



**Wingfield Academy**

# **Risk Assessment**

**COVID-19**  
**Returning to the Academy**  
**in March 2021**  
**(full opening following**  
**partial opening)**

**Created By**  
**Phil Davis;** Headteacher  
**Charlotte Slater;** Finance/Premises  
Officer & HR Administrator  
**Jamie Baker;** Trust Health & Safety Manager

**Reviewed**  
1 March 2021

This returning to the academy plan forms part of Wingfield Academy's Business Continuity Planning. They should be read in conjunction with the advice provided from Public Health England, which provides the most up to date advice from the UK Government on what everyone should do following the outbreak of the Coronavirus (Covid-19) and how our statutory obligations need to be adapted to fit the current pandemic as well as the full guidance published by the DFE. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>



### Risk Assessment conducted in preparation for full re-opening

<b>Assessment conducted by</b>	Phil Davis - Headteacher Charlotte Slater - Finance/Premises Officer/HR Administrator	<b>Covered by this assessment</b>	Students, Staff, Governors, Parents, Volunteers and Visitors.
<b>Date of assessment</b>	1 March 2021	<b>Date of next review</b>	Ongoing, as and when new guidance received from Public Health, Department for Education or Government

Related Documents
[Updated] <b>Infection Control Policy</b> , Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Exam Contingency Plan, Business Continuity Plan, Supporting Students with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Student Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct.

Risk rating			Likelihood of occurrence			
			High	Medium	Low	
			H	M	L	
What could go Wrong?! Areas of concern	Risk Rating prior to action H/M/L	Who might be harmed?	Control Measure/Actions at present		In Place?	Likely Risk Rating following implemented actions H/M/L
<p>Lack of Awareness of <b>Governance, policies and procedures.</b></p> <p><b>Invacuation/Lock down</b> Potential confusion amongst staff and students who attended with altered plans</p> <p><b>Evacuation</b> Potential confusion amongst staff and students who attended with altered plans</p>	H	All	<ul style="list-style-type: none"> <li>Review procedures regularly throughout academic year and adapt based on findings.</li> <li>Carry out an adapted fire drill each term, allowing for participants to maintain social distancing measures.</li> <li>Review invacuation/lockdown plans to ensure they comply with new procedures.</li> <li>Review evacuation plans to ensure they comply with new procedures.</li> <li>Communicate invacuation/lockdown and evacuation procedures in start of year training.</li> <li>Carry out an adapted invacuation each term, allowing for participants to maintain social distancing measures</li> <li>All staff, students, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li><u><b>Infection Control Policy</b></u></li> <li><u><b>Health and Safety Policy</b></u></li> <li><u><b>First Aid Policy</b></u></li> </ul> </li> <li>Key staff have read all relevant guidance and legislation including, but not limited to, the following:</li> </ul>		Yes	M

			<ul style="list-style-type: none"> <li>○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>○ The Health Protection (Notification) Regulations 2010</li> <li>○ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>○ DfE and PHE (2020 'COVID-19: guidance for educational settings'.</li> </ul> <ul style="list-style-type: none"> <li>● All staff receive access to necessary training that helps minimise the spread of infection, e.g. infection control online training.</li> <li>● All first aid staff including, Pastoral Leaders to receive specialist training for dealing with students suspected to be symptomatic.</li> <li>● The Academy keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>○ DfE/ LA</li> <li>○ NHS</li> <li>○ Department for Health and Social Care</li> <li>○ PHE</li> <li>○ The Academy's local health protection team (HPT)</li> </ul> </li> <li>● Staff are regularly reminded of the academy infection control procedures in relation to coronavirus via <b>Email and staff briefings.</b></li> <li>● Staff are aware of the policy and procedures for reporting those with suspected symptoms of coronavirus.</li> <li>● Parents are made aware of the academy infection control policy and procedures in relation to coronavirus via <b>letter, website</b> and <b>social media</b> – they are informed they <b>must</b> contact the academy via the absence line or via the covid response team email as soon as possible, if they believe their child has been exposed to coronavirus.</li> <li>● Students are made aware of the academy's Infection Control Policy/Procedures in relation to coronavirus via orientation and email, this will be reinforced weekly.</li> <li>● The <b>Staff/ Volunteer/ Student Confidentiality Policy</b> is followed at all times – this includes withholding the names of staff, volunteers and students, with either confirmed or suspected cases of coronavirus.</li> </ul>		
<b>Poor hygiene/unsure</b>	H	All	<b>Control measure 2 &amp; 3: Clean hands thoroughly more often than usual. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</b>	Yes	M

