



## The Nicholas Hamond Academy - FULL ACADEMY RETURN - COVID-19

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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 academy	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Academy to operate a bubble group system where each year group operates as a bubble group</li> <li>Each bubble group will have their own dedicated area of the site and associated facilities that they access each day.</li> <li>Academy to have a one-way system introduced when pupils arrive to the academy</li> <li>Hand sanitiser units in place so pupils must use as they enter the site.</li> <li>Pupils will arrive by bus or be dropped off by parents and taken to the waiting area at the front of the academy where they will sanitise hands on entry into the site.</li> <li>Any pupils wearing masks due to public travel must remove these on entry into the site. Disposable masks will be disposed off and re-useable masks will be stored in a plastic bag and kept on the pupil's person at all times.</li> <li>Disabled car spaces to be taken out of use and utilised as a waiting area for pupils with an area set up for each group at the front of the academy with 1 metre spaces to be clearly marked out.</li> </ul>	HIGH	Yes	



			<ul style="list-style-type: none"> <li>• 1 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>• 1 metre rules enforced while pupils are waiting for staff to direct them to their rooms.</li> <li>• Pupils will enter classrooms directly from external doors.</li> <li>• The following bubble groups will access the building at the following points: <ul style="list-style-type: none"> <li>○ Year 7 – Lower Playgroud Gates</li> <li>○ Year 8 – Main Foyer Entrance</li> <li>○ Year 9 – Bus Pedestrian Gate</li> <li>○ Year 10 – Bus Pedestrian Gate</li> <li>○ Year 11 – 6<sup>th</sup> Form Block dedicated access point</li> </ul> </li> <li>• Staff member who is outside enforcing the rules should wear a face covering visor, mask and gloves If 1m distance cannot be met</li> <li>• Staff member meeting pupils should wear a face covering visor, mask, and gloves.</li> </ul>			
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Staff receiving children to wearing a face covering visor, mask, and gloves if 1M distance cannot be maintained.</li> <li>• Staff will direct children to use the hand sanitiser on entry into their classroom (another member of staff supervise pupils) or they will be directed to the sinks within their rooms to wash their hands (member of staff will supervise)</li> </ul>	HIGH	<b>Yes</b>	
Classroom set up	Staff Children	Spread of Infection due	<ul style="list-style-type: none"> <li>• Pupils will be split into bubble groups by year</li> <li>• Each bubble group will have their own dedicated area of the building that they will use every day.</li> </ul>	HIGH	<b>YES</b>	



