



School Name: Dame Elizabeth Cadbury School

Headteacher: Jacqui Newsome

Head Caretaker: Spencer Smith

Assessment conducted by: Mike Dunn (until Easter 2021) Jacqui Newsome (from Easter 2021)	Position: Head Teacher	In consultation with: Gary Smart Jacqui Newsome Spencer Smith	Date of Assessment: 02.04.20 12.07.20	Date Revised: 16.07.20 (Trust update) 30.08.20 (Trust update) 23.10.20 (Trust update) 02.11.20 05.11.20 (Trust update) 08.12.20 (<i>updated national guidance</i> <i>03.12.20</i>) 18.12.20 (<i>updated Schools, Colleges Testing Handbook V3.7:</i> <i>17.12.20</i>) 03.01.21 25.02.21 01.03.21 (walk-round/site visit) 13.04.21 11.05.21	Review Date: Fortnightly
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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
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LIKELIHOOD

5 (Almost certain) Will undoubtedly happen/recur, possibly frequently	4 (Likely) Will probably happen/recur, but it is not a persisting issue/circumstances	3 (Possible) Might happen or recur occasionally	2 (Unlikely) Do not expect it to happen, but it is possible it may do so	1 (Rare) 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
Transmission on public transport 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. Pupils in Year 7 and above to wear face coverings when travelling on dedicated school transport to secondary school in line with new national guidance. 	M	3	Head	Updated and review May 21	YES

		<ul style="list-style-type: none"> • Staff arriving must follow the same protocols as summer term via the tent handwashing station area for handwashing/ sanitising • HT to liaise with National Express and BCC Travel Coordination team to have a clear overview of the public transport capacity from 1st September on the main routes used by pupils. • Via letter/ re-opening guide, parents will be encouraged to buy or prepare a bike for pupils to use for travelling to school during the Autumn Term. • Additional bike storage installed where the minibuses are usually parked • The additional bike storage behind DT/ Humanities block cleared and recommissioned • School working with The Active Wellbeing Society to gain Bikeability training for cohorts of pupils from September as we see an increase in the number cycling to school. • Each day, two cars completing drive duty each morning from 08:25 through the most heavily used routes leading to the school site. 					
Transmission on arrival to school and minimising contact on school site prior to start of school day	Staff Pupils Others	<ul style="list-style-type: none"> • Entry protocol in place and shared with all staff. • Pupils will stand and socialise with 1m+ distancing where possible on the playground (or in one of the designated indoor spaces in the event of wet weather). • Pupils and staff will clean their hands on entry to the school site using sinks or hand sanitiser • The duty timetable will be adjusted to increase supervision. Form tutors will be required to arrive to collect their tutees at 08:40 and, where possible further add to the supervision of pupils by arriving to the playground/ indoor location from 08:35. • Years 9 and Year 11 will arrive and depart from the Hay Green Lane entrance and line up will occur on the carpark (Gym and Hall if wet weather protocols apply). • Years 8 and 10 will arrive and depart from the upper Woodbrooke Road gate and line up will occur on the playground (Sports hall if wet weather protocols apply). • Year 7 will arrive and depart from the lower Woodbrooke Road gate and line up will occur on the playground (Sports hall if wet weather protocols apply). • SEND meet/greet and House staff morning pastoral contact will be permitted for pupils with such provision written in their planner. This will take place with social distancing in the canteen. 1m+ distancing will be in place at all times during this 	L	3	Site/ Head	Updated March 21	YES

