then suitable arrangements made.</p> <p>If an adult cannot be collected a colleague may take them home providing they and the unwell/injured adult wear suitable face masks whilst in close proximity</p>	Low
First Aiders exposed to virus	<ul style="list-style-type: none"> Follow Government guidance here 	✓	<p>Ensure suitable and sufficient PPE is available and that all First Aiders have been trained to use it</p> <p>As a minimum disposable gloves and fluid repellent surgical face mask is recommended and, if available, disposable plastic apron and disposable eye protection (such as face visor or goggles) should be worn.</p> <p>Use defibrillator or CPR if dealing with cardiac arrest. Do not use mouth to mouth.</p> <p>Wash hands thoroughly with soap and water before putting on and after taking off PPE, following relevant SSWs (see list at end of this RA and H&S SharePoint site)</p>	Low

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Curriculum and Pupils				
Specific curriculum risks e.g. music, drama, PE	<ul style="list-style-type: none"> • Certain activities e.g. music, PE drama present additional risks • Contact sports e.g. rugby, should be avoided • Singing, chanting, playing wind or brass instruments or shouting increases the risk ensure this is minimised by physical distancing, small groups and conducting lessons outside where possible • Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or school assemblies. • Showers should not be used until further guidance is available 	✓	<p>Principals should follow the guidance provided by the Senior Adviser – Academic Resilience with regards to PE</p> <p>Pupils should remain in their bubbles and any equipment thoroughly cleaned between each use by different individual groups</p> <p>Consider arranging the curriculum so that year group bubbles do activities on the same day</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</p> <p>Limit music group sizes to no more than 15, position pupils back-to-back or side-to-side and avoiding sharing of instruments. If inside ensure good ventilation and choose a large room</p> <p>Drama, dance etc. should take place outside wherever possible maintaining social distancing at all times and avoiding activities where pupils are close i.e. less than 2m and facing each other</p> <ul style="list-style-type: none"> • For PE External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. • From 29 March outdoor competition between different schools can take place • Indoor competition between different schools should not take place until wider indoor grassroots 	Low

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			sport for under 18s is permitted. This will be no earlier than 12 April <ul style="list-style-type: none"> From 29 March, when all outdoor sports and supervised activities for children will be able to open without restrictions on attendance, activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside. 	
Academy staff bring their own pupils into school	<ul style="list-style-type: none"> No pupils of staff allowed on site 	✓		Low
Insufficient staff to pupils ratio	<ul style="list-style-type: none"> Staffing levels should be appropriate for the planned activity and in line with any other risk assessments regarding e.g. additional support for individual pupils Reviewed daily 	✓	At least one teacher for each class group Principal or Senior Leader to review requirements and amend if required Use of in-house cover supervisors where necessary. External supply will be a last resort.	Low
Inadequate First Aid Provision (staff and/or supplies)	<ul style="list-style-type: none"> One First Aider per 50 people or part thereof i.e. staff/pupils on site. Sufficient stocks of first aid supplies (including back up supplies if required) 	✓	It may be possible to obtain additional supplies from other Trust sites if unable to obtain from usual suppliers. Contact Central Team if unable to make contact with other academies	Low
Insufficient staff for vulnerable pupils	<ul style="list-style-type: none"> Match staffing appropriately 	✓	Ensure that ratios are increased if a care plan or other document indicates that a pupil needs additional support. Discussion will be held with parents, members of staff and SENDCo with regard to additional needs support.	Low

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			Needs of each class/pupil have been ascertained and recruitment has taken place where needed to ensure sufficient adult support in each class.	
No arrangements in place for pupils with specific medical needs	<ul style="list-style-type: none"> Data sheet for each pupil with specific needs - sign all medication in and out Ensure all medication administered is recorded with 2 staff present following standard Trust guidance First aider is on site 	✓	Ensure data sheets are provided for all pupils Ensure sufficient staff in place to manage administration of medicine Ensure First Aider ratio is compliant (including paediatric First Aiders for under 8s) Pupil specific medical needs Epipens, inhalers etc. in place including emergency item if pupil has forgotten to bring theirs All emergency medical supplies and student medication will remain at main reception. Where a pupil needs intimate care e.g. changing, the academy must consult with the specialist health professional dealing with the pupil for advice on PPE before readmitting the pupil to school Training will take place for staff who need to be aware of specific medical needs. No intimate care requirements at SKA.	Low
No or insufficient emergency contacts for pupils	<ul style="list-style-type: none"> Verify details on pupil's first day back at school (details may have changed over the lockdown period) Explain to contact that a call from the school may come from a school mobile or landline so that the contact answers call 	✓	Ensure at least three emergency contacts are provided Ensure alternative methods of communication are available e.g. mobile, landline, email Attendance will contact all parents to collect the information required. The importance of these contacts is included on the	Low

