



Cabot
Learning
Federation

Title:	Detailed Operational Risk Assessment, Full Opening		
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Principal Signature:		Date:	15/70/2020

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Contents

Contents	1
1 Purpose.....	2
2 Status.....	2
3 Context / background.....	2
4 Hazards and Mitigation	4
5 Appendix 1 – CLF Guidance and support documentation.....	23
6 Appendix 2 – Key Department for Education Guidance	23
7 Appendix 3 – Other relevant guidance.....	24

1 Purpose

This Risk Assessment responds to the risk of not having adequate controls in place to minimise the transmission of Covid-19.

This is a generic assessment that needs to be made specific for each Academy and reviewed regularly. This document should be read in conjunction with updated guidance

2 Status

This document has been written in response to the Guidance for Full Opening of School published by the Department for Education on 2/07/2020

(See Appendix 2). This is a live working document, that will be updated weekly.

Principals and managers must ensure that all staff have access to this document and receive appropriate induction and training to allow them to support the implementation of mitigations. This should include contractors regularly working on site e.g. Catering and Cleaning.

3 Context / background

3.1 The full opening of schools is based on the Government's guidance published 2nd July 2020.

The rationale for schools re-opening Government guidance on full opening (referenced in Appendix 2) sets out the rationale for returning and explains the government view regarding the level of risk to both pupils and staff. It sets out the actions school leaders should take to minimise the risk of transmission in their school (This is public health advice, endorsed by Public Health England (PHE)) and provides guidance focused on how the Department for Education (DfE) expects schools to operate in this new context. The below systems of control form the foundation of the approach to managing safety within the schools

System of controls to manage and mitigate risk, according to DfE guidance:

Prevention:	1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, 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	Numbers 1 to 4 must be in place in all schools, all the time.
	5) minimise contact between individuals and maintain social distancing wherever possible	Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.
	6) where necessary, wear appropriate personal protective equipment (PPE)	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.
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3.2 A dynamic picture

Following DfE guidance, decisions may be taken on a regional basis where there is significant variation in R number between areas.

In the CLF, this means that Principals and other leaders will be alerted to any changes in the PHE/NHS guidance by the Central Team. They should then consider how this will affect the Academy being opened operationally and implement changes to match the guidance **for the following day**.

The template Risk Assessment on which the Academy Risk Assessment is based, has been drawn from the government guidance for full opening of schools. This guidance, produced by the Department of Education, has been drawn up by Education Leaders the DfE teaching unions, PHE and the HSE making a PHE endorsed systems of control

The following CLF documents will also inform local and trust wide decision-making and should be used for reference (see Appendix 1):

- Working checklist for academies;
- H&S Covid-19 Toolkit;
- Training and induction resources.

4 Hazards and Mitigation

The below risk identification and mitigations respond to the risk of not having adequate controls in place to minimise the transmission of Covid-19 between pupils, staff, visitors, parents/carers and contractors. All staff will receive an induction before the Academy opens to pupils. The operations manager will brief cleaning and catering staff.

Possible Hazards	What is being done to alleviate risk?	Further Actions Required (sign when complete)
<p>i. Inadequate preparation for full opening results in risk to health of pupils and staff including via a lack of statutory compliance</p>	<p>Site related compliance tasks:</p> <ul style="list-style-type: none"> The Academy has in place a Contract for statutory compliance and Planned and Preventative Maintenance (PPM) undertaken by Mears and overseen by The Campus Facilities Team. The work of this contract has continued through the wider opening period and the CLF Central team have continued to monitor to ensure the building remains compliant. Individual Risk Assessment for Water Systems have already been carried out (via the central team) in advance of wider opening and recommended actions (which may include chlorination and additional flushing) completed. Flushing has continued over the Summer break ready full opening. <p>Pre-opening hygiene:</p> <ul style="list-style-type: none"> An enhanced deep clean has been undertaken in readiness for full opening. The daily clean during COVID is an enhanced as standard, concentrating on high risk areas, such as heavy touch points, surface, and toilets door handles, phones, etc. Any areas or items identified as specific risk (for example water fountains, water and sand play, playdough, outside climbing equipment) will not be used by the Academy, and will be reviewed intermittently. <p>Operational preparation pre-opening:</p> <ul style="list-style-type: none"> Fire procedures will be reviewed ahead of full opening (with support from central H&S Team) a full fire drill will take place within the second week of term. When lining up in the assembly point and where possible follow social distancing guidance, and stay within your bubbles/groups. Principal and premises team, having previously worked with the Health and Safety Team, have marked out social distancing requirements in the identified areas e.g. corridors, toilets, canteens, teachers desk area etc allowing for social distancing guidelines. 	<p>Deep Clean during Summer Holidays</p> <p>Sign off for Fire Procedures via H&S team.</p>

