

BHA - COVID-19 office staff (updated – 03 March 2021)

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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 school	Staff Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Inform staff of the entrance and exit points in advance to the new term starting via website or other communication systems. • Consider where possible, having a one-way system introduced when parents bring pupils to school • CEV staff 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. • 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. • 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. 	High	Y	

			<ul style="list-style-type: none"> • 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 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 			
Social Distancing	Office Staff	Infection Control	<ul style="list-style-type: none"> • Staff under no circumstances must work in close proximity to each other, if they have to under certain circumstances PPE must be worn in line with ATT supply and use of PPE procedure. • They must ensure they keep to social distancing at all times (at least 2 metres) • Staff should ensure when using the rest areas a staggered system is used to prevent close proximity of persons. • No sharing of desks or equipment permitted. • If equipment is shared it must be wiped down with a disinfectant before and after use. • Desks must be at least 2 metres apart or persons must be seated at least 2 metres apart. • Staffing Rota system is in place • Desks and equipment to be cleaned after each person has used and at the end of each day. • Staff have access to PPE for all intimate care, contact with parents and option to use PPE at their discretion during lessons. 	MEDIUM	YES	

Face Covering	Pupils Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> • Signs or posters in place on how pupils remove face masks correctly or information given in newsletters prior to start of new term • Removal of face masks at the school gate for Pupils and Staff. • Staff to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears) • If disposable masks these must be disposed of in a closed bin. • If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing. • Staff must wear face coverings when in communal areas and moving around the school site • Wear face coverings and PPE when speaking with Parents • Wear face coverings when out of your social bubble. 	Medium	Y	
Prevention of Infection The following must be in place in schools at all times:	Staff Parents Others	Risk of spread of infection	<ul style="list-style-type: none"> • Ensuring that staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). <p>All schools must follow this process and ensure all staff are aware of it.</p>	High	Y	

			<ul style="list-style-type: none"> • 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.	Staff Parents Others	Risk of spread of infection	<ul style="list-style-type: none"> • 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 • 6) where necessary, wear appropriate personal protective equipment (PPE) <p>Numbers 1 to 4 must be in place in all schools, all the time.</p>	High	Y	

			<p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-pupilss-social-care</p> <p>ATT operate a full daytime cleaning procedure with dedicated staff at each site undertaking touchpoint cleaning in line with GOVT/PHE Guidance</p>			
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff receiving pupils to remember the 2-metre rule (or 1 metre + if not viable) and wear a face covering • Staff will direct pupils to either use the hand sanitiser 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 	High	Y	
Taking items/resources home	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • No assemblies or collective worship 	Medium	Y	
Educational Visits	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • No School trips can commence, 	High	Y	
SEND Pupils	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils who have complex needs or who need close contact care, will continue as normal. 	High	Y	

			<ul style="list-style-type: none"> 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. 			
Attendance in schools	Pupils	Education suffering	<ul style="list-style-type: none"> Schools' responsibilities to record attendance CEV staff 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. 	Medium	Y	
Use of Supply teachers and other staff	Staff Pupils	Risk of Infection	<ul style="list-style-type: none"> 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 			
Before and After school clubs	Pupils Staff	Infection Control	<ul style="list-style-type: none"> No before or after school club 	High	Y	
Music Lessons	Pupils Staff	Singing Playing an instrument	<ul style="list-style-type: none"> No music lessons 	High	Y	
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> 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 			
Break Times Classrooms	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> 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. 			

			<ul style="list-style-type: none"> • 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 			
Lunch breaks	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • 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. • All dietary requirements will be reviewed before re-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. 			

First Aid – minor treatment	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Try to assist at a safe distance from the casualty as much as you can and minimise prolonged face to face contact when dealing with injuries. • Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face to face contact 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. 			
First Aid – Life threatening	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • 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 covering and gloves when in close contact or dealing with bodily fluids <p>ADULTS</p> <ul style="list-style-type: none"> • 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. 			

			<ul style="list-style-type: none"> • Ensure you safely discard disposable items and clean reusable ones thoroughly <p>PUPILS</p> <ul style="list-style-type: none"> • 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. • Ensure you safely discard disposable items and clean reusable ones thoroughly 			
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • 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 administered try and encourage the pupils to self-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 			

Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: (as per their usual requirements) • Wear gloves • Wear an apron • Wear a mask • 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	<ul style="list-style-type: none"> • 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 short contact only. • Wash hands after contact 			
Pupils with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • 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. 			
Pupils who are shielding	Pupils	Risk of infection	<ul style="list-style-type: none"> • 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 			

			<p>advised to follow shielding advice. No other areas are currently advised to shield.</p> <ul style="list-style-type: none"> Updated advice on protecting the clinically extremely vulnerable, based on the tiers of local restrictions in your area. The 4 tiers are Tier 1: Medium, Tier 2: High, Tier 3: Very High and Tier 4: Stay at Home. 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 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	Staff	Concerns Worry	<ul style="list-style-type: none"> 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 			

clinically vulnerable.			<p>advised to follow shielding advice. No other areas are currently advised to shield.</p> <ul style="list-style-type: none"> Updated advice on protecting the clinically extremely vulnerable, based on the tiers of local restrictions in your area. The 4 tiers are Tier 1: Medium, Tier 2: High, Tier 3: Very High and Tier 4: Stay at Home. 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 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	<ul style="list-style-type: none"> 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. 	High	Y	

			<ul style="list-style-type: none"> Expectant mothers risk assessments must be carried out and risk control measures put in place. 			
Staff who may otherwise be at increased risk from COVID 19	Staff	Concerns Worry COVID 19	<ul style="list-style-type: none"> 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. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. 	High	Y	
Pupils leaving at the end of the school day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 			

			<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	Inadequate information	<ul style="list-style-type: none"> • 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 on-line for up to date information on COCID-19 <ul style="list-style-type: none"> ➢ 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. 			

			<ul style="list-style-type: none"> • 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 school staff and are informed that they must tell a member of staff if they feel unwell. 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • 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 	HIGH	Y	

			enhanced cleaning protocols is sought from the Health Protection Team /Public Health England			
Response to any infection	Heads of School	COVID 19	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	COVID 19	<ul style="list-style-type: none"> • If someone tests positive, they should follow the 'stay at home: guidance for households with possible or 	High Y		

	Others		<p>confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 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.</p> <ul style="list-style-type: none"> • Other members of their household should continue self-isolating for the full 10 days. • 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	<ul style="list-style-type: none"> • 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 	High	Y	

			<p>positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • 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 (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person • The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: 		
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			<p>guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 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	<ul style="list-style-type: none"> • 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. 	High	Y	

			<ul style="list-style-type: none"> 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. 			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> 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. 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. 	High	Y	

			<ul style="list-style-type: none"> • 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 as soon as practicable, 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. • 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	<ul style="list-style-type: none"> • 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. 	High	Y	

			<ul style="list-style-type: none"> • 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 are put in place by the headteacher, in liaison with the pupil's parents and central ATT where necessary. 			
Occupational Health	Staff Others		<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. 	High	Y	

			<ul style="list-style-type: none"> • 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 cases of 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	<ul style="list-style-type: none"> • 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. 	High	Y	

			<ul style="list-style-type: none"> • 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. 			
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> • All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➢ 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. • All sites to follow ATT daytime cleaning procedure 			
Estates	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Statutory inspections to continue but with social distancing in place at all times and completed out of hours where possible. 	High	Y	

			<ul style="list-style-type: none"> • 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. 			
Contractors in school	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • 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. • 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. 	High	Y	
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • 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. 	High	Y	

			<ul style="list-style-type: none"> • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 			
Mental Health and well being	Staff	Anxiousness	<ul style="list-style-type: none"> • 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 leave, set working hours to ensure they aren't working long hours 	High	Y	
Staff taking leave	Staff	Short staffed Isolating	<ul style="list-style-type: none"> • 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 	High	Y	

			working arrangements to enable them to work from home.			
Volunteers in school	Pupils	No DBS checks	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. 	High	Y	

			<ul style="list-style-type: none"> 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 follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace guidance in ATT Guidance and Procedure 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. 			
Home Testing	Pupil Staff	COVID-19	<ul style="list-style-type: none"> 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 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. 	High	Y	

			<ul style="list-style-type: none">• 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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