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			Home School Agreement.	
Pupils with Additional Needs				
Pupils with additional needs attending mainstream provision	<ul style="list-style-type: none"> • Any pupils with conditions which require their parent to bring them into the classroom should be given an alternative start and collection time to ensure that there is one to one support as they enter the school site • Pupils who would require additional support when in school will include pupils with: <ul style="list-style-type: none"> ○ Restricted Mobility – who make use of specialist equipment e.g. wheelchair, frame, rollator etc. ○ Visual Impairment – which may make it difficult for them to adapt quickly to unfamiliar surroundings or procedures e.g. new classroom layout, revised ways of entering or leaving a room, building etc. ○ Special Educational Needs – arrangements should be made on a case by case basis for pupils with emotional disabilities. Particular attention should be paid to the impact that any rearranging of furniture, routine etc. may have on the pupil and how this can be addressed e.g. social stories, 	✓	<p><u>Unless specifically approved by the Principal no parents are to be allowed within buildings until such time as the Trust gives approval.</u> The exceptions are pupils with special physical needs e.g. mobility, visual impairment where they will need one to one support to get to the classroom. In these instances a parent and if necessary siblings will be allowed to take the pupil to a designated point for handover. The parent and sibling must not enter the school buildings unless specifically authorised by the Principal. Social distancing in line with current guidance must be observed at all times</p> <p>Specialist equipment that pupils take home with them each day e.g. wheelchairs must be wiped down with a sanitising wipe or spray (containing at least 60% alcohol by volume) prior to initially entering the building and before leaving the building and handing over to the parent at the end of the school day. If the pupil remains in the chair all day then, to reduce the need for the pupil to transfer, staff should only sanitise those surfaces that can be easily cleaned without them getting out of the chair. If the pupil is still in the chair sanitising sprays must not be used, suitable wipes should be used instead. NB any contaminants e.g. grease, dirt etc. must be removed with detergent and water and dried prior to using a sanitiser</p> <p>NB As pupils with physical or emotional disabilities may</p>	Low

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	shorter school day etc.		<p>require one to one and/or intimate care attention should be paid to reducing contact, ensuring hands are cleaned regularly and avoid touching faces especially mouth, nose or eyes. Principals should consider whether the wearing of masks by staff is appropriate being conscious of the impact this may have on pupils. The clinical lead for the pupil should be asked for details of any additional PPE requirements as a result of COVID-19; Principals should ensure that individual pupil RAs are amended to reflect any additional requirements and that all staff affected by the revision are made aware</p> <p>Wherever possible pupils who cannot climb stairs unaided should be taught in a ground floor room. If this is not possible a lift must be used. Only one person should be in the lift at any one time.</p>	
Catering				
Provision and consumption of meals by staff and pupils	<ul style="list-style-type: none"> Academies may choose to provide either hot or cold meals. Specific controls are detailed below 	✓	<p>Principals must ensure that they confirm arrangements prior to any changes and only after discussion and confirmation by the Trust Catering Team.</p> <p>Principals must provide at least five working days' notice if they wish to change arrangements i.e. switch from hot to cold and vice versa</p>	Low
Cold meals served in classroom	<ul style="list-style-type: none"> The controls below apply to cold meals served in classrooms. Cold meals provided in dining halls as part of an overall food service are covered in the hot meal controls 	✓	<p>Where Principals wish to reduce the number of people moving through the building, cold meals to be brought to the entrance to each classroom on a trolley by a member of catering staff and placed on a table outside the classroom. The teacher or other member of staff supervising the pupils will take the meals into the</p>	Low

