


Activity/ Situation	<p style="text-align: center;">OPENING OF JERRY CLAY ACADEMY DURING LOCKDOWN FROM JANUARY 2021</p> 			
Location	<p style="text-align: center;">Jerry Clay Academy</p>			
Persons at Risk	Pupils ☒	Employees ☒	Visitors ☒	Contractors ☒
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> × Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed × Social Distancing Measures Not Followed During Travel to and from Academy × Inadequate Cleaning/Sanitising × Shared Resources × Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors × Site User Becoming Unwell × Site User Developing Symptoms × Inadequate Hand Washing/Personal Hygiene × Inadequate Personal Protection & PPE × Visitors, Contractors & Spread of Coronavirus × Inadequate Ventilation 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p style="text-align: center;">Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p>				
<p>Jerry Clay should always have a trained DSL (or deputy) available on site.</p>	<p>•In the eventually where this is not possible, a trained DSL (or deputy) from the school can be available to be contacted via phone or online video, for example working from home</p>			

Educational Visits must not take place at this time				
During the period of national lockdown Jerry Clay Academy will remain open to vulnerable children and young people and the children of critical workers only	All other pupils should receive remote education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Academy will assess the number of children of critical workers who need to attend. There is no limit to numbers of these pupils who may attend and the academy does not limit attendance of these groups				
Where the Academy has had to temporarily stop on-site provision on public health advice, the local authority has been informed to discuss alternative arrangements for vulnerable children and young people and work towards welcoming back pupils as soon as possible, where feasible to do so				
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	<p>Year group classes will remain apart where possible. Year groups will be combined with wider bubbles for playtimes and lunches and where needed. Rec/ Y1, Year 2 /3 Year 4/5/6.</p> <p>The Rec/Y1 and Y2/3 bubbles will eat in the hall, distanced from other year groups. Year 4/5/6 bubble will eat their lunch in their classrooms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bubbles will play in a designated part of the playground with no mixing with other bubbles.			

<p>The Academy keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p>	<p>-All staff within each class bubble will be allocated a record book and will document each day which adults have come into contact with the children.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where staff or children cannot maintain distancing, particularly with younger children in the academy, the risk is reduced by keeping pupils in the class-sized groups</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Whilst the Academy is attended by vulnerable children and the children of critical workers only, where possible group sizes are kept small.</p>				
<p>Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups</p>	<p>Classes from Year 2 to Year 6 will have tables facing forward. Wherever possible, children will be encouraged to apply distancing from another child.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where we have the capability to do it, we should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible</p>	<p>Where possible we will limit the children sharing any rooms.</p> <p>The only room which will be shared is the hall where wrap around care will take place & PE lessons should the weather no permit outdoor PE.</p> <p>PE should take place outside wherever possible and of course weather permitting.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It is recognised that younger children will not be able to maintain social distancing, and it is</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>acceptable for them not to distance within their group.</p>				

<p>Adults avoid close face to face contact and limit time spent within 1 metre of anyone</p>	<ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off contact or added up together over one day) with an infected individual <p>Screening to be used and face mask worn for all 1:1 readers</p> <p><u>Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</u></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The academy will keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching and wraparound care</p>	<p>-Children will have specialist dance and PE lessons within their bubbles consisting of two class groups. The year group classes will remain distanced from each other and from teachers.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	-The visiting teacher must follow social distancing rules and alongside the children follow strict handwashing regimes			
The academy will work together with local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place	x		
Siblings may be in different groups		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the Academy timetable	Mrs Wood will continue to implement 1:1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	support. She will carry this out on the designated table for FS/KS1 on the table opposite Year 1. The table must be regularly sprayed with disinfectant after every child. -The child must sit at a distance from Mrs Wood. During the afternoon she will offer pastoral support in upper KS2. Again she must make sure she socially distances from the children she comes into contact with			
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where possible adults maintain a 2 metre distance from each other, and from children		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	It is accepted that distancing may not be possible in your classrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face to face contact time is reduced and limited to no more than 15 minutes duration		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated side by side and facing forwards, rather than face to face or side on	From Year 2 to Year 6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will work side on to pupils as opposed to face to face whenever possible		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship with more than one group do not take place		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