	<ul style="list-style-type: none"> • All Principals, Operations Managers and premises teams will, in advance of full opening for September 2020, identify which entrances and exits will be used to support the arrival and departure of pupils. Signage, communication and instruction will be used to support implementation of this. (see risk matrix assessment). • Where appropriate surplus loose furniture has been removed or safely stored to allow classroom spaces to be configured in line with the guidance. • Consideration has been given to the management of classroom-based resources and other shared resources to ensure appropriate cleaning and rotation is in place. • The overarching principals of risk management within this risk assessment are based on the limitation of interactions and reduction in the number of contacts between children and staff. This is achieved by grouping students into bubbles that remain consistent. • Following the reduction in the prevalence of COVID 19 and relaxation of shielding measures from the 01st August, most staff will now be able to attend school. In accordance with CLF HR guidance, there may be situations (including pregnancy) that need to be considered on a case by case basis, and these will be discussed with the Academy Principal and where appropriate HR representative. Where working from home is available, then this will continue. Where working from home is not viable, then colleagues should attend work at an academy or provision in accordance with their personal risk assessment. 	<p>Entrance and exit arrangements to be agree with H&S team</p>
<p>ii. Fundamental Prevention Controls</p>	<p>The Academy will ensure all staff, pupils and visitors:</p> <ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school (see iii below) • Clean hands thoroughly more often than usual (see iv) • Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach (see iv) • continue enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach (see v. and xviii) • Minimise contact between individuals and maintain social distancing wherever possible (see vi) • Where necessary, wear appropriate personal protective equipment (PPE) (see Vii) • Engage with the NHS Test and Trace process (see viii) 	

	<ul style="list-style-type: none"> • Manage confirmed cases of coronavirus (COVID-19) amongst the school community (see ix) • Contain any outbreak by following local health protection team advice (see viii and ix) 	
<p>iii. Area identified for staff/pupils if they become unwell on site</p>	<ul style="list-style-type: none"> • The Academy has identified a room ("The Den") to set aside for isolation of any staff/pupils who start to present Covid-19 symptoms during the day. This room has a hard-plastic wipe down chair and a lidded bin. Should anyone in isolation require the toilet they will use the one in the Front Office area as this will restrict contact with others and taking this out of use until it is deep cleaned will cause minimum disruption to others. After the individual leaves the site, The Den will be locked, ready for an enhanced clean. Appropriate arrangements are in place for dealing with any waste from the isolation room, eg double bagged and stored securely for 72 hours before disposal in normal waste. This is separate to the First Aid room as that will be required for first aid incidents throughout the day. • Any requirement to isolate staff or pupils is reported via the Academy principal or Operations Manager to the CLF Central Health and safety team, who will then advise and communicate with other central teams for swift actions. Staff must communicate as soon as possible, rather than waiting until the end of the day, when the action we can take is limited. • All requirements to isolate should be discussed with your EP for further actions, and then immediately reported to the Health and Safety Team • If there is an emergency on site or any person is seriously ill or injured or their life is at risk, the Academy calls 999 as usual. They notify the emergency services if any affected person is presenting symptoms of Covid-19. • During the current time, the Academy will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital, but to call 111 and seek further advice. • If you are supporting an unwell person and cannot maintain 2m social distance then you must wear the appropriate PPE e.g. gloves, mask and visor if a risk of contaminant splashing your eyes etc. Following use, PPE is safely removed and disposed of. Staff wash their hands immediately after use of PPE. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, there is no requirement for them to leave the site unless they develop symptoms themselves or the child subsequently tests positive. In either case they should arrange to be tested. They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The 	<p>Report to Health and Safety Team immediately as required.</p>