		to close contact	<ul style="list-style-type: none"> <li>• Each bubble group to follow their own timetable and move around within their bubble group area to attend lessons.</li> <li>• Specialist facilities will be shared across bubbles and cleaned between use.</li> <li>• Science labs will operate a booking system to allow advanced booking for practical lessons with use limited to three times per day.</li> <li>• Art and tech rooms will be used once per day with a different bubble group accessing each day and cleaning between use.</li> <li>• Each bubble group will have access to the same room each time they attend the academy.</li> <li>• Classrooms will be set up with every desk facing forward to allow 30 pupils per room and ensure pupils are not sat face to face or breathing on each other.</li> <li>• Hand sanitiser to be provided in every room and reception</li> <li>• Each bubble group has their own designated access point to enter both the site and the building.</li> <li>• Each bubble group will have access to the same room each time they attend the academy.</li> <li>• The teacher's desk will be kept 2 metres away from the children's tables/desks with an area marked out around it to ensure this measure is in place.</li> <li>• Excess Desks will be removed to ensure maximum space is available in each room in use.</li> <li>• Tissues available on every desk in classrooms for pupils to use when coughing or sneezing and they must go into a closed lid bin after one use.</li> </ul>			
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			<ul style="list-style-type: none"> <li>• Maximum number of pupils per room to safely meet requirements is 30 dependant on room size</li> <li>• Pupils to bring their own stationary and keep on their person at all times.</li> <li>• Academy to provide a pre-prepared pencil case of stationary for any pupil who needs this. The pupil will always then own this stationary and keep on their person.</li> <li>• Hand sanitiser to be provided in every room and must be used every time a pupil enters the classroom.</li> <li>• Separate risk assessments will be completed for vulnerable staff/pupils who have pre-existing health conditions or fall into a high-risk category.</li> <li>• Closed lid bin, tissue dispenser, disinfectant wipes provided in every room.</li> <li>• Hand sanitiser available on entry to the building, within the corridor and in each room in use.</li> <li>• Daytime cleaning provision in place to ensure all touch points are regularly cleaned. Hand sanitiser to be provided in every room in unit fixed to the wall.</li> <li>• A designated table for close interaction/markings will be set up in the classroom where possible.</li> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble group; these must be cleaned regularly.</li> <li>• Pupils and staff will not share pencils, pens and other frequently used stationary items and keep on their person.</li> <li>• For PE lessons, Summer PE will be delivered during autumn to ensure outdoor activity takes precedence.</li> </ul>			
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			<ul style="list-style-type: none"> <li>Pupils to wear PE kits to the academy on days they have PE lessons to limit close contact and avoid changing on site.</li> </ul>			
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Teaching staff must keep that safe distance at all times where possible when teaching.</li> <li>Where children may require extra assistance a 2-metre rule must try to be enforced.</li> <li>Where 2 metre rule cannot be met Staff members have the option to use PPE available to them (visors, masks, gloves, apron).Hand sanitiser in every classroom and must be used every time a pupil leaves and enters the room</li> <li>Pupils to bring their own stationary and keep this on them at all times and not to share items.</li> <li>Academy to provide a pre-prepared pencil case of stationary for any pupil who needs this. The pupil will then own this stationary and keep on their person at all times.</li> <li>Tissues available on every desk in classrooms for pupils to use when coughing or sneezing and they must go into a closed lid bin after one use.</li> <li>Classroom based resources, such as books and games, can be used and shared within the bubble group; these must be cleaned regularly</li> </ul>	HIGH	<b>YES</b>	
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> <li>Hand Dryers and air conditioning to be regularly checked and used throughout building, Toilets to be regularly</li> </ul>	MEDIUM	<b>YES</b>	



			<p>cleaned and cleaning logged accordingly and in sight of pupils/staff</p> <ul style="list-style-type: none"> <li>• Each year group has their own dedicated toilet provision within their bubble groups area of the building</li> <li>• Inform the child of the importance of washing their hands after using the toilet and on their return to the classroom use the hand sanitiser on entering the classroom.</li> <li>• Pupils to use hand sanitiser when leaving to use the toilet and on their return to the classroom after use.</li> <li>• Posters placed around site to reinforce this issue</li> <li>• Toilet breaks to take place at designated times throughout the day and staggered across year groups</li> <li>• Pupil will use hand sanitiser within classrooms every time they leave and enter.</li> <li>• Toilets to be regularly cleaned throughout the day and logged. This will be programmed to take place after heavy use periods.</li> </ul>			
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Pupils informed again of the importance of social distancing whilst outside.</li> <li>• Pupils to remain in bubble groups when outside and to use designated area of playground/field.</li> <li>• Dedicated area of playground/field to be marked out for pupils to use during breaks and same are used each time if required.</li> <li>• Supervising staff must keep a 2-metre distance from each other and pupils at all times. PPE available for staff to use where this is not possible.</li> </ul>	MEDIUM	<b>YES</b>	



			<ul style="list-style-type: none"> <li>• Break and lunch times to be staggered so that only two groups are outside at any one time.</li> </ul>			
Break Times –	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Staff must sit at least 1.5 metres apart from each other whilst eating in their areas</li> <li>• Staff must bring their own food and make their own drinks using plastic cups provided.</li> <li>• 8 members of staff only per room.</li> <li>• All communal catering items not to be used (microwave/toasters/plates/cutlery/cups/glasses) and removed from staff room.</li> <li>• A designated member of Staff to supervise lunch with pupils in classroom or outside area</li> <li>• Breaks to take place during Lunch when pupil bubble groups are taken outside to designated area and supervised by Midday Supervisor's/TA</li> </ul>			
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Member of cleaning staff working through out day to thoroughly clean all touch points.</li> <li>• During breaks they will clean tables and door handles with a disinfectant or disinfectant spray.</li> <li>• If a child releases bodily fluid in class space, affected area to be cleaned with anti-bacterial spray and wiped with blue paper towels by staff member</li> <li>• Staff Must wear mask and gloves whilst carrying out this task and wash hands after cleaning.</li> <li>• Onsite cleaning provision to begin at 09:00until 15:30 each day as well as usual daily cleaning provision.</li> <li>• Cleaning specification outlined within ATT daytime cleaning procedure</li> </ul>	MEDIUM	YES	



Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Lunch Breaks to be staggered by bubble.</li> <li>• Pupils who bring pack lunches will eat in their classroom or outside in their designated bubble area.</li> <li>• Hot lunches will be delivered in the main hall and staggered. An additional serving point to be set up in grand central café area.</li> <li>• Pre ordering of food during tutor lesson each morning to reduce grouping and queuing times.</li> <li>• Screen to be added to servery area and catering staff to wear appropriate PPE (Catering company Sperate Risk Assessment).</li> <li>• Tables are positioned within classrooms to ensure all pupils face forward and at no point are face to face with another peer.</li> <li>• Tabled within dining hall will be set up to ensure safe social distancing is continued during lunch and no pupils sit face to face.</li> <li>• Hot food to be delivered to year 11 in 6<sup>th</sup> form area</li> <li>• Only two groups will be using hall and outside area at any time during lunch due to staggered approach</li> </ul>	MEDIUM	<b>YES</b>	
First Aid – minor treatment	Staff Children	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 and a face covering Mask/Visor/Gloves/Apron and follow ATT procedure when dealing with injuries.</li> <li>• Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> </ul>	HIGH	<b>YES</b>	





			<ul style="list-style-type: none"> <li>• Where this is not possible Staff members to wear PPE and dispose of items within closed lid bin immediately after use.</li> <li>• Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>• Always wash hands after contact</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>• Designated area with natural ventilation and accessible toilet has been identified for use if pupils show COVID19 Symptoms on each floor of the building</li> </ul>			
First Aid – Life threatening	Staff Children	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 face covering visor, mask and gloves when in close contact or dealing with bodily fluids</li> <li>• In the event of CPR being required it is advised only chest compressions are given and use of a defib if available.</li> <li>• Always wash hands and sanitise after contact</li> </ul>	HIGH	<b>YES</b>	
First Aid & Medication	Staff Pupils 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/or visor if having to deliver close contact first aid and follow ATT procedure for administering first aid (always refer to up to date information from Gov.UK)</li> <li>• Any dressings used to be double bagged.</li> <li>• Where any medications are administered try and encourage the pupils to self-administer or staff member must wear a face covering visor, mask, apron and gloves</li> </ul>	HIGH	<b>YES</b>	



			<p>which must be disposed of immediately after use(always refer to up to date information from Gov.UK)</p> <ul style="list-style-type: none"> <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 pupils with specific needs including administering of Insulin and safe storage of this medication.</li> </ul>			
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> <li>• When staff are carrying out any intimate care they must:</li> <li>• Wear Gloves</li> <li>• Wear an apron</li> <li>• Wear a mask</li> <li>• Wear a visor</li> <li>• Nappies, wipes etc. must be double bagged and placed into a closed lid bin</li> <li>• Soiled clothes to be double bagged and given to Parents on collection of child.</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>	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child.</li> <li>• Encourage child to use a tissue to wipe eyes/nose etc.</li> <li>• If contact is required, consider wearing a face covering visor or mask.</li> <li>• Wash and sanitise hands after contact</li> <li>• Classroom to be allocated for behaviour management within each bubble area on each floor.</li> </ul>	MEDIUM	<b>YES</b>	



Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where possible allow the child to vent their frustrations</li> <li>• Where possible allow child to be in a room on their own or outside</li> <li>• If team teach techniques are required, it is advised face covering mask and or visor, apron and gloves are worn.</li> <li>• Pupil May need sperate care and attention in another space, area to be designated by academy and PPE used at all times</li> <li>• Classroom to be allocated for behaviour management within each bubble</li> </ul>	HIGH	<b>YES</b>	
Children 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 2 metre rules when leaving academy.</li> <li>• Staff on duty outside to ensure students leave in a safe manner.</li> <li>• Staff to wear face covering visor/mask/Apron and gloves for this purpose.</li> <li>• Staggered leaving times in place</li> <li>• Each bubble group has a designated leaving time and exit point from the building to use when leaving each day.</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 if 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>• Parents will be not be allowed onto the academy site and 2 metre spaces clearly marked outside the academy gates and monitored by staff to discourage parents from congregating together.</li> </ul>	HIGH	<b>YES</b>	