used to reduce movement around the Academy or building				
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact & only one adult per family should enter school grounds to drop off or collect)	-Only 1 parent can drop off -They will follow the 1 way system -If they have a sibling with a different allocated time, they can drop them off and leave to avoid parents staying on site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing	This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time.</p>	<p>This will reduce the amount of people assembling in and around the school grounds and will help with social distancing</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school -it is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p>	<p>-Guidance videos issued to all parents.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>External entrances to classrooms are used where practical</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Break times are staggered so that all pupils are not moving around the Academy at the same time</p>	<p>Each class takes their morning break at a time to suit their own time table of lessons and live lessons.</p> <p>All bubbles will have a designated part of the playground which is demarcated out. Contact should not be made with another bubble.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Lunch breaks are staggered</p> <p>Supporting lunches – CE everyday</p> <p>TP- supporting Y4/5/6</p> <p>JK- supporting Y4/5/6</p> <p>LB – When onsite</p>	<p>Reception – 11.45 – in the hall- SLT supervision</p> <p>Lunch break – 11.45 to 12.45</p> <p>Year 1 – 11.45- in the hall</p> <p>Lunch break- 11.45 to 12.45</p> <p>Year 2 – 11.45- in the hall</p> <p>Lunch break- 11.45 to 12.45</p> <p>Year 3 – 11.45 in the hall</p> <p>Lunch break- 11.45 to 12.45</p> <p>Year 4- 12.00-collect lunch from hall – eat in the classroom</p> <p>Year 5 – collect lunch from hall after Y4 have collected theirs– eat in the classroom</p> <p>Year 6 – collect lunch from hall after Y5 have collected theirs– eat in the classroom</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
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	<p>Tidy away trolleys located on the KS2 corridor. Only lunch time supervisor staff to clear these away</p>			
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<p>Numbers of staff using Staff Room are limited on the use of Staff Room is staggered</p> <p>There must be no more than 4 in a staff room area at any one time.</p>	<p>-An additional staffroom will be available as the Teaching kitchen</p> <p>-Please ensure there are no more than 4 in the staff room at any one time</p> <p>-The teaching kitchen will be equipped with a microwave and kettle too</p> <p>-Please ensure all surfaces are wiped down with disinfectant spray after individual use.</p> <p>The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p>	<p>-PE teachers should ensure all equipment is sprayed down with a disinfectant spray after each use.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</p>	<p>We will refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport</p> <p>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Outdoor playground equipment should be more frequently cleaned</p>	<p>This would also apply to resources used inside and outside by</p>	<p>x</p>		

	wraparound care providers			
Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times	Virtual staff meetings could take place where staff stay in their classrooms and join the meeting	x		
School has resumed a breakfast and after-school provision	Parents register for this weekly and demand for this and staffing is reviewed weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from Academy				
Parents and pupils are encouraged to walk or cycle to their education setting where possible		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academy parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	-All classes will have a cleaning set. Disinfectant surface spray must be used between any transition. Plastic gloves must be worn when doing this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	-Staff to be extra vigilant of change over times and spray must be used to clean those areas used	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	-The Site Supervisor has an order of sanitising which he applies in the morning -Office staff must ensure that the entry system is sprayed after each use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bins for tissues and other rubbish are emptied throughout the day	-A cleaner will continue to come into the academy during the lunch time period to ensure bins are changed,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	paper towels replenished and tables wiped down.			
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	-The Site Supervisor will periodically check the equipment and order replacements where needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	The trim trail will not be used initially and this will be reviewed after the start in September	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	-All children will have their own stationery pack. Children should be allocated to a seat from Year 2 to Year 6 where they will sit every day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the group; these are cleaned regularly, along with all frequently touched surfaces		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can bring essentials such as lunch boxes, hats, coats, books, bags and mobile phones (for Year 6 only)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The lunch serving trolley will be fitted with a Perspex screen to avoid cross contamination.	A line will be placed on the floor demarcating where the child or adult needs to stand in the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	hall when receiving their lunch.			
The photocopier must be cleaned with disinfectant spray after every use.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors

Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend Academy	Ensuring that pupils, staff and other adults do not come into the Academy if they have coronavirus (COVID19) symptoms , or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the Academy day is sent home, are essential actions to reduce the risk in the Academy and further drive down transmission of coronavirus (COVID19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The academy recognises that if they have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required				
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Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not remove the risk of transmission.	In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	whether or not they have been tested			
Shielding advice is currently in place in Lockdown, and so all children still deemed clinically extremely vulnerable are advised not to attend school	Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In lockdown, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work	Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. Where a certified medical professional advises that a CEV employee should not attend the workplace on account of their specific condition and the risk of covid-19, this should be given significant weight in undertaking an Individual Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are in the clinically extremely vulnerable group are advised not to attend school, following the reintroduction of shielding.	Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed			

	<p>clinically extremely vulnerable (CEV or shielding list). Where a certified medical professional advises that a CEV employee should not attend the workplace on account of their specific condition and the risk of covid-19, this should be given significant weight in undertaking an Individual Risk Assessment</p>			
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<p>Under lockdown: staff The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff to work from home,</p>	<p>An Individual Risk Assessment will be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review In the future, the government will only reintroduce formal restrictive shielding advice in some local areas in tier 3: very high alert where this has been advised by the Chief Medical Officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.</p>			
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<p>Clinically vulnerable staff can continue to attend school where it is not possible to work from home</p>	<p>While in school they should follow the specific measures to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Adults should continue to take care to socially distance from other adults including older children and adolescents</p>			
<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace</p>	<p>An Individual Risk Assessment may be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review</p>			
<p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers</p>				
<p>Where it is necessary to use Sports Coaches and peripatetic teachers, those individuals will be expected to comply with the Academy's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils</p>	<p>Consider longer engagement of Peripatetic Music Teacher (there must be no swapping and changing of teaches) minimise movement between sites</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	All classes will have individual packs to access immediately should they need it for close contact.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				

<p>If anyone in the academy becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p>	<p>stay at home: guidance for households with possible or confirmed coronavirus (COVID19) infection</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</p> <p>Please contact a member of SLT to remove the pupil to the meeting room.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should arrange to have a test) 				
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they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)				
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them <u>do not need to go home to self-isolate unless they develop symptoms</u> themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	-All classes will continue to have their own allocated wash basin in the entrance for this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	COVID-19: cleaning of non-healthcare settings guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site User Developing Symptoms


<p>Our academy must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a PCR test if they are displaying symptoms. Staff and pupils must not come into the Academy if they have symptoms, and must be sent home to self-isolate if they develop them in Academy. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The academy have received an initial supply of 10 home PCR (polymerase chain reaction) test kits and information about how to order to replenish this supply when they are running out</p>	<p>School should call the Test and Trace helpdesk on 119 if these have not arrived.</p>			

<p>The academy must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The academy must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p>	<p>Household members of those contacts who are sent home do not need to selfisolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact</p>	<p>The academy should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p>			

<p>Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period</p>	<p>This is because they could still develop coronavirus (COVID19) within the remaining days</p>			
<p>Where pupils who are self-isolating and are within the definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support</p>	<p>School should notify their social worker (if they have one). School leaders should then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and staff are asked to inform the academy immediately of the results of a test</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to</p>	<p>The academy must take swift action when they become aware that someone</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>self-isolate for at least 10 days from the onset of their symptoms and then return to Academy only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p>	<p>who has attended has tested positive for coronavirus (COVID-19). The academy should contact the local health protection team. This team will also contact Academics directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the Academy – as identified by NHS Test and Trace</p>			

