

COVID-19: April 2021

Return to School Risk Assessment

Current Community Tier: ROADMAP Phase 2

School Name: Bloxwich Academy (Secondary)

Headteacher: Andy Seager

Head Caretaker: Tony Brotherton

Assessment conducted by: Ian Chamberlain/Andy Seager Gary Smart (original)	Position: Deputy Head Teacher and Head Teacher Facilities Manager	In consultation with: Gary Smart Jacqui Newsome Tony Brotherton	Date of Assessment: 02.04.20	Date Revised at Trust Level: Wednesday 10 th June 2020	Date Revised: 16.07.20 30.08.20 23.10.20 05.11.20 (<i>new national guidance</i>) 08.12.20 (<i>updated national guidance 03.12.20</i>) 18.12.20 (<i>updated Schools, Colleges Testing Handbook V3.7: 17.12.20</i>) 03.01.21 02.02.21 25.02.21 03.03.21 (walk-round/site visit) 13.04.21	Review Date: Weekly
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IMPACT/SEVERITY				
Very High (VH) Strong likelihood of fatality / serious injury occurring	High (H) Possibility of fatality/serious injury occurring	Medium (M) Possibility of significant injury or over 3-day absence occurring	Low (L) Possibility of minor injury only	
LIKELIHOOD				
5 (Almost certain)	4 (Likely)	3 (Possible)	2 (Unlikely)	1 (Rare)

Will undoubtedly happen/recur, possibly frequently	Will probably happen/recur, but it is not a persisting issue/circumstances	Might happen or recur occasionally	Do not expect it to happen, but it is possible it may do so	This will never happen/recur
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What are the hazards?	Who might be harmed?	Controls Required	Impact/Severity	Likelihood	Action by who?	Date	Done
SCHOOL ACCESS AND THE SCHOOL DAY							
Confirmatory PCR test	Staff Pupils Others	<p>Pupils, staff and other adults must immediately cease to attend school and not attend for at least 10 days from the day after:</p> <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. If an LFD test is taken first, and a PCR test is then taken within 2 days of the positive LFD test, and the PCR is negative, it overrides the LFD test and the pupil can return to school. <p>It remains essential that anyone who gets a positive result from an LFD result self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test. If a 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.</p>	M	L	All	April 2021	YES
<u>WS27</u> South African Strain Testing	Staff Pupils Others	<ul style="list-style-type: none"> Anyone who has been on site since December 12th 2020, will be asked to take part in testing for the South African Strain of Covid-19 for Government research purposes. PHE have assured the school that this strain is in no way more dangerous than the current strain of COVID-19 and that staff and the local community (WS27) are being asked to take part in testing for research purposes only. Staff will be informed of when testing will take place and staff working from home will be sent tests through the post. Staff to 	M	3	Head Staff Trust	Updated Feb 21	YES

		continue to follow COVID-19 precautions such as onsite testing, PPE, washing hands and social distancing.					
Transmission on <u>public transport</u> and increase in cycling	Staff Pupils Others	<ul style="list-style-type: none"> Guidance is in place for staff, pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings and all other PHE/ NHS guidance. Staff arriving must follow the protocol of washing their hands with sanitizer at reception before they sign in each day. Additional bike storage provided using the small red fence at front gate for Key Stage 4 near to the main pupil gate. 	M	3	Head	Updated and review Sept 20	YES
		<p>Face coverings In secondary schools, the government recommends that face coverings:</p> <ul style="list-style-type: none"> Should be worn by adults and pupils in classrooms or during activities unless social distancing can be maintained. Should be worn by staff and adults (including visitors) in situations where social distancing is not possible (for example, when moving around in corridors and communal areas). Do not need to be worn by pupils when outdoors on the premises <p>Subject to the roadmap process, as part of step 3, the government expects these precautionary measures to no longer be recommended. This would be no earlier than 17 May and will be confirmed with one week's notice.</p>	M	3	Head All	Updated April 21	
Transmission on <u>arrival</u> to school and minimising <u>contact on school site</u> prior to start of school day	Staff Pupils Others	<ul style="list-style-type: none"> Entry protocol in place and shared with all staff (<i>see September 2020 return to school plan</i>). Pupils will stand and socialise with 1m+ distancing where possible on the playground (<i>or in one of the designated indoor spaces in the event of wet weather</i>). Pupils will be requested to wash their hands using alcohol sanitiser on entering each classroom throughout the day. The duty timetable will be adjusted to increase supervision from 8:25. Teacher teaching Year 7, 8 and 9 period 1 will be required to arrive to collect their pupils at 08:45. Teachers teaching Year 10, 11, 12 and 13 period 1 will be required to be ready in their classrooms for pupils and students to go straight to their classrooms at this time. 	L	3	Site/ Head	Updated and review March 21	YES

