

COVID-19: Risk Assessment January 2021

Current Community Tier: **Tier 4**

School Name: Bloxwich Academy (Secondary)

Headteacher: Andy Seager

Head Caretaker: Tony Brotherton

Assessment conducted by: Ian Chamberlain/Andy Seager Gary Smart (original)	Position: Deputy Head Teacher and Head Teacher Facilities Manager	In consultation with: Gary Smart Jacqui Newsome Tony Brotherton	Date of Assessment: 02.04.20	Date Revised at Trust Level: Wednesday 10 th June 2020	Date Revised: 16.07.20 30.08.20 23.10.20 05.11.20 (<i>new national guidance</i>) 08.12.20 (<i>updated national guidance 03.12.20</i>) 18.12.20 (<i>updated Schools, Colleges Testing Handbook V3.7: 17.12.20</i>) 03.01.21	Review Date: Weekly
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IMPACT/SEVERITY				
Very High (VH) Strong likelihood of fatality / serious injury occurring	High (H) Possibility of fatality/serious injury occurring	Medium (M) Possibility of significant injury or over 3-day absence occurring	Low (L) Possibility of minor injury only	
LIKELIHOOD				
5 (Almost certain) Will undoubtedly happen/recur, possibly frequently	4 (Likely) Will probably happen/recur, but it is not a persisting issue/circumstances	3 (Possible) Might happen or recur occasionally	2 (Unlikely) Do not expect it to happen, but it is possible it may do so	1 (Rare) This will never happen/recur

What are the hazards?	Who might be harmed?	Controls Required	Impact/Severity	Likelihood	Action by who?	Date	Done
SCHOOL ACCESS AND THE SCHOOL DAY							
Rapid Coronavirus Testing	Staff Pupils Others	<p>From January 4th 2021 staff at school will be routinely tested and both staff and pupils will offered daily tests if they have been identified as a close contact of a positive case so that they can stay in school, rather than isolate.</p> <p>Information and guidance including completed 'workforce tool' to assist in the number of bays and staff required to administer mass testing, was emailed to Headteacher's by R.Doidge on Thursday 31st December 2020.</p> <p>WORKFORCE TOOL: Bloxwich minimum testing bays needed: 6 Total staff recommended: 13</p> <ul style="list-style-type: none"> • Swabbing and processing of these tests will be conducted at a dedicated testing site in school once a week either by trained personnel or as a self-test with supervision from trained personnel, with results in around 30 minutes. • Dedicated testing sites will need to be set up in schools and guidance on this is available from Schools, Colleges Testing Handbook V3.7 Webinars will also be available in January to support with setups. • Schools will need to consider specific roles to support the Rapid Coronavirus Testing. These roles are identified in the Schools, Colleges Testing Handbook V3.7. Guidance on roles 	M	L	<p>Head Rapid Testing Team</p> <p>Head Caretaker</p> <p>Head</p> <p>Head/ Admin</p> <p>Head</p>	Jan 2021	

		<p>has also been provided through the completed 'workforce tool; issued to Headteacher's on 31st December 2020. 1,500 military personnel will provide virtual training and advice on establishing the testing process, with teams on standby to provide in-person support if required by secondary schools.</p> <ul style="list-style-type: none"> • Participation is voluntary and active consent is required either by staff, parents /legal guardians, as appropriate. Consent needs to be for the weekly testing and for the serial testing component of the programme. • Schools will operate a staggered return, offering all non-exam year groups full-time remote education, as close as possible to that which pupils would get in class, during the first week of term, with face-to-face education for all starting on 11 January. 					
Transmission on <u>public transport</u> and increase in cycling	Staff Pupils Others	<ul style="list-style-type: none"> • Guidance is in place for staff, pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings and all other PHE/ NHS guidance. • Pupils in Year 7 and above to wear face coverings when travelling on dedicated school transport to secondary school in line with new national guidance. • Staff arriving must follow the protocol of washing their hands with sanitizer at reception before they sign in each day. • Via letter/ re-opening guide, parents will be encouraged to buy or prepare a bike for pupils to use for travelling to school during the Autumn Term. • Additional bike storage provided using the small red fence at front gate for Key Stage 4 near to the main pupil gate. • Face coverings are to be worn by staff, pupils and visitors in communal areas outside of the classroom. • In the event of any student struggling to access a face covering, the school has access to a supply of face coverings (disposable). 	M	3	Head	Updated and review Sept 20 Updated Nov 20	YES
Transmission on <u>arrival to school</u> and minimising <u>contact on school site</u>	Staff Pupils Others	<ul style="list-style-type: none"> • Entry protocol in place and shared with all staff (<i>see September 2020 return to school plan</i>). • Pupils will stand and socialise with 1m+ distancing where possible on the playground (<i>or in one of the designated indoor spaces in the event of wet weather</i>). • Pupils will be requested to wash their hands using alcohol sanitiser on entering each classroom throughout the day. 	L	3	Site/ Head	Updated and review Sept 20	YES

