



		BHA CO	OVID-19 (updated – 03 March 2021)			
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HAZARD RISK GROUP	OUP RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED	Are Existing Controls Adequate?		
				LOW	Yes	No*
Arriving to school	Pupils Staff Parents Others	Spread of Infection due to close contact	 Inform Parents of the entrance and exit points in advance to starting via website or other communication systems. One-way system in place when parents bring pupils to school CEV staff and students to work remotely until the government guidance changes. Staff with underlying health conditions to undertake individual risk assessment to ensure their safety or to move to remote working. Academy to operate bubble group system to separate pupils with classrooms set out to ensure there are 2M spaces between each pupil Excess furniture to be removed if required Academy to operate a standard start time for all bubble groups to arrive each day and a designated access point for each group to use. Start time: 08:45 / End time: 15:30 (Monday, Tuesday, Thursday and 14:35 (Wednesday, Friday) Parents/Carers must not congregate outside of the academy and must stick to the designated start and 	High	Y	





 end time each day and maintain social distancing (2M) at all times Hand sanitiser to be available in classrooms for pupils to use on entry into the site. Academy to have a one-way system in place when parents drop off and collect pupils. Academy to have a one-way system introduced when parents bring pupils to the academy. Classroom doors will be open at the children's drop of time, ensuring that children are not waiting to enter the academy. Bubble group areas to be spaced 2M apart from each other and start time staggered to minimise risk, this does allow anyone who is early/late to safely wait within the school grounds to be taken to their classroom. Pavements are clearly marked out with 2M spaces as a reminder to all of social distancing rules on site. Staff member who is outside enforcing the rules should wear an appropriate face mask/ covering, apron and gloves. 2 metre rule to be enforced while they are waiting for staff to receive their pupils if this can't be enforced a 1 metre rule to be adhered to. Parents will not be permitted on to the school site and schould head to be adhered to.
 should leave their child at the entrance gate (not EYFS) (designated times for staff to be on duty) Parents wishing to talk to staff must make an
appointment (first instance telephone conversation)





			Risk Assessments will be reviewed on a weekly basis during the current period as advice, guidance and risk levels change		
Wider Public Transport	Pupils Driver Public	Risk of Infection	 Where possible encourage pupils to walk to school or use alternative transport i.e. cycle, walking bus. Where possible allow pupils to arrive at a staggered time to avoid peak travel times Pupils encouraged to wash hands as soon as arrive at school or use hand sanitiser available at gate and on entry into the building. 	High	Y
Use of Face Masks	Staff and Pupils	Spread of Infection	 All Pupils in year 7-11 (which would be children who were aged 11 on 31 August 2020) must wear face masks when moving around the academy premises in communal areas and corridors where social distance cannot be met. Face Masks should also be worn in classrooms or during activities unless 2M social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Staff must wear face masks when moving around the premises, outside of classrooms, such as in corridors and communal areas where 2M social distancing cannot easily be maintained. Staff must wear face masks when holding internal staff meetings at 2M social distancing cannot be met Staff must wear face masks when meeting with parents on site and a 2M distance cannot be met 	Medium	Y





			 Face coverings do not need to be worn by pupils when outdoors on the Academy premises. Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face masks in the academy or in public places. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face mask worn at the same time. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. Exemptions from Wearing Face masks Some individuals are exempt from wearing face coverings. This applies to those who: cannot put on, wear, or remove a face covering because of a physical impairment or disability, illness, or mental health difficulties. speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. 	
Safe wearing and Removal of Face Masks	Children	Spread of Infection	• Safe wearing of face masks requires the cleaning or sanitising of hands before and after touching, this includes to remove or put them on.	





			 safe storage of Face masks in individual, sealable plastic bags between use Disposable bags will be provided to contain reusable masks. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day. Pupils must be advised not touch the front of their face covering during use or when removing it dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) place reusable face coverings in a plastic bag they can take home with them Pupils must wash/Sanitise their hands again before heading to their classroom. A small number of disposable masks will be kept at each site in case anyone damages or forgets to bring their own but we have no obligation to provide masks for pupils 		
On site Testing of Pupils	Pupils	Risk of Infection	 All schools should offer Three on site test for pupils on their return to the academy beginning 8th March. Please see separate Risk Assessment for ATS testing and associated plan of delivery which covers these arrangements 	HIGH	YES
Staff receiving LFT Tests at home	Staff	Risk of infection	 All schools should offer regular twice weekly testing to their staff and to carry out LFT at home. 	HIGH	YES