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	<ul style="list-style-type: none"> To reduce the risk of larger gatherings and the amount of cleaning required, Principals may opt to continue with a packed lunch option for all pupils, served in the classroom where the pupils are being taught and not in dining halls Cash will not be used on any Academy sites. Additional operational guidance is available. 		<p>classroom whilst the pupils are on break.</p> <p>Allocated sections of the school for each year group to eat lunch. Perspex in place where students would ordinarily face one another.</p> <p>All waste e.g. wrappings, containers etc. to be placed in plastic waste sack and the tied sack placed on the table outside the classroom. All waste sacks should be tied securely and will be collected by MDSA for disposal.</p> <p>Principals to ensure cashless payment systems are in place.</p>	
Hot and/or cold meals served in dining room	<ul style="list-style-type: none"> Where academies choose to provide a full meal service, this service will be delivered in the academy's usual dining area/s The catering team in the academy must be given at least five working days' notice of any changes to arrangements e.g. more pupils taking school meals in the dining area Dining halls should be organised to allow for 1m distancing between pupils wherever possible. 2m distancing should be maintained for adults 	✓	<p>Wherever possible bubbles should take meals at separate sittings.</p> <p>Where this is not possible bubbles will enter and leave the dining hall separately. There will be a minimum space of at least 7 spaces in all directions between bubbles</p> <p>Queueing for meals will be socially distanced with at least 1m between pupils and 2m between adults</p> <p>All students will Queue facing the same direction. Servery hatches allocated to each year group.</p> <p>One way system in place for the students to return to their seats once food has been collected.</p>	Low
Staff eating arrangements	<ul style="list-style-type: none"> Staff should bring their own food. Where facilities exist staff will also be able to order lunch at their academy using cashless systems 	✓	<p>Staff who purchase a meal from the academy should eat their meal in a classroom. Available classrooms circulated to all staff. Staff, where possible must bring their own food and drink with them. Staff must bring and</p>	Low

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			<p>use their own utensils, cups etc. and take them home at the end of each day.</p> <p>Principals may choose to use staffrooms providing DfE social distancing guidelines for adults (2m in all directions) are followed. This may require a rota system where staffrooms are too small to accommodate all staff at one time.</p> <p>Distancing in place – maximum numbers for staffroom (and all other working spaces) displayed on the door to the office.</p> <p>Where staff rooms are brought back into use this must be recorded in this section and a notice displayed in the staffroom detailing the revised arrangements</p> <p>All staff are aware of the agreed arrangements.</p>	
Site: use of rooms, site maintenance, cleaning, visitors etc.				
Out of bounds areas	<p>With the exception of the areas mentioned below there are no specific out of bounds areas with regards to COVID-19 controls. However, to minimise cleaning requirements the following areas should be locked with entry restricted to site staff for maintenance purposes.</p> <ul style="list-style-type: none"> Unused classrooms i.e. classrooms not being used for teaching or as temporary staffrooms/work areas 	✓	<p>Staff must bring their own food and drink with them. There will be no facilities for heating food.</p> <p>Any classroom or other room designated as temporary staff work areas must be reconfigured to DfE guidelines for adult social distancing guidelines i.e. 4m² per person with a minimum of 2m space between work stations in all directions</p> <p>Restricted areas and other unused rooms must remain locked at all times unless they provide a designated</p>	Low

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	<p>Unused rooms must be cleaned before being brought back into use</p> <p>The following areas will be out of bounds to all staff until further guidance is provided by the DfE:</p> <ul style="list-style-type: none"> Swimming pools PE changing rooms 		<p>alternative escape route from another room/area</p> <p>It is not envisaged that unused areas will require cleaning until they are brought back into use. Therefore once these areas have been deep cleaned they will be out of bounds to everybody apart from site staff and the Principal (for purposes of inspection). Any items that are needed for teaching or other purposes should be removed from unused rooms before they are locked down. Room log in place for every room. Contract cleaners in place to ensure the entire site is regularly cleaned.</p>	
Classroom and staff resources	<ul style="list-style-type: none"> Resources, which have to be touched e.g. pens, pencils, crayons, computers, keyboards, input devices, screens, toys, etc. should only be shared within the bubble Wherever possible pupils should bring equipment with them e.g. pens, pencils 	✓	<p>Where it is necessary to share resources between bubbles these must be sanitised before being used by another bubble and/or another member of staff</p> <p>Resources are not being shared between bubbles.</p> <p>Equipment provided for each classroom which will remain in the bubbles.</p>	Low
Premises cleaning regime	<ul style="list-style-type: none"> Regular cleaning throughout the day of frequently touched surfaces Thorough daily clean - in line with guidance Disinfect if required Follow Government guidance here 	✓	<p>Adhere to Government guidance and Trust Guidance & Information Sheets, Risk Assessments and Safe System of Work.</p> <p>To remove any virus that may be present the following frequently touched surfaces should be cleaned regularly throughout the day: door handles, handrails, table tops, play equipment and toys, toilets e.g. taps, handles, WC flush and seat (where fitted). A product that complies with EN14476 should be used. If this is not available any product that kills coronavirus can be</p>	Low