prior to start of school day		<ul style="list-style-type: none"> The duty timetable will be adjusted to increase supervision from 8:25. Teacher teaching Year 7, 8 and 9 period 1 will be required to arrive to collect their pupils at 08:45. Teachers teaching Year 10, 11, 12 and 13 period 1 will be required to be ready in their classrooms for pupils and students to go straight to their classrooms at this time. Year 7, 8 and 9 will arrive via the back car park gate accessed via Willenhall Lane. Year 10, 11, 12 and 13 will arrive via the normal pupil gate accessed at the front of the school via Leamore Lane. Masks will be encouraged for pupils and visors for staff unless exempt. 					
Transmission from <u>visitors, contractors, deliveries</u> and limited physical space in Reception	Staff Pupils Others	<ul style="list-style-type: none"> No parents or visitors permitted on site uninvited unless it is a safeguarding issue or emergency – access will be granted at the discretion of the Deputy Head Teacher or Head Teacher. Contractors - School to ensure no pupils or staff are in the area where contractors are working. Deliveries to be dropped off to a designated area on site and collected by Site Team. All visitors will be required to wear face covering unless exempt. 	M	3	DHT	Updated and review Sept 20	YES
Transmission from <u>parental visitors</u>	Staff Pupils Others	<ul style="list-style-type: none"> Parents will be informed that conversations with staff will be either over the phone or email. Parents will not be permitted on site unless for an authorised prior arranged meeting. All parents will be required to wear face covering unless exempt. 	L	4	Staff Head/ Site	Updated and review Sept 20	YES
Transmission through bubble mixing at <u>the end of the day</u> - dismissal	Staff Pupils Others	<ul style="list-style-type: none"> Dismissal will be staggered between 2:45 and 3:05 (see <i>September 2020 return to school plan</i>). Staff will escort their group to their relevant departure gate. Year 7, 8 and 9 will depart via the back car park gate onto Willenhall Lane. Year 10, 11, 12 and 13 will depart via the normal pupil gate at the front of the school onto Leamore Lane. Staff duties will be via a rota involving all staff through the week with duty spots in the key places to support dismissal. The majority of senior staff will be on duty every day. 	L	3	Staff	Updated and review Sept 20	YES
<u>Mixing</u> of year-group bubbles	Staff Pupils Others	<ul style="list-style-type: none"> Line-up procedure in place for Year 7, 8 and 9 on each lesson changeover to reduce the number of pupils on the corridors (see <i>September 2020 return to school plan</i>). All rooms facing in one direction where possible. 	L	2	Staff Head	Updated and	YES