		<p>provision. Hand cleaning will occur on departure from the canteen to the child's designated line up/ form room location.</p> <p>Face coverings From 17th May face coverings will:</p> <ul style="list-style-type: none"> • No longer be recommended for pupils in classrooms or communal areas, in all schools. • No longer be recommended for staff in classrooms. <p>Face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible</p>	L	3	Head Caretaker		
Transmission from visitors, contractors, deliveries and limited physical space in Reception	Staff Pupils Others	<ul style="list-style-type: none"> • No parents or visitors permitted on site unless it is a safeguarding issue, emergency or necessary face to face (socially distanced) meeting– access will be granted at the discretion of the Deputy 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. • All will clean their hands on entry and have their temperature taken. Anyone displaying symptoms, reporting contact with a confirmed case or symptomatic individual will be refused entry. 	M	3	DHT	Updated and review Nov 20	YES
Transmission from parental visitors	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. Where a face to face meeting is necessary, appropriate checks will be completed before the meeting takes place (see visitors section above). • Parents will not be permitted on site unless for an authorised prior arranged meeting. 	L	4	Staff Head/ Site	Updated and review Nov 20	YES
Transmission through bubble mixing at the end of the day - dismissal	Staff Pupils Others	<ul style="list-style-type: none"> • Dismissal will be staggered at 15:00. Staff will escort their group to the year group's departure gate. • Years 9 and 11 will depart from the rear playground and Hay Green Lane gate • Years 8 and 10 will depart from the front playground and upper Woodbrooke Road gate • Year 7 will depart from the lower Woodbrooke Road gate and line up will occur on the playground • Each day, there will be two cars completing drive duty each evening from 15:00 through the most heavily used routes leading to bus stops and home travel routes on foot/ bike • PM duties will be via a rota involving all staff through the week with duty spots in the normal places 	L	3	Staff	Updated and review Nov 20	YES

		<ul style="list-style-type: none"> The majority of senior staff will be on duty every day 					
Mixing of year-group bubbles	Staff Pupils Others	<ul style="list-style-type: none"> Timetable rebuilt maximising double lessons for all pupils Zoning of site to enable bubbles to be taught together with teacher movement, rather than pupil Alignment of timetabling to zones to enable streamed teaching within bubbles to be maintained All rooms facing in one direction Seating plans centrally held to enable contact tracing Individual social time contact books to enable contact tracing Single year group bubble social time Social time with pupils facing in one direction where possible Single bubble line up Escorted movement with heavy supervision Pupils and staff will all (unless exempt) wear a face covering as they move around building until they reach their classroom/ dining hall. Face coverings will be worn during indoor social time when eating/ drinking has finished. 	L	2	Staff Head	Updated and review Nov 20	YES
Sharing of toilets		<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 be separated by bubble enabling one bubble in the toilets at any one time Hand washing will be thorough and supervised Enhanced cleaning Pupils and staff will all (unless exempt) wear a face covering as they move around building and when in toilets. 	M	3	Staff Head	Updated and review Nov 20	YES
Extra curricula activities before and after school.		<ul style="list-style-type: none"> Before and after school extra curricula activities will be paused from 05.11.20 Curriculum intervention and catch-up will continue as necessary SEND support will continue such as Homework Club Continuing provision will operate in line with lesson guidance and protective measures. Pupils and staff will all (unless exempt) wear a face covering as they move around building. 	M	3	Head Staff	Updated and review Nov 20	YES
MOVEMENT AND SOCIAL TIME							
Transmission during lessons/ social time	Staff Pupils Others	<ul style="list-style-type: none"> All rooms facing in one direction Seating plans centrally held to enable contact tracing Individual social time contact books to enable contact tracing Single year group bubble social time Social time with pupils facing in one direction where possible Single bubble line up Escorted movement with heavy supervision 	L	3		Updated and review Nov 20	YES