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			substituted. Suitable PPE must be worn when using cleaning/sanitising products and the COSHH Risk Assessment for the product must be followed. NB unless a product is a combined cleaner and sanitiser all surfaces must be cleaned (to remove dirt, grease etc.) before sanitising.	
Equipment and resources cleaning	<ul style="list-style-type: none"> • Ensure equipment that is regularly touched e.g. key boards, mouse or other input device, mobile phones etc. are sanitised on a daily basis • Clean and sanitise frequently (at least daily) item e.g. toys, play equipment etc. used by pupils • Touch points on other fittings e.g. handrails, handles, push plates should be cleaned regularly 	✓	<p>Item should be cleaned daily and/or before and after being shared with another bubble</p> <p>Use appropriate sanitisers and ensure supplies are available for staff to use</p> <p>We have purchased stand-alone sanitising units to be positioned at entrances to school, This adds another layer of protection.</p> <p>Unless otherwise specified by the manufacturer the following cleaning regimes should be followed:</p> <p>Hard toys. Hard toys that are difficult to clean e.g. item with intricate parts should be taken out of use. Other hard toys should be cleaned in a dishwasher or by immersing in a solution of sterilising fluid suitable for use with items used by pupils e.g. Milton® then left to air dry. Hard toys with batteries or mechanisms that would be damaged by immersion should be wiped with a sanitising wipe</p> <p>Soft toys must be taken out of use. They should then be cleaned in washing machines or as otherwise specified by the manufacturer. The temperature should</p>	Low

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			be set at 60°C. If it is not possible to wash the item at a high temperature e.g. because of manufacturer's instructions a proprietary additive e.g. Dettol® Laundry Cleanser may be added. Washed items once dry should be bagged up, marked as 'do not use' and put in locked storage In Place	
Pupil registration/ end of day arrangements	<ul style="list-style-type: none"> ● Sign in/out procedure in place. Contactless on touch screen systems ● Named adults to collection pupil/s outside of building at end of day 	✓	Ensure that all people on site (staff, pupils and visitors) are recorded Ensure records are filed and kept securely (may be required by PHE in the event of somebody who entered the school (staff, pupil or visitor) developing CV19 School Admin files records in an identified folder for reference if required.	Low
Fire evacuation and emergency lockdown procedures	<ul style="list-style-type: none"> ● Review evacuation plan and update if some parts of the building are out of use ● Ensure that at least two routes of escape are available once people have entered a protected escape route e.g. staircase, corridor. If two routes aren't available the Trust H&S Manager <u>must</u> be contacted before the building is occupied 	✓	Site staff to ensure that all emergency exits in occupied areas are unlocked before staff and pupils enter site Fire safety induction for any new staff on their first day to confirm evacuation arrangements including escape routes (and alternatives), emergency exits, assembly points etc. Drill at the start of each term. Multi storey buildings should consider location of bubbles to ensure wherever possible social distancing during evacuation.	Low

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	<ul style="list-style-type: none"> Rehearse fire evacuation / lockdown procedures with staff and pupils Identify responsible person(s) in case of fire Consider arrangements for disabled people including cognitive disability in event of an evacuation. Use PEEP (Personal Emergency Evacuation Plan) for people who are at their usual site. For all others use the academy GEEP (Generic Emergency Evacuation Plan) Ensure register of all people on site (staff, pupils and visitors) is available at all times to staff in charge of evacuation 		<p>Principal to review and if necessary, amend Emergency Evacuation Plan (EEP) details if there are any changes to procedures and/or key roles. Key roles are:</p> <p>Assembly Point Control Officer</p> <p>Wardens</p> <p>Fire Panel monitoring (including identifying location of fire)</p> <p>In multi storey buildings if upper storeys are being used there must be sufficient trained EVAC chair operators at all times when people who might require a chair are on site</p> <p>Ensure any external contractors are informed of emergency evacuation procedures and action to take should the alarm sound</p> <p>Social distancing must be maintained once people are a safe distance from the buildings</p>	
Statutory Compliance checks	<ul style="list-style-type: none"> Ensure all checks are up to date before building is brought back into use 	✓	Contact Estates Team for advice if any checks are overdue and before opening the academy to staff and pupils	Low
Peripatetic staff e.g. IT team, Education Team, Operations	<ul style="list-style-type: none"> Wherever possible all visits should be cancelled and carried out using Teams. The only exceptions are where work has to be carried out on equipment e.g. network infrastructure, individual item (PCs, laptops, tablets etc.) or essential health and safety visits 	✓	<p>Other peripatetic staff must obtain an email authorisation from their Director before attending any site</p> <p>See section on cleaning equipment where item e.g. laptops have to be handled</p> <p>Where arrangements are already in place for staff to</p>	Low