	<p>area is taken out of use, awaiting a contract cleaner enhanced clean. See the COVID-19: cleaning of non-healthcare settings guidance. The Academy has identified a second area for use until enhanced clean occurs.</p> <ul style="list-style-type: none"> • The Academy advises anyone who has become ill with symptoms of COVID-19 during the school day to seek a test (see section viii) • Public Health will provide Academies with a small number of testing kits that they can give directly to parents where they think providing one, will significantly increase the likelihood of them getting tested. 	
iv. Hand and respiratory hygiene	<ul style="list-style-type: none"> • Hand and respiratory hygiene measures are dispersed throughout this document and summarised below: • Pupils and staff must hand wash/sanitise as they come into any area for lessons or activities and regularly wash hands throughout the day (where possible hourly). • Staff will supervise the use of sanitiser to stop potential mis-use/ingestion • Tissues/ bins and sanitiser/hand wash is available in all key areas. • Pupils and staff will hand wash/sanitise as standard when they move to a different area e.g. collect lunch. • Signage throughout the academy highlights the importance of washing your hands, respiratory hygiene “catch it, bin it, kill it”. • Bins will be emptied regularly throughout the day • Where pupils with complex needs struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, the Academy will consider how they support these pupils and the staff working with them and documented in an individual Risk Assessment. It is noted that the government guidance makes it clear that this is not a reason to deny these pupils face to face education. • Staff continually re-enforce the hygiene message to pupils both in their re-integration, induction and throughout their time in school • Windows are opened where possible to increase natural ventilation. • Where possible doors are left open to avoid regular touch points but not so as to compromise fire safety. • Staff make use of Public Health England Education resources (See Appendix 3) 	Academy to check stocks of tissues, sanitiser and order replenishment stocks Consider more hygiene stations as more pupils return and more areas in use.
v. Cleaning	<ul style="list-style-type: none"> • CLF central team have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in the guidance below. The Academy has identified high risk areas that require enhanced cleaning and have 	

	<p>agreed and communicated this with our contract cleaners. Including areas such as doors handles, desk surfaces, phones etc all high touch points toilets. This is in line with the government guidance (It is noted that updated guidance is due to be provided before 1st September 2020)</p> <ul style="list-style-type: none"> • Cleaning has been reviewed at Academy level to identify any requirement for further capacity. • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 	
vi Social Distancing	<p>Social distancing measures are dispersed throughout this document and summarised below.</p> <p>Staff:</p> <ul style="list-style-type: none"> • All teachers and staff can, where necessary, operate across different classes and year groups. Where staff need to move between classes and year groups, they will, as far as possible, keep their distance from pupils and staff (ideally 2m from others). • Expectations related to social distancing are appropriately set for pupils of all age groups and re-enforced by all staff e.g keeping socially distanced from adults. • Supervision and access to key spaces is managed so as to avoid groups having contact with each other. • Arrangements have been considered for drop off and collection of pupils, to support non-mixing of bubbles e.g staggered times, appropriate supervision. (refer to risk matrix assessment). • The Academy will use three entry and exit points. Nursey and Reception children will be dropped off and collected at the gate adjacent to Bransby Way. Key stage Two children will be dropped off and collected at the side entrance gate next to the playing field. Key Stage One children will be dropped off and collected at the main gate next to the car park. This will keep mixing of groups to a minimum and there will be no crossover of routes to and from classrooms. Arrival and departure times have been set so as not to clash with Baytree. • Where SLT or other staff not assigned to work with specific groups need to visit classrooms or learning spaces, or are supporting with supervision at break and lunch times, they adhere to 2m social distancing. 	

- The lift will be used by Baytree only with the exception of one HMA student and his 1:1 support worker. Staff are aware of this. This will be kept under review in case circumstances change for individuals who may need to use it. If this is the case Baytree will be consulted. Sanitisation products will be available inside the lift to wipe down any controls that are touched.
- We have minimised the number of large gatherings undertaken e.g. Assemblies, by using technology/within bubbles.
- We have limited the number of visitors to site, this is undertaken by appointment only as far as possible. This includes contractors on site, and where this occurs a mini induction outlining social distancing/hand hygiene etc. is explained on entry. A record of all visitors and who they report will be logged for test and trace. This will include a name and contact number.
- Supply teachers and peripatetic staff are now able to move between schools, we have assessed which supply staff that we engage with, to ensure these are as consistent staff members as possible. We have agreed a longer-term schedule across the academic year for those we engage with. This is the same process for after school clubs and sports coaches.

Bubbles:

The overarching concept of bubbles is to maintain consistent groups that do not mix, to reduce the amount of contacts and transmission of the virus. This also assists with test and trace should an individual test positive.

In addition to the social distancing measures above, all Academies have considered and implemented local arrangements within their buildings to support the separation of bubbles in order to limit contacts between pupils, to minimise the potential for transmission.

All classes will operate as a single bubble apart from Reception. This will operate as a year group bubble due to the logistical difficulties of keeping both classes separated.

A detailed risk review including assessment of level of risk (via risk matrix) is used to capture relevant aspects of Academy organisation (including corridors, zoning, break and lunch times, wrap around care, entrance and exit and staff room use) and ensure the risk is managed to an acceptable level.