		<ul style="list-style-type: none"> Pupils and staff will all (unless exempt) wear a face covering as they move around building until they reach their classroom/ dining hall. Face coverings will be worn during indoor social time when eating/ drinking has finished. Hand cleaning will take place before and after consumption of food/ drink. 					
Movement 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. Corridors are divided where feasible. Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. 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. Pupils and staff will all (unless exempt) wear a face covering as they move around building. 	M	3	Head Staff	Updated and review Nov 20	YES
Transmission in the Staff Room	Staff Pupils Others	<ul style="list-style-type: none"> The staff room will be open from September. Sofas will be removed and additional workstations will be creates in order to increase distancing between each work station. As with general H&S measures, all staff are responsible for implementing the system of controls set out by the DfE at all times. Staff will be reminded to wear a face covering in the staffroom. 	L	2	Staff	Updated and review Nov 20	YES
TRANSITIONAL, TASTER AND OPEN DAYS							
Transmission of Covid-19	Staff Pupils Others	<ul style="list-style-type: none"> Transitional, taster and open days can go ahead. Staff should complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with agreed system of controls and align with the advice contained from the Government roadmap out of lockdown. 	L	2	Staff	May 2021	YES
WRAP AROUND CARE, INTERVENTIONS AND EXTRA CURRICULA							
Transmission during intervention sessions	Staff Pupils Others	<p>From 29th March, all parents will also be able to access provision for one of these additional purposes:</p> <ul style="list-style-type: none"> Where the provision is taking place outdoors - all children may access outdoor provision regardless of circumstances; 	L	2	Staff	Updated and review May 2021	YES

		<ul style="list-style-type: none"> Their children are eligible for free school meals and are attending provision as part of the holiday activities and food programme. <p>From 17th May, in line with the commencement of Step 3 of the roadmap, where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number. However, it remains important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting.</p> <p>Smaller groups should be considered when it is not possible to do this. When considering appropriate group sizes it will be important to take into account factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation.</p> <ul style="list-style-type: none"> 					
PRACTICAL SUBJECTS and EQUIPMENT							
Transmission during practical subjects	Staff Pupils Others	<ul style="list-style-type: none"> Significant reduction in practical work and increase in teacher demonstration - enhanced cleaning when needed: music, science, PE, art, maths. All subjects who have published guidance from DfE and/ or sport/ arts regulatory body will follow the recommended approach for these activities in school. All practical equipment handled by pupils (including apparatus in maths) to be wiped with antibacterial wipes after each use Where not possible, 48 hours to be left between uses by different bubbles (72 hours for plastics). Demonstration will be predominantly used in practical subjects (DT, Food, Drama, Science). If practical work occurs, stringent hygiene routines will be in place and set out in a separate risk assessment. Fortnightly system for PE to enable a maximum of 45 pupils in practical PE; supplemented with additional English and maths, as well as theoretical PE and health education in alternate weeks On PE days, pupils to wear PE kit to enable showering and changing at home. Schools are able to work with external coaches, clubs and organisations for <i>curricular</i> activities where they are satisfied that it is safe to do so. <p>Physical Education</p>	M	3	Staff DoLs Head	Updated and review Nov 20	YES

		<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups. PE lessons can take place indoors, including those that involve activities related to team sports, for example practising specific techniques, within existing system of controls.</p> <p>For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural 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 during peripatetic music lessons</p>		<ul style="list-style-type: none"> • Music Service will supply their staff with training and equipment they need – eg sanitiser, chlorhexidine wipes, PPE where necessary • Music Service delivering whole class teaching will not be using class instruments for the first 7 weeks. • Group lessons will need to involve pupils from the same bubble • Staff will not be walking around school to collect pupils for their lessons. • Windows and doors of practice room must be left open where possible to allow good ventilation. • Time between lessons to ventilate the room • Hand washing before and at the end of the lesson before returning to class. • Should an instrument need attention, wipes will be used and gloves worn by member of staff. • Pupils will write in their own practice diaries. • Copies of sheet music will not be handled. New music will be emailed. • Music stands will only be altered by staff 	<p>M</p>	<p>3</p>	<p>Music Service</p>	<p>Updated and review Nov 20</p>	<p>YES</p>

