



# St Leonard's C.E First School & Nursery

*Learn to love, love to learn*

## **Risk assessment for safe working in education during the Coronavirus outbreak. January 2022 update.**

**Assessors: T Parton**

**Date of completion: 12.1.22**

Appendix A – Enhanced control measures

Appendix B – Covid-19 testing

### **Useful contact information**

DFE COVID-19 - Educational advice line - 0800 046 8687 (option 1)

Staffordshire County Council Health and Safety Service - 01785 355777

Self-Isolation Service Hub - 020 3743 6715

Public Health England - 0344 225 3560

NHS – 111

The UKHSA advice service (for information and advice on dealing with outbreaks in settings) is available between 8am and 4pm Monday to Friday and 10am to 4pm Saturday and Sunday. If you think you have an outbreak of COVID-19 at your setting and need help taking action, the helpline is 0800 046 8687 - press option 1, then option 1 again.

## Key Links:

[NHS Test and Trace – what to do if you are contacted](#)

[What parents and carers need to know about early years providers, schools and colleges during COVID-19](#)

[Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak](#)

[What all schools will need to do during the coronavirus \(COVID-19\) pandemic](#)

[Health and Safety – responsibilities and duties for schools](#)

[Working safely during the coronavirus pandemic - HSE](#)

[OEAP guidance for school visits](#)

[COVID-19 – cleaning of non-healthcare settings outside the home](#)

[When to isolate and what to do - NHS](#)

[COVID-19 symptoms - NHS](#)

[The use of PPE in education](#)

[Stay at home guidance for household with possible or confirmed coronavirus infection](#)

[PCR test kits for schools](#)

[Supporting pupils with medical conditions](#)

[Guidance on protecting CEV persons](#)

[Protecting vulnerable workers - HSE](#)

[Contingency framework](#)

[Air conditioning and ventilation - HSE](#)

[Critical Workers Guidance](#)

What are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	Academy Specific Control Measures	Risk Rating (H/M/L)	What further action, if any, is necessary, if so what action is to be taken by whom and by when?
<b>1. System of controls</b>					
1.1 Risk of the spread of coronavirus – hygiene, including respiratory	Staff Pupils Visitors to the setting	<p><b>Example control measures:</b></p> <ul style="list-style-type: none"> <li>• All staff are aware of government guidance surrounding maintaining hand and respiratory hygiene and have ease of access to such guidance.</li> <li>• Staff teach and remind pupils regarding maintaining good hygiene standards such as regular hand washing (with soap and water for at least 20 seconds), not touching mouth/nose/eyes, using and disposing of tissues appropriately.</li> <li>• Staff and pupils regularly reminded of the importance of handwashing with soap and water and sanitising where there is no ease of access to soap and water, including: <ul style="list-style-type: none"> <li>• Before leaving home</li> <li>• On arrival at the Academy</li> <li>• After using the toilet</li> <li>• After breaks and sporting activities, changing rooms</li> <li>• Before food preparation and before eating food, including snacks</li> <li>• Before leaving the Academy</li> <li>• Before and after activities such as forest school, catering lessons and science lessons</li> <li>• After coughing / sneezing</li> </ul> </li> <li>• Posters are displayed around prominent areas of the building, including those which are in regular use such as toilets and kitchenettes.</li> <li>• Sanitiser stations / portable sink units are based around the building in key areas, including: classrooms and corridors</li> <li>• Parents are informed about the use of sanitiser in the Academy and to advise of any concerns in relation to this.</li> </ul>	E.g. Academies provide further detail regarding their hand and hygiene control measures	H	

	<ul style="list-style-type: none"><li>• Staff and pupils are regularly reminded of the importance of using tissues and covering their face when sneezing / coughing (but not with their hands). 'Catch it, bin it, kill it' guidance is followed.</li><li>• <a href="#">E-bug</a> resources are available for use.</li><li>• Tissues are available in each room, disposed of in a lined and lidded bin, which is emptied at least daily.</li><li>• Lidded bins are located in each room and are either operated by a pedal or regularly sanitised. Staff to report issues with waste clearance to the office</li><li>• Children who are younger or who have more complex needs are supervised and supported with hand and respiratory hygiene.</li><li>• New staff are inducted to safety measures implemented by the Academy to control the risks of COVID-19.</li><li>• Staff and children are regularly reminded about the importance of adhering to infection control procedures and risk assessments.</li><li>• Staff and pupils are provided with regular opportunities to enable effective hand hygiene (washing / sanitiser).</li><li>• All areas that house soap/hand towels/sanitiser are inspected regularly to ensure stocks are sufficient. Orders are placed on a regular basis to ensure that stocks do not run out.</li><li>• Defects with soap and hand sanitiser dispensers are reported as soon as possible for repair / replacement.</li><li>• Soap and water available in every toilet and every facility which is used for making food / drinks.</li><li>• As far as possible, soap and water available locally to areas in use within the Academy. In the absence of immediately accessible soap and water, hand sanitiser is available.</li><li>• Hand sanitisers which are potentially flammable are used and stored appropriately in accordance with the material safety data sheets and COSHH.</li><li>• The Academy promotes the vaccination programme to staff not yet fully vaccinated and boosters as staff become eligible.</li><li>• Sanitising agents are kept in each room to ensure that cleaning can take place if a pupil coughs or sneezes on any surfaces or equipment.</li></ul>			
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		<ul style="list-style-type: none"> <li>• Office team to maintain working consistently at a desk as far as possible and limit hot-desking and the sharing of mice / keyboards / phones.</li> <li>• Wash hands after receiving / opening parcels and post.</li> <li>• Wipe desk, mouse, keyboard and phone regularly, with suitable antibacterial agents, and before and after sharing.</li> <li>• Wipe photocopier throughout the day, with suitable antibacterial agents.</li> <li>• Perspex screen installed in key areas of the academy, e.g. reception, main office.</li> <li>• iPad signing in / out system is cleaned on a regular basis, throughout the day. Hand sanitisation prior to use.</li> <li>• Face coverings to be worn in communal areas in all settings by staff, visitors and pupils or students in year 7 and above, unless they are exempt.</li> <li>• Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport unless they are exempt.</li> </ul> <p>When wearing a face covering, staff, visitors and students:</p> <ul style="list-style-type: none"> <li>• Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on</li> <li>• Avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus</li> <li>• Change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose</li> <li>• Avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination</li> </ul> <p>When removing a face covering, staff, visitors and students:</p> <ul style="list-style-type: none"> <li>• Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing</li> <li>• Only handle the straps, ties or clips</li> <li>• Not give it to someone else to use</li> </ul>			
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		<ul style="list-style-type: none"> <li>• If single-use, dispose of it carefully in a household waste bin and do not recycle</li> <li>• Once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them</li> <li>• If reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</li> <li>• Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed</li> </ul>			
<p><b>1.2 Risk of the spread of coronavirus – sufficiency of cleaning</b></p> <p><b>Cleaning of potentially contaminated surfaces and areas</b></p>	<p><b>Staff Pupils Visitors to the setting</b></p>	<p><b>Example control measures:</b></p> <ul style="list-style-type: none"> <li>• Cleaning is undertaken by the contracted cleaning company / in house cleaning team daily, to specific standards for maintaining COVID-19 secure workplaces under the Academy's enhanced cleaning programme.</li> <li>• Specific cleaning risk assessments and specifications are in place for this activity, as supplied by the Academy (for in house cleaning) / the contractor (for contracted cleaning). <a href="#">The COVID-19 cleaning in non-healthcare settings outside the home</a> guidance is followed.</li> <li>• Frequently touched surfaces should be wiped down twice a day, and one of these is at the beginning or the end of the working day. Cleaning is more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities.</li> <li>• Spot cleaning takes place in classrooms.</li> <li>• Cleaning of frequently touched surfaces is undertaken regularly, including in bathrooms and communal kitchens.</li> <li>• Cleaning products are provided in classrooms and offices to ensure on the spot cleaning can be provided as required.</li> <li>• All areas that house cleaning products purchased by the Academy are checked regularly and stocks ordered before they run out. Staff report low cleaning stocks to office</li> <li>• All cleaning items are single use.</li> <li>• PPE is provided for cleaning. Staff report low stocks of products and PPE to office who will arrange re-stocking of the items.</li> </ul>	<p><b>E.g. Academies provide further detail regarding their cleaning control measures</b></p> <p><b>Hi Spec clean the school. Please feedback to the cleaner if there is a need for a deeper clean anywhere</b></p>	<b>H</b>	