		<ul style="list-style-type: none"> • Single year group bubble at break and lunch times. • Social time with pupils facing in one direction where possible. • Single bubble line up. • Escorted movement with heavy supervision. • Face coverings will be permitted for pupils and visors for staff. 				review Sept 20	
Sharing of <u>toilets</u>		<ul style="list-style-type: none"> • Toilet access before school, at break, at lunch and after school will be supervised by a member of staff. • Pupils will have a different toilet venue allocated at break and lunch time to maintain their year group bubble. • The Trust has employed additional cleaners through the cleaning contract to support with daily enhanced cleaning regimes, such as touch points. 	M	3	Staff Head	Updated and review Sept 20	YES
MOVEMENT AND SOCIAL TIME							
Transmission during <u>lessons/ social time</u>	Staff Pupils Others	<ul style="list-style-type: none"> • All rooms facing in one direction. • Single year group bubble at break and lunch times. • Social time with pupils facing in one direction where possible. • Single bubble line up. • Escorted movement with heavy supervision. • Train staff on escorting Year 7, 8 and 9 pupils, and releasing Year 10 and 11 pupils from classrooms when it is safe to do so after assessing the busyness of the corridors. • Face coverings will be encouraged for pupils and visors for staff unless exempt within indoor spaces. • Hand cleaning will take place after consumption of food/ drink prior to pupils putting their face coverings on. 	L	3		Updated and review Sept 20	YES
<u>Movement</u> around the school risks breaching social distancing guidelines	Staff Pupils Others	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Lesson change overs are staggered to avoid overcrowding. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. • Face coverings will be encouraged for pupils and visors for staff unless exempt within indoor spaces. 	M	3	Head Staff	Updated and review Sept 20	YES
Transmission in the <u>Staff Areas</u>	Staff Pupils Others	<ul style="list-style-type: none"> • When in staff areas staff should adhere to social distancing guidelines at all times. • As with general H&S measures, all staff are responsible for implementing the system of controls set out by the DfE at all times. 	L	2	Staff	Updated and review Sept 20	YES

		<ul style="list-style-type: none"> • Face coverings can be worn if an individual wishes. 					
WRAP AROUND CARE AND INTERVENTIONS							
Transmission during <u>intervention sessions</u>		<ul style="list-style-type: none"> • Intervention will completed within year group bubbles where possible • 2m social distancing will be enabled where possible, otherwise 1m+ will be enabled – always with additional hand cleaning on entry to and exit from Success Centre session. • The remaining protocols will be consistent with those for lessons. • All other out of school activities, not being primarily used by parents for wraparound childcare, should close for face-to-face provision for the duration of the national restrictions. 	L	2	Staff	Updated and review Sept 20 Updated Nov 20	YES
PRACTICAL SUBJECTS and EQUIPMENT							
Transmission during <u>practical subjects</u>	Staff Pupils Others	<ul style="list-style-type: none"> • Significant reduction in practical work and increase in teacher demonstration - enhanced cleaning when needed: music, science, PE, art, food and resistant materials. • All practical equipment handled by pupils (<i>including apparatus in maths</i>) to be wiped with antibacterial wipes after each use • Where not possible, 48 hours to be left between uses by different bubbles (<i>72 hours for plastics</i>). • Demonstrations are used where appropriate. • Schools are able to work with external coaches, clubs and organisations for <i>curricular</i> activities where they are satisfied that it is safe to do so. • Competition between different schools should not take place. 	M	3	Staff DoLs Head	Updated and review Sept 20 Updated Nov 20	YES
Transmission through <u>sharing equipment, textbooks and/or stationary</u>	Staff Pupils	<p>Textbooks:</p> <ul style="list-style-type: none"> • When a set of books have been used, they can be used again within the same bubble. • They must be left untouched for 48 hours before being used with a different bubble. • When this cannot be achieved, necessary pages must be photocopied. <p>Exercise books:</p> <ul style="list-style-type: none"> • Staff to wash their hands prior to when handling/ giving out books • Book marking will continue in line with the school's policy. • Teachers to collect in books, and wash hands and surfaces thoroughly before marking them, leaving them for another 48 hours before returning them to pupils where possible. 	M	3	Staff DoLs Head	Updated and review Sept 20	YES