<p><b>of safety practices</b> potentially resulting in transfer of virus between individuals on commonly touched surfaces (e.g. door handles, door plates, tables, keyboards, mice, toilets, hand rails, water machines, printers etc)</p>			<ul style="list-style-type: none"> <li>• All adults and students will be expected to: <ul style="list-style-type: none"> <li>○ Clean and sanitise their hands on arrival/departure from the academy, before/after eating, after sneezing or coughing, and continuously throughout the day.</li> <li>○ Use a tissue or elbow to cough or sneeze and use bins for tissue waste, following the public health guidance of ‘CATCH IT, BIN IT, KILL IT’.</li> <li>○ Not touch their mouth, eyes and nose where possible.</li> <li>○ HANDS, FACE, SPACE key to remember.</li> </ul> </li> <li>• Posters are displayed throughout the academy with clear reminders of how to maintain good hygiene.</li> <li>• Staff will remind students to wash/sanitise their hands throughout the day.</li> <li>• Water machines and printers used around the building to be wiped down before/ after use by the user, signage indicating this will be placed near each machine. Wipes and hand sanitiser available near each printer and water machine.</li> <li>• Additional cleaning staff to attend site when open, at least 1 cleaner assigned to cover the onsite asymptomatic testing site.</li> <li>• Where possible no equipment to be shared between bubbles including stationary, textbooks etc. Packs will be available in zones for student use. Teaching members of staff will be issued with a stationary pack, they will be responsible for ensuring any equipment loaned is sanitised before being placed back in the pack.</li> <li>• Where practical and specialist lessons take place, equipment will be cleaned before use between bubbles. A personalised cleaning rota has been established to ensure all specialist rooms are cleaned more frequently.</li> <li>• Staff in IT and D&amp;T specialist classrooms will use Antibacterial Spray ‘Shot Down’, disinfectant wipes or Lemon fresh and paper towels to sanitise keyboards, mice, workbenches and equipment.</li> <li>• Staff in Art/Food Technology, Staff to spray chairs and desks with cleaning product before student entry to room. As students enter they will be required to take a paper towel and wipe down their areas.</li> <li>• Cleaning wipes/disinfectant spray, tissues, and sanitiser available in each classroom (staff will also be issued with individual bottles of sanitiser where stocks allow).</li> <li>• Staff and visitors will wash their hands with soap or alcohol-based sanitiser by reception staff (that contains no less than 70 percent</li> </ul>		
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			<p>alcohol) and follow infection control procedures in accordance with the DfE and PHE's <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <ul style="list-style-type: none"> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water supplied in all toilets and kitchen areas. Checked regularly.</li> <li>• Bar soap is not used, in line with the <b>Infection Control Policy</b> liquid soap dispensers used instead.</li> </ul> <p><b>Control measure 4: Introduce enhanced cleaning, including cleaning frequently touched surfaces often.</b></p> <ul style="list-style-type: none"> <li>• Leaders have liaised with partners to ensure full cleaning coverage of the school site in line with <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> and agreed additional reactive cleaners to be employed who will respond to cleaning areas regularly where there are high volumes of student movement, in specialist classrooms where different year groups have access and in separated year group toilet blocks.</li> <li>• Frequently throughout the day cleaning of desks, chairs, doors (of rooms not in restricted area), door handles, sinks, toilets, handrails etc. will take place by the onsite reactive cleaners.</li> <li>• Student toilet entrance doors will be wedged open slightly, to help avoid unnecessary contact with doors and cleaned after every use. Each year group bubble will have an individual toilet block allocated.</li> <li>• Staff toilets will contain a care box which has hand sanitiser, anti-bacterial wipes and toilet seat covers, this will be replenished throughout the day.</li> <li>• Bins for tissues with lids in every classroom will be emptied throughout the day and bin bags double bagged (disposed of at the end of each day in the clinical waste bin, which is located in bin store near reception. This will then be emptied on a Monday morning by the caretaker onsite to ensure 72-hour holding period.</li> <li>• Bins with double bin liners in all classrooms.</li> <li>• Bins emptied on a daily basis by cleaning staff in line with government guidance.</li> <li>• Cleaning staff provided with training on safe handling of waste from classrooms.</li> <li>• Site waste stored for 72 hours before disposal in regular waste, in line with government guidance.</li> </ul>		
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			<ul style="list-style-type: none"> <li>Classroom based resources and equipment, will be used and shared within the year group bubbles; these will be cleaned regularly especially in DT, ART, PE. Specific wipeable covering has been purchased for non wipeable surfaces in DT, this will be changed as and when required.</li> <li>Students/staff provided with instructions on how to safely remove their face mask. Students encouraged to sanitise their hands before putting on/removing their face mask. Safety video clip circulated on social media and link sent to staff and students, prior to opening, will also be played on big screens around the academy.</li> <li>Training and guidance for cleaning staff on methods of cleaning and key areas to regularly clean (commonly touched surfaces, toilets etc). conducted by the LA Cleaning Team.</li> <li>Cleaning team follow Rotherham LA risk assessments with regards to cleaning protocols.</li> <li>Training for teachers/staff and students regarding cleaning of rooms between lessons (adults only to spray with suitable cleaning product, students to wipe down areas on entry).</li> <li>Storage of large quantities of flammable cleaning products – Products containing high percentage of alcohol to be stored in a flammable store on site.</li> <li>Process for ordering sanitiser and other flammable products established with the finance team to avoid storing large volumes of products on site.</li> </ul>		
Asymptomatic individuals attending site while infected with COVID-19	H	Student/ Staff	<ul style="list-style-type: none"> <li>Staff, students and visitors advised that they should not attend site if they are displaying symptoms consistent with COVID-19 (high temperature, a new continuous cough or loss/change to sense of taste or smell).</li> <li>On re-opening all consenting students attending site will be offered three LFD tests spaced 3-5 days apart. Following this initial period of mass testing students will be offered two home tests per week as part of routine testing program.</li> <li>Staff will be offered two home tests per week, with the first made available in the week prior to return to site, as part of a routine testing program.</li> <li>Further guidance around this if available by clicking <a href="#">Further Education coronavirus (COVID-19) operational guidance</a></li> </ul>		
Lack of consideration/			<b>Mental and physical Health and Wellbeing of staff:</b>	Yes	M