		<ul style="list-style-type: none"> <li>• Items that have been used to clean such as wipes and mop heads must be placed in a double lined and lidded bin, which is disposed of daily.</li> <li>• Children using sanitiser to be supervised and any spillages to be signed (where appropriate) and cleaned.</li> <li>• COSHH is kept on file for the use of hand sanitisers, soaps and other cleaning materials. This is shared with staff as relevant.</li> <li>• Classrooms are to be kept clean and tidy, cleanliness is monitored by staff using each room and concerns must be reported to the SLT and Office</li> <li>• Surfaces are sanitised following coughs / sneezes and hands are washed for 20 seconds.</li> <li>• The cleaning schedule ensures more frequent cleaning of all rooms / shared areas, surfaces that are frequently touched, toilets are cleaned regularly and pupils are encouraged to clean their hands thoroughly after using the toilets. All touch points and shared areas will be thoroughly cleaned at the start/end of each day using anti-bacterial agents / detergents.</li> <li>• The Academy will be deep cleaned during holiday periods and following positive cases confirmed as present in the setting.</li> <li>• Gloves are disposed of following each use and are changed between cleaning areas e.g. gloves are changed after cleaning toilet areas and before moving onto another area of the Academy building.</li> <li>• Cleaning staff use colour code system when using cleaning materials to avoid cross contamination.</li> <li>• Cleaning equipment for different areas must be stored separately to avoid cross contamination (e.g. toilets and kitchen).</li> <li>• Staff cover all new and existing cuts / skin breakages with waterproof dressings prior to cleaning, and wear PPE.</li> <li>• Avoid creating splashing and spray when cleaning. Use dispensers which help to avoid this.</li> <li>• When items cannot be cleaned or laundered using detergents e.g. soft items, these should be steam cleaned or disposed of.</li> <li>• Academy staff should not use contractor equipment and visa-versa.</li> </ul> <p><b>Cleaning C19 contaminated areas</b></p>			
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		<ul style="list-style-type: none"> <li>• The minimum PPE to be worn for cleaning an area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting, is disposable gloves and an apron.</li> <li>• Wash hands with soap and water for 20 seconds after all PPE has been removed.</li> <li>• Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, are cleaned thoroughly as normal.</li> <li>• All surfaces that the symptomatic person has come into contact with are cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.</li> <li>• Disposable cloths or paper roll and disposable mop heads are used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – one site, one wipe, in one direction.</li> <li>• Products used are: <ul style="list-style-type: none"> <li>a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)</li> <li>or</li> <li>a household detergent followed by disinfection (1,000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants</li> <li>or</li> <li>if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses</li> </ul> </li> <li>• Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.</li> <li>• Any cloths and mop heads used must be disposed of and should be put into waste bags. Cleaning materials used where there is known to be a case of COVID-19 will be disposed of in accordance with the waste section of this risk assessment.</li> </ul>			
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		<ul style="list-style-type: none"> <li>Contract cleaning providers to undertake a deep clean of the Academy setting / affected area. Deep clean the affected area with disinfectant / bleach after someone with symptoms has left. (Sign the affected area as out of use to permit deep clean). Ensure that affected areas are not accessed by staff or children.</li> </ul> <p><b>COSHH</b></p> <ul style="list-style-type: none"> <li>COSHH assessments and MSDS are in place for any cleaning substances/ substances hazardous to health in use.</li> <li>Any new substances brought to site must be risk assessed, this requires a Material Safety Data Sheet (MSDS) to be obtained and a risk assessment of the use of the substance to be carried out,</li> <li>Staff undertake cleaning (e.g. their own workspaces) therefore a COSHH assessment for substances used is in place and communication of the control measures in a COSHH assessment is given to all staff using the substances.</li> <li>Individual staff may also wish to bring substances to school to clean their personal belongings. In this situation, if Academy leaders permit these substances to be brought to site, all good practice and usual arrangements must apply, and permission granted for their use once a COSHH assessment has taken place.</li> <li>Some pupils may wish to have their own hand sanitiser with them for personal use. This may be beneficial for pupils with allergies etc. The Academy policy on this is clearly communicated to parents. Pupils should be self-sufficient in being able to use and apply these safely.</li> </ul>			
<b>1.3 Risk of the spread of coronavirus - ventilation</b>	<b>Staff Children Visitors to the setting</b>	<p><b>Example control measures:</b></p> <ul style="list-style-type: none"> <li>Indoor work spaces are well ventilated using natural ventilation - opening windows, (in cooler weather windows are opened enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air.</li> <li>Where possible and safe to do so (bearing in mind fire safety and safeguarding), doors are propped open to limit use of door handles and aid ventilation.</li> </ul>	<b>E.g. Academies provide further detail regarding their ventilation control measures and systems</b>	<b>H</b>	

		<ul style="list-style-type: none"> <li>• The Academy’s ventilation system will be used in accordance with HSE guidance - and CIBSE guidance –</li> <li>• Where mechanical ventilation is in place this is adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (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).</li> <li>• Where windows cannot open due to mechanical failure – report to SLT and office</li> <li>• To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures are used as appropriate to the facilities in each room: <ul style="list-style-type: none"> <li>○ opening high level windows in preference to low level to reduce draughts</li> <li>○ increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>○ providing flexibility to allow additional, suitable indoor clothing.</li> <li>○ rearranging furniture where possible to avoid direct drafts</li> </ul> </li> <li>• Heating used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> <li>• Spaces which can be well ventilated are used for events, and all events are adequately ventilated.</li> <li>• Mechanical ventilation systems are maintained in accordance with the manufacturers’ recommendations.</li> <li>• The Academy reviews ventilation regularly, ventilation is used throughout operational hours.</li> <li>• The Academy identifies poorly ventilated areas to enable actions to be undertaken to address this issue.</li> <li>• Co2 monitors will be used in the setting.</li> </ul>	Please ensure CO2 monitors are green.		
1.4 Meeting isolation requirements – risks the spread of the coronavirus if not met	Staff Children Visitors to the setting	<p style="color: red;">Example control measures:</p> <ul style="list-style-type: none"> <li>• Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19 if any of the following apply:</li> </ul>	E.g. Academies provide further detail regarding their isolation control measures	H	