Staff receiving LFD	Staff	Risk of infection	 Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school, although participation in testing is strongly encouraged. Anyone with a positive result will be required to stay at or if already on site go home immediately. The person is required to isolate for 10 days from the date of the positive LFT (with the test date being day 0). The legal duty to self-isolate is triggered by a positive LFT. It is also necessary for the setting to isolate any close contacts of the case for the 48 hours prior to the LFT test being conducted. This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines Anyone with a positive result will need to take a HIGH Y 	
Tests at home			 Anyone with a positive result with need to take a confirmatory Polymerase Chain Reaction test, If the confirmatory PCR test is positive, the person is required to continue to isolate for the 10 day period. If the confirmatory PCR test is negative, the person can end isolation and return to their normal routine. It is necessary for the setting to isolate close contacts of the case for the 48 hours prior to the LFT being conducted. A negative PCR would allow the close contacts to end isolation so we would advise that the wording used allows this is be an option. Should the person go on to develop symptoms during the isolation period, the isolation period will restart from the first day symptoms appear. 	





Testing Staff who have recently	Staff	False Positives	•	If staff have recently (within 90 days) tested positive for	HIGH	Y	
returned after a				COVID-19, they are likely to have developed some immunity.			
positive result			•	These people are exempt from testing by both PCR			
				and LFT within 90 days of a positive test, unless they			
				develop new symptoms.			
			•	However, they may choose to take a LFT after the isolation period. If found positive on LFT, they will be			
				required to self-isolate for 10 days or longer if			
				symptomatic. This should only be done after			
				completion of the required self-isolation period			
			•	A new LFT must not be taken whilst the person is still within a period of isolation. If symptoms (other than			
				cough or a loss of, or change in, your normal sense of			
				taste or smell) persist for longer than 10 days, this			
				isolation period could be longer.			
			•	Further PCR tests, within 90 days of a positive test result, should only be obtained where the person			
				develops a new incidence of symptoms.			
All year groups	Pupils	Risk of Spread	•	The academy will operate staggered start and finish	High	Y	
returning to school	Staff Parents	of Infection due to large		times for various year groups to reduce the amount of pupil numbers if pupils numbers are high			
3011001	Others	groups of	•	Academy operates various entrance gates for year			
		pupils		groups			
Prevention of	Pupils	Risk of spread	•	Ensuring that pupils, staff and other adults do not come	High	Y	
Infection The following	Staff Parents	of infection		into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10			
must be in place	Others			days, and ensuring anyone developing those			
in schools at all				symptoms during the school day is sent home, are			
times:				essential actions to reduce the risk in schools and			





			 further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. 			
Prevention of Infection Must be properly considered and schools must put in place measures that suit their particular circumstances.	Pupils Staff Parents Others	Risk of spread of infection	 minimise contact between individuals and maintain social distancing wherever possible 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, 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 	High	Y	





Staff receiving child from Parent	Staff	Spread of Infection due to close contact	 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. <u>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-pupilss-social-care</u> ATT operate a full daytime cleaning procedure with dedicated staff at each site undertaking touchpoint cleaning in line with GOVT/PHE Guidance Staff receiving pupils to remember the 2-metre rule (or 1 metre + if not viable) and should wear a face covering mask (optional Visor as well but not on its own), and gloves if 2M distance from parents cannot be maintained Staff will direct pupils to either use the hand sanitiser and proceed to their classroom (another member of 	High	Y
			 and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise) All pupils must wash their hands on arrival to school 		
Pupils bringing equipment into school	Staff Pupils Others	Risk of spread of infection	 Pupils and Parents informed to keep items brought into school as a minimum Only lunch boxes, outdoor clothes, bags, and mobile phones permitted. 	High	Y
Classroom set up	Staff Pupils	Spread of Infection due	The classroom must be set up where possible with all desks forward facing and side to side seating.	High	Y