<p>awareness of the <b>mental and physical health</b> needs of staff and students</p>	<p>H</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>• The academy conducted a staff survey to collate all medical information. This was to ensure that government guidance and medical advice is adhered to.</li> <li>• Staff have been asked to be vigilant and report any concerns about their own or a colleague's/student's health to line manager/PL.</li> <li>• Staff encouraged to seek support from colleagues, where concerns are raised these are passed to the head teacher, who will facilitate a health and wellbeing meeting (counselling sessions can be offered if appropriate).</li> </ul> <p><b>Maintain staff help beyond lesson time</b></p> <ul style="list-style-type: none"> <li>• Where possible staff members identified as at significantly increased risk are working from home.</li> <li>• Support provided to staff regarding mental health problems related to lockdown/anxiety related to COVID-19 situation.</li> <li>• Further guidance to be followed can be found by clicking on the links around <a href="#">Social Distancing</a> and <a href="#">NHS Mental Health Advice</a></li> <li>• Adults will be encouraging to maintain 2 metre distance where practically possible. They should also avoid close face contact and minimise time spent within 1m of anyone.</li> <li>• Meeting rooms will facilitate staff to be able to social distance, numbers in meetings must be restricted.</li> <li>• Each staff meeting/ social space will advocate to allow for social distancing and hygiene.</li> <li>• The academy will adhere to government guidance which states that teaching staff will be required to wear a facemask/covering in classrooms when social distancing is not possible. Exceptions made where this would adversely affect communication (e.g. hearing impairment of student or staff member in these instances the academy has decided to issue all teaching staff with a face shield) or where a physical impairment, disability, illness or mental health difficulty makes it impossible to put on, wear or remove a face covering. Exceptions are also made for students undertaking strenuous physical activities as part of their education, e.g. Sports, Dance, Drama Individual requests will be dealt with on an individual basis by the headteacher directly.</li> <li>• Staff will also be asked to wear a facemask when on corridors and at peak times when travelling around the academy.</li> <li>• Staff on duty will be asked to wear a face mask. The academy will provide staff with a washable face mask, which they can wear if</li> </ul>		
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			<p>they wish to do so. Staff can wear their own mask should they prefer to do so.</p> <ul style="list-style-type: none"> <li>Classrooms to be checked by staff when entering to ensure desks are behind the 2 metre taped line.</li> </ul> <p><b>Staff working remotely</b></p> <ul style="list-style-type: none"> <li>Contact via email and telephone from Line manager. Any concerns raised with SLT link.</li> <li>Support will be given to support staff members working from home, including access to IT support to enable remote access to school systems.</li> </ul> <p><b>Protection for staff:</b></p> <ul style="list-style-type: none"> <li>Clinically Extremely Vulnerable (CEV) staff are advised not to attend site and continue working from home until 31<sup>st</sup> March (at the earliest).</li> <li>Individuals living with a person who is Clinically Extremely Vulnerable will be expected to attend work. For guidance around this follow the link: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#work-and-employment">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#work-and-employment</a></li> <li>Clinically vulnerable and those that are living with Clinically vulnerable will be expected to attend site and should follow the systems of controls at all times when on site e.g. infection control policy and social distancing measures to also be stringently followed.</li> <li>Individual risk assessment will be conducted when necessary.</li> </ul> <p><b>Staff who have to self-isolate</b></p> <ul style="list-style-type: none"> <li>As a result of having symptoms or living in a house with someone who has symptoms (a new continuous cough, a high temperature, a loss of, or change in your normal sense of taste or smell) should stay at home as per Government guidance (as of 15 February 2021): <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> </ul>		
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			<ul style="list-style-type: none"> <li>• They will notify the academy as per the absence policy via the absence line where symptoms develop.</li> <li>• Staff will be directed to the regional testing centre see guidance: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> and notify the absence line/line manager on receiving their results.</li> <li>• <b>Staff should not attend the academy until test results have shown to be negative.</b></li> </ul> <p><b>Mental and physical health of students</b></p> <ul style="list-style-type: none"> <li>• Staff to receive updated protocol on safeguarding from LWO for communicating any new issues with students that have arisen or existing ones that have been escalated.</li> <li>• Staff have received training during orientation event to ensure full awareness of protocols for reporting students who become symptomatic whilst in the Academy. Report to <b><u>Covid Response Team</u></b>.</li> <li>• Protocols for dealing with symptomatic students developed (See section below).</li> <li>• The majority of students including those that are vulnerable will receive a 30-minute wellbeing session, where they will explore support mechanisms with a member of staff from the Safe and Wellbeing team.</li> <li>• We will adhere to public health guidance/ government guidance with regards to face covering/masks.</li> <li>• The school will adhere to government guidance, which currently states that face coverings (not face shields) worn in all classrooms when social distancing is not possible. Exceptions made where this would adversely affect communication (e.g. hearing impairment of student or staff member) or where a physical impairment, disability, illness or mental health difficulty makes it impossible to put on, wear or remove a face covering. Exceptions are also made for students undertaking strenuous physical activities as part of their education, e.g. Sports, Dance, Drama.</li> </ul>		
	H	All	<b>Control measure 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.</b>	Yes	M