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

Sharing of <u>toilets</u>		<ul style="list-style-type: none"> Toilet access before school, at break, at lunch and after school will be supervised by a member of staff. Pupils will have a different toilet venue allocated at break and lunch time to maintain their year group bubble. The Trust has employed additional cleaners through the cleaning contract to support with daily enhanced cleaning regimes, such as touch points. 	M	3	Staff Head	Updated and review Sept 20	YES
MOVEMENT AND SOCIAL TIME							
Transmission during <u>lessons/ social time</u>	Staff Pupils Others	<ul style="list-style-type: none"> All rooms facing in one direction. Single year group bubble at break and lunch times. Social time with pupils facing in one direction where possible. Single bubble line up. Escorted movement with heavy supervision. Train staff on escorting Year 7, 8 and 9 pupils, and releasing Year 10 and 11 pupils from classrooms when it is safe to do so after assessing the busyness of the corridors. Face coverings will be encouraged for pupils and visors for staff unless exempt within indoor spaces. Hand cleaning will take place after consumption of food/ drink prior to pupils putting their face coverings on. 	L	3		Updated and review Sept 20	YES
<u>Movement</u> around the school risks breaching social distancing guidelines	Staff Pupils Others	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. One-way systems are in place where possible. Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Lesson change overs are staggered to avoid overcrowding. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. Face coverings will be encouraged for pupils and visors for staff unless exempt within indoor spaces. 	M	3	Head Staff	Updated and review Sept 20	YES
Transmission in the <u>Staff Areas</u>	Staff Pupils Others	<ul style="list-style-type: none"> When in staff areas staff should adhere to social distancing guidelines at all times. As with general H&S measures, all staff are responsible for implementing the system of controls set out by the DfE at all times. Face coverings can be worn if an individual wishes. 	L	2	Staff	Updated and review Sept 20	YES
WRAP AROUND CARE AND INTERVENTIONS							
Transmission during		From 29 th March, all parents will also be able to access provision for one of these additional purposes:	L	2	Staff	Updated and	YES

		<p>ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>From 29th March, outdoor competition between different schools can take place. Indoor competition between different schools should not take place until wider indoor grassroots sport for under 18s is permitted. This will be no earlier than 12th April and the DfE will confirm in due course.</p>					
<p>Transmission through <u>sharing equipment, textbooks and/or stationary</u></p>	<p>Staff Pupils</p>	<p>Textbooks:</p> <ul style="list-style-type: none"> • When a set of books have been used, they can be used again within the same bubble. • They must be left untouched for 48 hours before being used with a different bubble. • When this cannot be achieved, necessary pages must be photocopied. <p>Exercise books:</p> <ul style="list-style-type: none"> • Staff to wash their hands prior to when handling/ giving out books • Book marking will continue in line with the school's policy. • Teachers to collect in books, and wash hands and surfaces thoroughly before marking them, leaving them for another 48 hours before returning them to pupils where possible. <p>General equipment – pupils:</p> <ul style="list-style-type: none"> • All pupils will be expected to have their own, named pencil case with compulsory equipment. • Pupils will be encouraged to bring in their own wipes and hand sanitiser. <p>General equipment – staff:</p> <ul style="list-style-type: none"> • All staff will continue to have their own, named pencil case with necessary equipment. • Staff will be issued with their own bottle of hand sanitiser and a pack of cleaning wipes to carry with them. 	<p>M</p>	<p>3</p>	<p>Staff DoLs Head</p>	<p>Updated and review Sept 20</p>	<p>YES</p>