		to close contact	 Each pupil will be spaced 2M apart within class spaces to ensure social distancing and minimise contact Pupils should wear face masks wear 2M distance cannot be maintained. The teacher's desk must be kept 2 metres away from the pupils' tables/desks. Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a closed bin after one use. Rooms should be well ventilated, where possible (windows open) For PE lessons, Face masks to do need to be worn. 		
Class / Year Groups	Staff Pupils	Infection Control	Where possible pupils are to be kept in their class bubbles and not to mix with other bubbles. Bubble rooms will be set up to ensure 2M spaces between each pupil	High	Y
Classroom Lessons	Staff Pupils	Spread of Infection due to close contact	 Teaching staff must keep that safe distance of 2M at all times where possible when teaching. Where pupils may require extra assistance a 2 metre rule must try to be enforced if not viable look at a 1 metre rule, Wear PPE or the staff are to only teach in their allocated bubbles. Where 2 metre rules cannot be met Staff members should wear a face mask and also have the option to use the full PPE available to them (visors, masks, gloves, apron) Pupils old enough to understand will be informed not to touch staff and their peers where possible. 	Medium	Y





Use of school resources in individual bubbles	Staff Pupils	Infection Control	 Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. Removal of an unnecessary furniture. Where possible keep the use of resources to each allocated bubble. Pupils should use their own pencils and pens and not share All classroom based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces. 	High	Y
Use of school resources shared between bubbles or classes	Staff Pupils	Infection Control	 Shared resources between bubbles or classes should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 	High	Y
Taking items/resources home	Staff Pupils	Infection Control	 Unnecessary taking home of equipment / resources discouraged Cleaning as above if items are taken home. 	High	Y
Assemblies Collective Worship	Staff Pupils	Spread of Infection due to close contact	No assemblies or collective worship	Medium	Y
Educational Visits	Staff Pupils	Infection Control	No School trips can commence,	High	Y
SEND Pupils	Staff Pupils	Spread of Infection due to close contact	 Pupils who have complex needs or who need close contact care, will continue as normal. A risk assessment will be required to ensure staff who care for these pupils do not have any medical conditions which may put them in an at risk category. 	High	Y





Attendance in schools	Pupils	Education suffering	Schools' responsibilities to record attendance	Medium	Y	
			 CEV staff and students to work remotely until the government guidance changes in their Tier or undertake individual risk assessment to determine measures to put in place for safe working. 			
Use of Supply teachers and other staff	Staff Pupils	Risk of Infection	 Inform supply staff of the arrangements in place Consider using longer assignments for supply teachers and/or other staff Where possible minimise their movement around school and keep them in the same bubbles on each day they enter the academy to avoid cross contamination. 	High	Y	
Before and After school clubs	Pupils Staff	Infection Control	 No before or after school clubs Wrap around care for key worker children will continue with 2m spacing between each pupil and bubble group 	High	Y	
Music Lessons	Pupils Staff	Singing Playing an instrument	 Where musical sessions take place for external exam/assessment purposes (Year 11 Level 2 qualifications), rooms must be well ventilated with appropriate social distancing in place Equipment should not be shared. Areas/equipment in use should be wiped down once no longer being used 	High	Y	
Physical Activity	Pupils Staff	Infection Control	 Outdoor sports where possible and contact sports avoided. Maximise distance between pupils Equipment used must be scrupulously cleaned after each use Encourage activities such as active mile. Indoor sports should be small groups only and social distancing carried out and all equipment cleaned after each group use. 	Medium	Y	





Pupils requiring using the toilet in lesson times	Pupils Staff	Infection Control	 Hand driers to be regularly checked and used throughout the building. Toilets to be regularly cleaned. Adults to remind the children of the importance of washing their hands after using the toilet and on their return to the classroom, children should be prompted to use the hand sanitiser on entry. Where possible, toilet breaks to take place at designated times throughout the day and staggered across key stage bubbles. One child to be let out per class, due to specific need or emergency. Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom. Toilet areas cleaned on a regular and frequent basis 	High	Y	
Break times	Pupils	Spread of Infection due to close contact	 Pupils informed again of the importance of social distancing whilst outside. Staggered break times for individual bubbles or year groups if space is an issue. Look at providing activities which can abide by the social distancing rules. Supervising staff must keep a 2-metre distance from each other at all times where possible Supervising staff must keep a 2-metre distance from each other at all times or wear a face mask where this is not possible 	High	Y	