Students or staff contracting virus			<p>Preventative: Continual reinforcement that <u>No staff member or child should attend the Academy if they display any of the symptoms.</u></p> <p><b>Response to staff or students developing symptoms:</b></p> <ul style="list-style-type: none"> <li>• Any student or member of staff who displays signs of being unwell whilst in Academy, such as having a cough, fever, difficulty in breathing, or loss of taste or smell, is immediately referred to the first aider who will be in COVID medical room (refer to infection control policy).</li> <li>• <b>Control measure 6: Where necessary, wear appropriate personal protective equipment (PPE)</b> Supervising staff treating students/staff who are unwell will wear prescribed PPE. (Details of advice when PPE should be worn are detailed in our Covid-19 Infection Control Policy and DfE guidance).</li> <li>• The relevant member of staff calls for emergency assistance immediately if staff/student symptoms worsen.</li> <li>• Unwell students who are waiting to go home are kept in The Hive, where they can be at least two metres away from others.</li> <li>• Room will be well ventilated, windows opened etc.</li> <li>• Areas used by unwell staff and students who are waiting to go home are appropriately cleaned once vacated.</li> <li>• Unwell students/ staff waiting to go home, will be instructed to use different toilets to the rest of the academy to minimise the spread of infection.</li> <li>• Full details of actions are contained within the infection control policy.</li> <li>• Parents/carers will be met in the carpark once they arrive.</li> <li>• The academy will advise parents to follow the DfE guidance: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> and to <b>complete a test</b> and seek medical advice if necessary. At this stage the academy does not need to close. <b>Safe and Wellbeing team</b> will conduct follow up calls to ascertain 'close contact' and test results. Academy staff will ensure that test and trace guidance has been followed <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a> / <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> </ul>		
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			<ul style="list-style-type: none"> <li>• Following the negative result parents/carers should contact the academy.</li> <li>• No student should return until this contact has been made. See guidance * below for 'After 10 days'. The latest guidance will be checked at this stage.</li> <li>• The <b>Health Lead Practitioner/Attendance Team</b> will inform relevant staff when a student returns.</li> </ul> <p><b>Actions in a suspected case/confirmed case, or of <u>staff member</u> showing symptoms:</b></p> <ul style="list-style-type: none"> <li>• Member of staff will be sent home immediately if working in the academy.</li> <li>• A member of SLT will ensure cover is put in place if necessary.</li> <li>• The academy will advise staff member to self-isolate, <b>complete test</b> at a local centre. <b>ADR will conduct a follow up call to ascertain test results and gain 'close contact' information.</b></li> <li>• Staff member to inform ADR when they plan to return following negative test results or when symptoms have gone. At this stage latest government guidance for return 'after 10 days' will be checked.</li> </ul> <p><b>Testing Kits</b> The academy holds a small stock of testing kits on site. These will only be distributed in exceptional circumstances when we do not think a symptomatic child or staff member would be able to access testing by the usual routes.</p> <ul style="list-style-type: none"> <li>• The kits will not be given directly to students to take home they will only be permitted to be given to an adult over the age of 18 or a child's parent/carer.</li> <li>• No testing will be undertaken on the academy site. The kits <b>must</b> be used at home.</li> </ul> <p><b>Manage Confirmed Cases</b> On dealing with confirmed cases the Academy will follow the DfE guidance on the system of controls, response to any infection points 7-9 <a href="#">here</a> and guidance on testing <a href="#">here</a>. Specially:</p> <p>DSL or deputy will contact the local health protection team. The health protection team will carry out a rapid risk assessment to confirm who has</p>		
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			<p>been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with DSL 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 last in close contact with that person when they were infectious.</p> <p>Students will be held in a well ventilated room prior to them being collected and supervised by one of the Covid Response Team. Or if parental permission is given (Y8-11 only) students can walk home.</p> <p><b>Close contact means:</b></p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• <b>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</b></li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so the Academy will keep a record of students and staff in each group, and any close contact that takes places between children and staff in different groups.</p> <p>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 <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u></li> </ul>		
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			<p><b>Containing any outbreak by following local health protection team advice</b></p> <p>If schools have two or more confirmed cases within 14 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.</p> <p>In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or year group. In cases of local lockdown, the Academy will follow DFE guidance (local lockdown guidance can be found <a href="#">here</a>).</p> <p><u>In addition to following DFE guidance on minimising contact of those infected or suspected to be infected</u></p> <ul style="list-style-type: none"> <li>• The <b>Premises Officer/SBM</b> monitors the cleaning standards of Academy cleaning contractors and discusses any additional measures required with regards to managing the spread of Covid-19.</li> <li>• The Premises Officer will liaise directly with the Local authority cleaning team following a suspected/confirmed case of Covid-19 and ensure essential deep cleaning is carried out.</li> <li>• Staff/students are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste and smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Everyone is instructed to monitor themselves and others, and look out for similar symptoms if a student or staff member has been sent home with suspected coronavirus.</li> </ul> <p><b>Protecting those who are clinically vulnerable</b></p> <ul style="list-style-type: none"> <li>• A member of our Safe and Wellbeing team will liaise with parents/carers of students that are clinically vulnerable or Clinically Extremely vulnerable (CEV) by telephone. Appropriate risk assessments will be conducted for these individuals.</li> </ul>		
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			<ul style="list-style-type: none"> <li>• RMO in liaison with the inclusion team will liaise with individuals' medical professionals where necessary, and review the needs of students who are vulnerable to infections.</li> <li>• The academy will have regular contact any students who are shielding or CEV, these students will be expected to work from home until 31<sup>st</sup> March (at the earliest). Individuals living with a person who is CEV should attend.</li> <li>• The academy will provide support to students working from home to allow distance learning.</li> <li>• Any additional provisions for students who are vulnerable to infections are put in place by LMC and the Headteacher in liaison with the student's parents where necessary.</li> <li>• Following a specific risk assessment and parental telephone call, parents/carers must then decide if they want their child to attend and confirm with the academy.</li> </ul>		
<p><b>Control measure 5: Minimise contact between individuals and maintain social distancing wherever possible</b>  <b>The following section has been subdivided having identified the main concern areas when considering contact between individuals.</b>  The Academy will resume the full range of subjects as offered through broad and balanced curriculum, whilst maintaining consistent year groups, these will be recognised a 'bubbles'.</p> <p>Each year group will be kept apart from other groups where possible including the use of separated zones (See appendix I) and older children will be encouraged to keep their distance within groups.</p> <p>Most children, will be kept in their zones for the majority of the classroom time, but will allow movement beyond the zone for specialist teaching.</p>					
Students mixing on their way to the academy	H	Students	<ul style="list-style-type: none"> <li>• The Academy will ensure they share plans with regards to reopening, with parent/carers before students return to the academy.</li> <li>• Academy communication with parent/carers and students, and will make it clear that students should travel alone, where this is not possible social distancing measures should be maintained.</li> <li>• Students should walk or cycle to the academy where possible.</li> <li>• Parents/carers should refrain from accompanying their child to the academy.</li> </ul>	Yes	M