<p>The academy will 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>Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority</p>	<p>This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Public Health England is clear that routinely taking the temperature of pupils by the Academy is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Hand Washing/Personal Hygiene</p>				

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Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at Academy, when they return from breaks, when they change rooms and before and after eating	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The academy has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION . In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Skin friendly skin cleaning wipes can be used as an alternative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
Face coverings are not used in the academy as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults (staff and visitors) in primary schools and in secondary schools DO wear face coverings in areas outside of the classroom, at the entrance when welcoming children and				
dismissing them and during 1:1 contact with a child in corridor areas				

<p>Face visors or shields are not routinely worn as an alternative to face coverings but can be worn along with a face covering</p>	<p>Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer</p>			
<p>In the event of new local restrictions being agreed, the academy will ensure they communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances</p>				
<p>It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they could inhibit learning</p>				
<p>Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the academy has taken steps to have a small contingency supply available to meet such needs</p>				
<p>PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>	<p>safe working in education, childcare and children's social care</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils are instructed not to touch the front of their face covering during use or when removing face coverings</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
All visits to the school are restricted to those that are absolutely necessary				
Parent and carer visits are suspended for: <ul style="list-style-type: none"> • new admissions, • settling-in children new to the setting attending organised performances 				
All visitors and contractors must make prearranged appointments or they will not be allowed on site	-On arrival the contractor/ visiting Teacher must sign the electronic COVID form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Academy ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of Academy hours, they are arranged as such		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after Academy have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	The academy will have discussions with key contractors about the school's control measures and ways of working	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, the academy engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures				

<p>Wraparound care may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to:</p> <ul style="list-style-type: none"> • work or search for work 	<p>See Out-of-school activities and wraparound childcare section of Guidance for education-andchildcare-settingsnew-nationalrestrictions-from-5november-2020</p>			
<p>In out-of-school settings, face coverings should be used where it is a requirement of the indoor setting or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID19) sector guidance)</p>	<p>See Out-of-school activities and wraparound childcare section of Guidance for education-andchildcare-settingsnew-nationalrestrictions-from-5november-2020</p>			
<p>Inadequate Ventilation</p>				

<p>Occupied spaces must always be well ventilated and a comfortable teaching environment maintained</p>	<p>This can be achieved by a variety of measures including:</p> <p>mechanical ventilation systems – these should be 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)</p>			

Ventilate spaces with outdoor air	-All doors and windows to be opened wherever possible natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the academy heating system is activated, windows are open to	natural ventilation – opening windows (in cooler weather			

provide trickle ventilation rather than being fully open	windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)			
The school offers flexibility to allow additional, suitable indoor clothing				
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces				
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures		High <input checked="" type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date		

See highlighted in green above	T Swinburne	5 th November 2020			
See highlighted in turquoise above	T Swinburne	8 th December 2020			
See highlighted in yellow above	C Elliott	12 th January 2021			
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		<table border="1"> <tr> <td>High <input type="checkbox"/></td> <td>Med <input checked="" type="checkbox"/></td> <td>Low <input type="checkbox"/></td> </tr> </table>	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>			
Is such a risk level deemed to be as low as reasonably practical?		<table border="1"> <tr> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
Is activity still acceptable with this level of risk?		<table border="1"> <tr> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
If no, has this been escalated to senior leadership team?		<table border="1"> <tr> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Assessor(s):	C Elliott	Signature(s):			
Position(s):	Headteacher				
Date:	12 th Jan 2021	Review Date:			
Distribution:					

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD	
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	
Moderate	RIDDOR reportable over 7 day injury	Possible	
Minor	Minor injury (requiring first aid)	Unlikely	
Insignificant	Minor injury	Remote	

POTENTIAL OUTCOME		LIKELIHOOD				
Catastrophic						
Major						
Moderate						
Minor						
Insignificant						
		Remote	Unlikely	Possible	Likely	Highly Likely