		<p>General equipment – pupils:</p> <ul style="list-style-type: none"> All pupils will be expected to have their own, named pencil case with compulsory equipment. Pupils will be encouraged to bring in their own wipes and hand sanitiser. <p>General equipment – staff:</p> <ul style="list-style-type: none"> All staff will continue to have their own, named pencil case with necessary equipment. Staff will be issued with their own bottle of hand sanitiser and a pack of cleaning wipes to carry with them. An additional box of materials will be provided in every classroom for shared use including: <ul style="list-style-type: none"> <i>Sanitiser spray</i> <i>Paper towel</i> <i>Cleaning wipes</i> <i>Hand sanitiser pump bottle</i> 					
School <u>performances</u>	Staff Pupils Visitors	<ul style="list-style-type: none"> Schools in local restriction tier 3 areas should not host performances with an audience. Where schools are unable to put on live performances to parents, they may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission. 	L	2	Leadership	Updated Dec 20	YES
CLEANING and COMPLIANCE							
<u>Depleted stock levels</u>	Staff	<p>Head Caretaker to ensure stock levels of:</p> <ul style="list-style-type: none"> <i>Toilet rolls</i> <i>Hand soap</i> <i>Hand sanitiser</i> <i>Bleach/ appropriate disinfectant</i> <i>Anti-bacterial wipes</i> <i>Refuse bags</i> 	L	2	Site	Updated and review Sept 20	YES
<u>Maintaining enhanced cleaning</u>	Staff	<ul style="list-style-type: none"> The Trust has employed additional cleaners through the cleaning contract to support with daily enhanced cleaning regimes, such as touch points. Each room to have a control-system box including: <ul style="list-style-type: none"> <i>Sanitiser spray</i> <i>Paper towel</i> <i>Cleaning wipes</i> <i>Hand sanitiser pump bottle</i> 	M	2	Site Cleaning Contract Site	Updated and review Sept 20	YES

		<ul style="list-style-type: none"> Toilets cleaned three times per day. High frequency touch points such as door handles and handrails three times per day. Deep cleaning of classrooms once per day. Cleaning of all touch points, work stations and IT equipment each time a teacher departs or arrives to a classroom. Cleaning of all touch points, work stations and IT equipment each time pupils move between zones on the timetable. Regular cleaning of surfaces will reduce the risk of spreading the virus. 					
<u>Statutory Tests and Inspections prior to reopening</u>	Staff Pupils	<ul style="list-style-type: none"> Statutory inspections to continue but with social distancing in place and records maintained and checked by Headteacher. In-house inspections should continue to ensure the school remains as safe as possible. 	M	1	Site Site	Updated and review Sept 20	YES
<u>Transmission from contractors in school</u>	Staff Pupils Visitors	<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 Coronavirus must be included within their Risk Assessments and Method Statements. School to ensure no pupils or staff are in the area where contractors are working. 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. School will screen contractors in-line with site specific COVID-19 protocols. Symptomatic contractors will not be allowed into the building. All visitors/ contractors will be required to wear a face covering and/ or a visor. 	M	2	Trust Estates Manager/ Site Site	Updated and review Sept 20	YES
FIRE SAFETY							
<u>Transmission during evacuation/ lock down.</u>	Staff Pupils Others	<ul style="list-style-type: none"> The National Fire Chief's Council emphasises the importance of drills – drills to be carried out on Friday 4th September with each year group separately to reduce unnecessary corridor congestion. Evacuation line-up drill amended to keep pupils in Year group bubbles rather than lining up in their Houses. Fire doors can be left open to support ventilation but must be monitored and closed in the event of a fire. Staff and pupils to be briefed on evacuation procedures. Lock down (partial and full) will continue to operate as normal 	M	2	Trust Estates Manager/ Head Head Caretaker	Updated and review Sept 20	YES

		<ul style="list-style-type: none"> In the event of an evacuation, the priority will be to protect life. Evacuation systems and locations for roll-call will not change from our standard operating procedure. All pupils will remain silent and facing in one direction. The distance between lines will be sufficient to reduce contact proximity and so staff can carry out roll call in the usual way. After evacuation is complete, pupils will be dismissed back to their lessons one bubble at a time. A lockdown and evacuation drill will take place in September. 					
VENTILATION							
Ventilation on site		<ul style="list-style-type: none"> Mechanical ventilation systems <ul style="list-style-type: none"> Should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (<i>if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</i>) Natural ventilation <ul style="list-style-type: none"> Opening windows (<i>in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space</i>). Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (<i>as long as they are not fire doors and where safe to do so</i>) 	L	2	Site Team	Updated and review Oct 20	YES
				L	2	Site Team Staff	
FIRST AID PROVISION and PPE							
<u>PPE</u>	Staff	<ul style="list-style-type: none"> PPE to be available for First Aiders and staff who supervise unwell pupils(s) in the First Aid room: <ul style="list-style-type: none"> Masks Gloves Aprons Thermometer Specific guidance and PPE will be provided to those administering first aid or supervising unwell pupil(s). Head Caretaker to ensure all items in stock and checked daily. Teachers and pupils do not generally need to wear PPE. Visors will be available for all staff. 	M	2	Site Trust Estates Manager	Updated and review Sept 20	YES