		<ul style="list-style-type: none"> An additional box of materials will be provided in every classroom for shared use including: <ul style="list-style-type: none"> Sanitiser spray Paper towel Cleaning wipes Hand sanitiser pump bottle 					
School performances	Staff Pupils Visitors	<ul style="list-style-type: none"> Where schools are unable to put on live performances to parents, they may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission. 	L	2	Leadership	Updated Dec 20	YES
EDUCATIONAL VISITS							
Educational Visits	Staff Pupils Visitors	<p>Educational day visits: In line with the roadmap, should step 2 commence as planned, school can resume educational day visits no earlier than 12th April. Any educational day visits must be conducted in line with relevant Covid-19 secure guidelines and regulations in place at that time. School will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely.</p> <p>Domestic residential educational visits: In line with the roadmap, the DfE advises against domestic residential educational visits until at least step 3, no earlier than 17th May. For existing bookings, should step 3 commence as planned, schools may undertake domestic residential education visits that are already booked, no earlier than 17th May. For new bookings, schools may begin planning for new domestic residential educational visits to take place. Should step 3 commence as planned, new visits will be possible from no earlier than 17th May.</p> <p>International visits: The Global Travel Taskforce has been commissioned to set out how to facilitate a return to international travel as soon as possible while managing the risk from imported variants of concern. It is due to report on 12th April 2021.</p>	M	2	Leadership Staff	April 2021	YES
CLEANING and COMPLIANCE							
Depleted stock levels	Staff	<p>Head Caretaker to ensure stock levels of:</p> <ul style="list-style-type: none"> Toilet rolls Hand soap Hand sanitiser Bleach/ appropriate disinfectant Anti-bacterial wipes 	L	2	Site	Updated and review Sept 20	YES

		<ul style="list-style-type: none"> • <i>Refuse bags</i> 					
Maintaining enhanced cleaning	Staff	<ul style="list-style-type: none"> • The Trust has employed additional cleaners through the cleaning contract to support with daily enhanced cleaning regimes, such as touch points. • Each room to have a control-system box including: <ul style="list-style-type: none"> <i>Sanitiser spray</i> <i>Paper towel</i> <i>Cleaning wipes</i> <i>Hand sanitiser pump bottle</i> • Toilets cleaned three times per day. • High frequency touch points such as door handles and handrails three times per day. • Deep cleaning of classrooms once per day. • Cleaning of all touch points, work stations and IT equipment each time a teacher departs or arrives to a classroom. • Cleaning of all touch points, work stations and IT equipment each time pupils move between zones on the timetable. • Regular cleaning of surfaces will reduce the risk of spreading the virus. 	M	2	Site Cleaning Contract Site	Updated and review Sept 20	YES
Statutory Tests and Inspections prior to reopening	Staff Pupils	<ul style="list-style-type: none"> • Statutory inspections to continue but with social distancing in place and records maintained and checked by Headteacher. • In-house inspections should continue to ensure the school remains as safe as possible. 	M	1	Site Site	Updated and review Sept 20	YES
Transmission from contractors in school	Staff Pupils Visitors	<ul style="list-style-type: none"> • Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. • Control measures regarding Coronavirus must be included within their Risk Assessments and Method Statements. • School to ensure no pupils or staff are in the area where contractors are working. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. • School will screen contractor's in-line with site specific COVID-19 protocols. Symptomatic contractors will not be allowed into the building. • All visitors/ contractors will be required to wear a face covering and/ or a visor. 	M	2	Trust Estates Manager/ Site Site	Updated and review Sept 20	YES
FIRE SAFETY							