Break Times – Staff Room	Staff	Spread of Infection due to close contact	 Staff must sit at least 2 metres apart from each other whilst eating in their areas or wear a face mask if this cannot be met Minimise the use of staff rooms where possible or a rota system in place if no other available rooms. Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils. Staff must be able to heat food and make a warm drink 	High	Y
Break Times Classrooms	Staff Pupils	Spread of Infection due to close contact	 Whilst pupils are on breaks dedicated cleaning staff will clean tables and door handles with a disinfectant or disinfectant spray. Cleaning staff will wear adequate PPE and must wear gloves whilst carrying out this task and wash hands after cleaning. Dispose of all cloths in a closed bin and empty on a regular basis. Daytime cleaning provision in place which is in line with ATT daytime cleaning procedures 	High	Y
Lunch breaks	Staff Pupils	Spread of Infection due to close contact	 Cold packed lunches to be provided by catering provider and prepared on site. All pupil to receive this service, removing need to bring food from outside of academy. Pupils can bring packed lunches and these will be eaten in the hall during their lunch break. Pupils to bring their own water bottled and keep water to be provided for pupils and each pupil to keep their own water on their table. These can be refilled throughout the day, removing the need to bring further drinks in from outside the academy. 	High	Y





First Aid – minor	Staff	Spread of	 opening and details recorded for new pupils receiving on-site catering. Tables within the dining hall will be set up to ensure safe social distancing is continued during lunch and no pupils sit face-to-face. Catering staff to wear PPE when delivering serving lunches to class spaces.in dining hall. Catering provider have completed risk assessments to be shared with academy. Pre-order of hot lunches available for pupils to minimise contact and ensure transition of bubble groups during lunch is completed swiftly. Lunchtime staff and kitchen staff to maintain social distancing where possible from pupils. Try to assist at a safe distance from the casualty as 	High	Y
treatment	Pupils	Infection due to close contact	 Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face Mask and also Visor (only if used with a face mask/Gloves/Apron and follow ATT procedure when dealing with injuries. Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact. 		





			 Ensure you safely discard disposable items and clean reusable ones thoroughly. Ensure staff wear PPE available if 2M rule cannot be met while administering this care. 		
First Aid – Life threatening	Staff Pupils	Spread of Infection due to close contact	 In the event of a serious injury or incident call 999 immediately. Tell the call handler if the patient has any COVID-19 symptoms Wear face mask along with face covering visor and gloves when in close contact or dealing with bodily fluids ADULTS In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth. Use of a defib if available. Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact. Ensure you safely discard disposable items and clean reusable ones thoroughly PUPILS In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions. Use of a defib if available. Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact. 	High	Y





			Ensure you safely discard disposable items and clean reusable ones thoroughly		
First Aid & Medication	Staff Pupils Others	First Aid Procedures	 First Aiders must always wear gloves when administering first aid procedures. Staff must wear a face covering mask and visor (optional) 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) It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) Ensure records of administration are kept up to date and who administered the medication. Any dressings used to be double bagged. Where any medications are administer or consider wearing a face covering (always refer to up to date information from Gov.UK) Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact. Ensure you safely discard disposable items and clean reusable ones thoroughly 	High	Y
Intimate Care	Staff	Lack of Infection Control	 When staff are carrying out any intimate care they must: (as per their usual requirements) Wear gloves Wear an apron Wear a mask Wear a visor (only if using a mask as well, this cannot be a choice of one or the other) 	High	Y