		<ul style="list-style-type: none"> <li>○ they are fully vaccinated (and 14 days have passed since the final dose)</li> <li>○ they are below the age of 18 years and 6 months</li> <li>○ they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>○ they are not able to get vaccinated for medical reasons</li> <li>○ they have not been identified as a close contact of someone with the Omicron variant</li> </ul> <ul style="list-style-type: none"> <li>• When an individual develops COVID-19 symptoms or has a positive test, they should follow public health advice on <a href="#">when to self-isolate and what to do</a>. They do not come into school if they have symptoms, have had a positive test result or where there are other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</li> <li>• Staff and pupils with a positive LFD test result self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. From 11<sup>th</sup> January 2022, they do not need to get a follow up PCR test.</li> <li>• They will also get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual continues to self-isolate.</li> <li>• If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> <li>• Those who do not have symptoms and have a positive lateral flow test result will still have to isolate from the point that the positive result is returned. Those who test positive should provide confirmation of the logged test, and a photograph of the positive result.</li> </ul> <ul style="list-style-type: none"> <li>• Individuals must stay at home if they: <ul style="list-style-type: none"> <li>○ Have virus symptoms and are awaiting a PCR test result</li> <li>○ Have tested positive via a LFT</li> <li>○ Live in a household with someone who has symptoms / is positive and they are not exempt from isolation (the Academy encourages household contacts of a positive case to stay at home due to the increased likelihood of transmission)</li> <li>○ Have tested positive, even if asymptomatic</li> </ul> </li> </ul>			
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		<ul style="list-style-type: none"> <li>○ Have been advised by NHS Test and Trace to do so</li> <li>○ Are required to self-isolate for travel-related reasons</li> <li>○ <del>Are contacts of those who test positive with a suspected omicron case, and therefore must isolate for 10 days regardless of vaccination status.</del></li> </ul> <p>Fully vaccinated people who test positive for COVID-19 are able to reduce their isolation period from 10 days to 7 days, if they receive negative lateral flow results from tests taken 24 hours apart on day six and day seven of their self-isolation period. The first test must be taken no earlier than day 6 of the self-isolation period.</p> <p>There is no change to the guidance for unvaccinated positive cases, or unvaccinated contacts of positive cases, who are still required to self-isolate for the full 10 days after their date of exposure to the virus.</p> <p>Those who leave self-isolation on or after day 7 are strongly advised to limit close contact with other people in crowded or poorly ventilated spaces, and minimise contact with anyone who is at higher risk of severe illness if infected with COVID- 19.</p> <p>Staff, parents and children are encouraged to participate in the LFT programme and test twice weekly – the Academy follows government and SCC guidance for managing LFD testing and has a separate risk assessment for this.</p> <ul style="list-style-type: none"> <li>● <del>Staff and pupils with a positive LFD test result self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</del></li> </ul> <p>People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.</p> <p>Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not</p>			
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		<p>required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the <a href="#">stay at home: guidance for households with possible or confirmed COVID-19 infection</a>.</p>			
<p><b>1.5 Symptomatic individuals attending school – risk the spread of infection</b></p>	<p><b>Staff Pupils Visitors</b></p>	<p><b>Example control measures:</b></p> <ul style="list-style-type: none"> <li>• Pupils, staff and parents follow public health advice on <a href="#">when to self-isolate and what to do</a> if they are symptomatic. They do not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</li> <li>• Anyone in school who develops COVID-19 symptoms will return home and will follow public health advice. There is a process in place for reporting symptoms to the relevant staff member in school. This process is by telephone call or e mail to HT and Office</li> <li>• Those with symptoms who are returning home from school avoid using public transport and, wherever possible, are collected by a member of their family or household.</li> <li>• If a pupil is awaiting collection, they are provided with a room, on their own, if possible and safe to do so. A window is opened for fresh air ventilation and appropriate PPE is be used if close contact by a staff member is necessary (<a href="#">use of PPE in education, childcare and children’s social care settings</a>).</li> <li>• Any rooms they use will be cordoned and thoroughly cleaned after they have left.</li> </ul> <p>Reference to PPE means:</p> <ul style="list-style-type: none"> <li>○ fluid-resistant surgical face masks (also known as Type IIR)</li> <li>○ disposable gloves</li> <li>○ disposable plastic aprons</li> <li>○ eye protection (for example a face visor or goggles)</li> <li>• The amount of PPE required when caring for someone with symptoms of COVID-19 depends on how much contact the individual has.</li> </ul>	<p><b>E.g. Academies provide further detail regarding their control of symptomatic individuals in the setting</b></p>	<p><b>H</b></p>	

		<ul style="list-style-type: none"> <li>• A face mask should be worn if you are in face-to-face contact.</li> <li>• If physical contact is necessary, then gloves, an apron and a face mask should be worn.</li> <li>• Wear eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> <li>• Staff follow strict hand hygiene requirements and follow guidance on <a href="#">how to put PPE on and take it off safely</a> in order to reduce self-contamination.</li> </ul> <p>Face masks should:</p> <ul style="list-style-type: none"> <li>• cover both the nose and mouth</li> <li>• not be allowed to dangle around the neck</li> <li>• not be touched once put on, except when carefully removed before disposal</li> <li>• be changed when they become moist or damaged</li> <li>• be worn once and then discarded - hands should be cleaned after disposal</li> </ul> <ul style="list-style-type: none"> <li>• If a child or staff member develops symptoms (new continuous cough, temperature, anosmia) whilst at school, they must immediately inform office.</li> <li>• In an emergency, the Academy will call 999 if a person is seriously ill or injured or their life is at risk.</li> <li>• If staff members become unwell at school, they will return home, their emergency contact will be notified. If they are too unwell to drive, their emergency contact will be asked to collect them and the staff member will wait in the designated isolation room.</li> <li>• Pupils will await collection from a parent / carer in the designated room which is HT office, in isolation, as far as is reasonably practicable without compromising the safety of the pupil.</li> <li>• If it is not possible to isolate the individual, move them to an area which is at least 2 metres away from other people, and ensure that others do not access this area.</li> <li>• Remove soft resources from the isolation room / area, prior to use.</li> <li>• If the individual needs to go to the bathroom while waiting to be collected, they will use a separate bathroom (where possible) which should be thoroughly cleaned and disinfected before being used by anyone else. (Bathroom to be signed as closed after use and during deep cleaning).</li> </ul>			
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		<ul style="list-style-type: none"> <li>• The room used for isolation will be signed as out of use and thoroughly disinfected in accordance with the covid-19 cleaning of non-healthcare settings guidance.</li> <li>• Staff wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>• PPE is worn where required. Those wearing PPE to receive training in how to put it on and remove it safely. PPE is located HT office</li> <li>• SCC are asking residents in Staffordshire to consider getting tested as a precaution if they have other symptoms such as: <ul style="list-style-type: none"> <li>• Headaches</li> <li>• Aches and pains</li> <li>• Feeling very tired for no good reason</li> <li>• Sore throat</li> <li>• Runny nose</li> <li>• Sneezing</li> <li>• Sometimes 'tummy ache' in children</li> </ul> </li> </ul> <p>People with any of these symptoms can carry on going to school or work if they are well enough to do so and only need to self-isolate if the test comes back positive.</p> <ul style="list-style-type: none"> <li>• The Academy has a robust outbreak management plan and case tracking system in place, which is shared with and understood by staff.</li> <li>• The Academy will seek LOC Team advice and support if there are 5 cases or 10% of a cohort positive.</li> <li>• The LOC Team will be contacted for advice where there is more than one case.</li> </ul>			
<b>2. Vulnerable Individuals and Visitors</b>					
<b>2.1 Risk of ill health should coronavirus be contracted – previously considered as CEV and CV individuals</b>	<b>Staff and pupils previously classed as CEV and CV attending the workplace</b>	<b>Example control measures:</b> <ul style="list-style-type: none"> <li>• All clinically extremely vulnerable (CEV) children and young people attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</li> <li>• Clinically extremely vulnerable (CEV) people are advised to follow the system of controls and risk management measures which have been implemented in the Academy. CEV staff are advised to take particular care to observe good hand and respiratory hygiene, the use of face</li> </ul>	<b>E.g. Academies provide further detail regarding their control measures in place, relating to vulnerable individuals</b>	<b>H</b>	

