

## Bristnall Hall ACADEMY -PARTIAL ACADEMY RETURN - COVID-19

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to academy	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Academy to have a one-way system introduced when pupils arrive to the academy</li> <li>Collection and pupil leaving times will be staggered and the process outlined within Access/Egress procedure noted below.</li> <li>Please see appendix 1 and 2 for further details</li> </ul> <p><u>Arrival to the Academy</u></p> <p>Year 7 and 8 will continue to arrive at the top gate and head into Lower school playground where they will head to their outside zone. We ask that students socially distance from each other if they arrive at the gate at the same time. To help create some staggering of the arrival of students we will ask year 7 to be onsite by 8.30 and Year 8 to be onsite by 8.40. Lessons will still commence at 8.45.</p> <p>Year 9,10,11 will continue to arrive at the lower gate by the sports hall. However, whilst year 10 and 11 will continue into the upper school playground into their allocated outside zone, year</p>	HIGH	Yes	

			<p>9 will filter off to the right as they arrive and walk around the back of the sports hall up to their outside zone behind the technology block. Again, there will be some staggering of arrival times as detailed in the above table.</p> <ul style="list-style-type: none"> <li>• 2 metre spaces to be clearly marked out on pedestrian area next to entrance and 2 metre rules enforced while they are waiting for staff to receive their children</li> <li>• Staff member who is outside enforcing the rules should wear a face covering visor, mask and glove, If distance of 1M from parents cannot be met</li> <li>• Staff member collecting pupils should wear a face covering visor, mask, and gloves for this purpose if they feel it is necessary</li> </ul> <p><u>Departure from the Academy</u></p> <p>Typically, as all students leave the academy at the same time, this is where students from different year groups would normally be leaving together and hence be nearer each other. Therefore, to minimise the mixing of year groups as they depart, the following will take place:</p>			
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			<p>Year 7 – Depart at 3.30pm (2.35pm on a Wednesday and Friday) via the LSP and top gate</p> <p>Year 8 – Depart at 3.25pm (2.30pm on a Wednesday and Friday) via the LSP and top gate</p> <p>Year 9 - Depart at 3.25pm (2.25pm on a Wednesday and Friday) via the USP and bottom gate</p> <p>Year 10 – Depart at 3.30pm (2.30pm on a Wednesday and Friday) via the USP and bottom gate</p> <p>Year 11- Depart at 4.30pm (3.35pm on a Wednesday and Friday) following additional intervention via the USP and bottom gate.</p>			
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Staff receiving children can wear a face covering visor, mask, and gloves for this purpose if they feel it is necessary .. If distance of 1M from parents cannot be met ,PPE must be wore</li> <li>• Staff will direct children to use the hand sanitiser on entry into their classroom (another member of staff supervise pupils) or they will be directed to the sinks within their rooms to wash their hands (member of staff will supervise)</li> </ul>	HIGH	Yes	

Classroom set up	Staff Children	Spread of Infection due to close contact	<p><u>Grouping and Bubbles</u></p> <p>Year 7, 8 and 9 will be in class bubbles as much as is possible during the school day. These classes will be determined by their Maths sets for years 8 and 9 and students will remain in the same classroom with teachers moving rooms. The rationale for choosing maths groups was a longer-term consideration that the KS4 maths exam is tiered whereas the English is not. Therefore, we did not want to adversely influence the tier students would have to be entered in for GCSE whilst still in year 8/9. Form groups will be the same bubbles students are in for lessons and form time will take place within their bubble classroom. Year 7 will initially be in mixed ability groups with a view to then set them into permanent groups following October half-term.</p> <p>Year 10 and 11 will each be large year group bubbles and although we will avoid mixing between the year groups, there will be mixing within the year group to allow students to study their chosen options.</p> <p>The table below indicates the geographical locations each of the year group bubbles.</p>	HIGH	<b>YES</b>	
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The table below indicates the geographical locations each of the year group bubbles.

