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| **Title:** | Detailed Operational Risk Assessment, Full Opening | | |
| **Academy:** | Herons’ Moor | **Principal Name:** | Julie Fox |
| **Principal Signature:** |  | **Date:** | 15/70/2020 |

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| **Assessor:** | Model assessment drawn up by Health and Safety Team and adapted by Shane Hawkings on behalf of Herons’ Moor Academy. | **Position:** | Operations Manager | **Date of Assessment:** | 06/07/2020  Reviewed: 25/08/2020  Reviewed 22/10/2020  Reviewed 03/11/2020  Reviewed 6/1/21 |
| **CLF H&S Advisor:** | Jo Crickson, James Lewington and Owen Dukes | | | | |

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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

1. 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.

1. Context / background
   1. **The full opening of schools is based on the Government’s guidance published 2nd July 2020 and reviewed as each update is published.**

**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:**

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| **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) Where recommended, the use of face coverings in schools.  3) Clean hands thoroughly more often than usual.  4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.  5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. schools, all the time  6) Minimise contact between individuals and maintain social distancing wherever possible.  7) Where necessary, wear appropriate personal protective equipment (PPE).  8) Always keeping occupied spaces well ventilated. | Numbers 1 to 5 and number 8 must be in place in all schools, all the time.  Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.  Number 7 applies in specific circumstances. |
| **Response to any infection:** | 9) engage with the NHS Test and Trace process  10) manage confirmed cases of coronavirus (COVID-19) amongst the school community  11) contain any outbreak by following local health protection team advice | Numbers 7 to 9 must be followed in every case where they are relevant. |

* 1. **A dynamic picture**

When not subject to national measures, Local Authority areas are allocated to Tier levels (currently 1-4) which determine the restrictions in place within that local area. In addition, the Department for Education Contingency Framework details potential additional local restrictions to any childcare or education settings. The decision to implement any of these additional local restrictions will be made by a ministerial decision on a case-by-case basis in the light of local and national circumstances. Where changes are made related to Tier levels or the contingency Framework, 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 this affect the Academy being opened operationally and implement changes to match the guidance for the following day or the day in which the changes come into effect if a date is specified.

When not subject to national measures, Local Authority areas are allocated to Tier levels (currently 1-4) which determine the restrictions in place within that local area. In addition, the Department for Education Contingency Framework details potential additional local restrictions to any childcare or education settings. The decision to implement any of these additional local restrictions will be made by a ministerial decision on a case-by-case basis in the light of local and national circumstances. Where changes are made related to Tier levels or the contingency Framework, 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 this affect the Academy being opened operationally and implement changes to match the guidance for the following day or the day in which the changes come into effect if a date is specified. When not subject to national measures, decisions may be taken on a regional basis in consultation with local PHE and the local Mayor (or civic leader) where there is significant variation in R number between areas. This may mean a region or place is placed in a National COVID Alert Level (either Tier 1, 2 or 3). This is separate and not to be confused with the Contain Framework (scroll to bottom for Tier Guidance) which is implemented locally (made up of Tiers 1, 2, 3 and 4). 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 this 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 and any additional or subsequent guidance related to 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.

1. 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.