		<p>coverings in specific situations and supporting with the ventilation of their work area in accordance with this risk assessment.</p> <ul style="list-style-type: none"> <li>• LFD testing takes place in the Academy to identify asymptomatic individuals and permit prompt isolation upon a positive test result.</li> <li>• Vulnerable staff can discuss any concerns or queries with SLT</li> <li>• Individual risk assessments are implemented with staff members who are pregnant. This can be discussed with SLT</li> <li>• Individual risk assessments can be implemented for staff or children who would be classed as vulnerable. This should be discussed with SLT</li> <li>• Staff are encouraged to receive their vaccination doses.</li> <li>• Visitors are informed where there has been an outbreak in school so that their visit can be arranged accordingly.</li> <li>• Staff are provided access to the government's covid guidance for those previously considered as CEV - <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">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</a></li> </ul> <p>Those whose immune system means that they are at higher risk are provided with access to government guidance and an individual risk assessment is implemented - <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk">https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk</a></p> <p>Those whose immune system means that they are at higher risk are strongly advised to:</p> <ul style="list-style-type: none"> <li>• Follow and gain updated condition specific advice given by the GP or specialist</li> <li>• Receive occupational health support / attend referrals if required</li> <li>• Ensure they have had all of the vaccines they are eligible to receive, including the booster</li> <li>• Avoid enclosed crowded spaces and practice social distancing</li> <li>• Participate in the LFT programme</li> <li>• Ventilate their work area</li> </ul>			
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		<ul style="list-style-type: none"> <li>• Ask visitors to wear face coverings</li> <li>• Follow the risk assessment and system of controls, including hand washing regularly and avoid touching their face</li> <li>• Wear PPE where advised by government guidance, GP or condition specialist</li> </ul>			
<b>2.2 Visitors to the Academy increases the risk of infection</b>	<b>Staff Pupils Visitors</b>	<p><b>Example control measures:</b></p> <ul style="list-style-type: none"> <li>• Visitors, coaches, contractors etc. are made aware of the Academy's covid control measures and ways of working to reduce the risk of infection, and are expected to adhere to this.</li> <li>• No visitors are permitted where they are symptomatic – visitors are asked on arrival. Posters displayed in reception as a reminder and visitors are advised of this prior to arrival.</li> <li>• Supply staff and volunteers are inducted to Academy covid control measures.</li> <li>• A record is kept of all visitors through the signing in book / system.</li> <li>• Where relevant, visitors are asked for their own COVID-19 safety risk assessments, such as contractors.</li> <li>• Meeting spaces are cleaned thoroughly following use.</li> <li>• Individuals attending site follow the Academy's system of controls.</li> <li>• Visitors to the Academy are those whose visits cannot be reasonably conducted remotely, enhance and support teaching and learning, are required for legal or health and safety reasons.</li> <li>• Meetings which can be undertaken remotely, are.</li> </ul>	<b>E.g. Academies may provide further detail regarding their control measures relating to visitors</b>	<b>H</b>	
<b>2.3 Supporting pupils with physical needs and restrictive physical intervention increases the risk of infection</b>	<b>Staff Pupils</b>	<p><b>Example control measures:</b></p> <p><b>Support for physical needs</b></p> <ul style="list-style-type: none"> <li>• PPE is worn by staff, where required, to enable them to safely provide support, in accordance with the child's individual needs. The PPE will be dependent on the nature of the support provided and the risk assessment.</li> <li>• Staff wash hands thoroughly before and after supporting a child.</li> <li>• Enable regular sanitisation of mobility aids and other such resources, such as walkers.</li> <li>• Individual risk assessments are provided according to the needs of the individual.</li> </ul>	<b>E.g. Academies may provide further detail regarding their control measures for pupils with additional needs</b>	<b>H</b>	

