

Activity/ Situation	FULL OPENING OF JERRY CLAY ACADEMY DURING THE COVID-19 PANDEMIC FROM 8 th MARCH			
Location				
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 School ✗ Inadequate Cleaning/Sanitising ✗ Shared Resources ✗ 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
In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics				
From 8 March, all pupils should attend school.				
Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed				
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	<ul style="list-style-type: none"> -Classes will remain together as Year group bubbles -Each class will be designated a drop off and pick up time -Each year group will have their lunch in the classroom -Reception and Year 1 will eat in the hall, sitting with their class. The year groups will be kept separate from each other. -There will be a separate KS1 &KS2 break time. Classes will play in a designated part 	☒	☐	☐

	of the playground with no mixing with other year groups -For wrap around care, children will be kept in a designated part of the hall (with the curtain across for KS1 and KS2) to limit crossover.			
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	-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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Classes from Year 2 to Year 6 will have tables facing forward. Wherever possible, children will be encouraged to apply distancing from another child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where we have the capability to do it, we should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible	Where possible we will limit the children sharing any rooms. 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. PE should take place outside wherever possible and of course weather permitting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Children will have specialist dance and PE lessons within their year group -The visiting teacher must follow social	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	distancing rules and alongside the children follow strict handwashing regimes			
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 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
The number of interactions or changes are minimised wherever possible		<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"/>
Adults avoid close face to face contact and limit time spent within 1 metre of anyone	- 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	a one-off contact or added up together over one day) with an infected individual Screening to be used and face mask worn for all 1:1 readers			
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"/>
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	<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"/>
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	We will be operating TEAMS assemblies for Monday with TS -Celebration on a Friday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to keep groups apart and reduce movement around the Academy or building		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave Academy	Staggered start and finish times will not reduce the amount of overall teaching time A classes – Y1,3,5, 6 8.30-8.45 3.00-3.15 B classes – R, Y2, Y4 8.45-9.00 3.15-3.25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	-Only 1 parent can drop off -They will follow the 1 way system -If they have a sibling with a different allocated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	time, they can drop them off and leave to avoid parents staying on site			
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	<p>-Plan allocated to all parents</p> <p>-All parents will drop off at the allocated year group entrance and will not enter the academy</p> <p>-Staff to wear gloves at the entrance as an extra precaution</p> <p>-These must be changed if contact has been made with the parent or child</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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)	-Guidance videos issued to all parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time	This will reduce the amount of people assembling in and around the school grounds and will help with social distancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	<p>KS1 Break- 10.15-10.30</p> <p>KS2 break-10.30-10.45</p> <p>All classes will have a designated part of the playground which is demarcated out.</p> <p>Contact should not be</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	made with another class.			
Lunch breaks are staggered LB TF SM DF + Supporting lunches – CE everyday JK Wednesday TP- Thursday & Friday	<p>Reception – 11.30 – in the hall- SLT supervision Lunch break – 11.30-12.30</p> <p>Year 1 – 11.35- in the hall Lunch break- 11.35-12.35</p> <p>Year 2 – 12.45- hall to collect lunch, then eat in the classroom break- 11.45-12.45</p> <p>Year 3- 12.00 hall to collect lunch and then eat in classroom. Outside</p> <p>Year 4- 12.00- outside Hall to collect lunch once Y3 have collected theirs</p> <p>Year 5 – 12.00- outside Hall to collect lunch when Y4 have all collected theirs</p> <p>Year 6 – 12.00 outside Hall to collect lunch once Y5 have collected theirs.</p> <p>Tidy away trolleys located on the KS2 corridor and KS1 corridor. Only lunch time supervisor staff to clear these away</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other</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 6 in the staff room at any one time</p> <p>-The teaching kitchen will be</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>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.</p>			
<p>Staff meetings take place remotely where possible.</p> <p>Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times</p>	<p>Virtual staff meetings could take place where staff stay in their classrooms and join the meeting.</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 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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Educational Visits must not take place at this time</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>From 8 March, school will work to resume all before and after-school educational activities and wraparound childcare for pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training</p>	<p>Breakfast club will operate from 7.30 until 9:00 am</p> <p>After school club will operate from 3:25 until 6 pm</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>You should advise parents that where they are accessing this provision for their children, that they must only be using this, where:</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • the provision is being offered as part of the school's educational activities (including catch-up provision) • the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group 				
School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also:</p> <ul style="list-style-type: none"> • advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. • encourage them to check providers have put in place their own protective measures • send them the link to the guidance for parents and carers 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If school premises are hired out for use by external wraparound childcare providers, such as after-school or holiday clubs, school have made sure these organisations have:</p> <ul style="list-style-type: none"> • considered the relevant government guidance for their sector • put in place protective measures 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, 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 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"/>
Frequently touched surfaces, 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, paper towels replenished and tables wiped down.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 Easter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned	This would also apply to resources used inside and outside by wraparound care providers	<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 bubble; 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 classes or bubbles, 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 bubbles		<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 hall when receiving their lunch.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The photocopier must be cleaned with disinfectant spray after every use.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School makes everyone onsite or visiting aware that they must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The academy recognises that if they have two or more confirmed cases within 14 days , or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and will call the	You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required	advice on the action to take in response to a positive case			
Where individuals are self-isolating and are within the definition of vulnerable, school has put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 whether or not they have been tested	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally	You will be able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CEV staff are advised not to attend the workplace	Staff who are CEV will previously have received a letter from the NHS or their GP telling them this	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated	This may change as we get further data on the effects of vaccination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission,	Adults should maintain 2 metre distance from others, and where	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing.</p>	<p>this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents 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</p>			
<p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pregnant women are in the 'clinically vulnerable' category</p>	<p>School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review RCOG Q&A covid19 virus infection and pregnancy</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Whilst pregnant women are at no greater risks of catching covid, there is evidence that those in later pregnancy are at greater risk of severe illness if they contract the virus and may give birth pre-term. Therefore, from now on</p>	<p>As per H&S recommendation</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