Transmission during evacuation/ lock down.	Staff Pupils Others	<ul style="list-style-type: none"> Evacuation line-up drill amended to keep pupils in Year group bubbles rather than lining up in their Houses. Fire doors can be left open to support ventilation but must be monitored and closed in the event of a fire. Staff and pupils to be briefed on evacuation procedures. Lock down (partial and full) will continue to operate as normal In the event of an evacuation, the priority will be to protect life. Evacuation systems and locations for roll-call will not change from our standard operating procedure. All pupils will remain silent and facing in one direction. The distance between lines will be sufficient to reduce contact proximity and so staff can carry out roll call in the usual way. After evacuation is complete, pupils will be dismissed back to their lessons one bubble at a time. A lockdown and evacuation drill will take place in September. 	M	2	Trust Estates Manager/ Head Head Caretaker	Updated and review Sept 20	YES
VENTILATION							
Ventilation on site		<ul style="list-style-type: none"> Mechanical ventilation systems Should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (<i>if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</i>) Natural ventilation - Opening windows (<i>in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space</i>). - In cooler weather, windows at the top of the room should be used and windows which create a direct draft to pupils need only be opened fractionally to allow trickle ventilation. If this type of ventilation has been used to maintain a comfortable room temperature, then windows at the end of the lesson should be opened widely to 'purge' the air in the room prior to the next group coming in. - Opening internal doors can also assist with creating a throughput of air. - If necessary external opening doors may also be used (<i>as long as they are not fire doors and where safe to do so</i>) 	L	2	Site Team	Updated and review March 21	YES
			L	2	Site Team Staff		

FIRST AID PROVISION and PPE

PPE	Staff	<ul style="list-style-type: none"> PPE to be available for First Aiders and staff who supervise unwell pupils(s) in the First Aid room: <i>Masks</i> <i>Gloves</i> <i>Aprons</i> <i>Thermometer</i> Specific guidance and PPE will be provided to those administering first aid or supervising unwell pupil(s). Head Caretaker to ensure all items in stock and checked daily. Teachers and pupils do not generally need to wear PPE. Visors will be available for all staff. Staff will be encouraged to have their own reusable mask. If forgotten or unobtainable, a disposable replacement will be provided for the day. Pupils will be encouraged to have their own reusable mask. If forgotten or unobtainable, a disposable replacement will be provided for the day. 	M	2	Site Trust Estates Manager	Updated and review Sept 20	YES
Symptomatic individuals	Staff Pupils Others	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a new continuous cough, loss of taste, high temperature and/or anosmia, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil or member of staff who displays signs of being unwell, such as having a cough, loss of taste, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others with adequate supervision. Supervising staff will always wear PPE and remain at distance of 2m where possible. The relevant member of staff calls for emergency assistance immediately if a pupil's symptoms worsen. The parents of ill pupils are contacted as soon as possible Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance. Unwell pupils who are waiting to go home are kept in an area where they can be at least 2-metres away from others. 	M	3	Head Staff	Updated and review Sept 20	YES

		<ul style="list-style-type: none"> • Designated isolated area is used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as possible, by their parents. Parents told to contact NHS 111 or 999 if the pupil becomes seriously ill. Parents will also be issued with an advisory letter setting out the process advised by the DfE • Any members of staff who display signs of infection are sent home. • School to contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. • Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. • If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team. • All DfE guidance, together with guidance from PHE to be followed at all times. • Any confirmed case of COVID-19 in a member of staff or pupil will result in internal contact tracing and 10-day isolation for all staff and pupils who have been in contact with the confirmed case. • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required. 					
First Aid – minor treatment	Staff Pupils Others	<ul style="list-style-type: none"> • Ensure that First Aiders are available for a rota. • A rota in place for qualified First Aiders. • A room will be allocated for the treatment of First Aid which will be separate to the isolation room for those showing signs of Covid-19. 	M	2	Head	Updated and review Sept 20	YES

		<ul style="list-style-type: none"> Where minor first aid treatment is required First Aiders must ensure they wear gloves, aprons and a face covering when dealing with injuries. Where possible (<i>age and maturity of pupil</i>) ask the pupil to wipe away any blood or hold cold compresses etc. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands after contact. 					
First Aid – Life threatening	Staff Pupils Others	<ul style="list-style-type: none"> In the event of a serious injury or incident call 999 immediately. Wear face covering, aprons and gloves when in close contact or dealing with bodily fluids In the event of CPR being required, guidance for First Responders must be followed – First aiders will be given this guidance as part of their ‘start of term’ briefing Always wash hands after contact 	VH	2	Head/ Staff	Updated and review Sept 20	YES
First Aid & Medication	Staff Pupils Others	<ul style="list-style-type: none"> First Aiders must always wear gloves, aprons and a mask when administering first aid procedures. Any dressings used to be double bagged. Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK). 	H	2	Staff	Updated and review Sept 20	YES
Spread of infection	Staff Pupils Other	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring the children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff and pupils do not return to school before the minimum recommended self-isolation period in line with Public Health England. Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher, in liaison with the pupil's parents where necessary. 	M	3	Site	Updated and review Sept 20	YES
TRACK AND TRACE							