		<ul style="list-style-type: none"> <li>• The Academy's procedures and risk assessments for delivering care of this nature are reviewed regularly.</li> <li>• There are policies in place for delivering intimate care and supporting children with medical conditions, which can be accessed via the website.</li> <li>• Staff are adequately trained in providing this support.</li> <li>• Wherever possible, staff to encourage children to undertake self-care and staff supervise as necessary in accordance with safeguarding and intimate care policies.</li> <li>• Once completed, all disposable protective equipment should be disposed of and hands should be thoroughly washed by the staff member and child for at least 20 seconds after PPE has been removed.</li> <li>• Care to be undertaken in a facility which is local to handwashing facilities, or should as a minimum provide sanitiser which the staff member will use before accessing handwashing facilities.</li> <li>• The area in which the care has been undertaken to be sanitised following use.</li> <li>• Waste to be disposed of in accordance with the infection control policy and risk assessments.</li> <li>• The Academy follows the guidance provided on supporting pupils at school with medical conditions.</li> </ul> <p><b>Restrictive physical intervention</b></p> <ul style="list-style-type: none"> <li>• Review behaviour management plans regularly. Establish clear guidelines with staff for prevention and then de-escalation strategies as much as possible to negate the need for RPI.</li> <li>• Plans consider behaviour triggers and earlier de-escalation solutions including working with smaller groups to permit and support management and spot these earlier too.</li> <li>• RPI to be used in accordance with the policy and where there is no alternative to maintain the safety of the child / staff member / others in the vicinity.</li> <li>• Staff providing RPI are trained to do so.</li> <li>• If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including the existing routine use of PPE.</li> </ul>			
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		<ul style="list-style-type: none"> <li>Issues will be specific to each child or young person and individual responses will be required, therefore the Academy reviews and updates existing risk assessments for pupils.</li> </ul>			
<b>3. Transport and Travel</b>					
<b>3.1 Travelling abroad and quarantine</b>	<b>Staff and pupils subject to isolation periods</b>	<p><b>Example control measures:</b></p> <ul style="list-style-type: none"> <li>Where individuals travel abroad, they may need to quarantine on their return.</li> <li>As would usually be the case, staff will need to be available to work at the Academy during term time. Academy leaders discuss leave arrangements with staff as required, to inform workforce planning.</li> <li><a href="https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19">https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19</a></li> </ul>	<b>E.g. Academies may provide further detail regarding their control measures</b>	<b>H</b>	
<b>3.2 Educational visits</b>	<b>Staff and pupils attending visits subject to potential risks of infection</b>	<p><b>Example control measures:</b></p> <ul style="list-style-type: none"> <li>The relevant insurance checks are made prior to making a booking for school visits, particularly where this is abroad.</li> <li>The Academy will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</li> <li>The Academy seeks covid safety information from the venue, to assess suitability of the visit prior to attending, and ensure that appropriate control measures can be implemented and documented.</li> <li>Guidance educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a></li> </ul>	<p><b>E.g. Academies may provide further detail regarding their control measures for educational visits</b></p> <p><b>Visits to be RA and discussed with the HT and SUAT/SCC if required.</b></p>	<b>H</b>	
<b>3.3 Transport to and from the setting</b>	<b>Staff and pupils, members of the public using transport services</b>	<p><b>Example control measures:</b></p> <p><b>Dedicated:</b></p> <ul style="list-style-type: none"> <li>Use of hand sanitiser is promoted upon boarding and/or disembarking vehicle</li> <li>Additional cleaning of vehicles is implemented with regular cleaning of touch points</li> <li>There is organised queuing and boarding where possible. Vehicle is parked to permit this.</li> <li>Passengers encouraged to wear face coverings where it is recommended to do so.</li> <li>Children must not board home to school transport if they have symptoms of coronavirus.</li> </ul>	<b>E.g. Academies may provide further detail regarding their control measures for transport</b>	<b>M</b>	

		<ul style="list-style-type: none"> <li>The vehicle is ventilated with fresh air from outside the vehicle through windows and ceiling vents.</li> </ul> <p><b>Public:</b></p> <ul style="list-style-type: none"> <li>Parents/children are encouraged to walk where possible and to plan ahead and avoid busy times and routes on public transport.</li> <li>The above control measures should be implemented for public transport use.</li> </ul> <p><b>Personal vehicles:</b></p> <ul style="list-style-type: none"> <li>Staff are recommended to sanitise personal items on a regular basis, including a clean and wipe down vehicle interior touch points, e.g. steering wheel, gear lever, door handles etc.</li> <li>Door handles around the entrances and exits of the building will be wiped according to the current cleaning regime.</li> </ul> <p><i>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</i></p>			
<b>4. Safeguarding and Remote Education</b>					
<b>4.1 Remote learning where children are learning</b>	<b>Harm from online safety issues</b>	<p><b>Example control measures:</b></p> <ul style="list-style-type: none"> <li>Safeguarding arrangements and procedures in place from September 2021, in accordance with KCSIE 2021 guidance.</li> <li>Safeguarding provision reviewed to support children who are learning remotely and those who are returning to school following an isolation period (e.g. where new issues have arisen, or existing ones escalated). Necessary changes and referrals are considered.</li> <li>Behaviour rules reviewed and communicated to staff, parents, pupils.</li> <li>Stringent safeguarding provision in place for vulnerable children continues.</li> <li>Designated Safeguarding Lead and/or Deputy Safeguarding Lead is on site and contactable at all times and staff and children are informed of who safeguarding leads are.</li> <li>The Academy follows government guidance regarding vulnerable children, including online safety for remote education guidance.</li> </ul>	<p><b>E.g. Academies may provide further detail regarding their control measures for remote learning</b></p> <p><b>Purple Mash to be used as required. Hard copies available at parental request.</b></p>		

		<ul style="list-style-type: none"> <li>• The Academy regularly reviews support in place for vulnerable pupils.</li> <li>• The Academy has systems for checking, daily, whether pupils are engaging with their work and work with families to identify effective solutions where engagement is a concern, where pupils are learning remotely.</li> <li>• E-safety policy is accessible on the website.</li> <li>• Safeguarding online continues, including checking apps, websites and search results before using them with children and supervising children when using the internet, talk to children about safe use of the online environment and ensure safety modes and filters are applied.</li> <li>• Parents provided with resources for children to use at home, including safe internet links to resources, which have been pre checked. Parents provided with information regarding working safely online.</li> <li>• Staff trained in how to ensure online safety (training also available on The National College).</li> <li>• <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a>, as well as statutory guidance on online safety <a href="#">keeping children safe in education</a>.</li> <li>• Virtual meetings policy in place and accessible via the website.</li> <li>• Staff, parents and children are receive information regarding expectations, requirement and conduct for remote learning.</li> <li>• Remote learning guidance can be found: <ul style="list-style-type: none"> <li>○ <a href="#">safe remote learning</a>, published by SWGfL</li> <li>○ <a href="#">online safety and safeguarding</a>, published by LGfL, which covers safe remote learning</li> <li>○ the National Cyber Security Centre, which includes <a href="#">which video conference service is right for you</a> and <a href="#">using video conferencing services securely</a></li> <li>○ <a href="#">safeguarding and remote education during coronavirus (COVID-19)</a></li> </ul> </li> </ul>			
<b>5. First Aid Cleaning Bodily Fluids Disposal of Waste</b>					
<b>5.1 Delivery of first aid to ill / injured staff / pupils requires close contact</b>	Staff / pupils involved in first aid delivery	<b>Example control measures:</b> <ul style="list-style-type: none"> <li>• First aid needs assessment to be revised as required and establish the levels of first aid staff needed.</li> <li>• At least one qualified first aider to be on site at all operational times (first aid at work and paediatric).</li> </ul>	<b>E.g. Academies may provide further detail regarding the delivery of first aid.</b>	<b>H</b>	