			<ul style="list-style-type: none"> <li>The normal Academy bus service will be in operation. See separate section on transport. Parents/carers will be asked to arrange safe and secure drop off and collections.</li> <li>Students must not enter the building if they are displaying any symptoms of coronavirus.</li> </ul>		
Students traveling on school transport	H	Students	<p><b>Transport</b></p> <ul style="list-style-type: none"> <li>Students on dedicated school services do not mix with the general public on those journeys and groups tend to be consistent.</li> <li>Advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, <b>will not apply</b> from the autumn term/spring term on dedicated transport.</li> <li>Students will be expected to wear face coverings before boarding transport and sanitiser will be available on the vehicle. (Please note that children we be expected to bring their own face covering as it will not be provided)</li> <li>The academy mini bus risk assessment should be adhered to, should a student need transporting to school.</li> </ul>	Yes	M
Students mixing on their way into and from the academy	H	All	<ul style="list-style-type: none"> <li>Academy gates will open at 8am and doors will open from 8.15am children will not be expected to attend before that time.</li> <li>There will be no breakfast club open. Grab and go bags will be made available for FSM.</li> <li>Students will not use the reval machines to top up their school meal account. At each entry point there will be a station where students can post envelopes containing money to top up their account (envelopes must be clearly marked with name, form and amount).</li> <li>There are 5 designated entry points with a single point of access for each year group bubble, entry point will be supervised by staff to control the flow of young people.</li> <li>Y7 – Attendance (Top gate A)</li> <li>Y8 – Art Door (Middle gate B)</li> <li>Y9 – Student Entrance (Middle gate B)</li> </ul>	Yes	M

			<ul style="list-style-type: none"> <li>• Y10 – DT door (Bottom gate C)</li> <li>• Y11 – Inclusion door (Bottom gate C)</li> <li>• Each entry point will be clearly marked ensuring a one gate entry and 2 metre distances can be maintained.</li> <li>• Staff duty points established to monitor social distancing between students.</li> <li>• Sanitation stations will be set up at each entry point and students will be monitored using them before entering the building.</li> <li>• Following sanitisations, students will enter their period 1 timetable for that day (location communicated beforehand).</li> <li>• No parent/career should arrive on the academy site with their child.</li> <li>• Classes will be dismissed from their zones and escorted to their exit point by their class teacher.</li> <li>• Supervising staff to escort Students to the gate. Exit point duty staff will be on duty from 2:45pm to supervise students safe exit from the building. Students will be encouraged to sanitise their hands as they leave.</li> <li>• Students will be asked to wear face mask when exiting the building.</li> </ul>		
Students mixing on their way around the academy, during lesson changeover	H	All	<ul style="list-style-type: none"> <li>• Students will be taught within their specified zones for the majority of their lessons. Each zone will be allocated to a separate year group as per the map in appendix 1.</li> <li>• Students will only leave their zone to access specialist teaching rooms in DT, Art, PE and Performing Arts. This will minimise the movement of students around the building.</li> <li>• Where travel is necessary it will heavily supervised.</li> <li>• Students are expected to wear a face mask following break/lunchtime when entering the building, leaving the building at the end of the school day and whilst traveling around the academy. Each student has been issued with a free plain black face mask. Students will be advised to wear a facemask in high traffic areas at peak times, however this is student choice. Students have been provided with instructions on how to safely put on/remove facemask/coverings.</li> </ul>	Yes	M
	H	All	<p>All classrooms will be decluttered and items removed that are not required to support learning.</p> <p><b>Timetabling and Zoning</b></p>	Yes	M