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| **Possible Hazards** | What is being done to alleviate risk? | **Further Actions Required (sign when complete)** |
| 1. Inadequate preparation for full opening results in risk to health of pupils and staff including via a lack of statutory compliance | **Site related compliance tasks:**   * 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.   **Pre-opening hygiene:**   * 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.   **Operational preparation pre-opening:**   * 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. * All Principals, Operations Managers and premises teams have, in advance of full opening for September 2020, identified 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.   Pupils:   * Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education during any period of national lockdown or if they live, or their Academy is located within a Tier 4 area   Staffing:   * Staff who are over 60 or clinically vulnerable (Clinically Vulnerable Link) could be at higher risk of severe illness from coronavirus. Colleagues within these groups should continue to attend their Academy and should be especially careful to follow the rules and minimise contacts with others, by following this and their Personal Risk Assessment. This includes continuing to wash hands carefully and more frequently than usual, maintaining 2 m social distancing and maintain thorough cleaning of frequently touched areas in their home and workspace. They should discuss any concerns with their Principal or Line Manager. * Staff who are Clinically Extremely Vulnerable (Clinically Extremely Vulnerable Link) who will be notified of this via letter from the NHS or their GP must follow national guidance linked to the tier in which they live and/or their workplace is located and the decisions made within their Personal Risk Assessment, in consultation with their Principal, Line Manager and HR * Staff who are 28 weeks or more pregnant must follow national guidance linked to the tier in which they live and/or their workplace is located and the decisions made within their Personal and Pregnancy Risk Assessment, in consultation with their Principal, Line Manager and HR. This will be supported by advice from a medical professional. * The NHS COVID-19 app (‘the app’) is a key part of the country’s ongoing coronavirus (COVID-19) response. The app is available to download for anyone aged 16 and over if they choose to do so. If an individual with the app tests positive for coronavirus (COVID-19), the app will ask them to allow those that they have been in contact with to be alerted. If so, the app will then alert relevant individuals if they have been in close contact with a positive case. It is possible to pause the contact tracing function, recommended in the following situations: * when an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone * when an individual is working behind a perspex (or equivalent) screen, fully protected from other colleagues and members of the public, as the individual is considered to be adequately protected from contracting coronavirus (COVID-19) * in a health or care setting where staff are wearing medical grade PPE (for example, a surgical mask) as these individuals are also considered to be adequately protected * Depending therefore on working arrangements, staff and students (over 16) may choose to pause the contact tracing function if the above situations apply to them.   Testing  • From January 2021, asymptomatic testing is being implemented in schools across the country. This testing will include:  • Weekly testing for all school staff (starting with Secondary schools in January 2021, with Primary schools to follow, date to be confirmed);  • Mass testing for Secondary age pupils in January 2021; 8  • Serial testing of those staff and pupils identified as close contacts in the case of positive tests;  • A separate Risk Assessment covers the measures in place to manage testing safely and should be read in conjunction with this full opening Risk Assessment. | Deep Clean during Summer Holidays  Sign off for Fire Procedures via H&S team.  Entrance and exit arrangements to be agree with H&S team |
| 1. Fundamental Prevention Controls | The Academy will ensure all staff, pupils and visitors:   * 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) * 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) |  |
| 1. Area identified for staff/pupils if they become unwell on site | * 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 be 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 has provided close contact care to a person with symptoms they do not need to self-isolate, this includes all other members of staff or pupils who have been in contact with the person with symptoms, even if they have been wearing PPE/face coverings. If the symptomatic person tests positive/they develop symptoms themselves they would then need to self-isolate (symptoms are a new, continuous cough or a high temperature, or loss of taste/smell). They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The 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. * 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. | Report to Health and Safety Team immediately as required. |
| iv. Hand and respiratory hygiene | * 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). * Sanitising solution containing alcohol should not be used in Science, DT or Art as it is highly flammable, non-alcohol solution (compliant with British Standards) or hand washing should be used/undertaken. * 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 | * 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 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) * Cleaning has been reviewed at Academy level to identify any requirement for further capacity. * Extra cleaning cover has been arranged during the peak academy time (0830-1530) This will continue for the foreseeable future * <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> |  |
| vi Social Distancing | **Social distancing measures are dispersed throughout this document and summarised below.**  **Staff:**   * It is expected that wherever possible staff maintain a strict 2m distance from others. If only 1-2 metres can be achieved, this must be for no longer than 15 minutes. If any contact is less than 1m this must not be for longer than 1 minute. This includes teaching areas as well as staff rooms, workspaces and offices etc. including break and lunch times. * 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 strictly 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. Staff working in bubbles should wherever possible maintain 2 m distance from pupils and other staff  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.  Please refer to this separate risk matrix model assessment for full details of mitigation measures.  Academies will continue to review local academy risk assessments and the associated risk matrix document to ensure these remain fully up to date |  |
| vii Use of PPE | * In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils (with the exception of those who are exempt) when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. * Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college. * In addition to the above, all staff and pupils have the flexibility to wear a face covering where they choose to do so. Any individuals who wish to wear their own face covering or mask to/in a teaching space should discuss this with their Principal. * The Academy is providing visors for those that wish to wear them * As a further precautionary measure to reduce the chances of both transmitting and catching the virus, the CLF are advocating that parents/carers are encouraged to wear masks at drop off and pick up. * 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:   + 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 * Helpful videos are included in the toolkit, linked at Appendix 1. These should be shared with staff and secondary age pupils and good hygiene related to the use of face coverings should be upheld and reinforced. * 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 are available and can be wiped down and cleaned in-between use, and left for 72 hours before next use. * 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 | * Testing, using Lateral Flow Devices (LFD) for asymptomatic students and staff in commences on a phased basis from January 2021, in order to identify asymptomatic cases and support those identified as close contacts to remain in school where possible. Testing will consist of weekly testing for staff, mass testing of secondary pupils in January (followed by Primary schools with a date TBC)and then serial testing of secondary pupils and staff identified as close contacts. All positive cases identified via LFD will require confirmation PCR test. This activity is covered via a separate Risk Assessment that should be read alongside this full opening Risk Assessment. * Access to [testing is already available to all essential workers](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#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 [book tests through an online digital portal](https://www.gov.uk/apply-coronavirus-test). 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 [access to a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) 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 [guidance on implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions). * 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, or students are identified as a close contact and need to isolate * 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 * 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.   The Academy will follow the CLF reporting mechanism outlined in section iii above without delay.  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. |  |
| ix Management of confirmed cases | * As soon as a member of our school community has been tested and receives a positive PCR 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 close contacts/ seating plans etc held by the Academy (as viii above). * The Operations Manager (or person delegated) will record all cases in the COVID Tracker. * The academy will also investigate any close contacts (within the academy/federation) following a positive test result. The close contact investigation follows the criteria advised by PHE * Public health close contact criteria followed includes identifying close contacts via the following actions: * Reviewing seating plans or desk locations (classroom or offices / workspaces) to identify anyone within 2 m for more than 15 mins * Reviewing friendship groups, to identify anyone they will have been within 2 m for 15 minutes or more * Reviewing whether there is anyone the person will have been less than a meter and face to face contact for more than a minute * Reviewing whether there is anyone who they could have been coughed over * Identify any who has had skin-to-skin contact Include pupils, staff, other people who may have been in contact, including at lunch and break times including wet play. * The academy will work in collaboration with the H&S team and executive team to conduct a rapid risk assessment. * Model letters to parents supplied by PHE will be used for communications |  |
| x. Communications with Parents /carers and local community | **Our communication with parents/carers and children prior to full opening will include (but not be limited to) information about:**   * 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; * 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: 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 * The Academy will continue to check all contact details are correct and current. · * Parents will be reminded by the academy to check their children for any symptoms before bringing them to the academy. They will isolate their children where necessary following the government guidance (Stay at home)   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>   * Relevant communications related to asymptomatic testing will be provided to parents, pupils and staff. |  |
| x. Wellbeing and Communications with staff | * 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. This training is readily available and can be used whenever required. * 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 regularly considered. * 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:   + 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). * 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 | * 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 * The Exclusion room will be dynamically assessed |  |
| xii. Key Staff Requirements | **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:   * SLT * Fire wardens * First aiders * Paediatric First Aiders * Staff trained in Administration of Medication * SENCO * DSL * Premises team |  |
| xiii. Operational Site Opening-Staff arrival | * 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.: * 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.   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.   * 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. |  |
| xiv. Pupil/Parent/carers arrivals | 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.   * 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. Nursey 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 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. * 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. * As a further precautionary measure to reduce the chances of both transmitting and catching the virus, the CLF are advocating that parents/carers are encouraged to wear face coverings at drop off and pick up. |  |
| xv. Visitor Reception area (Single point of entry) | * The position remains no non-essential visitors attend site and where visits are required and can take place outside of school hours, they should do so. Parent and carer visits for new admissions, settling in, organised performances should not go ahead during national lockdown. * 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. * 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 | * Public Transport * 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 / space management | * Where possible desks and seating will be arranged to be forward facing and side by side. See local risk assessment regarding Academy seating plans) * The Academy has made some small adaptions 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. * Teaching assistants should work with consistent groups throughout the day. * If teaching assistants need to work one to one with a pupil more robustly, then this should be achieved by identifying an area where 2 m social distancing can be achieved * During peak academy periods all staff should avoid mixing with pupils as far as is possible. This may mean not using corridors at the same time as pupils are using them. * 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) * Seating plans should be available for test and trace investigation purposes. Teaching assistants must be aware of which pupils they work with in close contact to aid the investigation process if there is a positive test result.   Ventilation:   * Academies follow the government guidance (Ventilation Guidance). * It is important to maintain good ventilation. * Where possible, this means windows are kept open to increase air circulation. 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. * Where possible and safe, doors are wedged open to increase ventilation and reduce touch points but maintaining fire safety. * In order to maintain thermal comfort, Academies will provide flexibility to allow additional, suitable indoor clothing. |  |
| xviii. Clean as you go procedures | * 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 | * 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 / face covering 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. * In adults, it is recommended that you do not perform mouth-to-mouth resuscitation – perform chest compressions only. Compression-only CPR may be as effective as combined resuscitation and compression in the first few minutes. * In Children cardiac arrest is more likely to be caused by a respiratory problem, therefore chest compressions alone are unlikely to be effective. * If you perform mouth-to-mouth resuscitation, no additional actions need to be taken other than monitoring yourself for symptoms of possible COVID-19 over the following 14 days, unless the individual had been confirmed to be positive for COVID-19 in the last 10 days. |  |
| xx. Emergency Evacuation and lockdown | * 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. * 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 | * 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. * Increased janitorial services during peak times are in place. |  |
| xxii. Corridors | 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.  Please refer to this separate risk matrix model assessment for full details of mitigation measures. |  |
| xxiii. Use of outdoor space and break out areas | * 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. * 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 | 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.  Please refer to this separate risk matrix model assessment for full details of mitigation measures. |  |
| xxv. Classroom materials and equipment including stationery. | * 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 | * 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. * Music, dance and drama can be undertaken in school so long as safety precautions are undertaken. * Outdoor sports will 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 sports 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. * Academies can continue to work with external coaches, clubs and organisations for curricular activities where appropriate risk assessments are in place and external providers or facilities are COVID secure. * Academies will only offer extra-curricular activities (for example, before and after school clubs) where the provision is being used for the purposes of necessary child care or for vulnerable children. * 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) * Competition between different schools should not take place, in line with the wider restrictions on grassroots sport. When re-instated other considerations such as travel, the preparation work including risk assessments and following guidance from the sporting body need to be followed. * 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. * Trips will only be approved in exceptional circumstances. Where approved, only local school trips, organised within the school day for educational purposes can take place if they comply with current guidance and follow normal sign off processes. We will not undertake overnight/overseas trips. This will be monitored against government guidance and updated at a later stage.   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. |  |
| xxvii. Use of IT Equipment and touch screen devices. | * 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 | * 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 | * 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) * Staff using the rooms will need to remain a strict 2 metres distance from each other, to enable this, staff rooms should be reviewed weekly to make sure furniture is at an appropriate distance and is not moved by staff. * There are several touch points in the staff room, e.g. door handles, Zip boiler handles, microwaves etc. The following rules will apply:-   + 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.   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.  Please refer to this separate risk matrix model assessment for full details of mitigation measures. |  |
| xxx. Office areas-front office and admin office | * 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 strict 2m 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 * Staff reminded that office spaces are controlled areas and are not for gathering for informal meeting/chats. |  |
| xxxi. Uniform | * 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. * We must still maintain thermal comfort; this is not an all or nothing approach. We must remain flexible to students wearing additional indoor clothing to stay warm. |  |
| xxxii. Contractors on Site | * 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. |  |
| 1. 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 | | |
| 1. 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> | | |
| 1. 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](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grassroot sport

advice from organisations such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools)

However still no contact sport