		<ul style="list-style-type: none"> • Staff will be encouraged to have their own reusable mask. If forgotten or unobtainable, a disposable replacement will be provided for the day. • Pupils will be encouraged to have their own reusable mask. If forgotten or unobtainable, a disposable replacement will be provided for the day. 					
<u>Symptomatic individuals</u>	Staff Pupils Others	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a new continuous cough, loss of taste, high temperature and/or anosmia, 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, loss of taste, 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 with adequate supervision. • Supervising staff will always wear PPE and remain at distance of 2m where possible. • The relevant member of staff calls for emergency assistance immediately if a pupil's symptoms worsen. • The parents of ill pupils are contacted as soon as possible • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least 2-metres away from others. • Designated isolated area is used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant. • 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 possible, by their parents. Parents told to contact NHS 111 or 999 if the pupil becomes seriously ill. Parents will also be issued with an advisory letter setting out the process advised by the DfE • Any members of staff who display signs of infection are sent home. • School to contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS 	M	3	Head Staff	Updated and review Sept 20	YES

		<p>Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <ul style="list-style-type: none"> • Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. • If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team. • All DfE guidance, together with guidance from PHE to be followed at all times. • Any confirmed case of COVID-19 in a member of staff or pupil will result in internal contact tracing and 14-day isolation for all staff and pupils who have been in contact with the confirmed case. • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where 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. 					
First Aid – minor treatment	Staff Pupils Others	<ul style="list-style-type: none"> • Ensure that First Aiders are available for a rota. • A rota in place for qualified First Aiders. • A room will be allocated for the treatment of First Aid which will be separate to the isolation room for those showing signs of Covid-19. • Where minor first aid treatment is required First Aiders must ensure they wear gloves, aprons and a face covering when dealing with injuries. • Where possible (<i>age and maturity of pupil</i>) ask the pupil 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 hands after contact. 	M	2	Head	Updated and review Sept 20	YES
First Aid – Life threatening	Staff Pupils Others	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering, aprons and gloves when in close contact or dealing with bodily fluids • In the event of CPR being required, guidance for First Responders must be followed – First aiders will be given this guidance as part of their 'start of term' briefing • Always wash hands after contact 	VH	2	Head/ Staff	Updated and review Sept 20	YES

<u>First Aid & Medication</u>	Staff Pupils Others	<ul style="list-style-type: none"> • First Aiders must always wear gloves, aprons and a mask when administering first aid procedures. • 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). 	H	2	Staff	Updated and review Sept 20	YES
<u>Spread of infection</u>	Staff Pupils Other	<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 the children 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 self-isolation period in line with Public Health England. • 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 where necessary. 	M	3	Site	Updated and review Sept 20	YES
TRACK AND TRACE							
<u>Engagement in NHS Track and Trace</u>		<ul style="list-style-type: none"> • Leadership understand the NHS Test and Trace process. • Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ Book a test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to sense of smell or taste. ○ Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. ○ All pupils can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents/ <u>or</u> carers if using a home testing kit. ○ Provide details of anyone they or their child have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. 	M	3	Leadership All staff Pupils Carers	Updated and review Oct 20	YES