<p>Close contact during lesson time/ Staff close contact</p>			<ul style="list-style-type: none"> <li>• The senior leadership team have taken steps to zone the academy to minimise contact between groups of students and staff.</li> <li>• All classrooms will be thoroughly sanitised pre and post the academy day.</li> <li>• Classroom layouts will ensure at least a 2 metre gap between students and their teacher. In particular, adults, will avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• <b>Face Coverings</b> (not face shields) worn in all classrooms when social distancing is not possible. Exceptions made where this would adversely affect communication (e.g. hearing impairment of student or staff member, in these instances the academy will issue face shields to teachers of hearing impaired students) or where a physical impairment, disability, illness or mental health difficulty makes it impossible to put on, wear or remove a face covering. Exceptions are also made for students undertaking strenuous physical activities as part of their education, e.g. Sports, Dance, Drama.</li> <li>• It will not be possible when working with many students who have complex needs or who need close contact care. These students' educational and care support should be provided as normal, individual care plans/specific risk assessments to be followed.</li> <li>• Student Books and resources can be shared with children within the year group bubble. Books will also be allowed to be passed to staff for checking and marking where necessary.</li> <li>• Class room layouts will seat students side by side, facing forwards. Students within the same bubble may sit next to each other. Seating plans will be collated to ensure that track and trace is made easier. Staff teaching areas will be clearly marked. Students will not be permitted to access these areas.</li> <li>• Classroom doors will remain open throughout lessons, to enable ventilation.</li> <li>• So not to diminish the quality of teaching and learning in specialist subjects; DT, PE, Art and Performing Arts, individualised specific risk assessments have been written by these subjects that will inevitably adhere to the control measures within this document.</li> </ul> <p><b>Managing behaviour</b></p> <ul style="list-style-type: none"> <li>• The academy continues to operate the school behaviour policy with the following amendments:</li> </ul>		
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			<ul style="list-style-type: none"> <li>○ Phone confiscated will be kept in a sealable plastic bag in readiness for collection.</li> <li>○ The Consequence room once visited by a student will be thoroughly sanitised.</li> <li>○ Detentions will continue to operate but students will be maintained within specified zones. Students will remain in year group bubbles.</li> <li>○ Students will be excluded if any behaviours are deemed to breach the health and safety of others. This includes an intentional breach of the control measures contained within this document.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>● Face Coverings (not face shields) worn in all classrooms when social distancing is not possible. Exceptions made where this would adversely affect communication (e.g. hearing impairment of student or staff member, in these instances the academy will issue face shields to teachers of hearing impaired students) or where a physical impairment, disability, illness or mental health difficulty makes it impossible to put on, wear or remove a face covering. Exceptions are also made for students undertaking strenuous physical activities as part of their education, e.g. Sports, Dance, Drama.</li> <li>● Communal areas (break area/staffroom etc.) 2 metre distancing should be maintained.</li> <li>● Tables/chairs wiped down before use by staff members – Wipes available in areas.</li> <li>● All staff be mindful of ensuring face coverings worn in all communal areas of site unless eating. Clear communication of policy through training to staff and students as well as reminders on screens around site.</li> <li>● Increased staff presence at social times and on initial entry to building and social areas during break times and ensure social distancing is maintained by staff and students.</li> <li>● Staff reminded to avoid social mixing at break times in return meetings.</li> <li>● Eating and drinking only allowed in and designated break areas.</li> </ul> <p>In all instances <b>HANDS, FACE, SPACE</b> government guidance must be adhered to.</p>		
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<p>Breaktime and lunch time</p>			<ul style="list-style-type: none"> <li>• Lunchtimes will be staggered (See organisation of school day Appendix 2) so that year group bubbles are kept separate outside of class time but still have access to food serveries and suitable social spaces. This means designating additional areas as food service areas that comply with the <u>guidance for food businesses</u> on COVID-19.</li> </ul> <p><b>Serveries for year groups:</b></p> <ul style="list-style-type: none"> <li>• Main Hall: Year 7 and Year 8</li> <li>• Griffin: Year 9 and Year 10</li> <li>• Sports hall: Year 11 (<i>student entrance for 2 weeks during Mass testing W/B 8<sup>th</sup> March – W/E 19<sup>th</sup> March 2021</i>).</li> </ul> <p><b>Outside space correlate to zones</b></p> <ul style="list-style-type: none"> <li>• Y7- Upper yard PE Grassed area</li> <li>• Y8 – Tennis Courts</li> <li>• Y9 – Upper yard Music Grassed (Tree section)</li> <li>• Y10- Upper yard Inclusion Grassed (Top)</li> <li>• Y11 – Lower yard (Students remain in zones during wet play)</li> <li>• To reduce the risk of mixing between year group bubbles at lunch time. All staff (Support and SLT) will supervise all serveries.</li> <li>• Students will be encouraged to bring to their own snacks to be consumed at breaktime as no serveries will be open. The Academy could not minimise contact between students whilst allowing 15 minute breaks.</li> <li>• At breaktime, staff will be required to complete duties in specified areas. Sanitising wipes/disinfectant spray will be in each room to enable a wipe down of surfaces following any consumption of food or drink).</li> <li>• Staff will be expected to wear a facecovering in high traffic areas such as when on corridors, on duty etc.</li> <li>• Designating certain entrances for certain year groups to maintain separation of bubbles at the start and end of breaktimes.</li> <li>• During the 2 weeks of Mass testing W/B 8<sup>th</sup> March – W/E 19<sup>th</sup> March 2021 Y11 students will eat their lunch outside or in the zoned</li> </ul>		
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			<p>classroom. Wipe will be available in each room for students to wipe down their desk after lunch.</p> <p><b>Exit and entrances</b></p> <ul style="list-style-type: none"> <li>• Year 7: PE/Maths Stairwell</li> <li>• Year 8: Inclusion Door</li> <li>• Year 9: Music Door/Corridor</li> <li>• Year 10: Side Carpark /D&amp;T door</li> <li>• Year 11: Inclusion door (Traffic controller needed)</li> </ul>		
Comfort breaks	H	Students	<p><b>All students</b></p> <ul style="list-style-type: none"> <li>• Students can go to the toilet when they require following permission from their teacher.</li> <li>• Students will only use toilet blocks specified for their year group. Year 7: PE Year 8: Maths toilets Year 9: Main Reception, Year 10: English toilets. Year 11: Main Student Entrance.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Staff will remind students to maintain good hand hygiene.</li> <li>• Staff to access the staff toilets located on the Performing Arts corridor (old staff room corridor) or toilet located on the staffroom corridor).</li> <li>• Staff to use thumb turns to lock the main toilet doors when entering.</li> <li>• Sanitisation products and seat covers will be available in all toilet blocks.</li> </ul>	Yes	M
<p>Staff Arrival/departure</p> <p><b>Staff arrival</b> Staff may need to use public transport to travel to work. Staff may break social distancing rules when arriving at site by car</p>	H	Staff	<ul style="list-style-type: none"> <li>• Staff reminded not to congregate outside entrance to the building and encouraged to maintain social distancing.</li> <li>• All advised to avoid public transport where possible. Where this is not possible take steps in accordance with government guidelines.</li> <li>• Car sharing discouraged but where this is not possible staff are advised to follow additional precautions including regular hand washing and wearing face coverings.</li> </ul> <p>Guidance below:</p> <ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Government Travel Advice</a></li> <li>• <a href="#">COVID-19 Improvised Face Coverings</a></li> </ul>		