			 Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) Soiled clothes to be double bagged and given to Parents on collection of child. Staff must wash their hands once gloves and masks are removed A poster to be displayed of instructions which must be followed. Record all intimate care carried out. 		
Pupils who are upset	Staff	Spread of Infection due to close contact	 Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. Encourage child to use a tissue to wipe eyes/nose etc. If contact is required, consider wearing a face covering mask. If contact is required, consider short contact only. Wash hands after contact 	High	Y
Pupils with behavioural issues	Staff	Spread of Infection due to close contact	 Where possible allow the child to vent their frustrations Where possible allow child to be in a room on their own or outside If team teach techniques are required, and there is a risk of spitting it may be advisable advised to wear a face coverings. 	High	Y
Children leaving at the end of the academy day.	Staff Parents Others	Spread of Infection due to close contact	 Students to be informed of the requirement to maintain 2 metre rules when leaving academy. Staff on duty outside to ensure students leave in a safe manner. Staff to wear face covering mask and optional visor (but not a visor on its own)/Apron and gloves for this purpose. Staggered leaving times in place 	High	Y





			• Each bubble group has a designated leaving time exit point from the building point and access point of the site to use when leaving each day.	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	 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 of 2M cannot be met Parents will not be allowed onto the academy site without a face mask and 2 metre spaces clearly marked outside the academy gates and monitored by staff wearing face masks to discourage parents from congregating together. 	Y
Pupils who are shielding	Pupils	Risk of infection	 Updated shielding advice that is more targeted and will only apply in some of the worst affected areas and only for a limited period of time. Currently, clinically extremely vulnerable people in Tier 4 areas are advised to follow shielding advice. No other areas are currently advised to shield. Updated advice on protecting the clinically extremely vulnerable, based on the tiers of local restrictions in your area. The 4 tiers are <u>Tier 1: Medium</u>, <u>Tier 2:</u> <u>High</u>, <u>Tier 3: Very High</u> and <u>Tier 4: Stay at Home</u>. The advice sets out the additional things people at the highest risk from COVID-19 are advised to do to keep themselves safe for each tier. Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually 	Y





			•	at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for pupils and young people. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below). Where pupils are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.			
Staff who are clinically vulnerable or extremely clinically vulnerable.	Staff	Concerns Worry	•	Updated shielding advice that is more targeted and will only apply in some of the worst affected areas and only for a limited period of time. Currently, clinically extremely vulnerable people in Tier 4 areas are advised to follow shielding advice. No other areas are currently advised to shield. Updated advice on protecting the clinically extremely vulnerable, based on the <u>tiers of local restrictions</u> in your area. The 4 tiers are <u>Tier 1: Medium</u> , <u>Tier 2:</u> <u>High</u> , <u>Tier 3: Very High</u> and <u>Tier 4: Stay at Home</u> . The advice sets out the additional things people at the highest risk from COVID-19 are advised to do to keep themselves safe for each tier. Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise	High	Y	





			 those in the most at risk categories to take particular care while community transmission rates continue to fall. Advice for those who are clinically-vulnerable, including pregnant women, is available. School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 		
Pregnant Staff	Staff	Concerns Worry	 As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically- vulnerable people. Expectant mothers risk assessments must be carried out and risk control measures put in place. 	High	Y
Staff who may otherwise be at increased risk from COVID 19	Staff	Concerns Worry COVID 19	 Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID- 19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. 	High	Y





			• People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.		
Families anxious returning pupils to school	Pupils	Concerns Worry	 Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. Arrange telephone, Zoom. Or face to face meetings with Parents Provide reassurance Make it clear it is compulsory school age pupils attend school unless a statutory reason applies. 	High	Y
Use of Outdoor Play Equipment	Pupils	Risk of Infection	 Ensure all fixed outdoor play equipment and other equipment has been inspected and tested prior to pupils using. Social distancing to continue to be maintained where possible if this is not possible ensure separate bubbles use equipment one bubble at a time. Limit the number of users on the equipment at any one time. Sanitise frequently touch point areas: playground equipment for pupils, usually up to age 14, such as slides monkey bars and climbing frames semi enclosed playhouses or huts for small pupils enclosed crawl through 'tunnels' or tube slides exercise bars and machine handles on outdoor gym equipment entry and exit points such as gates seating areas such as benches and picnic tables refuse areas/bins 	High	Y





			 Equipment to be sanitised between each bubble use where possible. Pupils to clean / sanitise hands prior to use and after use. Remind pupils not to put hands near mouth or nose. No food or drink to be consumed when using any outdoor equipment. Signs informing Parents Signs to be displayed informing Parents to keep their pupils off the equipment and it is for supervised use only for pupils when in school. Pupils with Additional Needs May require frequent reminders about rules of behaviour, especially if having to wait for use of equipment. Pupils with physical and sensory disabilities may need assistance with moving from one place to the next Keeping Staff Safe Ensure staff only supervise their pupil bubbles Staff to have a supply of sanitising equipment throughout the academy and in each classroom and if required PPE 		
Use of Outside Gyms	Pupils	Risk of Infection	 Follow the same control measures as above plus: for outdoor gyms the introduction of a clearly marked one-way system around the fixtures/ machines, to help prevent users from coming into close contact with each other for outdoor gyms, where machines and equipment are less than 2 metres apart pieces of equipment should be moved to allow social distancing measures to be adhered to if possible. If not possible, 1 metre distance 	High	





Pupils leaving at the end of the school day. Primary	Staff Parents Others	Spread of Infection due to close contact	 with risk mitigation is acceptable. (follow controls for outdoor play) All items must be cleaned between use by different bubbles One way system in place with a staff member supervising outside to inform Parents to abide by the 2 metre social distancing rule. Academy to operate staggered leaving times. Pupils released when Parent is next in queue and child will be fetched from classroom. Consider radio communication to staff in classrooms.
Pupils leaving at the end of the school day. Walking home alone or not being collected by Parent	Staff Parents Others	Spread of Infection due to close contact	 Pupils to be informed of the requirement to maintain social distancing when leaving school. Staff on duty outside to ensure pupils leave in a safe manner. Staggered times where possible. Staff to wear PPE if 2M rule cannot be met 2M waiting spaces clearly marked out and all parents must wear face mask if they enter the academy grounds.
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	 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. Parents will be discouraged in congregating around the school site. 2M waiting spaces will be clearly marked out for parents to wait at each access point





Awareness of policies / procedures / Guidance	Staff Pupils Others Staff	Inadequate information	 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. All staff are able to access the following information online for up to date information on COCID-19 > Public Health England > Gov.co.uk > NHS > DfE > Department for Health and Social Care The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Pupils are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Pupils are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. 		Y	
Poor hygiene practice	Staff Pupils Others		• Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.	HIGH	Y	





			 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. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. Pupils are forbidden from sharing cutlery, cups or food. All cutlery and cups are thoroughly cleaned before and after use. Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England 		
Response to any infection	Heads of School	COVID 19	 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. Follow ATT Guidance for managing confirmed cases and symptomatic pupils 	High	Y





Track and Trace	Staff Pupils Others	Coronavirus Symptoms	 If a pupil or member of staff or others are showing symptoms they must go home immediately to self-isolate. The school to inform staff and Parents they must be willing to take a test if they are displaying symptoms. All pupils can be tested (including pupils under 5) They should provide details of close contacts if they test positive or if asked by NHS track and Trace Self-isolate if they have been in close contact with someone who has tested positive for coronavirus. 	High	Y
Testing Negative	Staff Pupils Others	COVID 19	 If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID- 19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. 	High	Y
Testing positive	Staff Pupils Others	COVID 19	 If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days. 	High Y	





			ATT Academies to follow guidance in Managing Confirmed cases and symptomatic pupils procedure			
Manage positive cases amongst the school community	School Head Teacher	COVID 19	 Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were infectious. Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (within 1 to 2 metres for more than 15 minutes) with an infected individual 	High	Y	









			 10-day isolation period). Their household should self- isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' Schools should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self- isolation. Further guidance is available on testing and tracing for coronavirus (COVID-19). ATT Academies to follow guidance in Managing Confirmed cases and symptomatic pupils procedure 	
Contain an outbreak	School Head Teacher	Not following advice	 If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. 	Y
III health	Staff Pupils	Coronavirus Symptoms	Staff are informed of the symptoms of possible High coronavirus infection, e.g. a cough, difficulty in	Y





Others Image:	 breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. 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. The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. 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. If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. Any pupils who display signs of infection are taken home immediately, or call 999 if the pupil becomes seriously ill or their life is at risk. 	
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			 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. Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 	
Spread of infection	Staff Pupils Others	Lack of infection control	 Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their pupils to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections. 	