		<ul style="list-style-type: none"> ○ Self-isolate if they have been in close contact with someone who tests positive for COVID-19, or if anyone in their household develops symptoms of COVID-19. ● All schools have been sent an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out. Schools should call the Test and Trace helpdesk on 119 if these have not arrived 					
PUPIL SUPPORT							
Transmission through contact with pupils who are upset	Staff Pupils Others	<ul style="list-style-type: none"> ● Where a pupil is upset, it is advised still trying to maintain a safe distance whilst offering comfort to pupil. ● Encourage pupil to use a tissue to wipe eyes/nose etc. ● If contact is required, consider wearing a face covering. ● Wash hands after contact. 	L	3	Staff	Updated and review Sept 20	YES
General transmission when supporting pupil wellbeing	Pupils	<ul style="list-style-type: none"> ● Where a pupil is demonstrating unusual/different behaviour to pre-Covid19: <ul style="list-style-type: none"> ○ <i>Conversations to take place with pupils.</i> ○ <i>Discussions with parents.</i> ○ <i>Ensure resilience is developed through PSHE programme.</i> ○ <i>School Councillor Support if necessary.</i> ○ <i>Referral to appropriate external agencies if necessary.</i> ● Where BAME pupils indicate anxieties an extended offer of support is made. 	L	3	Staff	Updated and review Sept 20	YES
Minimising contact for pupils with behavioural issues	Staff Pupils	<ul style="list-style-type: none"> ● Pupils to follow Behaviour Policy. ● If restraint techniques are required, it is advised face coverings and gloves are worn. ● Hand washing must take place afterwards. ● Appropriate logging on the school's tracking system must be completed without delay. 	L	3	Staff	Updated and review Sept 20	YES
Risk of Vulnerable pupils and pupils with SEND do not receiving support due to social	Staff Pupils	<ul style="list-style-type: none"> ● Appropriate planning in place to support the mental health of pupils returning to school. ● Specific risk assessments created for vulnerable and/ or SEND pupils as required utilising measures including: <ul style="list-style-type: none"> ○ <i>Part time gradual reintegration</i> ○ <i>Additional 1:1/ group support from specialist staff</i> ○ <i>Bespoke intervention from Success Centre</i> ● Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. 	L	3	Staff	Updated and review Sept 20	YES

distancing and pressures on staffing		<ul style="list-style-type: none"> As a result, vulnerable pupils and those with SEND and those concerned about returning to school are supported. 					
Increased number of <u>safeguarding</u> concerns	Staff Pupils	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning children. Ensure that key staff (<i>Pastoral & DSL</i>) have capacity to deal with arising concerns. If referrals made by staff, these are followed up appropriately and swiftly and social distancing practice maintained. As a result, safeguarding remains of the highest priority and practice. 	L	3	Head	Updated and review Sept 20	YES
<u>Clinically extremely vulnerable pupils</u>	Pupils	<ul style="list-style-type: none"> Shielding advice is currently in place in Tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised to shield and not to attend school. 	M	2	Head HR	Updated Jan 21	YES
STAFF SUPPORT							
<u>Staff Well-being</u>	Staff	<ul style="list-style-type: none"> Staff counselling service available. This service will run Monday to Thursday during the hours 9am-3pm where you will be able to book in up to 1-hour sessions via chat, phone or video call. Requests to counsellor@matrixacademytrust.co.uk Requests are expected to be answered within 48 hours Monday to Thursday. The counselling service would remain confidential at all times (<i>unless life or death situation</i>). Staff to have regular communication with line managers and colleagues via phone, email, face-to-face. Fortnightly bulletin promotes well-being by sharing good practice and providing contact numbers of support agencies. 	M	3	Head/ Staff	Updated and review Sept 20	YES
<u>BAME Black, Asian and Minority Ethnic</u>	Staff Students	<ul style="list-style-type: none"> A risk assessment will be offered to BAME staff if requested, so that a personalised risk assessment can be devised where appropriate which may include personal protection equipment (PPE). Staff testing: Speak to the Head Teacher. Other infection prevention and control measures: Social distancing in all work areas including staff rooms, classrooms and dining areas and hand washing should be undertaken as described in national guidance and should be strictly maintained. 	M	3	Head	Updated and review Sept 20	YES

Pregnant staff		<ul style="list-style-type: none"> Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees. A risk assessment will be carried out for pregnant staff. Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). 	M	2	Head HR	Updated Jan 21	YES
Clinically extremely vulnerable staff (CEV)	Staff	<ul style="list-style-type: none"> In local restriction Tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. Staff should talk to their employers about how they will be supported, including to work from home where possible. All other staff in local restriction Tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. 	M	2	Head HR	Updated Jan 21	YES
Clinically vulnerable staff (CV)	Staff	<ul style="list-style-type: none"> Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace 	M	2	Head HR	Updated Jan 21	YES

unless advised otherwise by an individual letter from the NHS or a specialist doctor.