Year Group	Yr7	Yr8	Yr9	Yr10	Yr11
<b>Teaching rooms</b>	1, 2, 3, 4, 5, 6, 7, 26	8, 9, 10, 11, 12, 13, 14, 15	39, 42, 43, 46/47, 48, 49, 50, 51	16, 17, 19, 20, 21, 22, 23, 24, 37, 38	25, 28, 39, 30, 31, 33, 34, 35, 36, 53, 55, (44)
<b>Entry/Exit Door</b>	Middle door Maths Corridor and Door at bottom of LSU stairs	LSB Toilet Doors and door by Room 10	Tech Block & SSC Block	USB Toilet doors and Door by Room 21	Middle door English Corridor and door at bottom of room 36 stairs. <b>Access to 44 by rear doors only</b>
<b>Arrival Time</b>	8.30am Enter through top gate Lessons start 8.45	8.40am Enter through top gate Lessons start 8.45	8.40am Enter through bottom gate (and go round back of PE block to access zone) Lessons start 8.45	8.40am Enter through bottom gate Lessons start 8.45	8.30am Enter through bottom gate Lessons start 8.45
<b>Finish Time</b>	3.30pm (2.35pm W/F) Through top gate	3.25pm (2.30pm W/F) Through Top Gate	3.25pm (2.30pm W/F) Through Bottom Gate	3.30pm (2.35pm W/F) Through bottom gate	4.30pm (3.35pm W/F) Through bottom gate
<b>Form Period</b>	Remain in last period classroom	Remain in last period classroom	Remain in last period classroom	Move to MFL/Hums form group	Move to Sci/Eng/Maths form group
<b>Break</b>	10..35am – Half of lower school playground	10..35am – Half of lower school playground	10..35am – Back of tech/Science Block and in front of success centre	10..35am – Half of upper school playground	10..35am – Half of upper school playground
<b>Lunch</b>	12.45pm – Half of lower school playground (Grab bags delivered to rooms)	12.45pm – Half of lower school playground (Grab bags delivered to rooms)	12.45pm – Back of tech/Science Block and in front of success centre (Grab bags delivered to rooms)	12.45pm – Half of upper school playground (Grab bags delivered to rooms)	12.45pm – Half of upper school playground (Grab bags delivered to rooms)
<b>Toilets- Girls</b>	LSG Toilets	LSG Toilets	USG Toilets	USG Toilets	USG Toilets
<b>Toilets- Boys</b>	LSB Toilets	LSB Toilets	USB Toilets	USB Toilets	USB Toilets

Spare rooms that can be used for Pastoral Bases: 41, 40, 52, 54, 27, 18

Large Spaces currently not being used during lesson times: Small Gym, Large Gym, Dance Studio, USH, LSH

- The classroom will be set up to ensure a 2-metre rule is in place between each child (unless siblings in the same class and they may sit together)

			<ul style="list-style-type: none"> <li>• The teacher's desk will be kept 2 metres away from the children's tables/desks.</li> <li>• Tissues available around the rooms for pupils to use when coughing or sneezing and they must go into a closed lid bin after one use.</li> <li>• Soft furnishings/toys to be removed from Classrooms</li> <li>• Hand sanitiser to be provided in every room .</li> </ul>			
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Teaching staff must keep that safe distance at all times where possible when teaching.</li> <li>• Hand sanitiser in every classroom and must be used every time a pupil enters the room</li> <li>• Soft toys to be removed from Classrooms</li> <li>• No glue sticks or paintbrushes to be used during lessons</li> </ul> <p><u>PE</u></p> <p>For the autumn term we are requesting that at KS4 staff focus on the theory part of their curriculum to allow delivery of lessons in classrooms.</p> <p>For KS3, on days that students have PE they will arrive to the academy in full academy PE kit and remain in that kit for the whole day. This will be communicated to parents and students in advance so that no more than one year group attends the academy in full PE kit. The PE department will decide in advance which year groups will partake in practical lessons and when this occurs, once they have seen their TT. This will then</p>	HIGH	<b>YES</b>	