		<ul style="list-style-type: none"> <li>• PPE to be worn by the staff member as required, according to the nature of the illness /injury. This may include: disposable gloves, a disposable apron and a fluid-resistant surgical face mask. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. PPE will be required where the individual has coronavirus symptoms.</li> <li>• First aid to be undertaken in a facility which is local to handwashing facilities, or should as a minimum provide sanitiser which the staff member will use before accessing handwashing facilities.</li> <li>• The area in which the first aid has been undertaken to be sanitised following use.</li> <li>• Waste to be disposed of in accordance with the infection control policy and risk assessments.</li> <li>• Hands must be washed with soap and water for at least 20 seconds after PPE has been removed.</li> <li>• Staff are trained in the correct 'donning and doffing' of PPE. PPE is available for use in each room where this may be required. This extends beyond first aid rooms and is provided in classrooms and offices too.</li> <li>• Use a face shield for resuscitation. Academy ensures face shields are in stock. Guidance on giving cardiopulmonary resuscitation (CPR) provided from the <a href="#">Resuscitation Council UK</a>.</li> <li>• The Academy ensures that appropriate PPE is stocked at all times. Low stocks can be reported to office</li> </ul>			
<b>5.2 Cleaning of bodily fluids requires close contact with the fluid / potential splashing / contamination</b>	Staff member undertaking the cleaning and those in the vicinity	<p><b>Example control measures:</b></p> <ul style="list-style-type: none"> <li>• Pupils are regularly reminded to catch coughs and sneezes with a tissue / elbow. Where pupils are unable or less able to do this, PPE will be available for cleaning.</li> <li>• PPE will be worn according to the nature of the cleaning, especially if the individual has coronavirus symptoms. This may include: disposable gloves, a disposable apron and a fluid-resistant surgical face mask worn by the staff member. If there is a risk of splashing to the eyes, then eye protection should also be worn.</li> <li>• Area in question to be cordoned and access by those not undertaking cleaning activities is to be prevented.</li> <li>• Cleaning materials to be disposed of in accordance with the risk assessments and infection control policy.</li> </ul>	<b>E.g. Academies may provide further detail regarding the cleaning of bodily fluids.</b>	<b>H</b>	

		<ul style="list-style-type: none"> <li>Surfaces, resources and touch points are cleaned regularly throughout the day but will be subject to an additional clean where there is a risk of contamination from body fluids.</li> <li>Follow government guidance for the decontamination of non-healthcare settings, and the cleaning section of this risk assessment - <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Hands must be washed with soap and water for at least 20 seconds after PPE has been removed.</li> <li>Information on cleaning and disinfection can be found - <a href="https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Diarrhoea-and-Vomiting/Community-outbreaks-of-Diarrhoea-and-Vomiting-DV.aspx">https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Diarrhoea-and-Vomiting/Community-outbreaks-of-Diarrhoea-and-Vomiting-DV.aspx</a></li> <li>Infection control information including a film for staff to watch is also available on the SLN - <a href="https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Communicable-Diseases/Communicable-Diseases-and-Infection-Control.aspx">https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Communicable-Diseases/Communicable-Diseases-and-Infection-Control.aspx</a></li> </ul>			
<b>5.3 Collection and disposal of waste brings staff into contact with potentially infectious waste</b>	Staff undertaking disposals and those in the vicinity	<p><b>Example control measures:</b></p> <p><b>Waste disposal for possible COVID-19 materials (government guidance):</b></p> <ul style="list-style-type: none"> <li>Waste from possible COVID-19 cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): <ul style="list-style-type: none"> <li>To be put in a plastic rubbish bag and tied when full.</li> <li>The plastic bag should then be placed in a second bin bag and tied.</li> <li>It should be put in a suitable and secure place and marked for storage until the individual's test results are known.</li> <li>Waste to be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours:</li> <li>If the individual tests negative, this can be put in with the normal waste.</li> <li>If the individual tests positive, then store it for at least 72 hours and put in with the normal waste (check for any additional requirements from the waste carrier).</li> </ul> </li> </ul>	<b>E.g. Academies may provide further detail regarding waste disposal routes and arrangements.</b>	<b>M</b>	

- Where storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by the local waste collection authority if they currently collect such waste or otherwise by a specialist clinical waste contractor. They will supply orange clinical waste bags for you to place the bags into so the waste can be sent for appropriate treatment.
- Wear appropriate PPE during cleaning and disposal. Hands must be washed with soap and water for at least 20 seconds after PPE has been removed.
- Change gloves before proceeding to take the waste to the correct receptacle due to the risk of transference to touch points such as door handles.
- Ensure waste is appropriately stored and not accessible to others whilst waiting collection.

**Waste disposal for non COVID-19 materials:**

- Follow the infection control policy and associated risk assessments.
- Wear appropriate PPE during cleaning and disposal. Hands must be washed with soap and water for at least 20 seconds after PPE has been removed.
- Change gloves before proceeding to take the waste to the correct receptacle due to contact with touch points.

**Waste Segregation:**

- All wastes produced must be placed in appropriately coloured / labelled bag.
- Each bag must be filled to no more than two thirds capacity.
- Each bag must be securely fastened with adhesive tape or plastic security grips to prevent risks of spillage of contents.
- Bins to be sanitised regularly throughout the day or have pedals.

Those wearing PPE are trained in how to remove it safely.

**6. Use of the Premises**



<b>6.1 Lettings – risk of cross contamination from lettings</b>	Lettings attendees Staff Pupils Visitors	<p><b>Example control measures:</b></p> <ul style="list-style-type: none"> <li>• The Academy may open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. In doing so, the Academy ensures that they work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance.</li> <li>• The Academy carefully considers whether the arrangements they wish to have in place minimise the risk of exposure to COVID-19.</li> <li>• The Academy ensures that the organisation letting the room/building has considered the <a href="#">relevant government guidance for their sector</a> and have put in place protective measures/infection control.</li> <li>• Where lettings of internal rooms and facilities are requested, the Academy ensures that all infection control measures have been implemented to ensure that the risk of COVID-19 transmission is not increased with particular reference to enhanced cleaning regimes.</li> <li>• Where lettings are using outside areas for sporting activities the risk of interaction with Academy premises such as touchpoints on gates/doors should be assessed.</li> <li>• All lettings follow the <a href="#">guidance in Health and Safety for Lettings, including carrying out and recording the hazard exchange process and implementing specific risk assessments</a>.</li> <li>• Enhanced cleaning and hygiene measures are implemented for lettings.</li> <li>• The Academy discusses and records how those letting the premises will manage the risk of Covid-19 for themselves and for the Academy community.</li> <li>• The academy carefully considers whether lettings / hire will be appropriate at this time and consider the arrangements they wish to have in place to minimise the risk of exposure to COVID-19.</li> </ul>	<p><b>E.g. Academies may provide further detail regarding the use of the premises</b></p> <p><b>School does not currently let the building</b></p>	<p>L</p>	
<b>6.2 Out of school activities and settings – risk of cross contamination from out of school settings</b>	Attendees Staff Pupils Visitors	<p><b>Example control measures:</b></p> <ul style="list-style-type: none"> <li>• Out of school activities and settings follow the same system of controls detailed in this risk assessment. Where they are run by organisations outside of schools, the Academy agrees the control measures to be implemented and ensures copies of risk assessments are obtained.</li> <li>• The system of controls includes:             <ul style="list-style-type: none"> <li>○ Ensuring good hygiene for everyone</li> </ul> </li> </ul>		<p>L</p>	