HEALTH & SAFETY

<p>Awareness of policies / procedures /</p>	<p>Staff Pupils Others</p>	<ul style="list-style-type: none"> All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ✓ Health and Safety Policy ✓ Behaviour Policy ✓ Safeguarding policy and associated updates/ addendums All staff, returning to work must ensure they are aware of the current guidelines regarding safe distancing and washing hands on a regular basis. All staff can access the following information on-line for up to date information on Covid-19 <ul style="list-style-type: none"> ✓ <i>Public Health England</i> ✓ <i>Gov.co.uk</i> ✓ <i>NHS</i> ✓ <i>DfE</i> ✓ <i>Department for Health and Social Care</i> Support Staff to access FLICK Covid-19 training. Staff are made aware of the school's response to coronavirus. They contact the school as soon as possible if they believe they have symptoms or have been exposed to anyone with Covid-19. Parents are made aware of the school's response to coronavirus. They contact the school as soon as possible if they believe that their child has symptoms or have been exposed to anyone with Covid-19. Pupils are made aware of the school's response to coronavirus. They inform staff as soon as possible if they believe they have symptoms or have been exposed to anyone with Covid-19. 	<p>M</p>	<p>2</p>	<p>Site/ Staff Head</p>	<p>Updated and review Sept 20</p>	<p>YES</p>
<p>Poor hygiene practice</p>	<p>Staff</p>	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils, staff to wash their hands, e.g. before entering and leaving the school. Pupils and staff are encouraged to wash their hands with soap or alcohol-based sanitiser (<i>that contains no less than 60% alcohol</i>) and follow infection control procedures in accordance with the DfE and Public Health England guidance. Sufficient amounts of soap (<i>or hand sanitiser where applicable</i>), 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. 	<p>M</p>	<p>3</p>	<p>Site Staff Kitchen Staff</p>	<p>Updated and review Sept 20</p>	<p>YES</p>

		<ul style="list-style-type: none"> • Pupils are forbidden from sharing cutlery, cups, food, stationery or resources. • Staff cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance in line with COSHH and the Health and Safety Policy. Door handles, doors and toilets are cleaned 3 times a day and paper/hand towels are checked and refilled 3 times a day. • Trust Estates Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England. 					
Poor management of infectious diseases	Staff Pupils Other	<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. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or Leadership as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus following guidance issued by the DfE and PHE as appropriate. • The school is informed by parents if a child tests positive, if a member of the household tests positive, if either the child or a member of the household displays symptoms or if anyone in the household received notification through contact tracing. • Staff inform the Headteacher when they plan to return to work after having coronavirus. • The Trust Estates Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	M	2	All	Updated and review Sept 20	YES
Emergencies	Staff Pupils	<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. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	L	2	Admin	Updated and review Sept 20	YES
Lack of communication	Staff Pupils Other	<ul style="list-style-type: none"> • Headteacher to share this Risk Assessment with all staff. • Staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. 	M	1	Head	Updated and	YES

		<ul style="list-style-type: none"> The Headteacher contacts the Central Trust Team or the Trust Estates Manager for additional support. Public Health England can also offer guidance. Schools keep staff, pupils and parents informed of any changes. 				review Sept 20	
<u>Depleted staff levels</u>	Staff Pupils Other	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of self-isolating staff Protocols for staff to inform leaders if they need to self-isolate clearly in place. Teachers and support staff identified and rota in place for cover in the instance that planned staff have to self-isolate. As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils. Liaise with CEO in the event of staff level depletion resulting in the need for partial or full closure. 	M	3	Head	Updated and review Sept 20	YES