			<p>be communicated to parents. PE staff will be able to escort students to outside areas, ensuring they exit and re-enter their zones through the allocated doors. However, please ensure that if the weather is poor, or the field is not completely dry under foot, that students are not taken outside as it will mean sitting in dirty/wet kit for the rest of the day.</p> <p><u>Arrival and departure of SEND students</u></p> <p>We will set up 5 tables in LSH – one for each year group and spaced apart from each other. As students arrive, they will sit on their designated year group table and wait for their support staff member to come and collect them at around 8:45am to then be escorted to their room. Collecting staff should go via the outside of the building to access different zones where possible. Similarly, at the end of the school day they will be escorted to the LSH where they will wait at their designated year group table until their parent/carer comes and collects them. Whilst this means there will be students from different year groups in the LSH, it is only for a small number of students and with distancing between year groups the risk is minimised. Again, the staff supervising will need to ensure strict social distancing measures are followed between the different year groups.</p>			
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			At the end of break and lunchtime, SEND students should be collected from the allocated Buddy club rooms even if they didn't attend buddy club (see below).			
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> <li>• HAND DRYERS CAN BE BE USED</li> <li>• Inform the child of the importance of washing their hands after using the toilet and on their return to the classroom use the hand sanitiser on entering the classroom.</li> <li>• Posters placed around site to reinforce this issue</li> <li>• Toilet breaks to take place at designated times throughout the day and staggered across year groups</li> <li>• All years to use toilets closest to their classrooms.</li> <li>• Pupil will use hand sanitiser within classrooms every time they enter.</li> </ul>	MEDIUM	<b>YES</b>	
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Pupils will remain in their bubble group when outside for breaks/lunch/activities.</li> <li>• Pupils informed again of the importance of social distancing whilst outside.</li> <li>• Dedicated area of playground/field to be marked out for each bubble group to use during breaks and same are used each time.</li> <li>• Supervising staff must keep a 2 metre distance from each other at all times. PPE available for staff to use where this is not possible</li> </ul>	MEDIUM	<b>YES</b>	