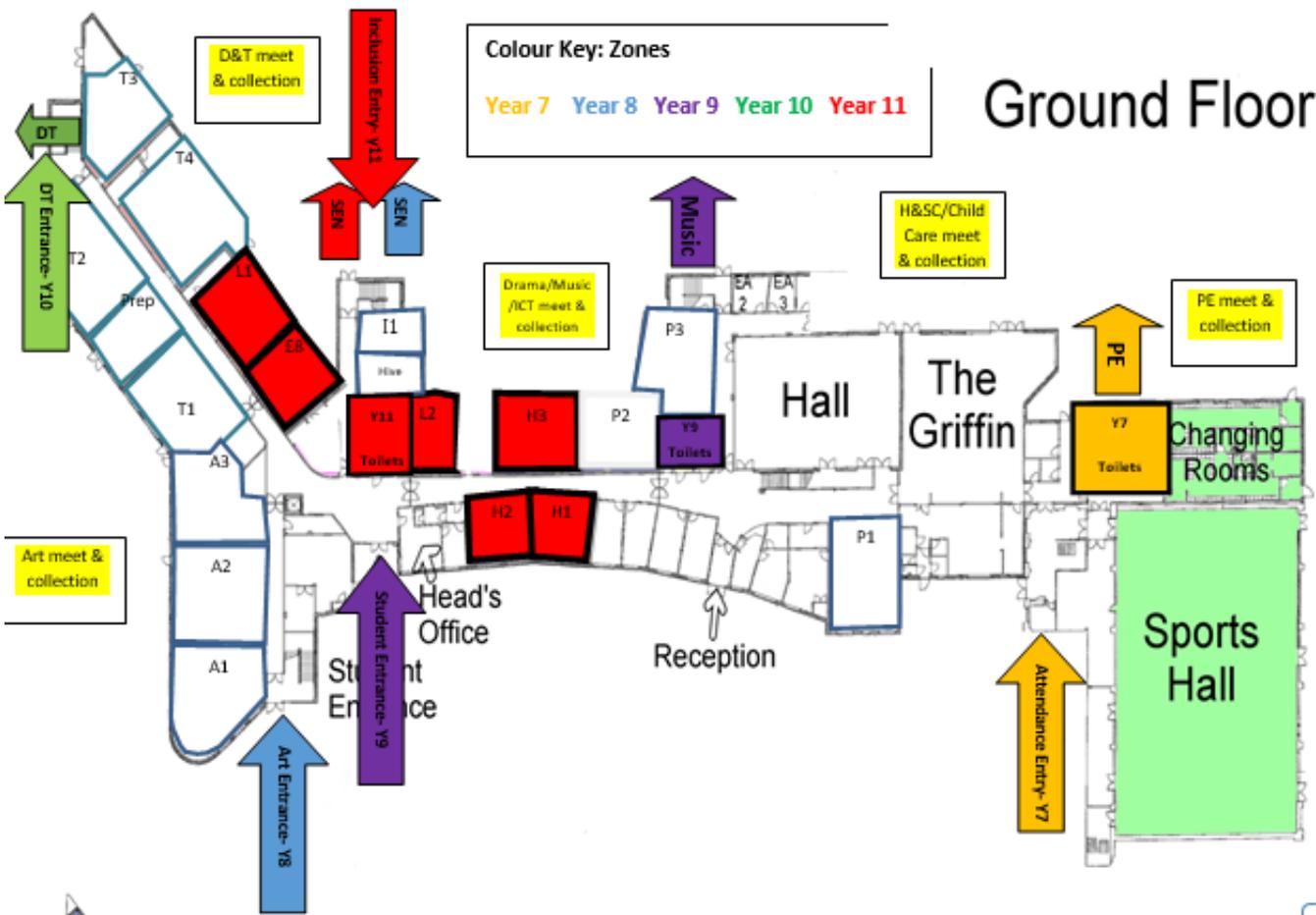
External visitors to the academy including parents	H	All	<ul style="list-style-type: none"> <li>• Those not employed by the academy will not be permitted on site, With the exception of contractors/police/social care, peripatetic teachers, supply teachers, ITT students and their associated personnel. Identified scheduled building works and planning arrangements to ensure routine building works can be carried out. Contractors will follow social distancing and hygiene measures.</li> <li>• Supply teachers and peripatetic teachers can move between schools. They should minimise contact and maintain as much distance as possible from other staff.</li> <li>• Peripatetic lessons will continue as normal as long as social distancing is maintained and students have their own, dedicated instrument which should not be shared. Teacher to wear a facemask and avoid facing students, when playing wind/brass instruments or singing.</li> <li>• Parents/carers collecting unwell children or those that are vulnerable will do so via the carpark.</li> <li>• In matters relating to safeguarding, colleagues from social care and the police will be permitted on site with permission by the Headteacher. On these occasions cleaning protocol followed.</li> <li>• Records of visitor names and telephone numbers will be kept and stored securely for a period of fourteen days to assist with track and trace.</li> </ul>	Yes	M
<p>Building Evacuation / Fire Safety / Lockdown</p> <p><b>Fire Evacuation procedure</b> Staff unfamiliar with evacuation procedures</p>	H	All	<ul style="list-style-type: none"> <li>• Fire evacuation and lock down will work in accordance with the relevant policy. There has been no changes to these policies as in the event of a serious incident, the safety of children will remain priority.</li> <li>• In the case of evacuation, clearing the building is a priority and may require students and staff to briefly cross zones.</li> <li>• All staff will familiarise themselves with evacuation procedures and evacuation routes (previously circulated).</li> <li>• All key staff understand their roles, fire procedures on each classroom/office wall and on google drive.</li> <li>• Schedule adapted fire drills/training sessions for staff and students to take place each term. Social distancing to be maintained during drills.</li> <li>• At Staff/Student inductions fire procedures explained.</li> </ul>	Yes	M
<b>Lockdown</b>			<ul style="list-style-type: none"> <li>• Staff and students are aware of lockdown procedures, copies of the procedures are available on the google drive.</li> </ul>		