<p>Awareness of policies / procedures / Guidance</p>	<p>Staff Pupils Others</p>	<p>Inadequate information</p>	<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 washing hands on a regular basis.</li> <li>• Staff must ensure they do not attend school if they feel unwell or show symptoms of COVID19.</li> <li>• Staff provided access to ATT Guidance and Procedure for the management of Symptomatic pupils and Confirmed cases of COVID19. All staff are able to access the following information on-line for up to date information on COVID-19             <ul style="list-style-type: none"> <li>➤ Public Health England</li> <li>➤ Gov.co.uk</li> <li>➤ NHS</li> <li>➤ DfE</li> <li>➤ Department for Health and Social Care</li> </ul> </li> <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>○ COVID19</li> <li>○ First aid at Work</li> <li>○ First Aid Appointed person</li> <li>○ First Aid/Riddor</li> </ul> </li> <li>• Staff must ensure they do not attend school if they feel unwell or show symptoms of COVID19.</li> <li>• Staff are made aware of the academy's infection control procedures in relation to coronavirus via 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> </ul>	<p>MEDIUM</p>	<p><b>YES</b></p>	
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			<ul style="list-style-type: none"> <li>• Staff to ensure they access an available COVID19 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 Website, letter, 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>• Pupils 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 feel unwell.</li> <li>• Any unwell pupil will be separated from their group and Academy staff will follow the ATT procedure for managing symptomatic pupils and outbreaks of COVID19</li> <li>• Unwell pupils will be located in the medical room and use the adjacent toilet to limit the potential spread of infection.</li> <li>• The academy has access to and follows ATT Guidance for Managing Symptomatic pupils and confirmed cases of COVID19.</li> <li>• The academy follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace guidance in ATT guidance and procedure for managing symptomatic pupils and confirmed cases of COVID19</li> <li>• The Academy has an up to date Business continuity Plan in place should the academy have to close</li> </ul>			
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<p>Poor hygiene practice</p>	<p>Staff Pupils Others</p>	<p>Ill Health</p>	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the academy reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the academy.</li> <li>• Pupils, 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>• Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary using sinks in classrooms</li> <li>• Pupils are forbidden from sharing cutlery, cups or food or</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 – ATT Cleaning provider to provide guidance, risk assessments and cleaning specification prior to re-opening</li> </ul>	<p>HIGH</p>	<p><b>YES</b></p>	
<p>Ill health</p>	<p>Staff Pupils Others</p>	<p>Coronavirus Symptoms</p>	<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 pupils and confirmed cases of COVID19.</li> </ul>	<p>HIGH</p>	<p><b>YES</b></p>	



			<ul style="list-style-type: none"> <li>• The academy follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace guidance in ATT guidance and procedure for managing symptomatic pupils and confirmed cases of COVID19</li> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, 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 pupils.</li> <li>• Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.</li> <li>• The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> <li>• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> </ul>			
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			<ul style="list-style-type: none"> <li>• Once advice of local HPT has been sought areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>• No further staff need to be sent home until person has received a positive test unless they are displaying symptoms of COVID19</li> <li>• if required room to be taken out of circulation for 72 hours and pupils/staff to self-isolate in confirmed cases of COVID19.</li> <li>• Fogging treatment to be carried out to affected area in confirmed cases. To be arranged at ATT estates on notification.</li> <li>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the academy to minimise the spread of infection.</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable but separated from bubble group, by their parents – the parents are advised to contact NHS119 to book a test, in emergencies call 999 if the pupil 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, in emergencies call 999 if they become seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>			
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Spread of infection	Staff Pupils Others	Lack of infection control	<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 class space in line with guidance, using PPE at all times.</li> <li>• Cleaning staff on site during opening hours to meet hygiene standards</li> <li>• Parents are informed not to bring their children to the academy or on the academy premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Staff and pupils do not return to the academy before the minimum recommended exclusion period (or the 'self-isolation' period of 10 days) has passed, in line with national guidance.</li> <li>• All pupil trips are to be on hold during this period of re-opening</li> <li>• Parents notify the academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>• The academy in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>• Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil'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 pupils parents. Local HPT team and ATT central team.</li> <li>•</li> </ul>	HIGH	YES	
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<p>Poor management of infectious diseases</p>	<p>Staff Pupils Others</p>	<p>Lack of infection control</p>	<ul style="list-style-type: none"> <li>• All Staff and pupils are advised they must not attend the academy if they feel unwell.</li> <li>• Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>• Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Principal or SLT as soon as possible.</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 Academy is informed by pupils' parents when pupils return to academy after having coronavirus – the Academy informs the relevant staff.</li> <li>• Staff inform the principal when they plan to return to work after having coronavirus.</li> <li>• Central Estates monitors the cleaning standards of the academy cleaning contractors and additional measures required with regards to managing the spread of coronavirus are being implemented with cleaning arrangements and specification outlined for Academy.</li> <li>• Additional Cleaning provision provided throughout the day to ensure all touch points and regularly used surfaces are cleaned.</li> </ul>	<p>HIGH</p>	<p><b>YES</b></p>	
<p>Lack of communication</p>	<p>Pupils Staff Parents Others</p>	<p>Infection Control</p>	<ul style="list-style-type: none"> <li>• The academy staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure.</li> </ul>	<p>Medium</p>	<p><b>YES</b></p>	



			<ul style="list-style-type: none"> <li>Academy Staff follow ATT procedure for managing COVID 19 Symptoms and confirmed cases.</li> <li>Temperature to be taken should any pupil show signs of illness and they are isolated from the rest of their bubble in the designated area.</li> <li>The Principal 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's put 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 from and discusses if any further action needs to be taken.</li> <li>Academy puts into place any actions or precautions advised by the Local HPT Team advice and above discussion with ATT officer (Deputy Estates Director/Estate Director/RED/Senior Operation Officer)</li> <li>Academy keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>			
Cleaning while Academy open	Staff	Infection Control	<ul style="list-style-type: none"> <li>Cleaning staff deployed during daytime opening hours 09:00 – 15:30 in addition to regular cleaning hours.</li> <li>All touchpoints and hard surfaces to be cleaned on a regular basis throughout the day, this will include               <ul style="list-style-type: none"> <li>➤ All door handles</li> <li>➤ All tables and chairs used by staff and pupils</li> <li>➤ Toilet flushes and regular cleaning of toilets.</li> </ul> </li> </ul>	MEDIUM	<b>YES</b>	



			<ul style="list-style-type: none"> <li>➤ Separate specification to be issued by cleaning contractor</li> <li>• All classrooms to have disinfectant wipes, spray disinfectant and disposable cloths to clear any spillage during occupation.</li> <li>• Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>• All used cloths thrown away to be double bagged and then placed in a secure area/closed lid bin.</li> <li>• All Classrooms to have disinfectant wipes available to clear any spillages.</li> </ul>			
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>• Regional Manager review of Site Health and Safety will be completed prior to re-opening in September 2020</li> <li>• Fire drill using bubble groups will take place during the autumn term, 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>• Statutory inspections 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 Pupils	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 academy open. Where space can be separated large projects will be</li> </ul>	MEDIUM	<b>YES</b>	



			<p>completed under strict management conditions. Where contractors are coming into the academy, they must complete academy waiver stating they are free from symptoms and do not have COVID19.</p> <ul style="list-style-type: none"> <li>• ALL Contractors must have up to date Risk Assessments and Method Statements and provide copies along with COVID19 safety measures prior to entry to site.</li> <li>• Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>• Academy to ensure no pupils 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 Academy site and complete 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>			
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>• All staff and pupils' emergency contact details are up to date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> </ul>	HIGH	<b>YES</b>	



			<ul style="list-style-type: none"> <li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</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 COVID19</li> <li>• The academy has access to and follows ATT Guidance for Managing Symptomatic pupils and confirmed cases of COVID19.</li> <li>• The academy follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace guidance in ATT guidance and procedure for managing symptomatic pupils and confirmed cases of COVID19</li> <li>• The Academy has an up to date Business continuity Plan in place should the academy have to close.</li> </ul>			
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