Engagement in NHS Track and Trace		<ul style="list-style-type: none"> • Leadership understand the NHS Test and Trace process. • Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ Book a test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to sense of smell or taste. ○ Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. ○ All pupils can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents/ or carers if using a home testing kit. ○ Provide details of anyone they or their child have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. ○ Self-isolate if they have been in close contact with someone who tests positive for COVID-19, or if anyone in their household develops symptoms of COVID-19. • All schools have been sent an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out. Schools should call the Test and Trace helpdesk on 119 if these have not arrived 	M	3	Leadership All staff Pupils Carers	Updated and review Oct 20	YES
PUPIL SUPPORT							
Transmission through contact with pupils who are upset	Staff Pupils Others	<ul style="list-style-type: none"> • Where a pupil is upset, it is advised still trying to maintain a safe distance whilst offering comfort to pupil. • Encourage pupil to use a tissue to wipe eyes/nose etc. • If contact is required, consider wearing a face covering. • Wash hands after contact. 	L	3	Staff	Updated and review Sept 20	YES
General transmission when supporting pupil wellbeing	Pupils	<ul style="list-style-type: none"> • Where a pupil is demonstrating unusual/different behaviour to pre-Covid19: <ul style="list-style-type: none"> ○ <i>Conversations to take place with pupils.</i> ○ <i>Discussions with parents.</i> ○ <i>Ensure resilience is developed through PSHE programme.</i> ○ <i>School Councillor Support if necessary.</i> ○ <i>Referral to appropriate external agencies if necessary.</i> • Where BAME pupils indicate anxieties an extended offer of support is made. 	L	3	Staff	Updated and review Sept 20	YES

Minimising contact for pupils with behavioural issues	Staff Pupils	<ul style="list-style-type: none"> Pupils to follow Behaviour Policy. If restraint techniques are required, it is advised face coverings and gloves are worn. Hand washing must take place afterwards. Appropriate logging on the school's tracking system must be completed without delay. 	L	3	Staff	Updated and review Sept 20	YES
Risk of Vulnerable pupils and pupils with SEND do not receiving support due to social distancing and pressures on staffing	Staff Pupils	<ul style="list-style-type: none"> Appropriate planning in place to support the mental health of pupils returning to school. Specific risk assessments created for vulnerable and/ or SEND pupils as required utilising measures including: <ul style="list-style-type: none"> <i>Part time gradual reintegration</i> <i>Additional 1:1/ group support from specialist staff</i> <i>Bespoke intervention from Success Centre</i> Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. As a result, vulnerable pupils and those with SEND and those concerned about returning to school are supported. 	L	3	Staff	Updated and review Sept 20	YES
Increased number of safeguarding concerns	Staff Pupils	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning children. Ensure that key staff (<i>Pastoral & DSL</i>) have capacity to deal with arising concerns. If referrals made by staff, these are followed up appropriately and swiftly and social distancing practice maintained. As a result, safeguarding remains of the highest priority and practice. 	L	3	Head	Updated and review Sept 20	YES
Clinically extremely vulnerable pupils	Pupils	Shielding advice is being paused nationally from 31 st March. From 1st April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.	M	2	Head HR	Updated April 21	YES
STAFF SUPPORT							
Staff Well-being	Staff	<ul style="list-style-type: none"> Staff counselling service available. This service will run Monday to Thursday during the hours 9am-3pm where you will be able to book in up to 1-hour sessions via chat, phone or video call. Requests to counsellor@matrixacademytrust.co.uk 	M	3	Head/ Staff	Updated and review Sept 20	YES