	<p>Please refer to this separate risk matrix model assessment for full details of mitigation measures.</p>	
<p>vii Use of PPE</p>	<ul style="list-style-type: none"> • CLF is following the government guidance on the use of PPE and use of face coverings/masks. Face masks/coverings are not required to be worn in teaching areas. On the 26/08/2020 the government enhanced the guidance and for Secondary Academies in areas of local intervention (as listed on gov.uk), then face coverings should be worn by adults and pupils when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain (this does not include classrooms). • Public Health England does not (based on current evidence) recommend the use of face coverings in classrooms/teaching areas. This evidence will be kept under review. They are not required in classrooms as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. • The following specific activities require face masks and other PPE to be worn, this PPE supplied by the Academy: <ul style="list-style-type: none"> ○ If dealing with direct administration of first aid needs, (and dealing with bodily fluids) intimate care, physical interventions supporting a symptomatic unwell individual face masks are worn and are available • If a pupil or a member of staff arrives at school wearing a face mask or homemade face mask and are not going to wear it in school, it is taken off and disposed of or put in a sealable plastic bag and stored safely to be taken back home with them. They must then wash hands immediately after • Any individuals who request to wear their own face covering or mask to/in areas other than communal areas/corridors should discuss this with their Principal. “ • Helpful videos are included in the toolkit, linked at Appendix 1. These should be shared with staff and secondary age pupils • If a risk assessment determines that there is a risk of splashing to the eyes when administering first aid, providing intimate care, physical intervention, for example from coughing, spitting, or vomiting, then eye protection is also to be worn. Visors 	

	<p>are available and can be wiped down and cleaned in-between use, and left for 72 hours before next use.</p> <ul style="list-style-type: none"> • Disposable gloves are used for the administration of first aid (including dealing with bodily fluids), intimate care, physical intervention, supporting a symptomatic individual, and clean as you go cleaning routines to be applied where appropriate. • Disposable aprons are used for administering of first aid including dealing with bodily fluids, supporting a symptomatic individual, undertaking intimate care 	
viii Testing and Tracing	<ul style="list-style-type: none"> • Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work - including both public and voluntary sector workers, as well as foster carers. Education settings, as employers, can <u>book tests through an online digital portal</u>. There is also an option for employees to book tests directly on the portal. Additionally, all children 5 and over, young people and other learners eligible to attend their education or childcare setting, and all children in social care settings, as well as their households, will have <u>access to a test</u> if they display symptoms of coronavirus. If they develop symptoms, they should be tested. If they test negative, they can return to their setting and their fellow household members can end their self-isolation. If they test positive, education and childcare settings should follow <u>guidance on implementing protective measures in education and childcare settings</u>. • All confirmed cases to be reported to Public Health Director at LA, the central CLF H&S Team will do this. • A letter from The Health Protection Agency will be produced which will be sent to parents from the academy if there is an outbreak • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. • If there are 2 or more confirmed cases within 14 days or there is an overall rise in sickness absence where COVID is suspected, this may indicate an outbreak and Public Health will advise 	

	<ul style="list-style-type: none"> • A small quantity of home testing kits will be provided to schools to give to parents of pupils who have developed symptoms whilst at school. This will speed up the process for parent who may find it difficult to attend a testing centre • Someone who has tested positive should isolate for 10 days and only return to school if they do not have symptoms other than a cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. <p>The Academy will follow the CLF reporting mechanism outlined in section iii above without delay.</p> <p>Record keeping, including allocation of pupils and staff by bubble is managed by professional services teams in Academies and in accordance with the data protection policy.</p>	
ix Management of confirmed cases	<ul style="list-style-type: none"> • As soon as a member of our school community has been tested and receives a positive result, we will inform the Executive Principal and Health and Safety team without delay. They will follow procedures to contact Public Health as mentioned above. • Following reporting and advice, an appropriate action plan will be put into place, using information regarding contacts held by the Academy (as viii above). 	
x. Communications with Parents /carers and local community	<p>Our communication with parents/carers and children prior to full opening will include (but not be limited to) information about:</p> <ul style="list-style-type: none"> • Arrival and departure from school (including whether staggered); • Arrangements for parents/carers to access the site, encouraging numbers to be reduced wherever possible; • Encourage families to walk/cycle to school as far as possible in preference to using public transport; • Local arrangements for infection control; • The requirement for all pupils to have their own individual water bottle clearly labelled; • Some details regarding the refreshed pupil groupings and sizes; • What the school day will look like (consider photos of the academy layout or a walkthrough video); • The need for good two-way communication between parent/carers and the school; 	

	<ul style="list-style-type: none"> • If a parent/carer has a query encourage these to be raised by phone or email, as the number of persons on site will be restricted as far as possible; • What will happen if there is a case of coronavirus at the school; • Link to government guidance for parents and carers: new link reopening-schools-and-other-educational-settings-from-1-june • The Academy will continue to check all contact details are correct and current. <p>Recommendation: The Academy will consider whether local neighbours should be communicated with in terms of wider opening and staggered arrival departure times;</p>	
<p>x. Wellbeing and Communications with staff</p>	<ul style="list-style-type: none"> • Full induction training (powerpoint) (delivered during induction training day as well as regular briefings and ongoing training) will be completed by all staff on site during the first week of term in accordance with the training and induction plan. • Staff are kept up to date via good quality ongoing communications. • Procedures (including agreed bubbles, movement around school) and risk assessments discussed with all applicable staff, including site staff. Input from staff discussed and taken on board. • Any changes to operating procedures (for example fire safety, first aid) are clearly communicated and detailed for staff. • Support for staff is available as required and may include individual discussions with line managers, members of SLT or with HR colleagues. • In order to avoid an increase in unnecessary and unmanageable workload burdens, a review of duties has taken place and where this involves any change this has been discussed and agreed with the applicable staff. • Staff returning to work for the first time since Lockdown will undertake a personal risk assessment with a member of SLT • Staff are encouraged to talk through any issues and anxieties they have and to seek support as needed. • Through induction and other resources and communications, staff will be signposted to: <ul style="list-style-type: none"> • Relevant government guidance. • Employee assistance programme (EAP). • CLF wellbeing blog. https://clfwellbeing.wordpress.com/ • It is acknowledged that some returning staff may have suffered bereavements within their family/network, this will be discussed during induction and support system signposted (for example EAP and to counselling – see Appendix 1). 	

	<ul style="list-style-type: none"> • Following our normal consultative procedures, the CLF and Academies continue to work positively with trade unions and indeed the unions have had input into the government guidance. • Cleaning, facilities and catering contract staff will be updated on the contents of the Risk Assessment and local arrangements and procedures by the operations manager, and also be able to raise any concerns with these arrangements and how this may impact upon them. • Staff are encouraged to share experiences of working in partial opening arrangements prior to breaking for the summer. • For BAME staff we appreciate that staff may feel anxious and they are advised to speak to SLT to discuss any issues. Further guidance and risk assessments have been developed for students and staff, please see your Principal. • The DfE is providing additional support to pupils and staff https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers • The Education Support Partnership has provided a support line to 08000 562561 	
xi. Pupil Wellbeing and Behaviour	<ul style="list-style-type: none"> • The Academy recognises that pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. The Academy reflects this within education plans for full opening. This will be the case particularly for those children who have not attended school since the beginning of lockdown. A member of the inclusion team will be readily available at all times and situated in the library. • The Academy has reviewed and updated the Behaviour Policy and this will be communicated to pupils, staff and parents 	
xii. Key Staff Requirements	<p>Principals ensure that on any day, the Academy staff team includes sufficient numbers of all essential roles either on site, or where appropriate via other arrangement. This includes:</p> <ul style="list-style-type: none"> • SLT • Fire wardens • First aiders • Paediatric First Aiders • Staff trained in Administration of Medication • SENCO • DSL 	

	<ul style="list-style-type: none"> • Premises team 	
<p>xiii. Operational Site Opening-Staff arrival</p>	<ul style="list-style-type: none"> • Premises team arrive first, before the site is accessible to other staff. • Premises teams undertake their operational opening duties (adjusted to respond to Academy specific use of site). • SLT to check all areas to ensure they are ready for the day, including the availability of cleaning equipment • Staff arrive on site via a single point of entry, follow 2m social distance requirements where possible and sanitise hands before entering the main body of the academy. • Staff sign in in accordance with their normal procedures. Where digital touch screens are used they are wiped down before and after use. • Staff will be notified in advance of full opening procedures and where to go to receive regular briefings.: <ul style="list-style-type: none"> • what bubbles are operating in which areas; • groupings for pupils and staff; • any zoning arrangements; • any one way and foot traffic movement; • what entrance is being used by each bubble; • staggered drop off and pick up timings; • activities being undertaken. <p>The Academy has reviewed the number and organisation of exits and entrances to and from site, and brought in controlled use of as many as possible to ease congestion.</p> <ul style="list-style-type: none"> • Designated SLT staff members are located at school gates at the start of the day to meet the pupils and direct them to the correct classrooms entrances; • Operational daily checklist completed and filed. 	
<p>xiv. Pupil/Parent/carers arrivals</p>	<p>A detailed risk review including assessment of level of risk (via risk matrix) is used to capture relevant aspects of Academy organisation (including corridors, zoning, break and lunch times, wrap around care, entrance and exit and staff room use) and ensure the risk is managed to an acceptable level. Please refer to this separate risk matrix model assessment for full details of mitigation measures.</p> <ul style="list-style-type: none"> • Parent/carers arrive and pick up at designated drop off points as follows: The rear gate will be used for Nursery and Reception children with staggered start times. Reception children will arrive 0845-0900 and Nursery children 0900-0915. Nursery will leave by 1500 and Reception 1500-1515. The side gate will be used by KS2 and the front gate by KS1. This way there will be no cross-over of routes to classrooms. Start 	

	<p>and finish times will be staggered. Years 1,3 and 5 will arrive 0830-0845 and leave at 1500. Years 2,4, and 6 will arrive 0845-0900 and leave at 1515.</p> <ul style="list-style-type: none"> • A member of SLT meets and greets pupils on all entrances and confirm the ate children and their family are symptom free. • Children are dropped off by parent/carer at the relevant, previously agreed, entrance/exit point. • Once at school, students will be instructed to go to their agreed bubbles and classrooms, via a pre-agreed route. Where possible this route will use outside paths and external doors. • If not arriving at the agreed time, pupils and parents/carers must wait until all drop offs have been completed – no overlapping groups. • As noted above, communications in advance of starting will explain safety precautionary measures and routines and seek parent/carer support for mirroring the message at home, in preparation for attending school. This is reinforced via signage on access points. • Where direct access is into the classroom, a sink, soap and paper towels are available for handwashing. • Where the above is not possible, a hand sanitising station is located inside the first entrance door to ensure that the first thing children do is sanitise/wash hands. • Pupils can bring in limited items e.g. bags, coats, hats, books mobile phones and stationary, these should be stored within their bubble’s cloakrooms/lockers. • As previously noted, all pupils attending bring from home their own water bottle clearly labelled. Water bottles are kept on pupils’ own desks. 	
<p>xv. Visitor Reception area (Single point of entry)</p>	<ul style="list-style-type: none"> • Signage is displayed on the entrance to visitor reception, confirming expectations related to social distancing and safety measures. • The Academy will try to minimise visits to the academy for queries where possible, encouraging online/telephone contact. • Hand sanitising facilities are available within the entrance to the reception area. • All main reception areas are screened with glass/perspex to create a physical barrier on top of social distancing markers. • Other staff are not to go behind the screens. • Any visitors arriving at reception are requested to follow social distancing rules, including step back on the mark (visible circle /cross) to talk to point of contact at identified reception area. 	

	<ul style="list-style-type: none"> • When receiving mail, hygiene arrangements are considered (e.g. gloves or hand washing). • Staff to sign in with proximity cards but PPE products available to those who need to touch the screen so that it can be wiped clean and hands can be sanitised. 	
xvi. Transport and getting to school	<p>Public Transport</p> <ul style="list-style-type: none"> • The Academy has no identified users of public transport to travel to and from school but will keep this under review. • Pupils are reminded about the need to social distance as far as possible on the bus should they need to use one. • Staff and pupils are encouraged to walk, cycle and drive to school and where possible not use public transport. • Any member of staff whose only option is to use public transport, should alert their line manager to enable this to be discussed and dynamically assessed further. • From June 15th all users of public transport are advised to wear face coverings, we have and continue to communicate this to our pupils who travel on public transport. 	Complete dynamic risk assessments as required.
xvii. Classroom management	<ul style="list-style-type: none"> • Where possible desks and seating will be arranged to be forward facing and side by side. • The Academy has made some small adaptations to classrooms and removed any surplus furniture as far as possible. • A teacher's area is set up and monitored by the teacher to achieve social distancing where possible this should remain at 2m in KS1 and KS2. • Teaching assistants should also try to achieve 2m distance, however when supporting students this is very hard to achieve. Teaching assistants are encouraged not to stoop down to face level when supporting students, and try to support from over the shoulder to limit the interactions and time spent closely working with as far as possible. Staff should try to achieve 2m distance between other staff. • The Academy continues to use outside spaces for teaching as far as possible as this supports social distancing and is managed in such a way to retain distance between pupils and avoid groups mixing. • Movement through the school, including to access outside spaces is planned to minimise contact between groups. (Refer to specific local risk matrix assessment) • Where possible, windows are kept open to increase air circulation. 	

	<ul style="list-style-type: none"> • Where possible and safe, doors are wedged open to reduce touch points but maintaining fire safety. The wedges will be removed during a fire evacuation. 	
xviii. Clean as you go procedures	<ul style="list-style-type: none"> • Staff support levels of cleanliness via 'clean as you go' throughout the day; this involves wiping down surfaces in areas, with anti-bacterial wipes or spray and disposable cloth/blue roll; it is about instilling good habits and routines and does not replace the cleaning undertaken by contracted cleaning services • Toilet blocks to be cleaned daily during the lunch period. 	
xix. First Aid and Medication administration	<ul style="list-style-type: none"> • When dealing with an injury that could take a while to treat (e.g. stopping a nose bleed) staff to consider ventilation to the room where this injury is being treated. They keep the door open if possible (maintaining privacy) and ensure any air extraction unit is turned on and functional. The 2m distancing will not be achieved in situations like this, ensure gloves / mask and apron / eye protection (goggles-visors) are available and used if required. Pupils do not attend school if symptomatic. • Qualified first aiders are on site at all times of core hours as per normal operating procedures. • Staff qualified in the administration of medication must be on site at all times of core hours as per normal operating procedures. • EYFS requirements: A paediatric trained first aider is present when EYFS (Preschool and R) pupils are on site and where (N) children aged 0-24 months are on site. • The requirement is modified where children aged 2-5 are on site (with no children under 24 months) to a 'best endeavours duty' to have someone with a full PFA certificate on site. If we cannot meet the steps set out in the guidance at: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications • Any tissues / disposable cloths/disposable mops etc. that have been used to deal with bodily fluids are bagged and put into a closed bin. This is stored in the bin area for 72 hours and then disposed of as normal waste. This is a precautionary measure as no one on site symptomatic. • If dealing with bodily fluids ensure there are supplies of spills kits, and the correct PPE is worn. 	
xx. Emergency Evacuation and lockdown	<ul style="list-style-type: none"> • As described above, a review of fire safety procedures and assembly point location will have been undertaken prior to full opening. This will be briefed to staff and a talk through/walk through undertaken with pupils. 	

	<ul style="list-style-type: none"> Measures necessary for additional ventilation of the building have been considered and will be assessed, this will not compromise fire safety or site security arrangements. Staff close all windows and doors in their area if the fire alarm or lockdown alarm sounds as per normal operating procedures. The staff briefings ensure staff are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups are available. Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily 	
xxi. Managing toilets	<ul style="list-style-type: none"> Toilets are cleaned regularly throughout the day (at least once during the day) and a signing sheet is attached to the door of each block to confirm when and by who. Toilet provision should be arranged to limit the crossover of bubbles as far as possible, by ensuring that pupils each use their designated toilet facilities. Stagger use as far as possible to avoid queuing Regular and thorough washing of hands. Sufficient amount of hand soap and towel supplies are available. Disposable paper towels are used in preference to hand dryers. Posters are displayed on entrance door to make guidance explicit. 	
xxii. Corridors	<p>A detailed risk review including assessment of level of risk (via risk matrix) is used to capture relevant aspects of Academy organisation which includes corridor management to ensure the risk is managed to an acceptable level.</p> <p>Please refer to this separate risk matrix model assessment for full details of mitigation measures.</p>	
xxiii. Use of outdoor space and break out areas	<ul style="list-style-type: none"> The Academy utilises outside space as far as possible, timetabled to avoid groups mixing and with zoned areas identified. The field to be used when possible. It must be checked before use. Any activities carried out in outdoor spaces are structured to keep the bubble groups consistent. Mobile equipment is only to be used if it can be cleaned after use e.g. trikes scooters etc. 	

	<ul style="list-style-type: none"> • Play equipment is available for use and appropriate cleaning arrangements have been put in place. • Fixed play equipment will not be used. 	
xxiv. Break times/ Lunch times	<p>A detailed risk review including assessment of level of risk (via risk matrix) is used to capture relevant aspects of Academy organisation, including break and lunch times, to ensure the risk is managed to an acceptable level.</p> <p>Please refer to this separate risk matrix model assessment for full details of mitigation measures.</p>	
xxv. Classroom materials and equipment including stationery.	<ul style="list-style-type: none"> • Unnecessary sharing of pens pencils etc is discouraged and where possible pupils have their own supply. Resources such as books can be shared within the bubble, regular cleaning should take place. • Resources shared between bubbles need to be rotated and either thoroughly cleaned or quarantined for 48 hrs between separate uses. • Sports/Art /science equipment should be cleaned frequently, and if sharing across bubbles should be thoroughly cleaned and or quarantined for 48 hrs, -72 hrs if plastics • Reading books are collected daily from outside of bubbles, sanitised and quarantined. 	
xxvi. Activities	<ul style="list-style-type: none"> • Teachers have undertaken risk assessments for relevant activities undertaken during lessons and put in place mitigations to ensure Safe Working practices. The selection of activities undertaken considers social distancing and hygiene requirements. • AFPE have issued advice around physical Education activities, which we follow https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf (Monitor for further guidance) • Students undertaking PE activities will wear PE kit and a pair of trainers. • Where activities require consideration of first aid and medication needs, this is communicated as is standard academy procedure with the SENCO or the person who is presently covering that role. • All activities undertaken are carried out within agreed and designated bubbles and not mixed with other bubbles. • School trips can now take place in a limited format but we will not arrange any for terms 1 and 2. We will start planning from term 3. We will not undertake any 	

	<p>overnight/overseas trips. This will be monitored against government guidance and updated at a later stage.</p> <p>A detailed risk review including assessment of level of risk (via risk matrix) is used to capture relevant aspects of Academy organisation including wrap around care, to ensure the risk is managed to an acceptable level. Please refer to this separate risk matrix model assessment for full details of mitigation measures.</p>	
xxvii. Use of IT Equipment and touch screen devices.	<ul style="list-style-type: none"> • The IT suite will not be used during this period. • Office telephones and two-way walkie talkies are wiped down at the end of each day by users. • Staff consider how to manage potential infection risk from work and personal mobile phones and where possible wipe down before coming into academy. Mobile phones are kept in pockets or bags and if possible not placed on desks. Mobile phones and other devices are not be shared where at all possible. • Digital signing in system screen is wiped down at regular intervals by reception staff throughout the day. 	
xxviii Minimise jewellery/hair ties back	<ul style="list-style-type: none"> • Food safety standards for handwashing and cross contamination risk, talk about, removing jewellery rings bracelets, so hands can be washed properly – The Academy has adopted this practice as far as possible. 	
xxix. Staff rooms	<ul style="list-style-type: none"> • The staff room will be exclusively used by HMA staff. Baytree will use a separate room. • The Academy limits numbers of staff in staff room to keep in line with social distancing. A second staff room has temporarily been created. (Art Room) • There are several touch points in the staff room, e.g. door handles, Zip boiler handles, microwaves etc. The following rules will apply:- <ul style="list-style-type: none"> ○ Regular cleaning of area and clean as you go is implemented; ○ Windows to be open where possible; ○ Limit numbers at any point to maintain 2 metre social distancing rule where possible; ○ Staff to wash own cutlery and plates etc; ○ Regular wipe down of touch points – microwaves, door handles, fridge handles, hot water boiler, photocopiers and certainly wipe down before and after use; ○ Staff will be asked to bring their own items of cutlery, and packed lunches. 	

	<p>A detailed risk review including assessment of level of risk (via risk matrix) is used to capture relevant aspects of Academy organisation, including staff room use, to ensure the risk is managed to an acceptable level.</p> <p>Please refer to this separate risk matrix model assessment for full details of mitigation measures.</p>	
xxx. Office areas-front office and admin office	<ul style="list-style-type: none"> • Staff using the office space wedge the door open where appropriate to reduce touch points and increase ventilation. • Windows are open where possible to increase ventilation. • Staff briefed on the maximum capacity and being considerate of the working environment. The working spaces will be marked out to ensure social distancing adhered to. • Buzzer on the main entrance point is controlled to minimize visitors. • Work stations are positioned to ensure appropriate measures are in place (for example 2 m distance between staff where possible, or additional screens). • Consideration needs to be given to the layout of the office not being face to face • Touch points are cleaned on a regular basis • Staff to avoid going behind the main reception desk 	
xxxi. Uniform	<ul style="list-style-type: none"> • Pupils will wear their school uniform, uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. 	
xxxii. Contractors on Site	<ul style="list-style-type: none"> • All visits are pre planned unless in an emergency situation, emergency call out arrangements are discussed prior to the contractor arriving onto site. • Induction to site is carried out by North Somerset facilities team and this includes any new procedures (e.g. one-way systems, introduction to COVID secure site, handwashing, social distancing etc.). • The Facilities Team will ensure social distancing is adhered to and any relevant PPE identified. • Work is undertaken out of core hours if possible, or under agreed arrangements with Principal/SLT. 	

5 Appendix 1 – CLF Guidance and support documentation

- H&S Covid-19 Toolkit
- Training and induction resources.
- CLF Wellbeing blog: <https://clfwellbeing.wordpress.com/>
- Employee Assistance Program

6 Appendix 2 – Key Government Guidance

Collections of Government resources related to schools:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Testing arrangements

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Guidance for parents and carers

<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#history>

7 Appendix 3 – Other relevant guidance

- **Public Health England resources**
 - <https://publichealthmatters.blog.gov.uk/2016/02/08/e-bug-educating-young-people-on-microbes-and-antimicrobial-resistance/>
- **World Health Organisation (WHO) resources**
 - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

Further considerations

pupil attending two schools

Managed moves, transfers

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will arrange live learning via Microsoft Teams. If this is not appropriate for any child then home education packs will be supplied.

[guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroots sport

advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)

However still no contact sport