		<ul style="list-style-type: none"> <li>○ Maintaining appropriate cleaning regimes, using standard products such as detergents</li> <li>○ Keeping occupied spaces well ventilated</li> <li>○ Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19</li> <li>○ Keeping a log of attendance for track and trace.</li> </ul>			
<b>6.3 Activities in school – risk of cross contamination</b>	Staff Pupils Visitors	<p><b>Example control measures:</b></p> <ul style="list-style-type: none"> <li>● Sports provision All sports provision, including competition between settings, is planned, delivered and risk assessed in accordance with government guidance, giving due regard to: <ul style="list-style-type: none"> <li>○ guidance on <a href="#">grassroot sports for public and sport providers</a> and <a href="#">guidance from Sport England</a></li> <li>○ advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>○ information on school swimming, water safety and <a href="#">returning to pools guidance from Swim England</a></li> <li>○ <a href="#">using changing rooms safely</a></li> </ul> </li> <li>● When planning an indoor or outdoor face-to-face performance in front of a live audience, the Academy follows the latest advice in the <a href="#">DCMS working safely during COVID-19 in the performing arts guidance</a>.</li> <li>● The Academy has risk assessments in place for curriculum areas, which include covid safety measures, including computing, catering, sports, Early Years, D&amp;T, science, music and drama. These are reviewed regularly and adapted following any changes in procedures.</li> <li>● The Academy undertakes thorough risk assessments in relation to any events that are due to take place such as performances, open days and parents' evenings.</li> </ul>		<b>M</b>	

**Appendix A**

Enhanced control measures have been recommended by Staffordshire County Council due to rises in cases across Staffordshire. The Academy informs staff, parents and pupils when these control measures are being used and builds them into the main covid safety risk assessment. The

measures will be used according the number of cases / outbreaks in the setting, the local context and upon advice of Public Health England or the Local Outbreak Control Team.

What are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	Academy Specific Control Measures	Risk Rating (H/M/L)	What further action, if any, is necessary, if so what action is to be taken by whom and by when?
<p>Mixing groups risks the spread of coronavirus in the setting</p> <p>Lunch and break times</p> <p>Start and end of the day</p>	<p>Staff Children Visitors</p> <p>Risk of contracting covid-19</p>	<p><b>Example Control Measures Include:</b></p> <ul style="list-style-type: none"> <li>• The bubble system is implemented</li> <li>• Social distancing of 2m is promoted in school</li> <li>• Mixing in wider groups can be undertaken for specialist teaching, wraparound care and transport – the system of controls will continue to be implemented</li> <li>• Sharing rooms and social spaces between groups is limited as much as possible. Where rooms and social spaces are shared between groups, they are cleaned thoroughly between uses</li> <li>• The academy is taking practical measures to minimise the number of contact that pupils and staff have during the school day and close contact is avoided between these groups</li> <li>• The academy has timetabled classes and break times in a staggered fashion to help keep groups apart and minimise movement around the building and grounds, to avoid crowding and creating busy shared areas such as corridors</li> <li>• Movement around the school site is kept to a minimum. The academy avoids creating busy corridors, entrances and exits</li> <li>• Rooms are accessed directly from outside where possible</li> <li>• Dining facilities are cleaned between each staggered break</li> <li>• The number of children who use the toilet facilities at one time is limited. A queue system is used with staff supervision</li> <li>• The academy has a pick up and drop of protocol for parents to support the minimisation of contact</li> <li>• Pick up and drop off times are staggered according to groups - parents are informed of the pickup and drop off procedures and reminders are provided as required</li> </ul>	<p>The school, as so small is classed as one bubble. However, classes do not mix for Collective Worship and assemblies. Outdoor whole school only. Arrival and finishes are staggered for parents and carers.</p>	<p>H</p>	

		<ul style="list-style-type: none"> <li>• Parents reminded not to gather at the gates or come to site without an appointment</li> <li>• Staff supervise pick up and drop offs to ensure that the system in place is utilised appropriately</li> <li>• Parents email / call staff with queries rather than speaking to them whilst on duty during pick up and drop off times</li> <li>• The academy encourages walking or cycling to school</li> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</li> <li>• Devices disinfected before and after use. Children allocated one computer/laptop and/or tablet and they will continue to use only their own device as far as reasonably practicable. Where this is not practicable, the device will be fully disinfected before and after use</li> <li>• Any shared surfaces will be disinfected before and after use</li> <li>• Where play equipment is used by multiple groups, the groups do not use it simultaneously</li> <li>• Children encouraged not to put resources in their mouths and are supervised according to the planned timetable</li> <li>• Outdoor learning will be prioritised as much as possible. The timetable is refreshed to ensure that learning outdoors can be maximised</li> <li>• The academy thoroughly cleans equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. If the equipment can't withstand cleaning and disinfecting between each use before it is put back into general use, it will either: <ul style="list-style-type: none"> <li>• Be restricted to one user</li> <li>• Left unused for a period of 48 hours (72 hours for plastics) between use by different individuals</li> </ul> </li> </ul>			
<b>Close contact in the school</b>	<b>Staff Children</b>	<b>Example Control Measures Include:</b>		<b>H</b>	

<p><b>setting between staff, pupils, visitors risks the spread of coronavirus</b></p> <p><b>All school activities such as assemblies and worship</b></p>	<p><b>Visitors</b></p> <p><b>Risk of contracting covid-19</b></p>	<ul style="list-style-type: none"> <li>• Assemblies and collective worship are not undertaken with more than one group at one time. Remote sessions are provided</li> <li>• Whole school activities are not undertaken - classes / groups do not mix</li> <li>• Staff minimise contact and maintain the 2 metre distance from each other, and from children where circumstances allow (depending on the age and needs of the child). Avoid close face to face contact and minimise time spent within 1 metre of anyone</li> <li>• Children sit facing forward as opposed to face to face and encouraged to distance where possible</li> <li>• Shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day</li> <li>• Staff have staggered lunch breaks / take lunch breaks in designated areas to minimise crowding in the staff room</li> <li>• Staff and visitors maintain social distancing in communal areas</li> <li>• Face masks are worn in communal areas</li> <li>• Documentation should, where possible, be sent to colleagues via email</li> <li>• Staff encouraged to bring their own food which does not require any preparation or heating in communal facilities</li> <li>• Remove all communal tea towels, shared equipment and cutlery and provide paper towels</li> <li>• For staff arriving at the same time, they should continue to maintain social distancing rules. Where possible, staff should avoid arriving at pick up / drop off times</li> <li>• Where recommended, face coverings are used and visitors are informed of when they must wear a face covering - face coverings worn by adults when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas where social distancing cannot easily be maintained. From Sunday 2 January, it is recommended that face coverings are worn in classrooms where pupils in year 7 and above are educated. The advice is short term only, to support pupils and teachers as they return to school this term and builds</li> </ul>			
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		<p>on the existing proportionate guidance that recommends face coverings for all adults in communal areas of all settings.</p> <ul style="list-style-type: none"> <li>• There is a process in place for removing face coverings. Individuals are instructed not to touch the front of their face covering whilst in use or when removing them. They must dispose of temporary face coverings after use in a covered bin (not recycling bin)</li> <li>• Hands are washed thoroughly after removing face coverings</li> <li>• Reusable face coverings which are in use throughout the day are 'donned and doffed' in accordance with guidance and stored in a sealable bag when not in use</li> </ul>			
<p><b>Staff meetings</b></p> <p><b>Staff attending off site events and training</b></p>	<p><b>Staff</b></p> <p><b>Children</b></p> <p><b>Visitors</b></p> <p><b>Risk of contracting covid-19</b></p>	<p><b>Example Control Measures Include:</b></p> <ul style="list-style-type: none"> <li>• Where meetings are necessary, social distancing rules apply and are to be facilitated where there is sufficient space to do so, this may be outdoors, or indoors in well-ventilated rooms</li> <li>• Virtual meetings are promoted and used as far as possible</li> <li>• LAC meetings are remote</li> <li>• Staff attend training remotely, where possible. When undertaking a visit off site, staff members verify what covid safety measures are in place at the venue and adhere to these</li> <li>• Sanitise personal items on a regular basis, on arrival and departure from the academy. This includes pens and electronic items such as laptops and phone</li> <li>• Clean and wipe down vehicle interior touch points, e.g. steering wheel, gear lever, door handles etc. prior to commencing inward and outward journey</li> <li>• If there is more than one person arriving or leaving at the same time, which is a strong possibility due to common start and finish times, individuals should keep their distance and enter the building separately, allowing their colleague plenty of time to clear the entrance area</li> <li>• Staff using public transport may discuss altering working hours to avoid peak times</li> </ul>	<p><b>Meetings to be held on TEAMS for cpd</b></p>	<p><b>H</b></p>	
<p><b>Close contacts of positive cases attend school and risk the</b></p>	<p><b>Staff</b></p> <p><b>Children</b></p> <p><b>Visitors</b></p>	<p><b>Example Control Measures Include:</b></p> <p>School close contacts</p> <ul style="list-style-type: none"> <li>• Contact tracing is undertaken in broader terms, for example, the whole class/year group if pupils have been mixing</li> </ul>		<p><b>H</b></p>	