		<ul style="list-style-type: none"> • Requests are expected to be answered within 48 hours Monday to Thursday. • The counselling service would remain confidential at all times (<i>unless life or death situation</i>). • Staff to have regular communication with line managers and colleagues via phone, email, face-to-face. • Fortnightly bulletin promotes well-being by sharing good practice and providing contact numbers of support agencies. 					
BAME Black, Asian and Minority Ethnic	Staff Students	<ul style="list-style-type: none"> • A risk assessment will be offered to BAME staff if requested, so that a personalised risk assessment can be devised where appropriate which may include personal protection equipment (PPE). • Staff testing: Speak to the Head Teacher. • Other infection prevention and control measures: Social distancing in all work areas including staff rooms, classrooms and dining areas and hand washing should be undertaken as described in national guidance and should be strictly maintained. 	M	3	Head	Updated and review Sept 20	YES
Pregnant staff	Staff Students	<ul style="list-style-type: none"> • Pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch Covid-19. This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch Covid-19. • Risk assessment already takes into consideration any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. • School to follow the same principles for pregnant pupils, in line with wider health and safety obligations as set out in risk assessment. 	M	2	Head HR	Updated April 21	YES
Clinically extremely vulnerable staff (CEV)	Staff	From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.	M	2	Head HR	Updated April 21	YES
Clinically vulnerable staff (CV)	Staff	<ul style="list-style-type: none"> • Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. • This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 	M	2	Head HR	Updated Jan 21	YES

		<p>'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. 					
HEALTH & SAFETY							
Awareness of policies / procedures /	Staff Pupils Others	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ✓ Health and Safety Policy ✓ Behaviour Policy ✓ Safeguarding policy and associated updates/ addendums • All staff, returning to work must ensure they are aware of the current guidelines regarding safe distancing and washing hands on a regular basis. • All staff can access the following information on-line for up to date information on Covid-19 <ul style="list-style-type: none"> ✓ <i>Public Health England</i> ✓ <i>Gov.co.uk</i> ✓ <i>NHS</i> ✓ <i>DfE</i> ✓ <i>Department for Health and Social Care</i> • Support Staff to access FLICK Covid-19 training. • Staff are made aware of the school's response to coronavirus. They contact the school as soon as possible if they believe they have symptoms or have been exposed to anyone with Covid-19. • Parents are made aware of the school's response to coronavirus. They contact the school as soon as possible if they believe that their child has symptoms or have been exposed to anyone with Covid-19. • Pupils are made aware of the school's response to coronavirus. They inform staff as soon as possible if they believe they have symptoms or have been exposed to anyone with Covid-19. 	M	2	Site/ Staff Head	Updated and review Sept 20	YES
Poor hygiene practice	Staff	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff to wash their hands, e.g. before entering and leaving the school. 	M	3	Site	Updated and	YES

		<ul style="list-style-type: none"> • Pupils and staff are encouraged to wash their hands with soap or alcohol-based sanitiser (<i>that contains no less than 60% alcohol</i>) and follow infection control procedures in accordance with the DfE and Public Health England guidance. • Sufficient amounts of soap (<i>or hand sanitiser where applicable</i>), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups, food, stationery or resources. • Staff cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance in line with COSHH and the Health and Safety Policy. Door handles, doors and toilets are cleaned 3 times a day and paper/hand towels are checked and refilled 3 times a day. • Trust Estates Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England. 			Staff Kitchen Staff	review Sept 20	
Poor management of infectious diseases	Staff Pupils Other	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or Leadership as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus following guidance issued by the DfE and PHE as appropriate. • The school is informed by parents if a child tests positive, if a member of the household tests positive, if either the child or a member of the household displays symptoms or if anyone in the household received notification through contact tracing. • Staff inform the Headteacher when they plan to return to work after having coronavirus. • The Trust Estates Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	M	2	All	Updated and review Sept 20	YES

Emergencies	Staff Pupils	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	L	2	Admin	Updated and review Sept 20	YES
Lack of communication	Staff Pupils Other	<ul style="list-style-type: none"> Headteacher to share this Risk Assessment with all staff. Staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. The Headteacher contacts the Central Trust Team or the Trust Estates Manager for additional support. Public Health England can also offer guidance. Schools keep staff, pupils and parents informed of any changes. 	M	1	Head	Updated and review Sept 20	YES
Depleted staff levels	Staff Pupils Other	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of self-isolating staff Protocols for staff to inform leaders if they need to self-isolate clearly in place. Teachers and support staff identified and rota in place for cover in the instance that planned staff have to self-isolate. As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils. Liaise with CEO in the event of staff level depletion resulting in the need for partial or full closure. 	M	3	Head	Updated and review Sept 20	YES