		<ul style="list-style-type: none"> No physical contact with pupils as part of teaching eg there is often a need for teachers to 'correct' a child's posture. This will be done by showing and explanation only. Pupils and staff will all (unless exempt) wear a face covering <p>Woodwind: teacher stands to the side of pupil (2m in front for flute players) If in groups, size of room will determine number of pupil. Pupils will not sit for their lesson. 'Pull throughs' will not be used in the lesson to clean out the instrument.</p> <p>Strings: As above. If teacher needs to stand facing the pupil, a distance of 2m is needed. When tuning the instrument, wipes and gloves will be worn by the teacher.</p> <p>Keyboard: Teacher will need to be positioned so they can see the pupils hands to the side of the keyboard. Keyboards must be wiped down between each lesson.</p> <p>Guitar: As for strings, but pupils will need to sit</p> <p>Percussion: Sticks will be wiped down between each lesson. The music service will be providing drum pad and stick sets for practice at home. Teacher will sit to the side of the pupil. Skins of percussion instruments to be wiped between use.</p>					
Transmission through sharing equipment, textbooks and/or stationary	Staff Pupils	Textbooks: <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. Year 11 will be given their own copy of the most appropriate written resources (textbook/ revision guide) and a locker in which to store their resources. Resources will be collected at the start of each day and taken to every lesson. Exercise books: <ul style="list-style-type: none"> Gloves to be worn by staff when handling/ giving out books Book marking will continue in line with the school's policy. The timetable for September creates a larger number of days between pupils going to many of their subjects. This will allow teachers to collect in books, leave them untouched for 48 hours, mark them, leave them for another 48 hours and then give them out to pupils. 	M	3	Staff DoLs Head	Updated and review Nov 20	YES

		<p>General equipment – pupils:</p> <ul style="list-style-type: none"> All pupils will have their own, named pencil case with compulsory equipment All pupils will have a clean mini whiteboard and marker pen from September which will be compulsory to have with them for every lesson – fulfilment of this has been achieved by pooling existing faculty stock 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 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 A box of gloves 					
School performances	Staff Pupils Visitors	<ul style="list-style-type: none"> Schools in local restriction tier 3 areas should not host performances with an audience. 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	<ul style="list-style-type: none"> Educational day visits were able to resume from 12th April. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations and a full risk assessment in relation to all educational visits must be undertaken to ensure they can be undertaken safely. As part of this risk assessment, you will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. You should consult the health and safety guidance on educational visits when considering visits. 	M	2	Leadership Staff	May 2021	YES

		<ul style="list-style-type: none"> • Domestic residential educational visits can be undertaken from 17th May. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations and risk assessments should be undertaken. • International visits: The government has now published <u>red, amber and green list</u> rules for entering England. Given the complexities attached to international travel at this stage of the pandemic, the Government recommends schools do not go on any international visits this academic year up to and including 5th September 2021. The position beyond 5th September will be reviewed again in advance of Step 4. 					
CLEANING and COMPLIANCE							
Depleted stock levels	Staff	Head Caretaker to ensure stock levels of: <ul style="list-style-type: none"> • Toilet rolls • Hand soap • Hand sanitiser • Bleach/ appropriate disinfectant • Anti-bacterial wipes • Refuse bags • A box of gloves 	L	2	Site	Updated and review Nov 20	YES
Maintaining enhanced cleaning	Staff	<ul style="list-style-type: none"> • 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> <i>A box of gloves</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 Nov 20	YES
Statutory Tests and Inspections	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 Nov 20	YES

prior to reopening							
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 face covering unless exempt. All will clean their hands on entry and have their temperature taken. Anyone displaying symptoms, reporting contact with a confirmed case or symptomatic individual will be refused entry. 	M	2	Trust Estates Manager/ Site Site	Updated and review Nov 20	YES
FIRE SAFETY							
Transmission during evacuation/ lock down.	Staff Pupils Others	<ul style="list-style-type: none"> 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 termly. Pupils and staff will all (unless exempt) wear a face covering during evacuation. 	M	2	Trust Estates Manager/ Head Head Caretaker	Updated and review Nov 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 	L	2	Site Team	Updated and	YES

		<p>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>)</p> <ul style="list-style-type: none"> • Natural ventilation <ul style="list-style-type: none"> - 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 Staff	review March 21	
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 House: <ul style="list-style-type: none"> <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 • Teachers will wear gloves (available in the teacher resource boxes in each room) when handling books/ giving them out. • 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. 	M	2	Site Trust Estates Manager	Updated and review Nov 20	YES
Symptomatic individuals	Staff Pupils	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a new continuous cough, high temperature and/or 	M	3	Head Staff	Updated and	YES

	Others	<p>anosmia, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> • Any pupil or member of staff who displays signs of being unwell, such as having a cough, 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. • 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. • NHS 119 to be called for prompt testing to be arranged. • 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. 				review Nov 20	
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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. • 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 (age and maturity of pupil) 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 	M	2	Head	Updated and review Nov 20	YES
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 Nov 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 Nov 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 child/ren 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. 	M	3	Site	Updated and review Nov 20	YES

		<ul style="list-style-type: none"> 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. 					
Intimate Care	Staff Pupils Others	<p>When staff are carrying out any intimate care they must:</p> <ul style="list-style-type: none"> Wear Gloves Wear an apron Wear a mask Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) Soiled clothes to be double bagged and given to parents on collection of child. Staff must wash their hands for 20 seconds once gloves and masks are removed A poster to be displayed of instructions which must be followed. Record all intimate care carried out. 	M	2	Site/ Staff	Updated and review Nov 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. 	M	3	Leadership All staff Pupils Carers	Updated and review Nov 20	YES
PUPIL SUPPORT							
Transmission through contact with	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. 	L	3	Staff	Updated and review Nov 20	YES

pupils who are upset		<ul style="list-style-type: none"> Wash hands after contact. Staff will all (unless exempt) wear a face covering in these 1:1 Situations. 					
General transmission when supporting pupil wellbeing	Pupils	<ul style="list-style-type: none"> Where a pupil is demonstrating unusual/different behaviour to pre-Covid19: Conversations to take place with pupils. Discussions with parents. Ensure resilience is developed through PSHE programme. School Councillor support if necessary. Referral to appropriate external agencies if necessary. Where BAME pupils indicate anxieties an extended offer of support is made. Staff will all (unless exempt) wear a face covering in these 1:1 Situations. 	L	3	Staff	Updated and review Nov 20	YES
Minimising contact for pupils with behavioural issues	Staff Pupils	<ul style="list-style-type: none"> Students 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 Nov 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: Part time gradual reintegration Additional 1:1/ group support from specialist staff Bespoke Early-Help intervention from Believe Centre 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 Nov 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 (Pastoral & DSL) have capacity to deal with arising concerns. If referrals made by staff, these are followed up appropriately and swiftly and social distancing practice maintained. 	L	3	Head	Updated and review Nov 20	YES

		<ul style="list-style-type: none"> As a result, safeguarding remains of the highest priority and practice. 					
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 being Well-	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 Requests are expected to be answered within 48 hours Monday to Thursday. The counselling service would remain confidential at all times (unless life or death situation). 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. 	M	3	Head/ Staff	Updated and review Nov 20	YES
BAME Black, Asian and 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 Nov 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. 	M	2	Head HR	Updated April 21	YES

		<ul style="list-style-type: none"> School to follow the same principles for pregnant pupils, in line with wider health and safety obligations as set out in risk assessment. 					
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 '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. 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. 	M	2	Head HR	Updated Jan 21	YES
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"> ✓ Public Health England ✓ Gov.co.uk ✓ NHS 	M	2	Site/ Staff Head	Updated and review Nov 20	YES

		<ul style="list-style-type: none"> ✓ DfE ✓ Department for Health and Social Care • 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. 					
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. • Pupils and staff are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and Public Health England guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), 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. 	M	3	Site Staff Kitchen Staff	Updated and review Nov 20	YES
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. 	M	2	All	Updated and review Nov 20	YES

		<ul style="list-style-type: none"> • 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. 					
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 Nov 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 Nov 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 Nov 20	YES