

Risk Assessment

COVID 19 – School General Risk assessment

School: Trinity Academy Bradford

Date of Risk Assessment: 01/02/2021

Date of Risk Assessment Review: 14/05/2021

This risk assessment should be completed in line with Government guidance for the particular challenges of your school and reviewed regularly as and when circumstances change. All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded. All documents should be version controlled and saved each time they are revised rather than over-typed. This will enable easy retrieval of the relevant document applicable at any material time if required in future for an investigation.

The risk assessment is about demonstrating your school is reducing and mitigating risk as far as is reasonably practicable following the most up to date Government advice. If the guidance cannot be achieved after plans have been put in place then the school has consider whether that activity or part of the school should be open.

This proforma may assist you in documenting your practical arrangements and ensure you are complying with minimum statutory requirements. COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process, it is recommended you contact your health and safety consultant/adviser.

**Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 11/05/2020). The risk assessment will be updated in line with further updates as and when they arise.*

RED = No **Amber = Working on but not complete** **Green = Complete**

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
General controls to prevent risk of infection.	Staff, visitors, Pupils	General Controls and instruction to staff throughout the school:- <ul style="list-style-type: none"> - Hand washing facilities in place, staff and pupils encouraged to use these. - School will have sanitiser dispensers at main entrances and exits - Students will be grouped in year groups (bubbles) and these will be kept apart as much as possible - Communicate and remind both staff and pupils of the 'catch it, bin it, kill it' approach - Lidded bins to be located throughout the school - Increased cleaning regime (see cleaning RA for Covid-19) - Regular cleaning of key touch points such as door handles – will be continually done under the site managers control during the day - Teachers and support staff expected to support with cleaning of classroom surfaces, equipment etc. if required - All staff (except SLG, Site and Cleaning team) to leave the premises by 5pm to allow cleaning team access to all used areas. - Any equipment passed between teachers will be cleaned before use - Cleaning staff will revert to their cleaning rotas to ensure thorough cleaning is carried out on a daily basis 	<ul style="list-style-type: none"> - Parents informed of the procedures in relation to COVID19. 	RHN IMY PDN	08/02/21	

		<ul style="list-style-type: none"> - A member of the cleaning team has been assigned to clean throughout the day - Signage displayed throughout to remind everyone of importance of regular hand washing - Posters located around the whole building to promote good hygiene - PPE and sanitiser stock is monitored closely by Estates Manager 				
Minimising contact with individuals who are unwell	Staff, visitors, Pupils	<ul style="list-style-type: none"> - Staff, pupils and other adults who have COVID-19 symptoms, or have tested positive in the last 10 days, or someone in their household who does, should not attend school - Anyone who develops symptoms during the school day will be sent home and advised to follow the stay-at-home guidance for households, and will need to book a PCR test within 2 days. - Guidance to self-isolate for 10 days if symptoms are present and arrange to have a test. Other members of the household (including siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms - Staff who are asymptomatic and test positive on a LFT should self-isolate for 10 days. They should book a confirmatory PCR test within two days. If the PCR is negative and they have no symptom they and their household can return to school or work. However, if they do have symptom, even with a negative PCR test, they must continue with self-isolation. If they then develop symptoms the self- 	<ul style="list-style-type: none"> - Staff training to include reminder of symptoms and procedures to follow - Communication to parents regarding Covid-19 symptoms and procedures to follow - Records kept of classes, teachers and timetables for each bubble so it is quicker and easier to identify who needs to self-isolate in the event of a positive case 	RHN GWA MMO	01/02/21	

		<p>isolation period gets reset to another 10 days from the onset of symptoms</p> <ul style="list-style-type: none"> - Members of staff who have helped someone with symptoms (close contact), or any pupils who have been in close contact, will only need to self-isolate if they develop symptoms, or if the symptomatic person tests positive, or if requested to do so by NHS Test and Trace - Staff or students who are sent home to self-isolate should not do so by public transport. - 				
Attendance		<ul style="list-style-type: none"> - Parents/carers informed that attendance at school is mandatory and usual attendance policy applies, therefore all absences will be followed up by the pastoral team - Exceptions to this are pupils who are self-isolating or under care of specialist health professional and if rate of disease in local area rises and advised to shield - SENDco to be aware of any pupils who remain under care of a specialist health professional and discuss before returning to school 	<ul style="list-style-type: none"> - Clear and consistent expectations around attendance communicated to families - Pastoral team to work with other professionals to support return to school (e.g. social worker) if needed 	GWA	01/02/21	
Clinically extremely vulnerable staff who asked not to attend work due to health condition	Staff	<ul style="list-style-type: none"> - As of the 1st April 2021 shielding has been suspended. Staff who are classed as CEV should home where possible, but where this is not possible they can return to work with an individual risk assessment being carried out. 		Line Managers	08/02/21	
The new variant of COVID-19 has a higher rate of	Staff and pupils	<ul style="list-style-type: none"> - The MAT and Academy will continue to monitor case rates, on the COVID-19 tracker to see if there are trends. The COO will monitor LA case rates and advise senior 	<ul style="list-style-type: none"> - Continue the monitoring of case rates. 	COO RHA	01/02/21	

<p>transmutability and can spread faster than the previous variant, which will lead to potentially more staff and pupil absenteeism</p>		<p>leaders if there are any spikes or trends developing – seeking local public health input, as necessary.</p> <ul style="list-style-type: none"> - The MAT is implementing Lateral Flow Testing (LFT) for staff initially to identify early positive cases so that they can self-isolate and reduce the risk of forward transmission. 	<ul style="list-style-type: none"> - Implement mass LFT for staff and then Secondary and post-16 pupils. - Additional action is for COO to lobby for a mass inoculation programme to be piloted in the MAT Academies. 			
<p>Use of Classrooms</p>	<p>Staff, Visitors, Pupils</p>	<ul style="list-style-type: none"> - Classroom tables are organised into rows and are forward facing, so pupils are sitting side by side with the exception of some high risk departments - Staff limited to 2 teachers per classroom wherever possible - Staff will be allocated the same classroom throughout the day where possible. - Each classroom will have its own PPE station containing hand sanitiser and anti-bacterial wipes. - Students to hand sanitise entering and leaving the classroom. - Windows will be opened every morning to allow for good ventilation where possible. - Classrooms to be regularly cleaned. - Social distancing to be promoted where possible. - Safe distancing signage/tape, hazard marking barrier tape has been used - Classroom bins have lids and will be regularly emptied and disposed of appropriately. - Student movement within classrooms to be prohibited 	<ul style="list-style-type: none"> - Classrooms tables will be cleaned with antibacterial wipes at the end of every lesson. - Classrooms will be cleaned during every break and lunch period where possible. 	<p>MMO EWA IMY PDN</p>	<p>08/02/21</p>	

Remote Learning (including working from the academy)	Staff	<ul style="list-style-type: none"> - Students will complete live lessons - Staff will carry out all sessions from the academy in their designated classroom 	<ul style="list-style-type: none"> - Staff will follow all social distancing guidelines when working from the academy 	MMO EWA	08/02/21	
Science (high risk department)	Staff Pupils	<ul style="list-style-type: none"> - No practical activities will take place due to the increased risk caused by teacher restricted movement in teaching classrooms. - Staff will only carry out demonstrations rather than class practical's until advised otherwise. All demonstrations will remain in line with academy 2m restrictions. - All borrowed equipment will be wiped down (Including but not limited to: board pens, glue sticks, purple pens, scissors) using the cleaning products supplied by the academy. - Staff and students will sanitise hands as per whole academy policy. Consideration must be taken to when using Bunsen burners as hand sanitisers are flammable. - Classroom doors will remain open during lessons times to ensure good ventilation, with the exception of when using Bunsen burners. This will ensure smoke and fire alarms are working effectively. - In the case of a chemical spill onto skin, only water must be used to thoroughly wash them and not hand sanitiser. - Staff that are removing used equipment from labs must wear gloves. After disposing of gloves, they must sanitise their hands - Goggles are available in all science rooms and must be used during demonstrations and will be wiped down before and after use. 		MMO EWA	08/02/21	

		<ul style="list-style-type: none"> - Staff will remain in 2m marked teaching box during lesson time. - Student movement within classrooms will be prohibited. - Students and staff will wash their hands before using a Bunsen burner using a non-flammable hand wash. - On completion of the use of Bunsen burners, classroom doors will be re-opened immediately. - Medical assistance will be sort if required. The incident will be logged if this results in injury or if medical assist is required. 				
PE (high risk department)	Staff Pupils	<ul style="list-style-type: none"> - Changing rooms will not be used. - Students will register in designated PE classrooms. - Staff and students will sanitise hands on entry and exit from the designated classrooms at start and end of the lesson (as per whole academy policy). All staff to take sanitiser with them to lessons and get students to sanitise half-way through the lesson (this can be more often if required). - Lessons will be predominantly outside (weather dependent). When indoors teaching space doors will remain open during lessons times to ensure good ventilation. - All students to follow school social distancing advice and to stand at a safe distance wherever possible. - All borrowed equipment will be wiped down after every use (for example balls, cones, etc). This will be done by teacher or technician where appropriate. - No spare PE kit to be lent to students 		STA	08/02/21	

		<ul style="list-style-type: none"> - Minimise equipment sharing where possible. - Contact will be kept to a minimum during all practical activities. Competitive games can be played in lessons but keep to small-sided games where students do not regularly change who they are playing. No contact in rugby until further guidance permits. - Any after-school clubs to be delivered in year group bubbles only <p>Risk assessment/guidance to be updated regularly in line with HGB/DfE guidance.</p>				
D&P (high risk department)	Staff Pupils	<p>Music</p> <ul style="list-style-type: none"> - Reduced practical activities will take place due to the increased risk caused by teacher restricted movement in teaching classrooms. - In Music cleaning protocols will be in place by the teacher, students will operate and play instruments and use the PC's as required. <p>Teachers will be provided with visors if needed for demonstrations in closer proximity</p> <p>Art</p> <p>Practical activities will be scaled back to help with material use and hygiene. (For example no ceramics will be taught until advised otherwise).</p> <ul style="list-style-type: none"> - All demonstrations will remain in line with academy 2m restrictions and will limit student movement. Use of visualisers by the Teacher will aid with demonstrations. - All used equipment will be wiped down (Including but not limited to: pencils, 		EWA	08/02/21	

		<p>sharpeners, glue sticks, paints, paint brushes and scissors) using the cleaning products supplied by the academy.</p> <ul style="list-style-type: none"> - Staff and students will sanitise hands as per whole academy policy but also prior to using any equipment. - Classroom doors will remain open during lessons times to ensure good ventilation. - If computers are required for the lesson they will be wiped down after each use the by the students. - Staff will remain in 2m marked teaching box during lesson time, unless a demonstration requires movement but this will be planned to maintain 2m safe distance and will incorporate a visor and mask if necessary. - Student movement within classrooms will be prohibited in most situations. If any movement is required for example to get clean water for painting, only one student at a time will be allowed out of their seat. - Each classroom will have it's own set of basic equipment and cleaned after use by students or staff. - Staff visors can be worn if close proximity demonstrations or support is needed. <p>Food Technology</p> <ul style="list-style-type: none"> - Student movement around the room will be limited and controlled. - To limit pupil movement, as far as is possible, pupils should be able to carry out the 		STA		
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		<p>practical with the equipment at their workstation.</p> <ul style="list-style-type: none"> - Where pupils need to move around the room, they should raise their hand to attract the teacher's attention and ask permission to move to use a particular piece of equipment. The teacher can then monitor movement and ensure that only one person is in any zone. - Staff and students will sanitise their hands prior to using equipment and at the end of the lesson. - Long – multi step practical activities will be avoided – unless being carried out by experienced students. - Teachers will carry out demonstrations with designated equipment that will not be used by students. - Equipment will only be used by students in the same bubble and will either be quarantined or meticulously cleaned after use. - Demonstrations will be carried out where possible using visualisers, photos and projectors. Where this is not possible, face coverings and social distancing will be utilised to allow students to see the task being demonstrated. - At the end of any practical session, all equipment and spare materials should be cleared away by the technician and cleaned 				
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		<p>or quarantined prior to being stored away for future use. Machines or other fixed equipment that has been used should be cleaned and readied for use in the next session. Waste material will be placed in a suitable bin and removed from the room prior to the next session.</p> <ul style="list-style-type: none"> - Where tasks that require eye protection are planned these will be issued to the students. After use they will be quarantined for 72 hours or sanitising between every use (even between pupils in the same bubble). - When washing textiles, such as tea towels, the washing cycle of at least 60°C, should be followed by tumble drying. Where tumble drying is not possible, air drying in direct sunlight has been shown to be effective. Overloading the washing machine should be avoided as the increased density of the textiles will inhibit the cleaning effectiveness at any temperature. - Where pupils are hand washing food equipment in hot soapy water using a bactericidal detergent, staff would need to follow up the wash by wiping with food-safe disinfectant or by quarantining before using with a different bubble, as they cannot confirm that the pupils have meticulously cleaned the equipment. 	<ul style="list-style-type: none"> - 			
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		<ul style="list-style-type: none"> - Oven gloves are considered as close contact PPE, so will need to be managed in similar ways to eye protection. At the end of a session the oven gloves should be collected and soaked in a disinfecting bath for 20 minutes, then washed, as for a tea towel. - Staff should aim to maintain a 2m social distance from all other members of staff and from pupils. Wherever possible pupils should aim to maintain a minimum social distance of at least 1m and avoid face to face working. - In situations where this is not possible face coverings will be worn. - Technician will be available in all practical lessons. <p>Design Technology</p> <ul style="list-style-type: none"> - Student movement around the room will be limited and controlled - To limit pupil movement, as far as is possible, pupils should be able to carry out the practical with the equipment at their workstation. - Where pupils need to move around the room, they should raise their hand to attract the teacher's attention and ask permission to move to use a particular piece of equipment. The teacher can then monitor movement and ensure that only one person is in any zone. 		STA		
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		<ul style="list-style-type: none"> - Staff and students will sanitise their hands prior to using equipment and at the end of the lesson. - Long – multi step practical activities will be avoided – unless being carried out by experienced students. - Teachers will carry out demonstrations with designated equipment that will not be used by students. - Equipment will only be used by students in the same bubble and will either be quarantined or meticulously cleaned after use. - Demonstrations will be carried out where possible using visualisers, photos and projectors. Where this is not possible, face coverings and social distancing will be utilised to allow students to see the task being demonstrated. - At the end of any practical session, all equipment and spare materials should be cleared away by the technician and cleaned or quarantined prior to being stored away for future use. Machines or other fixed equipment that has been used should be cleaned and readied for use in the next session. Waste material will be placed in a suitable bin and removed from the room prior to the next session. 				
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		<ul style="list-style-type: none"> - Where tasks that require eye protection are planned these will be issued to the students. After use they will be quarantined for 72 hours or sanitising between every use (even between pupils in the same bubble). - Staff should aim to maintain a 2m social distance from all other members of staff and from pupils. Wherever possible pupils should aim to maintain a minimum social distance of at least 1m and avoid face to face working. - In situations where this is not possible face coverings will be worn. - Technician will be available in all practical lessons. 				
Use of Offices, Staff Rooms and Meeting Rooms'	Staff	<ul style="list-style-type: none"> - Staff will be encouraged to use the staff work rooms to prepare refreshments only and not to congregate. - Each area will have its own PPE station containing hand sanitiser and anti-bacterial wipes. - In offices where staff are facing each other, a screen will be installed. - In office and meeting rooms where no screens are installed and a distance of 2 metres cannot be maintained, staff and students who are facing each other must wear face coverings/visors. - All staff meetings to be held virtually where the required attendees exceed the maximum room occupancy. - Offices and staff rooms to be regularly cleaned (check-list to be signed and dated) 	<ul style="list-style-type: none"> - Bins to have lids, be regularly emptied and disposed of appropriately. 	SLG IMY PDN	08/02/21	Office do not have lidden bins. Classro oms do have lidded bins

		<ul style="list-style-type: none"> - Phones – Landlines will be wiped down after every use. - Safe distancing signage/tape, hazard marking barrier tape to be used and readily available. - Maximum occupancy signs on each office door. 				
Use of Corridors and staircases	Staff, pupils, visitors	<ul style="list-style-type: none"> - Where possible establish a one-way system to prevent crossing on staircases. - Corridors to be monitored by teachers, SSOs, ASSOs and SLG during period change overs and breaks. - Safe distancing signage/tape, hazard marking barrier tape has been installed where required - Each corridor has a designated hand sanitiser station. 		GWA SSO ASSO	08/02/21	
Use of toilets	Staff, pupils, visitors	<ul style="list-style-type: none"> - Available hand washing facilities with encouragement to use these facilities regularly and prior to eating. - Hand driers have been isolated in all toilets and hand towels provided - Pedestal bins will be provided in each toilet facility - Toilets are to be cleaned regularly throughout the day - Posters around the building to encourage students to wash their hands. 		GWA IMY PDN	08/02/21 08/02/21	
Catering and use of exiting food hall	Staff, pupils, Visitors	<ul style="list-style-type: none"> - Deliveries to be contactless where possible. - Hygiene standards to be maintained - Catering staff to wear masks or face visor whilst preparing and serving food - Students will remain seated at all times - Dining table to be cleaned between each bubble 		KCR IMY		

		<ul style="list-style-type: none"> - Visors and/or disposable face coverings to be worn by catering staff - Government guidance for food businesses on coronavirus (COVID-19) to be followed at all times. - External catering company have provided a RA 				
Break and lunch times	Staff, Pupils, Visitors	<ul style="list-style-type: none"> - Areas will be monitored by members of SLG, SSO, ASSO and teachers during break and lunch times. - Break and lunch times are to be staggered for separate bubbles. - Contact sports such as football and basketball have temporarily been prohibited 		GWA SSO ASSO	08/02/21	
Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> - Parents informed first point of contact is to call the school instead of face to face. - Barrier between front facing staff and others. - Children to enter the school via one of two designated entrances 		KLY Admin	08/02/21	
Drop off and collection	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> - All students will enter and exit the academy via a designated entrance/exit. - Visible staff presence at both dropping off and collection times 	<ul style="list-style-type: none"> - Communication to parents to be sent out about what systems are in place - Students who walk to and from the academy are to be asked to be mindful of the social distancing guidance when moving through the local community. 	GWA	08/02/21	
Transport	Staff, visitors, Pupils	<ul style="list-style-type: none"> - Encourage parents, staff and pupils to walk or cycle to school if it all possible - Any families using public transport to and from school to be made aware of safer travel guidance for passengers 		GWA	08/02/21	

		<ul style="list-style-type: none"> - Those travelling by bus to have access to wash facilities - Risk assessment has been received from transport provider of the controls they have in place 				
Staff contingency arrangements	Staff, pupils	<ul style="list-style-type: none"> - Ensuring there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff. - Ensure staff are aware of the reporting procedure to highlight if they have any symptoms. 		RHA HR	08/02/21	
Area for first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> - The medical inspection room has been Identified as an appropriate area in which will be used for first aid - Maintain cleaning standards and clean after each treatment - Students who are required to take medication attend the medical office by themselves and at the appropriate time. - Students should not attend the medical inspection room for any other reason. - In cases of emergency or where students are feeling unwell, they will be escorted to the medical inspection room where the Medical Welfare Officer or first aider will carry out an initial assessment using full PPE (Personal Protective Equipment). 		First Aider IMY	08/02/21	
Symptomatic staff or pupils	Staff, visitors, pupils	<ul style="list-style-type: none"> - The medical support room is available for anyone who is symptomatic so they can wait for a parent to collect. - Area in which symptomatic people are waiting requires to be cleaned after each use. - Staff and children can be eligible for testing. - Those staff who require close supervision while awaiting collection will be provided with 	<ul style="list-style-type: none"> - Establish a clear procedure of how to access testing and when someone should be tested. - Training provided by the First Aid officer for any support staff who will be carrying out close supervision in the 	MMO First Aider HR IMY	08/02/21	

		<p>PPE i.e. face shield, respirator FP3, gloves and apron, These will be kept in the medical inspection room</p> <ul style="list-style-type: none"> - Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID - Staff referred for testing if they have been in contact with a person diagnosed with COVID or if they display symptoms 	<p>absence of the First Aid Officer (including the use of PPE)</p> <ul style="list-style-type: none"> - Ensure all staff know where the medical isolation room is located - The boys changing room has been identified as an overflow area for anyone who is symptomatic. 			
Testing		<ul style="list-style-type: none"> - Home testing is provided to all staff and pupils who consent to testing. These are LFT and are carried out twice a week and must be reported to NHS Test and Trace, plus to the school via the COVID reporting app. - If a member staff or a pupil tests positive from a LFT, they should self-isolate. They need to book a confirmatory PCR test. If the test is negative and there are no symptoms, then they can return to school. However, if the test is positive or there are symptoms then they can need to continue to self-isolate and complete 10-day period. 	<ul style="list-style-type: none"> - Inform all parents/carers of the testing process and arrangements. 	RHN	08/02/21	
Assembly & gatherings	Staff, Pupils Visitors	<ul style="list-style-type: none"> - Assembly's will take place but in smaller bubble groups 		GWA	08/02/21	
CPD sessions	Staff	<ul style="list-style-type: none"> - Where the full staff cohort are needed, or the full staff teaching cohort, CPD will take place remotely via Teams. Each dept (or depts depending on size) will take part in this in a room where they can socially distance within the academy. 		MMO	08/02/21	

		<ul style="list-style-type: none"> - On entry to any CPD room, staff will sanitise their hands, enter wearing their face coverings, and sit a 2m distance apart from each other. 				
Educational visits	Staff, Pupils	<ul style="list-style-type: none"> - As of the 12th April 2021 educational day visits are permitted and these need to be risk assessed before being undertaken. - As of 17th May 2021 education residential visits can commence and must be risk assessed before being undertaken. Note all deposits need to be refundable. - Note overseas visit are not allowed and this will be for the remaining part of the academic year. 		MMO	N/A	
Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE required for personal care only. - PPE has been sourced prior to opening. - PPE points will be located at key points on each floor - PPE signed out when used. - Risk assessment in place for any children with intimate care need (PPE to continue to be used in usual way) - Follow government guidance on Coronavirus (COVID-19): implementing protective measures in education and childcare settings - Those staff who are on the front line and will need PPE have received the appropriate training for their safe usage. 		IMY PDN SEN	08/02/21	
Face Coverings Students	Staff, Pupils	<p>Pupils are not required to wear face covering in the classroom or in communal or corridor areas.</p> <p>However, pupils will need to wear a face covering on school or public transport for travel to and from school. This is subject to medial expectations.</p>		GWA	01/02/21	

Face Coverings Staff	Staff, Pupils	<p>Are necessary where social distancing can't be maintained</p> <ul style="list-style-type: none"> - When moving between lessons both inside and outside of the building - When queuing for food at break and lunch and when moving to the seating area - When on duty - When sat down in the main hall and not eating or drinking - When moving around the classroom <p>Are not necessary</p> <ul style="list-style-type: none"> - When sat outside at break and lunch time - When teaching from behind the marked areas in classrooms <p>Visors have been provided for staff who wish to use them.</p> <p>Staff have been provided with a face mask in a sealable bag for storage</p>		GWA	01/02/21	
Home visits into the property	Staff, Families, Pupils	<ul style="list-style-type: none"> - Hand sanitiser provided for staff required to conduct home visits - Staff advised to conducted home visits 2m from outside the front door (any concerns will be directed to social services in the normal manner) - Any staff who do enter the property during a home visit are advised to change clothing after. 	-	GWA	08/02/21	

		<ul style="list-style-type: none"> - A Risk Assessment has been written for home visits procedure which includes COVID19 controls. - Home visits will only be conducted where there is a safeguarding concern and all efforts have been made, including by external agencies, to make contact with the student. 				
Visitors & Contractors in schools	Staff, visitors, Contractors, Pupils	<ul style="list-style-type: none"> - Where possible avoid visitors and contractors from attending the school - Letter sent out to contractors explaining site rules - Signed declaration of those who will be on site are not showing signs of COVID19 is received via email or a declaration form. - Hand sanitiser facilities for visitors/ contractors available in reception - Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in. Any supervision conducted with a distance of at least 2m. - Visitors in reception are recommended to wear a face covering where social distancing can't be maintained in communal and corridor areas. 	-	KCR IMY PDN Admin	08/02/21	
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure team-teach training has been achieved by teachers who are required to carry out physical restraining. - Ensure wash facilities are available after a close contact event. - No child or member of staff should be in school if they are symptomatic. - Head teacher to reassess inclusion policy based on each case as it arises. 	- Check records of which staff currently have TT training	GWA	08/02/21	

Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins. 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be double bagged and stored for 72 hours prior to collection. 	IMY	01/02/21	
Health and Safety general considerations	Staff and pupils	<ul style="list-style-type: none"> - School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Site inspection to be conducted - Evacuation, invacuation and lockdown practices to take place as usual - Security on external gates and perimeter to be monitored by senior management and the site manager. - Evacuation, invacuation and lockdown practices have been reviewed and remain suitable for use during COVID restrictions 		IMY PDN SLG	08/02/21	
Ventilation	Staff and pupils	<ul style="list-style-type: none"> - Windows to be opened each morning to allow for adequate ventilation where possible - Non- fire safety doors can be propped open to allow ventilation. - Ventilation to chemical stores will remain operational 		IMY PDN	08/02/21	
Additional measures	Staff	<ul style="list-style-type: none"> - Hygiene is a responsibility for ALL staff and must be displayed and adhered to at all times. 	<ul style="list-style-type: none"> - HR will be informed if persistent breaches occur and formal proceedings could follow. - Reminders that staff have shared responsibility to inform SLG if PPE supplies are running low. 	RHA	01/02/21	

Last Review:	Comments:	Assessor Name:
24/02/21	Update to 'Face Coverings Students' now includes that it is strongly recommended that students should wear their face covering in lessons where social distancing is not possible and that they should wear them at break and lunch when not eating or drinking.	TTR
24/02/01	Update to 'Face Coverings Staff' now includes that staff should wear their face covering when sat down in the main hall and not eating or drinking.	TTR
24/02/21	Update to 'Minimising contact with individuals who are unwell'. Update now includes guidance for self-isolating is should the person be asymptomatic and then develop symptoms,	TTR
24/02/21	Update to 'Minimising contact with individuals who are unwell'. Those persons sent home should not do so by public transport.	TTR
24/02/21	Added section 'Testing'. Those students who consent are to be tested three times at the academy and once at home.	TTR
25/02/21	Room identified as Medical Isolation Room is now boys changing room	KCR
05/03/21	Update to 'Visitors & Contractors in School' now includes visitors in reception should wear a face covering at all times.	TTR
14/05/21	Updated with the 'Step 3' guidance from the government.	PKT