<p><b>spread of coronavirus</b></p>	<p><b>Risk of contracting covid-19</b></p>	<ul style="list-style-type: none"> <li>• The Academy proceeds immediately to inform those who are classified as close contacts as opposed to waiting for T&amp;T</li> <li>• PCR testing is strongly advised for all school contacts</li> <li>• The initial PCR test may need to be followed by a precautionary PCR test 7 days later - especially if they have had multiple contacts at different points with confirmed cases. The Academy informs staff / pupils / parents of this (pupils / staff attend school during this period if first PCR test result is negative)</li> </ul> <p>Household contacts</p> <ul style="list-style-type: none"> <li>• Where pupils/staff have a sibling/parent/guardian/other member in their household who is a confirmed case there is a high risk of infection</li> <li>• PCR testing strongly advised for all household contacts</li> <li>• Pupils/staff household contacts advised to stay at home pending PCR test result – will normally take 48-72 hours – may need to arrange education at home</li> <li>• School cannot legally require isolation but encourages families to support the setting to prevent wider transmission</li> <li>• Monitor closely for symptoms following return and should not attend if they have any of the 3 main Covid or other precautionary symptoms</li> </ul>			
<p><b>Educational visits – learning outside of the classroom risks the spread of coronavirus e.g. through mixing with the public, attending indoor settings, mixing bubbles</b></p>	<p><b>Staff Pupils Members of the public</b></p> <p><b>Risk of contracting covid-19</b></p>	<p><b>Example Control Measures Include:</b></p> <ul style="list-style-type: none"> <li>• The Academy follows the system of controls for educational visits, which are subject to robust risk assessments including covid safety measures.</li> <li>• Risk assessments will inform attendance to visits.</li> <li>• The Academy will obtain information regarding the venue’s control measures in advance of attending, so that risk assessments can be adapted and staff, parents, pupils can then be briefed and prepared. Attendance may be subject to additional control measures, for example, lateral flow testing in advance of the visit</li> <li>• Attendance to educational visits will be assessed on a case by case basis, considering the location and nature of the visit, the</li> </ul>		<p><b>H</b></p>	

		<p>Academy's own risk assessments and local context, and the number of cases in the setting</p> <ul style="list-style-type: none"> <li>Emergency procedures are in place should a member of staff or pupil fall ill during a visit</li> </ul>			
<b>Visitors to the setting</b>	<p><b>Staff</b> <b>Pupils</b> <b>Visitors</b></p> <p><b>Risk of contracting covid-19</b></p>	<p><b>Example Control Measures Include:</b></p> <ul style="list-style-type: none"> <li>Visitors to the setting are those which are essential and this is considered on a case by case basis</li> <li>Visitors are those which are required for statutory purposes or those which are required to support and enhance teaching and learning</li> <li>Visitors are subject to the enhanced control measures in school and must follow the Academy's risk assessment</li> </ul>		<b>H</b>	
<b>Academy events involving visitors, this includes parents evenings, performances</b>	<p><b>Staff</b> <b>Pupils</b> <b>Members of the public</b> <b>Visitors</b></p>	<p><b>Example Control Measures Include:</b></p> <ul style="list-style-type: none"> <li>Events which can be undertaken remotely, are, for example parents' evenings and performances which can be recorded</li> <li>Events are risk assessed and the risk assessment is reviewed close to events based on community prevalence and setting outbreak status</li> <li>Where events are essential, they will be undertaken subject to: <ul style="list-style-type: none"> <li>Reduced capacity in setting to allow spacing and prevent overcrowding</li> <li>Encourage LFT testing employees and visitors before attend on day of event</li> <li>Visitors do not attend if have any 3 symptoms/precautionary symptoms or have household members positive, or have been a close contact (even if exempt from isolation)</li> <li>Use only well ventilated spaces</li> <li>Encourage wearing of face coverings</li> <li>Hand sanitisation on entry/exit</li> <li>Enhanced touch point cleaning before, during and after event</li> <li>Deep clean post event</li> <li>Staggered attendance and movements around the setting.</li> <li>Outdoor spaces are used where possible</li> </ul> </li> </ul>	<p><b>Parents Ev to be offered by telephone or TEAMS.</b></p> <p><b>Church celebrations classes only NOT whole school.</b></p>		

**Further enhanced, pre-summer coronavirus control measures will be implemented where advised by Public Health England.**



**Appendix B**  
**Covid-19 Testing Information**

The infographic is titled "Covid-19 Testing" and is set against a blue background. It features the HM Government logo in the top left and the NHS Test and Trace logo in the top right. The central text "Covid-19 Testing" is in a large, white, sans-serif font. Below this, the infographic is divided into two main sections: "With symptoms" and "Without symptoms".

**With symptoms**  
'PCR' tests

**When to take the test**

- If you have Covid-19 symptoms
- To confirm your positive lateral flow test result

**How long it takes**

- These tests are processed in labs
- Up to 3 days, most results the next day

**Get a test**

- At home
- At a test site

**Without symptoms**  
'rapid lateral flow' tests

**When to take the test**

- If you do not have symptoms of Covid-19
- As part of routine testing twice a week

**How long it takes**

- Result processed by test device
- Around 30 minutes

**Get a test**

- At home
- At your secondary school
- At a test site
- At your university
- At work
- Collect from a pharmacy
- At your nursery
- Order online

At the bottom center, there is a call to action: "Find out more at GOV.UK or call 119".

This risk assessment will be reviewed at least (monthly) to reflect any changes in guidance.

Signature of assessor: T A Parton

Print name: T A Parton

Signature of approver: T A Parton

Print name: T A Parton

Date approved 12.1.22