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	<ul style="list-style-type: none"> Peripatetic staff must liaise with the academy by email and follow site specific arrangements at all times 		<p>work across an academy e.g. academies with multiple sites, Principals should consider how these can be reduced for teaching staff or restricted to out of the normal school day for other staff</p> <p>Managers to have arrangements in hand to ensure that all peripatetic staff have seen and understood the site specific COVID arrangements prior to going onto another site</p>	
Supply staff and temporary staff e.g. support staff working on a supply basis, sports coaches, those delivering before and after school activities etc.	<ul style="list-style-type: none"> Academies should try to avoid the use of supply staff but where this is unavoidable, to minimise the numbers of temporary staff entering the school premises, academies should try to arrange longer assignments with supply teachers and agree a minimum number of hours across the academic year 	✓	<p>Managers to ensure that all supply and temporary staff have seen all relevant risk assessments and signed to acknowledge them (either manually or electronically)</p> <p>Supply staff will not be used unless emergency.</p> <p>Compliance will be monitored by SLT link for cover through regular conversation with Principal</p>	
Contractors on site	<ul style="list-style-type: none"> Briefing and escorting of contractors Contractor DBS in place 	✓	<p>Ensure social distancing followed when meeting contractors and any other interactions e.g. checking work, signing off Permits to Work etc.</p> <p>Wherever possible restrict attendance by contractors to outside of the school day when pupils are not on site</p> <p>In an emergency it may be necessary for a contractor to visit during the school day. Where this is the case ensure social distancing is complied with</p>	Low

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<p>Are there any other foreseeable hazards associated with dealing with bodily fluids</p>	<p><u>List any additional control measures:</u></p> <p>Separate lunch time for each year bubble ensuring a 7m distance between. One way systems will allow students to have a choice of hot or cold food and specific desks in place.</p> <p>Students who may have to face one another have Perspex in place to create the barrier.</p>			<p>Low</p>

Reference Documents

COVID-19 Guidance for Schools and Other Educational Settings

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

<https://www.gov.uk/Government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

COVID-19 Guidance on Extra Mental Health support for pupils and teachers

<https://www.gov.uk/Government/news/extra-mental-health-support-for-pupils-and-teachers>

<https://www.educationsupport.org.uk/>

<https://covid.minded.org.uk/>

COVID -19 Workload Reduction

<https://www.gov.uk/guidance/school-workload-reduction-toolkit>

<https://www.gov.uk/Government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19>

COVID-19 Guidance on Social Distancing

<https://www.gov.uk/Government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

<https://www.gov.uk/government/publications/safe-working-in-education-pupilcare-and-pupilss-social-care/safe-working-in-education-pupilcare-and-pupilss-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/safe-working-in-education-pupilcare-and-pupilss-social-care>

COVID-19 Guidance on Staying at Home

<https://www.gov.uk/Government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/Government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

COVID-19 Guidance for First Responders. NB this guidance gives advice, which is applicable to First Aiders

<https://www.gov.uk/Government/publications/novel-CV19-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

- GAT Health and Safety Hub

- GI 09 Stress – Assessment and Management
- GI 09 Stress Flow Charts
- GI 13 Slips and Trips
- GI 16 New and Expectant Mothers
- GI 19 COVID-19 – Deep Cleaning
- GI 19.1 COVID-19 – Site Management Essentials
- GI 19.2 COVID-19 – Reopening Academies
- GI 19.3 COVID-19 – Cleaning Toys
- GI 33 First Aid Provision
- GI 51 Procedure for dealing with and disposal of Bodily Fluids
- GI 74 Finger Traps
- GI 85 Pregnant Academy Girls
- Risk Assessments
 - RA Individual – Stress Action Plan
 - RA Team – Stress Risk Assessment
 - RA 13.1 Slips, Trips and Falls
 - RA 19.2 At Risk People
 - RA 19.3 Deep Cleaning
 - RA 33.1 First Aid Provision
 - RA Classroom Activities in Primary Schools
 - RA New and Expectant Mothers
 - RA Pregnant School Girls
- Safe System of Work

- SSW 51.1 Dealing with Bodily Fluids
- SSW 11.1 PPE – Using Gloves
- SSW 11.2 PPE – Using a Face Mask
- SSW 13.1 – Wet Dry Mopping

Managing Behaviour

<https://www.gov.uk/Government/publications/behaviour-and-discipline-in-schools>

Estates guidance

<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Catering guidance

<https://www.gov.uk/Government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

ASSESSED BY (Print name) Todd Johnson	SIGNED	DATE Feb 2021
LINE MANAGER Claire Leitheiser	SIGNED	REVIEW DATE Feb 2021
Reviewed by	SIGNED	Review date