<p><b>Invacuation and Lockdown Procedure</b></p> <p>Staff unfamiliar with invacuation procedures due to extended break</p>			<ul style="list-style-type: none"> <li>• Provide training to staff on invacuation procedure as part of start of term Training.</li> <li>• Student/staff induction to include details of invacuation/lockdown procedures.</li> <li>• Invacuation/lockdown drill to take place each term or meeting with students and staff to discuss. Must allow social distancing to be maintained by staff and students not in lessons.</li> </ul>		
<p>Heating and Ventilation</p> <p>Reduced ventilation due to number of site users</p>			<ul style="list-style-type: none"> <li>• Ensure classrooms are well ventilated, at least 2 windows open in each classroom.</li> <li>• In offices at least 1 window open if more than one occupant.</li> <li>• External doors to be open where possible, to allow additional ventilation.</li> </ul>		
<p>Lettings</p>	<b>H</b>	All	<ul style="list-style-type: none"> <li>• The academy will not allow lettings of the building to the public, whilst zoning restrictions are in place. This will be kept under review.</li> </ul>		
<p>Educational visits</p>	H	All	<ul style="list-style-type: none"> <li>• Guidances states 'in the autumn term, schools can resume non-overnight domestic educational visits'. These are on hold for the Spring term.</li> <li>• Visits can resume when deemed appropriate once the DfE have approved this, the head teacher will approval all visits prior to them taking place. The academy will continue with all protective measures, and carryout a full risk assessment prior to the visit and adhere to the venues expected control measures.</li> </ul>	Yes	M
<p>Preparing the academy for a closure</p>	M	All	<p><b>In the event of full closure:</b></p> <ul style="list-style-type: none"> <li>• The academy communicates with parents via letter and MCAS as soon as possible about academy closure.</li> <li>• Students are informed about the academy closure and what is expected of them should they need to work from home.</li> <li>• The <u>Headteacher</u> puts a plan in place to manage staff workload in preparation for an academy closure.</li> <li>• The <u>Headteacher</u> puts a plan in place for students' continued education via google classroom during a closure to ensure there is minimal disruption to students' learning – this includes a plan to monitor Students' learning while not in the academy.</li> <li>• The <b>Behavioural Policy</b> and <b>Staff Code of Conduct</b> are adhered to at all times, even while working remotely.</li> </ul>	Yes	L

			<ul style="list-style-type: none"> <li>• Communication lines are kept open between staff during the academy closure – staff know to report to their line manager if there is an issue.</li> <li>• The <b>Headteacher</b> ensures all Students have access to the academy work and the necessary reading materials at home, prior to the academy closure.</li> <li>• The <b>Headteacher</b> works with the <b>ICT technicians</b> to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required.</li> <li>• The <b>Headteacher</b> liaises with the relevant organisations to ensure adequate provision is in place for all students to be able to work from home, e.g. learning support.</li> <li>• The <b>SBM/ Premises Officer</b> arranges for the academy to be deep cleaned in the event there is an academy closure.</li> <li>• The academy manages the use of parents’ and Students’ contact details in line with the <b>Data Protection Policy</b> and <b>Records Management Policy</b>, e.g. collecting emails to send school work to the students.</li> </ul>		
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**Appendix I: Zoned Map of the Building**

**Ground Floor**



**First Floor**



## Appendix 2: Organisation of School Day

<p><b>Start of the day</b></p> <p>Gates open from 8:15am</p> <p><b>Entrances and exits</b></p> <ul style="list-style-type: none"> <li>• Y7 – Attendance (Top gate - A)</li> <li>• Y8 – Art (Middle gate - B)</li> <li>• Y9 – Student Entrance (Middle gate - B)</li> <li>• Y10 – D&amp;T door (Bottom gate - C)</li> <li>• Y11 – Inclusion door (Bottom gate - C)</li> </ul> <p>Students will enter and make their way to their period 1 lesson within allocated zone(See map)</p>		
<p><b>Assemblies</b> –There will be no large gatherings of students. Assemblies will Recorded and shown in tutor time. Any visiting speakers will conduct zoom meetings where tutors broadcast events during tutor time.</p>		
<b>Time</b>	<b>Period</b>	<b>Spaces</b>
8.30 – 9.30	Period 1	
9.30 – 10.30	Period 2	
<p><b>10:30-10:45</b></p> <p>Exit and entrances</p> <p>Year 7: PE/Maths Stairwell</p> <p>Year 8: SEN Door</p> <p>Year 9: Music door</p> <p>Year 10: DT door</p> <p>Year 11: SEN door (Traffic controller needed)</p>	<p>Break time</p>	<p><b>Outside space correlate to zones</b></p> <p>Y7 – Upper yard PE/ Grassed area</p> <p>Y8 – Tennis courts</p> <p>Y9 – Upper yard Music/ Grassed (Tree section)</p> <p>Y10- Upper yard Inclusion/ Grassed Inclusion (Top)</p> <p>Y11 - Lower yard</p> <p>(Students remain in zones during wet play)</p>
<p>Year 7, 8 and 9 to line up on bottom yard for collection by period 3 staff</p>		
10.45 – 11.45	Period 3	
<p>Lunch/ Tutor time</p>		
	<b>Y7/ 9 / 11</b>	<b>Y8 / Y10</b>
11.45 – 12.05	<b>EAT: Y7 (MH), 9 (G) &amp; 11 (SPH) (PLs duty with their year group)</b>	<b>Tutor time</b>