Break Times –	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Staff must sit at least 2 metres apart from each other whilst eating in their areas</li> <li>Students and staff may bring their own lunch to the Academy if they prefer. They must take all items they bring to the Academy home again at the end of the day.</li> <li>Hot water facilities will be available in the staff room and in the Student Services area. All communal crockery and cutlery and equipment (toasters/microwaves etc) must be cleaned before the next use. Staff must bring their own refreshments with them and take them away at the end of the day. Staff should bring their own cup/drinks bottle and cutlery and take it home at the end of the day for cleaning.</li> <li>Breaks to take place during lunch when student bubble groups are taken outside to designated area and supervised by designated members of staff.</li> </ul>																																	
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<b>Break</b>	10..35am – Half of lower school playground	10..35am – Half of lower school playground	10..35am – Back of tech/Science Block and in front of success centre	10..35am – Half of upper school playground	10..35am – Half of upper school playground																															
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			<ul style="list-style-type: none"><li>• During breaks they will clean tables and door handles with a disinfectant or disinfectant spray.</li><li>• If a child releases bodily fluid in class space, affected area to be cleaned with anti-bacterial spray and wiped with blue paper towels by staff member</li><li>• Staff Must wear mask and gloves whilst carrying out this task and wash hands after cleaning.</li></ul>			
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<p>Lunch breaks</p>	<p>Staff Students</p>	<p>Spread of Infection due to close contact</p>	<p> <span style="color: red;">—</span> Fabric retractable barrier  <span style="color: blue;">➔</span> Entry/Exit Points for year group zones         </p> <p> <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> 7  <span style="background-color: lightblue; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> 8  <span style="background-color: lightgreen; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> 9  <span style="background-color: purple; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> 10  <span style="background-color: pink; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> 11         </p> <p>Please ensure you make yourself familiar with them as well as the entry/exit points for each year group into/out of their zone. Within the building the zones will be partitioned using the retractable nylon barriers.</p>	<p>MEDIUM</p>	<p>YES</p>
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			<ul style="list-style-type: none"> <li>• Students will remain in their bubble group when outside for breaks/lunch/activities.</li> <li>• Students informed again of the importance of social distancing whilst outside.</li> <li>• Dedicated area of playground/field to be marked out for each bubble group to use during breaks and same are used each time.</li> <li>• Teachers to provide activities which can abide by the rules.</li> <li>• Supervising staff must keep a 2 metre distance from each other at all times. PPE available for staff to use where this is not possible. No food will be served due to the academy not holding a lunchbreak.</li> <li>• Students can bring in their food and water to consume during break time and take away rubbish with them .</li> </ul> <p><u>Outside Space</u></p> <p>Each year group will have a marked-out area outside which they will need to remain in during break time and lunchtime. They will utilise the entry and exit points from their zone only and must not head into another year group zone apart from students accessing the toilet. Students will be clearly told in the first week around the expectations and maintaining the 1m+ social distancing guidelines when entering another year group zone to go to the toilet. Staff on duty will be integral in ensuring that students stay in their allocated zones.</p>			
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			<p><u>Use of toilets</u></p> <p>Year groups will use the toilets as they do now with Year 7 and 8 using Lower school toilets and 9-11 using upper school toilets. We are investigating the possibility of offering additional toilets to year 9. We will feedback should this change further.</p> <p>Whilst this does mean that there will be mixing of year groups within toilets, staff on duty will ensure there is a limit to the number of students entering toilets and will re-iterate the importance of social distancing whilst inside the building.</p> <p><u>Wet Break/Lunch</u></p> <p>As students will already be in classrooms, should the wet break bell ring then students will stay sat in the classrooms they are in. Duty staff will head into the different year group zones to help supervise students and allow staff to use the toilet etc. prior to lessons commencing.</p>			
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering Mask/Visor/Gloves/Apron and follow ATT procedure when dealing with injuries.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>• Where this is not possible Staff members to wear PPE and dispose of items within closed lid bin immediately after use.</li> <li>• Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>• Always wash hands after contact</li> <li>• PPE used for first aid must be disposed of after use</li> <li>• Staff to wash hands and sanitise after removal of PPE</li> </ul>			
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• In the event of a serious injury or incident call 999 immediately.</li> <li>• Wear face covering visor, mask and gloves when in close contact or dealing with bodily fluids</li> <li>• In the event of CPR being required it is advised only chest compressions are given and use of a defib if available.</li> <li>• Always wash hands and sanitise after contact</li> </ul>	HIGH	<b>YES</b>	
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> <li>• First Aiders must always wear gloves when administering first aid procedures.</li> <li>• Staff must wear a face covering mask and/or visor if having to deliver close contact first aid and follow ATT procedure for administering first aid (always refer to up to date information from Gov.UK)</li> <li>• Any dressings used to be double bagged.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Where any medications are administered try and encourage the pupils to self-administer or staff member must wear a face covering visor, mask, apron and gloves which must be disposed of immediately after use(always refer to up to date information from Gov.UK)</li> <li>• Staff to wash hands and sanitise after first aid procedures have taken place and PPE removed</li> <li>• Special Attention must be applied for pupils with specific needs including administering of Insulin and safe storage of this medication.</li> </ul>			
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> <li>• When staff are carrying out any intimate care they must:</li> <li>• Wear Gloves</li> <li>• Wear an apron</li> <li>• Wear a mask</li> <li>• Wear a visor</li> <li>• Nappies, wipes etc. must be double bagged and placed into a closed lid bin</li> <li>• Soiled clothes to be double bagged and given to Parents on collection of child.</li> <li>• Staff must wash their hands once gloves and masks are removed and dispose of single use PPE</li> <li>• ATT procedure to be displayed outlining instructions which must be followed.</li> <li>• Record all intimate care carried out.</li> </ul>	HIGH	<b>YES</b>	

Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child.</li> <li>• Encourage child to use a tissue to wipe eyes/nose etc.</li> <li>• If contact is required, consider wearing a face covering visor or mask.</li> <li>• Wash and sanitise hands after contact</li> </ul>	MEDIUM	<b>YES</b>	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where possible allow the child to vent their frustrations</li> <li>• Where possible allow child to be in a room on their own or outside</li> <li>• If team teach techniques are required, it is advised face covering mask and or visor, apron and gloves are worn.</li> <li>• Pupil May need separate care and attention in another space, area to be designated by academy and PPE used at all times</li> </ul>	HIGH	<b>YES</b>	
Children leaving at the end of the academy day.	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Students to be informed of the requirement to maintain 2 metre rule when leaving academy.</li> <li>• Staff on duty outside to ensure students leave in a safe manner.</li> <li>• Staff can wear face covering visor/mask/Apron and gloves for this purpose if they feel it is necessary</li> </ul>	HIGH	<b>YES</b>	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged and social distancing rules observed. PPE will be available for staff to use if social distancing requirements cannot be met</li> </ul>	HIGH	<b>YES</b>	



			<ul style="list-style-type: none"> <li>Parents will be not be allowed onto the academy site and 2 metre spaces clearly marked outside the academy gates and monitored by staff to discourage parents from congregating together.</li> </ul>			
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.</li> <li>All staff are able to access the following information on-line for up to date information on COCID-19               <ul style="list-style-type: none"> <li>➤ Public Health England</li> <li>➤ Gov.co.uk</li> <li>➤ NHS</li> <li>➤ DfE</li> <li>➤ Department for Health and Social Care</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection available on ATT LMS and delivered online including:               <ul style="list-style-type: none"> <li>○ Infectious diseases</li> <li>○ COVID19</li> <li>○ First aid at Work</li> <li>○ First Aid Appointed person</li> <li>○ First Aid/Riddor</li> </ul> </li> <li>Staff are made aware of the academy's infection control procedures in relation to coronavirus via website, email and staff information packs provided during pre-opening meetings</li> </ul>	MEDIUM	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Staff to contact the academy as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>• Parents are made aware of the academy’s infection control procedures in relation to coronavirus via Website, letter, posters or social media – they are informed that they must contact the academy as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Pupils are made aware of the academy’s infection control procedures in relation to coronavirus via academy staff and are informed that they must tell a member of staff if they feel unwell.</li> <li>• Any unwell pupil will be separated from their group and have their temperature recorded immediately.</li> </ul>			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the academy reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the academy.</li> <li>• Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance.</li> <li>• Sufficient amounts of soap and hand sanitiser available in classrooms, clean water and paper towels are supplied in all toilets and kitchen areas.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary using sinks in classrooms</li> <li>• All hand dryers to be disabled and taken out of use to limit spread of infection and Paper towels to be provided for this purpose instead.</li> <li>• Pupils are forbidden from sharing cutlery, cups or food or from bringing these items from home.</li> <li>• Academy to provide bottled water and packed lunches prepared on site for pupils</li> <li>• Air con to be turned off with windows and doors (Where appropriate) opened to provide natural ventilation</li> <li>• Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• Central ATT Estates team to arrange enhanced cleaning prior to opening which will be undertaken where required – ATT Cleaning provider to provide guidance, risk assessments and cleaning specification prior to re-opening</li> </ul>			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Forehead temperature gun in place at academy to take temperature and minimise contact between staff and pupils.</li> <li>• Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.</li> <li>• The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> <li>• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>• Room to be taken out of circulation for 72 hours and pupils/staff to self-isolate in confirmed cases of COVID19.</li> </ul>			
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			<ul style="list-style-type: none"> <li>• Fogging treatment to be carried out to affected area in confirmed cases. To be arranged at ATT estates on notification.</li> <li>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the academy to minimise the spread of infection.</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable but separated from bubble group, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using anti-bacterial spray and blue paper towels provided within class space in line with guidance, using PPE at all times.</li> <li>• Cleaning staff on site during opening hours to meet hygiene standards</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Parents are informed not to bring their children to the academy or on the academy premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Staff and pupils do not return to the academy before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> <li>• All pupil trips are to be on hold during this period of re-opening</li> <li>• Parents notify the academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>• The academy in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>• Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents where necessary.</li> <li>• In extreme cases involving significant risk the decision not to return to academy can be taken in conjunction with the pupils parents.</li> </ul>			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Principal or SLT as soon as possible.</li> <li>• The Academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus and follows the ATT procedure.</li> <li>• The Academy is informed by pupils' parents when pupils return to academy after having coronavirus – the Academy informs the relevant staff.</li> <li>• Staff inform the principal when they plan to return to work after having coronavirus.</li> <li>• Central Estates monitors the cleaning standards of the academy cleaning contractors and additional measures required with regards to managing the spread of coronavirus are being implemented with cleaning arrangements and specification outlined for Academy.</li> </ul>			
Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> <li>• The academy staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure.</li> <li>• Temperature to be taken should any pupil show signs of illness</li> <li>• The principal contacts the an senior ATT officer( Deputy Estates Director/Estate Director/Executive Principal/RED/Senior Operation Officer) and follows the advice given from and discusses if any further action needs to be taken.</li> </ul>	Medium	<b>YES</b>	

			<ul style="list-style-type: none"> <li>Academy puts into place any actions or precautions advised by the above discussion with ATT officer( Deputy Estates Director/Estate Director/RED/Senior Operation Officer)</li> <li>Academy keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>			
Cleaning while Academy open	Staff	Infection Control	<ul style="list-style-type: none"> <li>Cleaning staff deployed during daytime opening hours 08:30 – 15:30 in addition to regular cleaning hours.</li> <li>All touchpoints and hard surfaces to be cleaned on a regular basis throughout the day, this will include               <ul style="list-style-type: none"> <li>➤ All door handles</li> <li>➤ All tables and chairs used by staff and pupils</li> <li>➤ Toilet flushes and regular cleaning of toilets.</li> <li>➤ Separate specification to be issued by cleaning contractor</li> </ul> </li> <li>All classrooms to have spray disinfectant and disposable cloths to clear any spillage during occupation.</li> <li>Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>All used cloths thrown away to be double bagged and then placed in a secure area/closed lid bin.</li> </ul>	MEDIUM	<b>YES</b>	
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>Regional Manager review of Site Health and Safety will be completed prior to re-opening.</li> <li>No fire drill will take place during the initial re-opening, but procedures will be maintained in the event of a fire</li> </ul>	MEDIUM	<b>YES</b>	



			<p>including clear sign posting of where to meet etc in line with fir risk assessment.</p> <ul style="list-style-type: none"> <li>• Statutory inspections to continue but with social distancing in place at all times and completed outside of opening hours (prior to 09:00, after 15:30 and weekends)</li> <li>• In-house inspections will continue to ensure the academy remains as safe as possible.</li> <li>• Property software regularly updated to show compliance</li> </ul>			
Contractors in the academy	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>• Contractor visits will be completed outside of opening hours unless in case of emergency required to keep academy open.</li> <li>• Where contractors are coming into the academy, they must complete academy waiver stating they are free from symptoms and do not have COVID19.</li> <li>• ALL Contractors must have up to date Risk Assessments and Method Statements and provide copies along with COVID19 safety measures prior to entry to site.</li> <li>• Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>• Academy to ensure no pupils or staff are in the area where contractors are working</li> <li>• Contractors will be designated a toilet they can use whilst on site if out of hours which will then be cleaned or advised not to use on site facilities.</li> </ul>	MEDIUM	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. Area will then be thoroughly disinfected</li> <li>• They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the Academy site and complete academy waiver form.</li> <li>• If they become aware of a contractor coming down with symptoms within 14 days of being at the academy, they must inform the academy immediately.</li> </ul>			
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>• All staff and pupils' emergency contact details are up to date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> </ul>	HIGH	<b>YES</b>	