pregnant employees in their 3 rd trimester should be directed to work from home if they are currently attending a workplace. This should happen as soon as possible, and so managers are required to send home any pregnant employees who have reached the start of their 28 th week of pregnancy				
Pregnant workers in their 3 rd trimester are now to be treated in the same way as CEV staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers may be used to support the work of the school, as would usually be the case	Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Consider longer engagement of Peripatetic Music Teacher (there must be no swapping and changing of teaches) minimise movement between sites	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialists, therapists, clinicians, support staff for pupils with SEND, supply teachers, peripatetic teachers or other temporary staff, can move between settings	They should ensure they minimise contact and maintain as much distance as possible from other staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				
If anyone in the school 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 10 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. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test			
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. A window should be opened for fresh air ventilation if it is safe to do so	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people Please contact a member of SLT to remove the pupil to the meeting room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
If a pupil displays coronavirus (COVID-19) symptoms while at their school they should be collected by a member of their family or household and should avoid using public transport wherever possible.		<input 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 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) they are requested to do so by NHS Test and Trace or the PHE advice 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>service (or PHE local health protection team if escalated)</p> <ul style="list-style-type: none"> they have tested positive from an LFD test as part of a community or worker programme 				
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		<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Our academy must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The academy have received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The academy determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.	The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.			
The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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)	Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and staff are asked to inform the school immediately of the results of a test	Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

need to self-isolate for 10 days from the date of that contact	back after a period of self-isolation			
Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) 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	This is because they could still develop coronavirus (COVID-19) within the remaining days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone with symptoms tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The academy 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>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"/>
The academy must take swift action when they become aware that someone who has attended has tested positive for coronavirus	This can be reached by calling the DfE Helpline on 0800	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority	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			
Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Hand Washing/Personal Hygiene				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, 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 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 cleaning wipes can be used as an alternative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p>CATCH IT  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p>	<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"/>
School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates	The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
Adults (staff and visitors) in the academy DO wear face coverings in areas outside of the classroom		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children in the academy do not need to wear a face covering		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face visors or shields are not routinely worn as an alternative to face coverings	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully	Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The academy has a process for when face coverings are worn within the school and how they should be removed	This procedure should be communicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	clearly to pupils and staff			
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	safe working in education, childcare and children's social care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs)		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All visitors and contractors must make pre-arranged 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"/>
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 		<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 school hours, they are arranged as such		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school 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		<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"/>
As normal, the academy engages with their local immunisation providers to provide immunisation programmes on site, ensuring	These programmes are essential for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

these are delivered in keeping with the school's control measures	children's health and wellbeing			
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"/>
Inadequate Ventilation				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	This can be achieved by a variety of measures including: 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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	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"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air	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 provide trickle ventilation rather than being fully open	natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	during breaks to purge the air in the space)			
The academy offers flexibility to allow additional, suitable indoor clothing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 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	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment				
		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?				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?				
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessor(s):	C Elliott	Signature(s):		
Position(s):	Headteacher			
Date:	28 th February 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		POTENTIAL OUTCOME					
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Catastrophic					
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓	Major					
Moderate	RIDDOR reportable over 7 day injury	Possible		Moderate					
Minor	Minor injury (requiring first aid)	Unlikely	Less likely to occur	Minor					
Insignificant	Minor injury	Remote		Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD