

### RISK ASSESSMENT: 19.6 Reopening Academies – COVID-19 (Page 1 of 29)

|  |  |  |
| --- | --- | --- |
| **ACADEMY Nethergate Academy** | **SECTION/TEAM: ALL** | **DATE OF INITIAL ASSESSMENT****13.07.20** |
| **WHO MIGHT BE HARMED?** Employees, pupils, parents/guardians, service users, contractors and members of the public. NB for ease of reading pupils and young people are referred to as pupils in this document. Unless specifically stated the controls apply to all pupils attending the academy | **HOW MANY ARE AFFECTED?****200 + (pupils and staff)** |

All staff must read this document and complete the MS form to confirm they have read and had an opportunity to ask questions before they return to their normal work.

This risk assessment has been revised to reflect updated guidance from the Department for Education (DfE) published on 2 July 2020. In particular academies must ensure that at all times they comply with the basic requirements of the guidance (in italics) to:

*1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptom, or who have someone in their*

*household who does, do not attend school*

*2) clean hands thoroughly more often than usual*

*3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach*

*4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach*

*5) minimise contact between individuals and maintain social distancing wherever possible*

*6) where necessary, wear appropriate personal protective equipment (PPE)*

*Numbers 1 to 4 must be in place in all schools, all the time.*

*Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.*

*Number 6 applies in specific circumstances*.

***Response to any infection:***

*7) engage with the NHS Test and Trace process*

*8) manage confirmed cases of coronavirus (COVID-19) amongst the school community*

*9) contain any outbreak by following local health protection team advice*

*Numbers 7 to 9 must be followed in every case where they are relevant.*

In addition and in respect of all Health & Safety Risk Assessments Principals are responsible on behalf of the Trust for ensuring at all times that they have ‘active arrangements in place to monitor that the controls are:

* effective
* working as planned
* updated appropriately considering any issues identified and changes in public health advice’

Once completed this RA and any other relevant RAs must be posted on the Academy’s website. Parents and carers can access more Government information [here](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak)

**Principals must advise the Trust immediately if they are concerned that controls are not operating as designed**

**This document should be read in conjunction with the Trust document ‘COVID-19 Revised Operating Procedures’**

| **HAZARDS**(including inadequate or lack of arrangements) | EXISTING CONTROL MEASURES | ü **if in place** û if not | WHERE: û State action to be taken with timescalesû Any additional control measuresü Site specific details | **RESIDUAL****RISK RATING**High, Medium, Low |
| --- | --- | --- | --- | --- |
| Fail to follow Government guidance | * The Trust will provide a summary of any changes to guidance, paying particular attention to guidance on education settings e.g. social distancing, maximum numbers allowed in any one place, cleaning etc.
* Principal or Senior Leader to ensure guidance [here](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) is complied with and make any changes to site arrangements as required (amending this RA if necessary)
 |  | Contact Trust Emergency Planning Team for advice if unsure13.07.20 Principal shared, discussed and completed Risk Assessment (RA) and Revised Operational Procedures (OP) with Senior Leadership Team (SLT), H&S Contact, H&S Rep and Site Manager 13.07.20 RA and OP uploaded to Smartlog and emailed to Trust Operations Director W/c 13/7/20 a copy of this RA sent to all staff to read. 15.07.20 Meeting to take place between H&S Contact, SENCO and Principal to share and discuss individual RA for specific SEND pupils.W/c 01/9/20 staff receive a hard copy of this RA. The Principal will then deliver a question and answer session for all staff. Following this staff will be required to complete the MS form to confirm that they have:* received a hard copy of the RA
* read and understand the RA
* undertaken any relevant training; and
* acknowledge their responsibility to adhere to the RA

All staff will be reminded by reception staff on arrival each morning that the RA is still in operation. This RA will be reviewed and updated as necessary by the Principal, H&S Team and/or Trust SLT. It is a working document.RA reviewed 07/09/2020Shared with staff at staff meeting 07/09/2020RA reviewed and updated 2/3/21Shared with all staff, including long term supply, at staff meeting 3/3/21. Staff to complete new MS form to confirm they have read updated RA. | LowLow |
| Health and Wellbeing |
| Mental health and wellbeing of staff adversely impacted | * Trust Board to ensure that staff wellbeing and a good work-life balance is maintained for all staff (including Senior Leadership Teams). See DfE guidance on reducing school workloads [here](https://www.gov.uk/guidance/school-workload-reduction-toolkit) and remote working [here](https://www.educationsupport.org.uk/) and [here](https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19)
* Trust Board to issue guidelines for Principals to enable them to put in place site specific arrangements. Guidelines include parameters for time on site, working at home etc.
* Health and Safety Committee to be consulted prior to guidelines being issued
* Except in an emergency no business emails, texts or phone calls to be sent/made outside of normal working hours (an emergency is something which will have an immediate impact on health and safety or will otherwise prevent the academy from opening)
* Academy based staff managed by the Central Team e.g. IT, Catering, Site (including Trust employed cleaners) will have standard arrangements agreed and produced by the relevant Directors
* Additional guidance on mental health can be found [here](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers) and resources [here](https://www.educationsupport.org.uk/)
 |  | Academies to have all staff meetings to discuss measures they are proposing putting in place to ensure they are suitable and sufficientNo staff should regularly exceed their contracted hoursManagers should monitor the mental health and wellbeing of staff, where necessary completing team stress risk assessments and/or individual stress risk assessments.There will no expectation for staff to respond to any communication beyond normal working hours except in the case of emergencies. However we recognise that teachers have flexible working hours and may choose to work beyond school opening times.Staff have been encouraged to refrain from responding to parent emails outside of usual working hours (for a teacher this is beyond the school opening hours as they have flexible working hours and a professional duty to carry out some tasks beyond school opening times.All staff have been asked to add a note to their email signature which explains that they may not reply outside of usual working hours.Staff are aware that if they need to talk/discuss they can speak to the Principal or any member of SLT at any time.Staff have access to external support from The Trust Wellbeing Service. All staff members have a contact card if needed. | LowLow |
| Mental health and wellbeing of pupils adversely impacted | * Trust to identify lead staff who will be the main point of contact for advice and guidance within the Central Team
* Trust to ensure that all academies have trained staff or access to trained people who can provide support to pupils
* Trust to arrange awareness sessions for staff so that they can recognise signs of pupils being adversely impacted by lockdown, returning to school etc.
* Additional resources can be found [here](https://covid.minded.org.uk/)
 |  | Principals to identify suitable staff to lead on mental health and wellbeing for pupilsS Muddeman assistant principal to lead. Kelly Smith to provide support for named pupils and in general as required.Principals to ensure that all staff are familiar with local arrangements including internal and external support networks.During school closure support staff have undertaken online training courses delivered by Nottm City EPS increase awareness of how to identify and support mental health and wellbeing of pupils and colleagues.External support is available from Nottm City EPS. Details have been circulated to all staff | Low |
| Staff who are at increased risk e.g. Shielding, Clinically Vulnerable or Extremely Clinically Vulnerable, Pregnant etc |
| Staff who are clinically vulnerable or extremely clinically vulnerable | * Managers should be flexible in how staff in these groups are deployed.
* People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. See Government guidance [here](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people), [here](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and [here](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on%09shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)
* Staff in these groups to consult with their medical professional for advice on keeping safe within the work place
 |  | Managers to consider remote working as the first option and put this in place where possible. This is likely to be more suitable for staff who do not deal directly with pupils e.g. those in admin rolesIf remote working is not possible redeploy into roles in school where it is possible to maintain social distancingIf redeployment is not possible ensure social distancing of at least 2m is in place for the member/s of staff and reduce number of interactions with othersPrincipal or member of SLT will meet remotely with these members of staff to discuss Autumn Term 2020/21 returning to work. A copy of the: Individual Specific Coronavirus Assessment COVID-19 (ISCACV19) will be completed by the Principal or member of SLT and the individual member of staff and attached to their Phase 2 RA.Individual risk assessments have been completed for all staff in this category. Professional medical advice has been sought where required and implemented. All staff involved have agreed an action plan to reduce the risks. At Nethergate very few of our pupils are able to understand or comply with social distancing practice and require frequent close contact. Sometimes this is skin to skin and involves intimate personal care. Staff who are vulnerable have been advised that they should not support children by using skin to skin contact nor should they carry out intimate personal care for pupils in order to reduce the risk.Clinically extremely vulnerable staff have been told that they must not attend work but should work from home. These staff have already been identified on individual risk assessments and shouild have been contacted by the NHS. This advice to shield will be reviewed by the government at the end of March 2021.Pregnant colleagues are in the clinically vulnerable category and are generally advised to follow the above advice. They should take particular care to practise frequent thorough handwashing and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls to minimise the risks of infection.Pregnant colleagues from 28 weeks gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus. This is because, although pregnant women of any gestation are at no geater risk of contracting coronavirus than any non-pregnant person in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill and of preterm birth should they contract coronavirus. **Pregnant colleagues from 28 weeks gestation should not attend site and should work from home.**  | LowLow |
| Pregnant staff at increased risk from COVID-19 | * As a general principle, pregnant women are in the ‘clinically vulnerable’ category and in addition to completing the standard Trust RA for pregnant or new mothers they should follow the relevant Government guidance (see above)
* The same principles and controls apply to pregnant pupils
 |  | Ensure that New and Expectant Mothers RA reflects any site specific arrangements for COVID-19New and Expectant Mothers RA will be completed by a member of SLT and member of staff and attached to ISCACV19Ensure that Pregnant School Girls RA reflects site specific arrangements | Low |
| Staff who may otherwise be at increased risk from coronavirus (COVID-19)  | * If people with significant risk factors e.g. underlying health conditions, diabetes, obesity etc. or from some ethnic groups are concerned about returning to the academy, Principals should discuss their concerns and explain the measures the school is putting in place to reduce risks
 |  | Principals should try as far as practically possible to accommodate additional measures where appropriate.Measures may include:* Working remotely
* Working in a role where it is easier to maintain social distancing

Staff are aware that if they fall into this category they should discuss their individual circumstances with the PrincipalStaff in this category have completed an individual risk assessment. They have been directed to maintain social distancing wherever possible. Frequent reminders are given to these staff. | Low |
| Reducing the Risk of Infection |
| Personal Protective Equipment (PPE) | * Unless advised by a healthcare professional pupils and staff should remove PPE on entering the site
* PPE must be removed safely. Principals should arrange for copies of the Safe System of Work (SSW11.2) to be displayed in classrooms, staffrooms etc.
* There may be some instances where, for the purposes of COVID-19 control, PPE is required to be worn inside the school buildings. In these cases the Government guidance [here](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) should be followed
 |  | Principals may wish to have a small supply of face masks available if pupils or staff damage their mask.PPE will be made available in school for staff whose role may necessitate working closely with pupils (less than one metre) for more than 15 minutes. This necessity will be avoided where possible. It will not be possible to avoid close contact with children who require support with personal care.For children who require Aerosol Generating Procedure’s (AGP’s) these procedures are likely to include:•respiratory tract suctioning•tracheotomy or tracheostomy procedures (insertion or removal)•upper ENT airway procedures that involve suctioning•non-invasive ventilation (NIV); Bi-level Positive Airway Pressure Ventilation (BiPAP) and Continuous Positive Airway Pressure Ventilation (CPAP)•high flow nasal oxygen (HFNO) enhanced PPE will be required for staff, including FFP3 mask. Training will be provided by Nottingham City.Further advice has been agreed locally with Health Services whilst we wait for National Guidance to be developed and issued.There are no children at Nethergate who require these procedures. | Low |
| Staff and/or pupils fail to comply with hygiene guidance | * Staff reiterate hygiene standards throughout day
* Ensure all hand washing facilities have adequate supplies of soap and other disposables e.g. paper towels at all times
* Hand wash with soap and water for 20 seconds
* Use disposable hand towels in preference to dryers if possible
* Hand wash or use of hand sanitiser on entry and exit from building
* Hand wash before eating
* Hand wash after eating
* Hand wash after going to the toilet
* Use disposable tissues or ‘bent elbow’ for coughs and sneezes
* Refrain from touching face
* Adhere to [social distancing guidance](https://www.gov.uk/Government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people)
 |  | Display hand washing and hygiene posters in toilet areas, staffroom and classroomClean all washroom and other hygiene facilities regularly throughout the day and after every breakProvide adequate supplies of sanitiser at strategic points within the building, including exitsEnsure other supplies in toilets e.g. toilet rolls are adequate at all timesEmpty waste bins at regular intervals and follow Government and Trust guidance on disposalHand wash for preference followed by sanitiser if neededSite staff should wear PPE (minimum of disposable gloves) when carrying out any works which involve touching surfaces in room that have been or will be occupied. To reduce the risk of recontamination, this includes room that have been deep cleaned and put out of boundsStaff will ensure that all children use hand sanitiser before entering the classroom on arrival and after every break time.Hand washing/sanitising to be built into daily schedules and made explicit on visual timetables.Hand-washing must include;* On arrival
* After breaks
* On room/space changes
* After eating
 | Low |
| Academy not arranged to maximise social distancing | * Bubbles should be as small as possible
 |  | Principals to communicate site specific arrangements to all staff, pupils and parents/carers.Staff meeting 02.09.20 for all staff in addition to emails and school signage. Bubbles will be arranged by class/year as follows:Primary ASD red bubble (20 children) RH TF AHPrimary main school orange bubble (30 children) AC SM YCKS3 yellow bubble (27 children) EP SC VPTo join to make 1 bubble, with minimum contact maintained within it.KS3 green bubble (19 children) LC RPKS4 blue bubble (18 children) ZM JR6th form and internship purple bubble (30 children) KH CT MJ MKNotices detailing site specific arrangements to be displayed at suitable points within the school and copies emailed to all staff eg number of people permitted in each room displayed on door, hygiene posters and social distancing signage in place.Groups will operate mostly as individual classes. Lunchtimes will be managed to enable bubbles to access the dining hall for 15 minutes. Bubbles will not exceed 37 pupils. Pupils unable to eat lunch in 15 minutes will be seated separately and supervised (at one end of dining hall with 2m between each) Likely to be maximum 4 children.Amendments to the Operational Procedures document have been discussed and shared with SLT, H&S Contact, H&S Rep and Site Manager and emailed to GAT Director of Operations for approval. | Low |
| Social distancing  | * Wherever possible pupils and staff should socially distance. Revised DfE guidelines are 1m for pupils and 2m for staff. NB the guidance recognises that for younger pupils it can be very difficult to maintain social distancing. Nonetheless staff should try to ensure pupils are socially distancing as much as possible.
* Pupils and staff should remain in their bubbles at all times including breaks, lunch, PE, etc. The only exceptions are some staff who work across year groups e.g. SENCOs, teachers in Secondaries
* Visitors to school to be kept to absolute minimum and only allowed on site with the approval of a senior leader
* Where necessary mark social distancing guides at collection and pick up points to help parents identify correct spacing
* Remove all seating in reception areas
* Stagger start and finish times to reduce number of parents and pupils at entrance at any one time
* Circulation around site to be reduced to the minimum. Pupils and teaching staff to remain in allocated classroom/areas wherever possible
* Zone year groups and/or classes within specific dedicated areas in the academy
* In Secondaries to reduce the movement of pupils around the buildings staff should move to classrooms wherever possible. Where lessons take place in specialist rooms e.g. labs, workshops the curriculum should be arranged so that only one year group bubble is moving at any one time
* Pupils should be seated side by side and facing forwards, rather than face to face or side on
* Access and egress from classrooms should be through the classroom’s external exit (where fitted)
* Activities should take place outdoors as much as possible
* Visits to toilets by pupils should be controlled within bubbles to maintain social distancing
* Move unnecessary furniture out of classrooms e.g. soft furnishings, clutter and any surplus tables, chairs etc. and place in storage. In early years soft toys, mats etc., are permissible provided they are cleaned before use, are not shared between bubbles and are on a programme of regular cleaning
* Remove wall or ceiling hangings and displays on floors and limit other displays to notice boards to enable effective and thorough cleaning
* Principals should put in place walk on the left in single file arrangements, if people (staff or pupils) have to move between rooms/around the site.
* Schools with circulatory system e.g. buildings arranged around a central courtyard should put in place a one way system (NB the one way system does not apply in an emergency evacuation)
* Adhere to Government guidelines [here](https://www.gov.uk/Government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people)
 |  | ***Unless specifically approved by the Principal no parents are to be allowed within the buildings***. (see sections on pupils with disabilities for exceptions)Place sign at site entrance/s reminding visitors of social distancing requirements and (with the exception of staff and parents dropping off or collecting pupils) not to enter the school site without approval. Provide contact number for queries.Arrival; Supervised by SLT. Buses to enter site in ‘waves’ with the gates being closed once the drop off area is full. Once first wave has departed having dropped off children, gates will be open for wave two. Class staff to be ready to meet children at drop off zone at 8.50 and to be radioed to collect children where necessary. Children to make their way directly to their classroom and enter via external doors wherever possible. All classrooms have an external door except KS4R. This group to use the KS4 main door to enter and exit.Primary SM and KS3VP to enter via the main entrance as the weather declines. It is unsafe for pupils to walk across the slippery muddy surface and enter via the external doors during the winter months.Departure; Buses admitted to site in two waves one at a time and classes informed by radio when buses are ready at their pickup sites. Staff to accompany children where required.Parents/carers who drop off and collect are met at the gate and their children are called by radio.Keep all gates locked during school hours Keep all entrance doors secured but ensure they can be opened in an emergency i.e. by automatic release, push pad/bar or thumb turn. Under no circumstances should doors be locked with a key, digital lock etc. whilst the school is occupiedApproved visitors to remain outside or in reception area if weather is inclement. Ensure social distancing at all times.*Deliveries – ensure social distancing guidance is adhered to. For example delivery personnel buzz intercom, leave package in sight, and step back. There should be no expectation for the need to sign paperwork.* The office will ask the delivery personnel to leave the package by the gate and collect from there.Minimum of 1m in all directions between pupils where possibleAdults should maintain 2 metre distance from each other, and from pupils where possible. In a situation where a pupil requires PI, adults may need to be closer to each other than 2m and there will be skin to skin physical contact with the child. We have considered the use of PPE in these situations and in most cases they would not be useful as their use would further escalate the child’s behaviour to more dangerous levels. Masks, visors, aprons and gloves are available to use if requested by staff, particularly where the childs behaviour includes spitting and biting.Teachers have been asked to update pupils PBSPs to take account of individual approaches given the current circumstances. Individual RA in place for all pupils which takes account of their SEND.Minimum allowance for staff work stations is 4m². Pupils have a double desk each to ensure that they are seated 1m apart. Teachers are advised that if they need to provide support for individuals which requires them to be closer than 2m then this should be provided from the side, not face to face and should be for as brief a time as possible and no longer than 15 minutes per day. We acknowledge that for some of our children with complex needs and communication and interaction needs, there will be occasions when they seek face to face contact in order to communicate their needs. Staff have been advised to limit this close contact and provide alternatives where possible. PPE is available for staff to use if they choose.From 8 March 2021; Where pupils and students in year 7 (which would be pupils and students who were aged 11 or over on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils or students when moving around the premises outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.  Face coverings do not need to be worn by pupils or students when outdoors on the premises. In addition, we now also recommend in those schools that face coverings should be worn in classrooms/during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.  We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point. At Nethergate, face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school or those who are exempt do not need to wear a face covering. Those who rely on visual signals for communication, or speak to or provide support to such individuals, are currently also exempt from any requirement to wear face coverings in schools or in public places. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission. In an education setting environment they are unlikely to offer appropriate protection to the wearer. Keep rooms well ventilated and open windows as much as possibleGood ventilation reduces the concentration of the virus in the air, which reduces the risks from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area. When the setting is in operation, it is important to ensure it is well ventilated and a comfortable teaching and learning environment is maintained.These can be achieved by a variety of measures including: * natural ventilation – opening windows (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).
* Opening internal doors can also assist with creating a throughput of air
* natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

To balance the need for increased ventilation while maintaining a comfortable temperature, consider: * opening high level windows in colder weather in preference to low level to reduce draughts
* increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)
* providing flexibility to allow additional, suitable indoor clothing – for more information see the advice on school uniform in the Schools coronavirus (COVID-19) operational guidance
* rearranging furniture where possible to avoid direct draughts

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.To reduce the need to touch them, internal doors, (apart from those giving access to out of bounds areas) should be kept open. Where required fire doors should be held open with an approved device that closes the door automatically on activation of the fire alarm. ***NB it is a criminal offence to wedge open a fire door***The majority of PE activities will be permissible but there may be additional controls in place to minimise contact etc. PE sessions will be conducted outside as much as possible – weather dependent. If there is inclement weather an alternative activity to PE will be provided.Morning PE lessons may be relocated indoors between 9.30 and 10.45. This will only be able to be accessed by one bubble per day. See interior and exterior PE risk assessment.For all primary children, teachers will plan a half hour physical activity session daily.Where it is not possible to have sessions outside activities will be restricted to those specified in the relevant RA/s produced by the SA-AR with appropriate social distancing.PE RA Exterior Areas and interior areas will be updated in respect of COVID-19. On PE days, children will come to school in their PE kits to avoid the need for changing in school.Swimming sessions will not take place until September 2021 at the earliest. | Low |
| Person exhibits signs of having coronavirus (CV19) infection i.e.* new, continuous cough
* high temperature
* loss of taste and/or
* loss of smell
 | Follow Government guidance:* If anyone becomes unwell with either a new, continuous cough, high temperature, loss of taste or smell in an education setting they should be sent home and advised to follow Government guidance [here](https://www.gov.uk/Government/publications/covid-19-stay-at-home-guidance)
* Maintain social distancing unless the person requires immediate help to prevent injury
* Staff assisting the pupil or member of staff to follow First Aid guidance regarding PPE [here](https://www.gov.uk/Government/publications/novel-CV19-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov)
 |  | Management of persons who have symptoms of CV19:If a pupil is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Staff should be mindful of individual pupil’s needs – for example it would not be appropriate for younger pupils to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, ensure that social distancing is maintained see guidance [here](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)The Assistant Principal’s office will be used as an isolation room for pupils – staff member will remain in attendance until a parent arrives to collect. The staff member will remain outside of the isolation room at a 2m distance so as to maintain reassurance to the pupil whilst waiting. Staff member should wear full PPE whilst in attendance and follow guidelines when removing.Other spaces which may be used if required include internship room, sixth form staffroom, therapy room in new build. This is in the event that there is more than one person exhibiting symptoms and/or other spaces are being quarantined for 72 hours.The staff toilet will be available for any pupil potentially suffering symptoms of COVID-19. The onsite cleaner will sanitise this immediately after use.Staff who cannot go home immediately e.g. because they are waiting for a lift, should isolate themselvesIf a potentially infected person needs to go to the toilet while waiting to be collected, they should use a separate toilet. This will be the staff toilet.**Any areas used by the potentially infected person e.g. toilets, temporary isolation room, should be isolated and secured after use and left for 72 hours before cleaning (following Government and Trust guidance, RAs, SSWs etc.).**If the infected person needs clinical advice, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they don’t have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.If a member of staff has helped someone who is potentially infected, they must wash their hands thoroughly for 20 seconds immediately after any contact with the person or contact with anything the person has touched. They do not need to go home unless they develop symptom themselves It may not be necessary to close educational settings but Principals must contact the Trust Business Continuity Team immediately before making any decision to stay open.If there is an urgent public health action to take, the educational setting will be contacted by the local Public Health England (PHE) Health Protection Team who will undertake a risk assessment and advise on any actions or precautions that should be taken.  | Low |
| Pupil/adult becomes unwell (not CV19) or injured | * Administer First Aid observing precautions detailed elsewhere regarding PPE
 |  | If a pupil needs to go home their parent/carer should be contacted. Arrangements should be made to allow them on site to collect their pupilIf an adult requires assistance to get home e.g. they are not fit to drive, walk etc. they should be asked if there is a family member who can pick them up and then suitable arrangements made.If an adult cannot be collected a colleague may take them home providing they and the unwell/injured adult wear suitable face masks whilst in close proximity | Low |
| First Aiders exposed to virus | * Follow Government guidance [here](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov)
 |  | Ensure suitable and sufficient PPE is available and that all First Aiders have been trained to use itAs a minimum disposable gloves and fluid repellent surgical face mask is recommended and, if available, disposable plastic apron and disposable eye protection (such as face visor or goggles) should be worn.Use defibrillator or CPR if dealing with cardiac arrest. Do not use mouth to mouth. Wash hands thoroughly with soap and water before putting on and after taking off PPE, following relevant SSWs (see list at end of this RA and H&S SharePoint site) | Low |
| Staff and pupils who are asymptomatic attend the workplace | * Carry out LFT process as advised by gov guidance (March 2021)
 |  | From 8 March, all secondary-aged children will be offered three LF Tests 3-5 days apart. After this, pupils will be asked to carry out twice weekly testing at home.From 8 March, all staff will be asked to test at home twice weekly. There is a separate risk assessment for testing at home. | Low |
| Curriculum and Pupils |
| Specific curriculum risks e.g. music, drama, PE | * Certain activities e.g. music, PE drama present additional risks
* Contact sports e.g. rugby, should be avoided
* Singing, chanting, playing wind or brass instruments or shouting increases the risk ensure this is minimised by physical distancing, small groups and conducting lessons outside where possible
* Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or school assemblies.
* Showers should not be used until further guidance is available
 |  | National guidance for all activities will be followedPrincipals should follow the guidance provided by the Senior Adviser – Academic Resilience with regards to PEPupils should remain in their bubbles and any equipment thoroughly cleaned between each use by different individual groupsConsider arranging the curriculum so that year group bubbles do activities on the same dayPE will only take place outdoors. If the weather is unsuitable alternative activities will be provided indoors.Any activity involving music will take place either outdoors or within their classroom ensuring good ventilation and appropriate distancing. Drama, dance etc. should take place outside wherever possible maintaining social distancing at all times and avoiding activities where pupils are close i.e. less than 2m and facing each other | Low |
| Academy staff bring their own children into school | * No children of staff allowed on site
 |  |  | Low |
| Insufficient staff to pupils ratio | * Staffing levels should be appropriate for the planned activity and in line with any other risk assessments regarding e.g. additional support for individual pupils
* Reviewed daily
 |  | Most of the time, one teacher and one teaching assistant is allocated for each class group. Additional support in place where the RA for individual children with complex needs determines that this is required.Principal or Senior Leader to review requirements and amend if required. This is done on an on-going basis in response to sometimes quickly changing priorities.Agency staff may be required to ensure that staffing levels are safe. Non-contact and PPA time may need to be cancelled or changed at short notice to ensure safe operation of the school. If it is known in advance that a member of staff is likely to be absent the following day, they are asked to inform SLT as soon as possible so that staffing levels for the day can be risk assessed and contingency plans put in place as soon as possible. If the assessment is that insufficient levels of staff are available, a decision to close the school to some children may be required. In this event, the SEA will be informed. | Low |
| Inadequate First Aid Provision (staff and/or supplies) | * One First Aider per 50 people or part thereof i.e. staff/pupils on site.
* Sufficient stocks of first aid supplies (including back up supplies if required)
 |  | It may be possible to obtain additional supplies from other Trust sites if unable to obtain from usual suppliers. Contact Central Team if unable to make contact with other academiesSLT to ensure that there is always at least the minimum number of first-aiders onsite.There are currently 4 qualified first-aiders on site, including paediatric first-aiders.Additional people to be trained to ensure that there is adequate cover, including in the event of one of our first-aiders being off-site for any reason. | Low |
| Insufficient staff for vulnerable pupils | * Match staffing appropriately
 |  | Ensure that ratios are increased if a care plan or other document, including individual pupil risk assessments, indicates that a pupil needs additional support.Needs of each class have been ascertained and recruitment has taken place where needed to ensure sufficient adult support in each class. | Low |
| No arrangements in place for pupils with specific medical needs  | * Data sheet for each pupil with specific needs - sign all medication in and out
* Ensure all medication administered is recorded with 2 staff present following standard Trust guidance
* First aider is on site
 |  | Ensure data sheets are provided for all pupilsEnsure sufficient staff in place to manage administration of medicineEnsure First Aider ratio is compliant (including paediatric First Aiders for under 8s)Pupil specific medical needs Epipens, inhalers etc. in place including emergency item if pupil has forgotten to bring theirsEmergency supplies are kept in the first aid roomWhere a pupil needs intimate care e.g. changing, the academy must consult with the specialist health professional dealing with the pupil for advice on PPE before readmitting the pupil to schoolIntimate care plans reviewed and updated by class staff Oct 2020.All staff aware of medical and personal care needs of all pupils. Updated regularly by Sarah Heery (safeguarding lead). | Low |
| No or insufficient emergency contacts for pupils | * Verify details on pupil’s first day back at school (details may have changed over the lockdown period)
* Explain to contact that a call from the school may come from a school mobile or landline so that the contact answers call
 |  | Ensure at least three emergency contacts are providedEnsure alternative methods of communication are available e.g. mobile, landline, emailAdministrator will contact all parents to collect the information required.The importance of these contacts is included on the Home School Agreement. | Low |
| Pupils with Additional Needs |
| Pupils with additional needs attending mainstream provision**N/A at Nethergate** | * Any pupils with conditions which require their parent to bring them into the classroom should be given an alternative start and collection time to ensure that there is one to one support as they enter the school site
* Pupils who would require additional support when in school will include pupils with:
* **Restricted Mobility** – who make use of specialist equipment e.g. wheelchair, frame, rollator etc.
* **Visual Impairment** – which may make it difficult for them to adapt quickly to unfamiliar surroundings or procedures e.g. new classroom layout, revised ways of entering or leaving a room, building etc.
* **Special Educational Needs** – arrangements should be made on a case by case basis for pupils with emotional disabilities. Particular attention should be paid to the impact that any rearranging of furniture, routine etc. may have on the pupil and how this can be addressed e.g. social stories, shorter school day etc.
 |  | ***Unless specifically approved by the Principal no parents are to be allowed within buildings until such time as the Trust gives approval***. The exceptions are pupils with special physical needs e.g. mobility, visual impairment where they will need one to one support to get to the classroom. In these instances a parent and if necessary siblings will be allowed to take the pupil to a designated point for handover. The parent and sibling must not enter the school buildings unless specifically authorised by the Principal. Social distancing in line with current guidance must be observed at all timesSpecialist equipment that pupils take home with them each day e.g. **wheelchairs must be wiped down with a sanitising wipe or spray (containing at least 60% alcohol by volume) prior to initially entering the building and before leaving the building and handing over to the parent at the end of the school day.** If the pupil remains in the chair all day then, to reduce the need for the pupil to transfer, staff should only sanitise those surfaces that can be easily cleaned without them getting out of the chair. If the pupil is still in the chair sanitising sprays must not be used, suitable wipes should be used instead. NB any contaminants e.g. grease, dirt etc. must be removed with detergent and water and dried prior to using a sanitiser**NB** As pupils with physical or emotional disabilities may require one to one and/or intimate care attention should be paid to reducing contact, ensuring hands are cleaned regularly and avoid touching faces especially mouth, nose or eyes. Principals should consider whether the wearing of masks by staff is appropriate being conscious of the impact this may have on pupils. The clinical lead for the pupil should be asked for details of any additional PPE requirements as a result of COVID-19; Principals should ensure that individual pupil RAs are amended to reflect any additional requirements and that all staff affected by the revision are made aware  | Low |
| Catering |
| Provision and consumption of meals by staff and pupils | * Academies may choose to provide either hot or cold meals. Specific controls are detailed below
 |  | Principals must ensure that they confirm arrangements prior to any changes and only after discussion and confirmation by the Trust Catering Team.Hot food will provided each day by catering staff. There will be two choices-one vegetarian option will be offered each day. 2 members of the catering team will serve the food. All children will remain seated. Catering staff will collect plates etc once finished.Hot meals are prepared by the catering staff. They are served in the hall or taken to sixth form and to the new build where different groups have their lunch. Catering staff collect the dishes at the end of service and return them to the kitchen for cleaning.Children will be supported by staff as appropriate.Principals must provide at least five working days’ notice if they wish to change arrangements i.e. switch from hot to cold and vice versa | Low |
| Cold meals served in classroomN/A | * The controls below apply to cold meals served in classrooms. Cold meals provided in dining halls as part of an overall food service are covered in the hot meal controls
* To reduce the risk of larger gatherings and the amount of cleaning required, Principals may opt to continue with a packed lunch option for all pupils, served in the classroom where the pupils are being taught and not in dining halls
* Cash will not be used on any Academy sites.
* Additional operational guidance is available.
 |  | No meals to be served or consumed in the classroom unless previously agreed with the principal. | Low |
| Hot and/or cold meals served in dining room | * Where academies choose to provide a full meal service, this service will be delivered in the academy’s usual dining area/s
* The catering team in the academy must be given at least five working days’ notice of any changes to arrangements e.g. more pupils taking school meals in the dining area
* Dining halls should be organised to allow for 1m distancing between pupils wherever possible. 2m distancing should be maintained for adults
 |  | There will be three sittings in the hall;11.30 orange12.00 yellow12.30 green/blueThis will maintain bubbles. Tables and chairs will be thoroughly cleaned between sittings.Bubbles will enter and leave the dining hall separately via external doors. Lunchtimes will be managed to enable bubbles to access the dining hall for 15 minutes. Bubbles will not exceed 37 pupils. Pupils unable to eat lunch in 15 minutes will be seated separately and supervised. These arrangements support social distancing when entering and leaving the hall.Two primary classes will eat lunch in the hall in the new build. Staff will serve and support children as required. Catering staff will deliver and collect the food and equipment.All sixth form classes and internship students eat across two sittings in sixth form common room. Tables and chairs are sanitised before, after and in between sittings. Children sit three to a table to maintain appropriate social distancing as far as possible. | Low |
| Staff eating arrangements | * Staff should bring their own food. Where facilities exist staff will also be able to order lunch at their academy using cashless systems
 |  | Staff who purchase a meal from the academy should eat their meal in the dining hall or staff room.Staff who bring their own food and drink with them**.** must bring and use their own utensils, cups etc. and take them home at the end of each day. Principals may choose to use staffrooms providing DfE social distancing guidelines for adults (2m in all directions) are followed. This may require a rota system where staffrooms are too small to accommodate all staff at one time. Where staff rooms are brought back into use this must be recorded in this section and a notice displayed in the staffroom detailing the revised arrangementsThe staffroom has been arranged to ensure that the maximum permitted occupancy is not exceeded.The water boiler, microwave and fridge are available for staff use. Anti-viral wipes are in place and will be used before and after use.All staff are aware of the agreed arrangements. | Low |
| Site: use of rooms, site maintenance, cleaning, visitors etc. |
| Out of bounds areas | With the exception of the areas mentioned below there are no specific out of bounds areas with regards to COVID-19 controls. However, to minimise cleaning requirements the following areas should be locked with entry restricted to site staff for maintenance purposes.* Unused classrooms i.e. classrooms not being used for teaching or as temporary staffrooms/work areas

Unused rooms must be cleaned before being brought back into useThe following areas will be out of bounds to all staff until further guidance is provided by the DfE:* Swimming pools
* PE changing rooms
 |  | Any classroom or other room designated as temporary staff work areas must be reconfigured to DfE guidelines for adult social distancing guidelines i.e. 4m² per person with a minimum of 2m space between work stations in all directions.Restricted areas and other unused rooms must remain locked at all times unless they provide a designated alternative escape route from another room/areaIt is not envisaged that unused areas will require cleaning until they are brought back into use. Therefore once these areas have been deep cleaned they will be out of bounds to everybody apart from site staff and the Principal (for purposes of inspection). Any items that are needed for teaching or other purposes should be removed from unused rooms before they are locked downThe sensory room is out of bounds and has appropriate signage.The cube space is out of bounds and is clearly signed.The hub will not be used to support behaviour except in exceptional circumstances, following a risk assessment (possibly dynamic) to be determined by a member of SLT, including the ‘safe space’ being out of bounds. There is clear signage.PE changing rooms will not be used. | Low |
| Classroom and staff resources | * Resources, which have to be touched e.g. pens, pencils, crayons, computers, keyboards, input devices, screens, toys, etc. should only be shared within the bubble
* Wherever possible pupils should bring equipment with them e.g. pens, pencils
 |  | Where it is necessary to share resources between bubbles these must be sanitised before being used by another bubble and/or another member of staffIPads and laptops are used between bubbles. They are sanitised prior to each use and after each use by staff.Resources are not being shared between bubbles but are being shared within classes. They will be thoroughly cleaned regularly.Science equipment is shared between bubbles. This is sanitised before and after each use.Library books can be selected by class teachers and used within their class, these will then go into quarantine for 72 hours, cleaned and returned to the library. The same arrangement will be in place for reading books. This is implemented and monitored by CH.All pupils have an individual zip bag/tray in their work area for their necessary equipment e.g. pen, pencils, rubber etc. They will also have an individual box to store any possessions/larger equipment. This will be stored on the floor under their workspace. | Low |
| Premises cleaning regime | * Regular cleaning throughout the day of frequently touched surfaces
* Thorough daily clean - in line with guidance
* Disinfect if required
* Follow Government guidance [here](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)
 |  | Adhere to Government guidance and Trust Guidance & Information Sheets, Risk Assessments and Safe System of Work.To remove any virus that may be present the following frequently touched surfaces should be cleaned regularly throughout the day: door handles, handrails, table tops, play equipment and toys, toilets e.g. taps, handles, WC flush and seat (where fitted). A product that complies with EN14476 should be used. If this is not available any product that kills coronavirus can be substituted. Suitable PPE must be worn when using cleaning/sanitising products and the COSHH Risk Assessment for the product must be followed. NB unless a product is a combined cleaner and sanitiser all surfaces must be cleaned (to remove dirt, grease etc.) before sanitising. In Place | Low |
| Equipment and resources cleaning | * Ensure equipment that is regularly touched e.g. key boards, mouse or other input device, mobile phones etc. are sanitised on a daily basis
* Clean and sanitise frequently (at least daily) item e.g. toys, play equipment etc. used by pupils
* Touch points on other fittings e.g. handrails, handles, push plates should be cleaned regularly
 |  | Item should be cleaned daily and/or before and after being shared with another bubbleIn PlaceUse appropriate sanitisers and ensure supplies are available for staff to useIn PlaceStand-alone sanitising units are positioned at entrances to school, classrooms, hall and staff room. This does not replace handwashing but simply adds another layer of protection.Unless otherwise specified by the manufacturer the following cleaning regimes should be followed:**Hard toys**. Hard toys that are difficult to clean e.g. item with intricate parts should be taken out of use. Other hard toys should be cleaned in a dishwasher or by immersing in a solution of sterilising fluid suitable for use with items used by pupils e.g. Milton® then left to air dry. Hard toys with batteries or mechanisms that would be damaged by immersion should be wiped with a sanitising wipe**Soft toys must be taken out of use.** Soft toys which are important and essential for pupil mental health, behaviour and well-being will be stored in the pupils personal box. Soft toys which can be washed should be cleaned regularly in washing machine or as otherwise specified by the manufacturer. The temperature should be set at 60°C. If it is not possible to wash the item at a high temperature e.g. because of manufacturer’s instructions a proprietary additive e.g. Dettol® Laundry Cleanser may be added.  | Low |
| Pupil registration/ end of day arrangements | * Sign in/out procedure in place. Contactless on touch screen systems
* Named adults to collection pupil/s outside of building at end of day
 |  | Ensure that all people on site (staff, pupils and visitors) are recordedContactless using InVentry, Antiviral wipes to be used to clean between each userEnsure records are filed and kept securely (may be required by PHE in the event of somebody who entered the school (staff, pupil or visitor) developing CV19 | Low |
| Fire evacuation and emergency lockdown procedures | * Review evacuation plan and update if some parts of the building are out of use
* Ensure that at least two routes of escape are available once people have entered a protected escape route e.g. staircase, corridor. **If two routes aren’t available the Trust H&S Manager must be contacted before the building is occupied**
* Rehearse fire evacuation / lockdown procedures with staff and pupils
* Identify responsible person(s) in case of fire
* Consider arrangements for disabled people including cognitive disability in event of an evacuation. Use PEEP (Personal Emergency Evacuation Plan) for people who are at their usual site. For all others use the academy GEEP (Generic Emergency Evacuation Plan)
* Ensure register of all people on site (staff, pupils and visitors) is available at all times to staff in charge of evacuation
 |  | Site staff to ensure that all emergency exits in occupied areas are unlocked before staff and pupils enter siteFire safety induction for all staff w/c 1/9/20 to confirm evacuation arrangements including escape routes (and alternatives), emergency exits, assembly points etc. New assembly points identified following new build;Main playgroundExit gateFollyDrill at the start of each term. Multi storey buildings should consider location of bubbles to ensure wherever possible social distancing during evacuation.Principal to review and if necessary amend Emergency Evacuation Plan (EEP) details if there are any changes to procedures and/or key roles. Key roles are:Assembly Point Control Officer – John Singleton/ member of SLTFire Wardens - appointed and trained.Fire Panel monitoring (including identifying location of fire)- John SingletonEnsure any external contractors are informed of emergency evacuation procedures and action to take should the alarm soundSocial distancing must be maintained once people are a safe distance from the buildings In Place | Low |
| Statutory Compliance checks | * Ensure all checks are up to date before building is brought back into use
 |  | Contact Estates Team for advice if any checks are overdue and before opening the academy to staff and pupils | Low |
| Peripatetic staff e.g. IT team, Education Team, Operations | * Wherever possible all visits should be cancelled and carried out using Teams. The only exceptions are where work has to be carried out on equipment e.g. network infrastructure, individual item (PCs, laptops, tablets etc.) or essential health and safety visits
* Peripatetic staff must liaise with the academy by email and follow site specific arrangements at all times
 |  | Other peripatetic staff must obtain an email authorisation from their Director before attending any site.See section on cleaning equipment where item e.g. laptops have to be handledWhere arrangements are already in place for staff to work across an academy e.g. academies with multiple sites, Principals should consider how these can be reduced for teaching staff or restricted to out of the normal school day for other staffManagers to have arrangements in hand to ensure that all peripatetic staff have seen and understood the site specific COVID arrangements prior to going onto another site | Low |
| Supply staff and temporary staff e.g. support staff working on a supply basis, sports coaches, those delivering before and after school activities etc. | * Academies should try to avoid the use of supply staff but where this is unavoidable, to minimise the numbers of temporary staff entering the school premises, academies should try to arrange longer assignments with supply teachers and agree a minimum number of hours across the academic year
 |  | Managers to ensure that all supply and temporary staff have seen all relevant risk assessments and signed to acknowledge them (manually).Compliance will be monitored by Principal,  | Low |
| Contractors on site  | * Briefing and escorting of contractors
* Contractor DBS in place
 |  | Ensure social distancing followed when meeting contractors and any other interactions e.g. checking work, signing off Permits to Work etc.In PlaceWherever possible restrict attendance by contractors to outside of the school day when pupils are not on siteIn PlaceIn an emergency it may be necessary for a contractor to visit during the school day. Where this is the case ensure social distancing is complied withIn Place | Low |
| **Are there any other foreseeable hazards associated with dealing with COVID-19** | **List any additional control measures:** |  |   |  |

|  |
| --- |
| **Reference Documents**COVID-19 Guidance for Schools and Other Educational Settings[https://www.gov.uk/Government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)[https://www.gov.uk/Government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak)COVID-19 Guidance on Extra Mental Health support for pupils and teachers[https://www.gov.uk/Government/news/extra-mental-health-support-for-pupils-and-teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers)<https://www.educationsupport.org.uk/><https://covid.minded.org.uk/>COVID -19 Workload Reduction<https://www.gov.uk/guidance/school-workload-reduction-toolkit>[https://www.gov.uk/Government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19](https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19)COVID-19 Guidance on Social Distancing https://www.gov.uk/Government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people[https://www.gov.uk/government/publications/safe-working-in-education-pupilcare-and-pupilss-social-care/safe-working-in-education-pupilcare-and-pupilss-social-care-settings-including-the-use-of-personal-protective-equipment-ppe](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)[https://www.gov.uk/government/publications/safe-working-in-education-pupilcare-and-pupilss-social-care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care)COVID-19 Guidance on Staying at Home [https://www.gov.uk/Government/publications/covid-19-stay-at-home-guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) <https://www.gov.uk/Government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>COVID-19 Guidance for First Responders. NB this guidance gives advice, which is applicable to First Aiders [https://www.gov.uk/Government/publications/novel-CV19-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov)* GAT Health and Safety Hub
	+ GI 09 Stress – Assessment and Management
	+ GI 09 Stress Flow Charts
	+ GI 13 Slips and Trips
	+ GI 16 New and Expectant Mothers
	+ GI 19 COVID-19 – Deep Cleaning
	+ GI 19.1 COVID-19 – Site Management Essentials
	+ GI 19.2 COVID-!9 – Reopening Academies
	+ GI 19.3 COVID-19 – Cleaning Toys
	+ GI 33 First Aid Provision
	+ GI 51 Procedure for dealing with and disposal of Bodily Fluids
	+ GI 74 Finger Traps
	+ GI 85 Pregnant Academy Girls
	+ Risk Assessments
		- RA Individual – Stress Action Plan
		- RA Team – Stress Risk Assessment
		- RA 13.1 Slips, Trips and Falls
		- RA 19.2 At Risk People
		- RA 19.3 Deep Cleaning
		- RA 33.1 First Aid Provision
		- RA Classroom Activities in Primary Schools
		- RA New and Expectant Mothers
		- RA Pregnant School Girls
	+ Safe System of Work
		- SSW 51.1 Dealing with Bodily Fluids
		- SSW 11.1 PPE – Using Gloves
* SSW 11.2 PPE – Using a Face Mask
	+ - SSW 13.1 – Wet Dry Mopping

Managing Behaviour[https://www.gov.uk/Government/publications/behaviour-and-discipline-in-schools](https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools)Estates guidance<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown><https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm><https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>Catering guidance[https://www.gov.uk/Government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19) |
| **ASSESSED BY (Print name)** **Shelly Wood** | **SIGNED**  | **DATE** **13/07/2020** **1/9/2020** |
| **LINE MANAGER** **Tracey Ydlibi** | **SIGNED****T Ydlibi** | **REVIEW DATE** 21/9/202007/10/2020 |
| **Reviewed and updated by Tracey Ydlibi** | **SIGNED** **TYdlibi** | **Review date** **2/3/21** |

| **All staff carrying out any of the tasks covered by this RA to sign to acknowledge receipt of this document.****If staff have any queries regarding this Risk Assessment (RA) and/or any associated documents e.g. Guidance & Information sheets (GIs), Safe System of Work (SSWs) they should raise these with their line manager prior to undertaking any task covered by this RA**  |
| --- |
| **Name** | **Date**  | **Signature**  |  | **Name** | **Date**  | **Signature**  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |