

**Part 1 - Westbourne Academy Risk Assessment COVID-19 – Updated June 2021  
FULL ACADEMY RETURN**

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to the academy	Students Staff Parents/Carers Others	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>Academy to operate bubble grouping system, with each year group acting as an individual bubble.</li> <li>Each bubble group will have their own dedicated entrance point to access the academy.</li> <li>Student arrival and exit times will be staggered by 15 minutes between groups and the process will be outlined clearly to parents and carers.</li> <li>Dedicated areas for bicycles to be locked: Year 7: Fence alongside staff car park Year 8: Fence alongside staff car park (parallel to the gym) Year 9: Fence alongside staff/visitors car park (on B Block side entrance) Year 10: Bike sheds Year 11: Bike sheds</li> <li>2 metre spaces to be clearly marked out on pedestrian routes throughout the academy, from the waiting area at the front entrance and throughout the site.</li> <li>2 metre rules enforced between bubble groups while students are waiting for staff to direct them to their rooms.</li> <li>Where possible, students will enter classrooms directly from external doors.</li> <li>Staff member who is outside on duty should wear a face covering mask if social distancing from parents/carers cannot be maintained (gloves are available if needed).</li> <li>Staff member collecting students should wear a face covering mask (optional visor in addition, but not on its own) if social distancing from parents/carers cannot be maintained (gloves are available if needed).</li> </ul>	HIGH	YES	

			<ul style="list-style-type: none"> <li>• Hand sanitiser units will be made available at each access point, where students and staff must sanitise their hands on entry to the site and academy buildings.</li> <li>• Staff are required to wear face coverings when a 2 Metre social distance cannot be maintained. (unless they have an approved medical exemption).</li> <li>• Disposable masks will be available for staff and students when they have not provided their own.</li> </ul>			
Staff receiving pupil from a parent/carer	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>• Staff member and the student should wear a face covering (gloves/additional PPE are available if needed for the staff member).</li> <li>• Staff will direct students to use the hand sanitiser on entry into the academy/classroom or they will be directed to the sinks within the room to wash their hands (e.g. in DT/Art specialist rooms, when in use).</li> </ul>	HIGH	<b>YES</b>	

Safe wearing and removal of face masks	Students	Spread of Infection	<ul style="list-style-type: none"> <li>• Safe wearing of face masks requires the cleaning or sanitising of hands before and after touching, this includes to remove or put them on.</li> <li>• Safe storage of face masks in individual, sealable plastic bags between use is recommended.</li> <li>• Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</li> <li>• Pupils must be advised not touch the front of their face covering during use or when removing it</li> <li>• Dispose of temporary face coverings in a closed lid waste bin (not recycling bin)</li> <li>• Pupils must wash/sanitise their hands again when entering a classroom.</li> <li>• Disposable masks will be available for staff and students when they have not provided their own.</li> </ul>	HIGH	<b>YES</b>	
Testing at home for students.	Students	Risk of infection	<ul style="list-style-type: none"> <li>• All academies should encourage regular twice weekly testing for their students to carry out LFT at home.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Testing is not mandatory for students and they do not need to provide proof of a negative test result to attend the academy, although participation in testing is strongly encouraged.</li> <li>• All positive LFD tests now require confirmation with a PCR test, even if they have been conducted in a supervised setting. If the PCR test taken after a positive LFD is negative, then it overrides the LFD result and the person involved is no longer required to self-isolate.</li> <li>• A person is required to isolate for 10 days from the date of the positive PCR (with the test date being day 0). The legal duty to self-isolate is triggered by a positive PCR. It is also necessary for the setting to isolate any close contacts of the case for the 48 hours prior to the PCR test being conducted. This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines.</li> </ul>			
Staff receiving LFT kits at home	Staff	Risk of infection	<ul style="list-style-type: none"> <li>• All academies should encourage regular twice weekly testing for their staff to carry out LFT at home.</li> <li>• Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend the academy, although participation in testing is strongly encouraged.</li> <li>• All positive LFD tests now require confirmation with a PCR test, even if they have been conducted in a supervised setting. If the PCR test taken after a positive LFD is negative, then it overrides the LFD result and the person involved is no longer required to self-isolate.</li> <li>• A person is required to isolate for 10 days from the date of the positive PCR (with the test date being day 0). The legal duty to self-isolate is triggered by a positive PCR. It is also necessary for the setting to isolate any close contacts of the case for the 48 hours prior to the PCR test being conducted. This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines.</li> </ul>	HIGH	<b>YES</b>	
Staff receiving LFT kits at home	Staff	Risk of infection	<ul style="list-style-type: none"> <li>• Anyone with a positive LFT result will need to take a confirmatory Polymerase Chain Reaction (PCR) test.</li> <li>• If the confirmatory PCR test is positive, the person is required to continue to isolate for the 10 day period. If the confirmatory PCR test is negative, the person can end isolation and return to their normal routine.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>It is necessary for the setting to isolate close contacts of the case for the 48 hours prior to the LFT being conducted. A negative PCR would allow the close contacts to end isolation.</li> <li>Should the person go on to develop symptoms during the isolation period, the isolation period will restart from the first day symptoms appear.</li> </ul>			
Testing staff who have recently returned after a positive result	Staff	False Positives	<ul style="list-style-type: none"> <li>If staff have recently (within 90 days) tested positive for COVID-19, they are likely to have developed some immunity.</li> <li>These people are exempt from testing by both PCR and LFT within 90 days of a positive test, unless they develop new symptoms.</li> <li>However, they may choose to take a LFT after the isolation period. If found positive on LFT, they will be required to self-isolate for 10 days or longer if symptomatic. This should only be done after completion of the required self-isolation period.</li> <li>A new LFT must not be taken whilst the person is still within a period of isolation. If symptoms (other than cough or a loss of, or change in, your normal sense of taste or smell) persist for longer than 10 days, this isolation period could be longer.</li> <li>Further PCR tests, within 90 days of a positive test result, should only be obtained where the person develops a new incidence of symptoms.</li> </ul>	HIGH	<b>YES</b>	
Classroom set up	Staff Students	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>Teachers will remain in their classrooms. Students will move around the academy to specialist teaching rooms.</li> <li>In Years 7/8/9 students will be organised into one class bubble for all of their lessons. Teachers will maintain clear seating plans to ensure that students who might need to be tested/ self-isolate can be easily identified.</li> <li>In Years 10/11 teachers will maintain clear seating plans to ensure that students who might need to be tested/ self-isolate can be easily identified.</li> <li>Desks and chairs will be cleaned by students using specialist wipes at the start and end of every lesson. Regular cleaning of surfaces will reduce the risk of spreading the virus. These wipes will be disposed of in the closed lid bins.</li> <li>Windows (or doors) will be open for the duration of lessons, or for periods to allow circulation when it is cold/wet.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Where possible students will travel around the academy using the one-way systems to ease movement and limit contact between different bubble groups.</li> <li>• Everyone will keep to the left when moving around the academy.</li> <li>• Students will sanitise on entry to a classroom/the building.</li> <li>• Classroom based resources, such as books, purple pens, glue sticks and games equipment, can only be used by other groups after having been cleaned.</li> <li>• A minimum of 2 metres distance will be maintained by staff from students when seated at teacher desk/delivering lesson content from the board.</li> <li>• Each classroom will be set up with all desks facing forward to ensure no students sit face to face or can directly breathe onto each other..</li> <li>• 30 desk spaces in each teaching room, all facing in one direction. Larger numbers need to be agreed by the Principal in appropriate spaces within the academy.</li> <li>• Round tables are to be removed from each classroom and replaced with standard desks.</li> <li>• All excess furniture to be removed from the academy buildings and stored in on site container.</li> <li>• Soft furnishings to be removed and replaced with plastic alternatives where these do not have dedicated use from individual staff members.</li> <li>• Tissues available in all rooms for students to use when coughing or sneezing. These must be disposed of into a closed lid bin after one use.</li> <li>• Closed lid bin, tissue dispenser and disinfectant wipes provided in every room.</li> <li>• Hand sanitiser available on entry to the site, buildings, reception and in each room in use.</li> <li>• Hand sanitiser to be provided in every classroom via a wall mounted dispensing unit.</li> <li>• PE classes will be collected by the PE staff from the covered area. All students entering the covered area will need to wear face coverings. On days when students have PE, they will arrive to school in regulation academy PE kit.</li> </ul>		
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Classroom lessons	Staff Students	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>• Teaching staff must ensure they maintain a safe 2M distance from students at all times, where possible, when teaching.</li> <li>• Where 2 metre rules cannot be met, staff members <b>must</b> wear a face mask and also have the option to use the full PPE available to them (visors, masks, gloves and apron).Where children may require extra assistance, staff must try to adhere to:               <ul style="list-style-type: none"> <li>- Not being within 2 metres for more than 15 minutes</li> <li>- Not being within 1 metre for one minute or longer without face-to-face contact</li> <li>- Not having face-to-face conversation within one metre</li> </ul> </li> <li>• Hand sanitiser is available in every classroom and must be used every time a student leaves and enters the room.</li> <li>• Students to bring their own stationery and keep this on them at all times and not to share items.</li> <li>• Academy to provide a pre-prepared pencil case of stationery for any student who requires it. The student will then own this stationery and keep on their person at all times.</li> <li>• Tissues available in all classrooms for students to use when coughing or sneezing and these must be placed into a closed lid bin after one use.</li> <li>• Classroom based resources, such as books, purple pens, glue sticks and games, can be used and shared within the bubble group; however, these must be cleaned regularly.</li> <li>• Students and staff will not share pencils, pens and other frequently used stationery items, (other than purple pens and glue sticks used within bubbles) and these should be kept on their person.</li> <li>• In both DT and Science, teachers and technicians follow GL344 and associated GLs 346-348, 354, 355 and 360 of CLEAPPS (which is published on the website along with the risk assessments).</li> </ul>	HIGH	<b>YES</b>	
Students requiring using the toilet in lesson times	Students Staff	Infection Control	<ul style="list-style-type: none"> <li>• Hand dryers and air conditioning to be regularly checked and used throughout building.</li> </ul>	MEDIUM	<b>YES</b>	

			<ul style="list-style-type: none"> <li>Toilets to be regularly cleaned and cleaning logged accordingly and in sight of students/staff.</li> <li>Students to use the designated toilet facilities to their year group during lessons.</li> <li>During lesson students will use the nearest toilet.</li> <li>Inform students of the importance of washing their hands after using the toilet and, on their return to the classroom, to use the hand sanitiser as they re-enter.</li> <li>Posters placed around the site to reinforce this issue.</li> <li>Toilets to be regularly cleaned throughout the day and logged. This will be scheduled to take place after heavy use periods, e.g. break and lunch.</li> </ul>			
Break times	Students	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>Students informed again of the importance of maintaining social distancing whilst outside. Students to remain in bubble groups when outside and to use designated areas of the playground/field.</li> <li>Dedicated area of playground/field to be designated for use by year group bubbles during breaks.</li> <li>Supervising staff must keep a 2 metre distance from each other at all times. PPE is available for staff to use where this is not possible.</li> <li>Break times will last for 20 minutes and be staggered by bubble group. Toilet provision during break times: <ul style="list-style-type: none"> <li>Year 7 – B Block</li> <li>Year 8 - C Block (using new path from A Block side)</li> <li>Year 9 - B Block</li> <li>Year 10 - C Block (using new path from A Block side)</li> <li>Year 11 - B Block</li> </ul> </li> </ul>	MEDIUM	<b>YES</b>	
Break times	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>Staff must keep at least 2 metres distance from each other whilst seated/eating in communal areas, or wear a face mask if this cannot be met.</li> <li>Staggered break and lunch timings will limit the amount of staff in staff social areas at one time.</li> <li>Staff must bring their own food and make their own drinks using their own mugs. All communal catering items are not to be used</li> </ul>			

			<p>(plates/cutlery/cups/glasses) and these will be removed from the staff room/kitchen areas.</p> <ul style="list-style-type: none"> <li>• Duty staff to supervise break/lunch with students in outside areas.</li> <li>• Excess furniture to be removed and stored from within staff social areas, to provide additional space, if needed.</li> <li>• Kettle, fridge, toaster and microwave to be available for staff use in staff communal area. Touch points to be cleaned with disinfectant wipes before use by staff. Staff to bring their own plates, cutlery, cups and glasses, which they are to clean and clear away after use (staff will be provided with their own mug if required).</li> </ul>			
Break times Classrooms	Staff Students	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>• Member of cleaning staff working throughout the day to clean all touch points.</li> <li>• If a student releases bodily fluid in a class/corridor space, the affected area to be cleaned with anti-bacterial spray and wiped with blue paper towels, by custodian/cleaner.</li> <li>• Staff must wear mask and gloves whilst carrying out this task and wash hands after cleaning.</li> <li>• On site additional cleaning provision between 09:00 -15:00 each day, in addition to the usual daily cleaning provision.</li> <li>• Cleaning specification outlined within ATT daytime cleaning procedure.</li> </ul>	MEDIUM	<b>YES</b>	
Lunch breaks	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>• Students who bring their own food to keep items on them wherever possible and not to share items.</li> <li>• Student to bring their own water bottle and refill if needed at designated times/areas throughout the day.</li> <li>• Drinking fountains to be regularly cleaned and students to sanitise hands, both before and after use.</li> </ul> <p>Drinking fountain provision:</p> <ul style="list-style-type: none"> <li>○ Year 7 – Food Hall and A playground (*but shared use during break and lunchtime)</li> <li>○ Year 8 – Food Hall and A playground (*but shared use during break and lunchtime)</li> </ul>	MEDIUM	<b>YES</b>	

			<ul style="list-style-type: none"> <li>○ Year 9 – B Block entrance and B playground (*but shared use during break and lunchtime)</li> <li>○ Year 10 – S Block and A playground (*but shared use during break and lunchtime)</li> <li>○ Year 11 – C Block and A playground (*but shared use during break and lunchtime)</li> </ul> <p>(*cleaned between breaks and lunches)</p> <ul style="list-style-type: none"> <li>• Lunch breaks to be staggered by year bubble groups. Hot lunches will be served in the Food Hall/Speedy Bar and staggered by year group.</li> <li>• Tables within the Food Hall will be set up to ensure safe social distancing is continued during lunch and no students sit face to face at tables (areas where students can sit will be clearly marked).</li> <li>• Catering staff to wear appropriate PPE and maintain social distance from students and staff (catering company separate risk assessment).</li> </ul>			
First Aid – minor treatment	Staff Students	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>• Where minor first aid treatment is required, First Aiders must ensure they wear gloves, a face mask, apron and also visor and follow ATT procedure when dealing with injuries.</li> <li>• Where possible (dependent on the age and maturity of student) ask them to wipe away any blood/hold cold compresses, etc. themselves.</li> <li>• Where this is not possible, staff members should wear PPE (mask/visor/gloves/apron) and dispose of soiled items, by double bagging them and placing within a clinical waste bin, immediately after use.</li> <li>• Ensure records of injury and treatment are recorded and the details of who administered first aid treatment.</li> <li>• First Aiders must always wash hands after contact with students.</li> <li>• PPE used for first aid must be disposed of after use.</li> <li>• Staff to wash hands and sanitise after removal of PPE.</li> <li>• Foyer area outside Main Hall, and left hand side locked cubicle in B block unisex toilets, to be the designated area and accessible facilities for students displaying COVID-19 symptoms.</li> </ul>	HIGH	<b>YES</b>	
First Aid – Life threatening	Staff Students	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>• In the event of a serious injury or incident, call 999 immediately.</li> <li>• Wear a face mask along with face covering visor and gloves when in close contact, or dealing with bodily fluids.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>In the event of CPR being required, it is advised that only chest compressions are given and use of a defibrillator, located outside the Main Hall.</li> <li>Always wash hands and sanitise after contact.</li> </ul>			
First Aid & Medication	Staff Students Others	First Aid procedures	<ul style="list-style-type: none"> <li>First Aiders must always wear gloves when administering first aid procedures.</li> <li>Staff must wear a face covering mask and visor (optional), if having to deliver close contact first aid and follow ATT procedure for administering first aid (always refer to most current information available from gov.uk).</li> <li>Any dressings used to be double bagged and disposed of in a clinical waste bin.</li> <li>Where any medications are administered, try and encourage the students to self-administer or staff member must wear a face covering visor, mask, apron and gloves, which must be disposed of immediately after use (always refer to most current information available from gov.uk).</li> <li>Staff to wash hands and sanitise after first aid procedures have taken place and PPE removed.</li> <li>Special attention must be applied for students with specific needs, including the administering of Insulin and safe storage of this medication.</li> </ul>	HIGH	<b>YES</b>	
Intimate care	Staff	Lack of infection control	<ul style="list-style-type: none"> <li>When staff are carrying out any intimate care they must: <ul style="list-style-type: none"> <li>- wear a face mask</li> <li>-wear gloves</li> <li>- wear an apron</li> <li>- wear a visor (only if using a mask as well, this cannot be a choice of one or the other).</li> <li>- wipes/dressings, etc. must be double bagged and placed into a clinical waste bin.</li> </ul> </li> <li>Soiled clothes to be double bagged and given to parents on collection of the student.</li> <li>Staff must wash their hands once gloves and masks are removed and dispose of single use PPE.</li> <li>ATT procedure to be displayed, outlining instructions which must be followed.</li> <li>Record all intimate care carried out.</li> </ul>	HIGH	<b>YES</b>	

Students who are upset	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>Where a student is upset, it is advised to try to maintain a safe distance, whilst offering comfort to the child.</li> <li>Encourage student to use a tissue to wipe eyes/nose, etc.</li> <li>Wash and sanitise hands after any contact.</li> <li>Rooms have been allocated for pastoral support within each bubble area.</li> </ul>	MEDIUM	<b>YES</b>	
Students with behavioural issues	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>Where necessary, allow the child to vent their frustrations outside or in a room away from their peers.</li> <li>Where students may need separate care and attention in another space, an area is to be designated by the academy and PPE to be used at all times.</li> <li>Rooms have been allocated for behaviour management for each year group.</li> </ul>	HIGH	<b>YES</b>	
Students leaving at the end of the academy day	Staff Parents Others	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>Students to be informed of the requirement to maintain social distancing when leaving the academy.</li> <li>Staff on duty outside to ensure students leave in a safe manner.</li> <li>Staff to wear face mask and optional visor when 2 metre social distance cannot be maintained (but not visor on its own).</li> <li>Staggered exit times in place for all year groups.</li> <li>Each bubble year group has a designated leaving time and exit location</li> </ul>	HIGH	<b>YES</b>	
Parent wishing to talk to staff	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>Parents will be informed that the majority of conversations with staff will be either over the phone or, when this is not possible, a meeting will be arranged and social distancing rules observed. PPE will be available for staff to use if social distancing requirements cannot be met.</li> <li>Where parents/carers are coming into the academy, they must complete an academy waiver, stating they are free from symptoms and do not have COVID-19.</li> </ul>	HIGH	<b>YES</b>	
Awareness of policies / procedures / guidance	Staff Students Others	Inadequate information	<ul style="list-style-type: none"> <li>All staff returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and sanitising hands on a regular basis.</li> <li>Staff must ensure they do not attend school if they show symptoms of COVID-19 (see nhs.uk guidance).</li> <li>Staff provided access to 'ATT Guidance and Procedure for the management of Symptomatic students and Confirmed cases of COVID-19'.</li> <li>All staff are able to access the following online information for up to date information on COVID-19: <ul style="list-style-type: none"> <li>➤ Public Health England</li> </ul> </li> </ul>	MEDIUM	<b>YES</b>	

			<ul style="list-style-type: none"> <li>➤ Gov.uk</li> <li>➤ NHS</li> <li>➤ DfE</li> <li>➤ Department for Health and Social Care</li> </ul> <ul style="list-style-type: none"> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection available on ATT LMS and delivered online including:             <ul style="list-style-type: none"> <li>○ Infectious diseases</li> <li>○ COVID-19</li> <li>○ First Aid at Work</li> <li>○ First Aid Appointed person</li> <li>○ First Aid/RIDDOR</li> </ul> </li> <li>• Staff are made aware of the academy’s infection control procedures in relation to coronavirus, via academy website, email and staff information packs, provided during pre-opening meetings.</li> <li>• Staff to contact the academy as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>• Staff to ensure they access an available COVID-19 test via NHS Test and Trace, as detailed in ‘ATT Guidance and procedure for COVID-19 Symptoms and Outbreak’.</li> <li>• Parents are made aware of the academy’s infection control procedures in relation to coronavirus via academy website, letters, posters or social media – they are informed that they must contact the academy as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Students are made aware of the academy’s infection control procedures in relation to coronavirus, via academy staff and are informed that they must tell a member of staff if they are displaying the symptoms of COVID-19.</li> <li>• Any student displaying the symptoms of COVID-19 will be separated from their group and academy staff will follow the ATT procedure for managing symptomatic students and outbreaks of COVID-19.</li> <li>• The academy has access to and follows ATT guidance for managing symptomatic students and confirmed cases of COVID-19.</li> <li>• The academy follows the procedures in the Test and Trace government scheme. Please refer to Test and Trace guidance within ATT guidance and procedure for managing symptomatic students and confirmed cases of COVID-19.</li> </ul>			
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			<ul style="list-style-type: none"> <li>The Academy has an up to date Business Continuity Plan in place, should it be necessary to close the academy.</li> </ul>			
Poor hygiene practice	Staff Students Others	Ill health	<ul style="list-style-type: none"> <li>Posters are displayed throughout the academy reminding students, staff and visitors to wash their hands, e.g. before entering and leaving the academy.</li> <li>Students, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures, in accordance with the DfE and PHE's guidance.</li> <li>Sufficient amounts of soap and hand sanitiser available in classrooms, clean water and paper towels are supplied in all toilets and kitchen areas.</li> <li>Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>Central ATT Estates team to arrange enhanced cleaning prior to opening, which will be undertaken where required.</li> <li>ATT cleaning contractor to provide guidance, risk assessments and cleaning specification, prior to academy re-opening.</li> </ul>	HIGH	<b>YES</b>	
Ill health	Staff Students Others	Coronavirus symptoms	<ul style="list-style-type: none"> <li>Staff must follow ATT procedure for managing COVID-19 symptoms and confirmed cases and follow local HPT advice.</li> <li>The academy has access to and follows 'ATT guidance for managing symptomatic students and confirmed cases of COVID-19'.</li> <li>The academy follows the procedures in the Test and Trace government scheme. Please refer to Test and Trace guidance in ATT guidance and procedure for managing symptomatic students and confirmed cases of COVID-19.</li> <li>Staff are informed of the symptoms of possible coronavirus infection and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>Forehead temperature gun in place at academy to take temperature and minimise contact between staff and students.</li> <li>The relevant member of staff calls for emergency assistance immediately if a student's symptoms worsen.</li> <li>The parents of students displaying the symptoms of COVID-19 are informed as soon as possible of the situation by a relevant member of staff.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Where contact with a student’s parents cannot be made, appropriate procedures are followed, in accordance with those outlined in governmental guidance.</li> <li>• Students displaying the symptoms of COVID-19 who are waiting to go home are kept in an area where they can be at least 2 metres away from others. (Foyer area outside Main Hall, and left-hand side locked cubicle in B block unisex toilets, to be the designated area and accessible facilities for students displaying COVID-19 symptoms).</li> <li>• Once advice of local HPT has been sought, areas used by staff and students experiencing the symptoms of COVID-19 who need to go home, are appropriately cleaned once vacated, using disinfectant and extra care to be taken when cleaning all hard surfaces.</li> <li>• No further staff need to be sent home until an individual has received a positive test, unless they themselves are displaying symptoms of COVID-19.</li> <li>• If required by HPT, room to be taken out of circulation for 72 hours and students/staff to self-isolate in confirmed cases of COVID-19.</li> <li>• Fogging treatment to be carried out to affected area in confirmed cases (to be arranged by ATT Estates team, on notification).</li> <li>• If students and staff are waiting to go home, they are instructed to use the designated toilets, in order to minimise the spread of infection.</li> <li>• Any students who display signs of infection are taken home immediately, or as soon as is practical (but separated from bubble group) by their parents.</li> <li>• Parents are advised to contact NHS119 to book a test or to do so via the government website <a href="http://www.gov.uk/get-coronavirus-test">www.gov.uk/get-coronavirus-test</a> and in emergencies to call 999, if the student becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS119 to book a test or to do so via the government website <a href="http://www.gov.uk/get-coronavirus-test">www.gov.uk/get-coronavirus-test</a>, and in emergencies to call 999 if they become seriously ill or their life is at risk.</li> <li>• Any medication given to ease the student’s symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>			
Spread of infection	Staff Others	Lack of infection control	<ul style="list-style-type: none"> <li>• All staff when not able to maintain a 2 metre distance in offices or classrooms and in academy buildings to wear a face covering, unless medically exempt.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using anti-bacterial spray and blue paper towels provided within classroom spaces, in line with guidance, using PPE at all times.</li> <li>• Cleaning staff on site during opening hours to meet hygiene standards and to wear face coverings.</li> <li>• Parents/carers are informed not to bring their children to the academy, or onto the academy premises, if they or any member of their household, show symptoms of COVID-19 or are awaiting the outcome of a test.</li> <li>• Staff and students do not return to the academy before the minimum recommended exclusion period (or the 'self-isolation' period of 14 days) has passed, in line with national guidance of 10 days, following a positive test.</li> <li>• All student trips are to be on hold during this re-opening period.</li> <li>• Any additional provisions for students who are vulnerable to infection are put in place by the Principal, in liaison with the student's parents, where necessary.</li> <li>• In extreme cases involving significant risk, the decision not to return to academy can be taken in conjunction with the student's parents, local HPT team and ATT central team.</li> </ul>			
Poor management of infectious diseases	Staff Students Others	Lack of infection control	<ul style="list-style-type: none"> <li>• All Staff and students are advised they must not attend the academy if they are displaying the symptoms of COVID-19.</li> <li>• Everyone is instructed to monitor themselves and others and look out for similar symptoms if a student or staff member has been sent home with suspected coronavirus.</li> <li>• Staff are vigilant and report concerns about their own, a colleague's/ student's symptoms to the Principal or SLT as soon as possible, using the appropriate internal procedures.</li> <li>• The academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus and follows the ATT procedure advice of the local health protection team HPT.</li> <li>• The attendance officer liaises with parents/carers and staff to determine when to return to the academy after a period of self-isolation or after having COVID-19.</li> <li>• Central estates monitor the cleaning standards of the academy cleaning contractors and ensure that the additional measures required, with regards</li> </ul>	HIGH	<b>YES</b>	

			<p>to managing the spread of coronavirus, are being implemented within the academy.</p> <ul style="list-style-type: none"> <li>Additional cleaning provision provided throughout the day to ensure all touch points and regularly used surfaces are cleaned.</li> </ul>			
Lack of communication	Students Staff Parents Others	Infection control	<ul style="list-style-type: none"> <li>The academy staff reports immediately to the Principal/Attendance Manager about any cases of suspected coronavirus, even if they are unsure.</li> <li>Academy staff follow ATT procedure for managing COVID-19 symptoms and confirmed cases.</li> <li>Temperature to be taken should any student show signs of illness and they are isolated from the rest of their bubble in the designated area.</li> <li>The Principal/Attendance Manager contacts the local HPT team and ATT Estates team, follows the advice given from HPT and discusses if any further action needs to be taken.</li> <li>Academy puts into place any actions or precautions advised by their local HPT team.</li> <li>The Principal contacts the senior ATT officer (Deputy Estates Director/Estate Director/Executive Principal/RED/Senior Operation Officer) and follows the advice given and discusses if any further action needs to be taken.</li> <li>The academy puts into place any actions or precautions advised by the local HPT Team or from the discussions with the above ATT officers (Deputy Estates Director/Estate Director/RED/Senior Operation Officer)</li> <li>Academy keep staff, students and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	Medium	<b>YES</b>	
Cleaning while Academy open	Staff	Infection control	<ul style="list-style-type: none"> <li>Cleaning staff deployed during daytime opening hours 09:00 –15:00, in addition to regular cleaning hours.</li> <li>All touchpoints and hard surfaces to be cleaned on a daily basis, this will include: <ul style="list-style-type: none"> <li>➤ All door handles</li> <li>➤ All tables and chairs used by staff and students</li> <li>➤ Toilet flushes and regular cleaning of toilets</li> <li>➤ Separate specification to be issued by cleaning contractor</li> </ul> </li> <li>All classrooms to have disposable disinfectant wipes. Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> </ul>	MEDIUM	<b>YES</b>	

Statutory tests and inspections	Staff Students	Health & Safety Infection control	<ul style="list-style-type: none"> <li>• Fire drill using bubble groups will take place during the academic year, procedures will be maintained in the event of a fire, including clear sign posting of where to meet, etc. in line with fire risk assessment.</li> <li>• Students will not follow the one way system but instead the fire evacuation plan detailed in every classroom.</li> <li>• Statutory inspections by the Fire Brigade to continue but with social distancing in place at all times and completed outside of opening hours (prior to 09:00, after 15:30 and weekends, if possible).</li> <li>• In-house inspections will continue to ensure the academy remains as safe as possible.</li> <li>• Property software regularly updated to show compliance.</li> </ul>	MEDIUM	<b>YES</b>	
Contractors in the academy	Staff Students	Health & Safety Infection control	<ul style="list-style-type: none"> <li>• Contractor visits will be completed outside of opening hours, unless in case of statutory compliance work, maintenance and emergency required to keep the academy open. Where space can be separated, large projects will be completed under strict management conditions.</li> <li>• Where contractors are coming into the academy, they must complete an academy waiver, stating they are free from symptoms and do not have COVID-19.</li> <li>• All contractors must have up to date Risk Assessments and Method Statements and provide copies along with COVID-19 safety measures, prior to entry to the site.</li> <li>• Control measures regarding the coronavirus must be included within their RAMs.</li> <li>• Academy to ensure no students or staff are in the area where contractors are working.</li> <li>• Contractors will be designated a toilet they can use whilst on site if out of hours which will then be cleaned or advised not to use on site facilities.</li> <li>• Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. Area will then be thoroughly disinfected.</li> <li>• They must ensure no workers are displaying any signs or symptoms of coronavirus prior to entering the site and complete the academy waiver form.</li> <li>• If they become aware of a contractor coming down with symptoms within 14 days of being at the academy, they must inform the academy immediately.</li> </ul>	MEDIUM	<b>YES</b>	

			<ul style="list-style-type: none"> <li>All contractors whilst working in the academy building must wear a face covering at all times.</li> </ul>			
Emergencies	Staff Students	Infection control	<ul style="list-style-type: none"> <li>All staff and students' emergency contact details are up to date, including alternative emergency contact details, where required.</li> <li>Students' parents are contacted as soon as is practicable, in the event of an emergency.</li> <li>Staff and students' alternative contacts are contacted where their primary emergency contact cannot be reached.</li> <li>The academy staff have access to the local HPT contact details and ATT procedure to follow in the event of an outbreak or suspected case of COVID-19.</li> <li>The academy has access to and follows ATT guidance for managing symptomatic students and confirmed cases of COVID-19.</li> <li>The academy follows the procedures in the Test and Trace government scheme. Please refer to Test and Trace guidance in ATT guidance for managing symptomatic students and confirmed cases of COVID-19.</li> <li>The Academy has an up to date Business Continuity Plan in place, should the academy be required to close.</li> </ul>	HIGH	<b>YES</b>	