Occupational Health	Staff Others		 Senior ATT leadership and Senior Academy management are to carry out regular and robust checks to provide staff with the latest and up to date information advice & guidance. Occupational health advice should be part of strategic planning and may be required on an individual basis on issues including: return to work after testing, isolation, or illness management of staff who have concerns about specific vulnerability. CEV staff and students to work remotely until the government guidance changes. 	High	Y
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	 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. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. Staff inform the headteacher when they plan to return to work after having coronavirus. The academy is consistent in its approach to the management of suspected and confirmed set or school staff. 	High	Y





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			 coronavirus and follows the ATT procedures advice of the local health protection team HPT. Staff to remain in contact with the Principal regarding when they plan to return to work, after having Coronavirus. 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 the academy. 			
Lack of communication	Pupils Staff Parents Others	Infection Control	 The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 	High	Y	
Cleaning while school open	Staff	Infection Control	 All hard surfaces to be cleaned on a regular basis, this will include All door handles All tables and chairs used by staff and pupils Toilet flushes and regular cleaning of toilets. These should be carried out as a minimum of twice a day All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. 			





			 Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. 		
Estates	Staff Pupils	Health & Safety Infection Control	 All sites to follow ATT daytime cleaning procedure Site Staff to ensure school is safe and ready for opening in Spring term All statutory testing and in-house testing carried out. Ensure there are plenty of wash areas for staff and pupils to wash hands Ensure Legionella risks have been managed and all appropriate testing carried out. 	High	Y
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	 Statutory inspections to continue but with social distancing in place at all times and completed out of hours where possible. In-house inspections should continue to ensure the school remains as safe as possible. Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments. 	High	Y
Contractors in school	Staff Pupils	Health & Safety Infection Control	 Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the Coronavirus must be included within their RAMs. School to ensure no pupils or staff are in the area where contractors are working. Contractors will be designated a toilet they can use whilst on site. 	High	Y





			 Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. If they become aware of a contractor coming down with symptoms within 14 days of being at the school, they must inform the school immediately. 		
Emergencies	Staff Pupils	Infection Control	 All staff and pupils' emergency contact details are up- to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	High	Y
Mental Health and well being	Staff	Anxiousness	 Have regular keep in touch meetings/calls with people working at home to talk about any work issues Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through Involve workers in completing risk assessments so they can help identify potential problems and identify solutions Keep workers updated on what is happening so they feel involved and reassured Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take 	High	Y





			leave, set working hours to ensure they aren't working long hours		
Staff taking leave	Staff	Short staffed Isolating	 School leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term. There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home. 	High	Y
Volunteers in school	Pupils	No DBS checks	 Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. 	High	Y
Safeguarding	Pupils	Incidents	 Always follow the statutory safeguarding guidance Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and pupils regarding any additional or new safeguarding referrals Communication with other agencies and school nurse for pupils not seen in school prior to return. 	High	Y





Contingency Plans for Outbreaks Local Outbreaks	Pupils Staff	School shutting	 In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable pupils and the pupils of critical workers and providing remote education for all other pupils. All staff and pupils' emergency contact details are upto-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. The academy staff have access to the local HPT contact details and ATT procedure to follow in the event of an outbreak or suspected case of COVID-19. The academy has access to and follows ATT Guidance for Managing Symptomatic Pupils and Confirmed Cases of COVID-19. The academy has an up-to-date Business Continuity Plan in place should the academy have to close. 	High	Y
Home Testing	Pupil Staff	COVID-19	 Both pupils and staff in secondary schools will be supplied with LFD test kits to self-swab and test themselves twice a week at home. Staff and pupils must report their results to NHS Test and Trace as 	High	Y





	 soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their results, whether void, positive or negative, with their school to help with contact tracing. Pupils aged 18 and over should self-test and report the result, with assistance if needed. Adolescents aged 12 and 17 should self-test and report with adult supervision. The adult may conduct the test if necessary. Children aged 11 attending a secondary school should be tested by an adult. Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures. 	
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