Maltby Academy

September 2021 Covid-19 Outbreak Contingency Plan

This document will be reviewed regularly and is aimed at being a usable working document which will constantly be evolving based on feedback.

Premises: Maltby Academy
Work Activity: September 2021 Covid-19 Outbreak Contingency Plan
Assessor(s): Richard Wood, Principal
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Section 1 - Outbreak Management Contingency Plan

Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. The government will review its approach for enhanced response in local areas before Step 4. Schools Covid-19 Operational Guidance – Updated July 2021.

The government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- *to help manage a COVID-19 outbreak within a setting*
- *if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission*
- *as part of a package of measures responding to a Variant of Concern (VoC)*

Contingency Framework: education and Childcare settings – Updated 25 June 2021

Should the academy have several confirmed cases that can be traced to the academy, the academy will contact the Local Health Protection team via the DfE helpline to seek further advice. Below are details of some of the measures which would be considered by the Academy, the Local Authority, Directors of Public Health (DsPH) and Public Health Protection Teams (PHPT) should an outbreak occur:

1.1 – Testing

- Should it be deemed appropriate by any of the above bodies, the academy would re-introduce on site asymptomatic testing for those who consent (Risk Assessment in Section 3 of this document).
- The testing site would be in the sports hall with tests only completed by staff who have successfully completed test administration training.
- The academy will liaise with PHE to effectively communicate any positive cases.

1.2 – Face Coverings

- Should it be deemed appropriate by any of the above bodies, the academy would re-introduce the use of face coverings in recommended areas of the academy apart from for those with exemptions.

1.3 – Shielding

- Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Shielding can only be reintroduced by national government.

1.4 – Other Measures

- The following events would be limited or cancelled should a local outbreak occur:
    - Residential educational visits
    - Open days
    - Transition or Taster days
    - Parental attendance at the academy
    - Performances at the academy

1.5 – Remote Education

Should the local area be forced into a local lockdown or attendance restrictions put in place the academy will commence Remote Education as it did between January and March 2021.

- All vulnerable children and young people, children of critical workers, pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year should still be allowed to attend.
- If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.
- The full Timetable will be delivered live via Microsoft Teams. Leaders will decide if teachers do this from home or within their classroom.
- During a potential lockdown staff will have the option to teach live online lessons from their home.
- If staff teach in school during a lockdown or period of home learning staff should teach lessons from their own classroom or office (if appropriate). Staff should not teach from the same room as a colleague.
- Staff should avoid communal areas at social times where possible and ensure a 2m social distance from one another at all times.
- During a lockdown only students who are classed as vulnerable and/or those of key workers will have access to in school learning.
- Lessons will also be delivered through Microsoft Teams in the event of a closure for a particular year group or the full school, or if a member of teaching staff is isolating at home but well enough to work.
- Microsoft Teams has been set up to mimic the school timetable. As such, students will be taught by their normal teacher in their normal class groupings for their normal number of lessons.
- Students will receive and submit work via Microsoft Teams

- In addition to online lessons, all subjects will use **Satchel:One** to share homework.
- Associate professionals will have their individual job roles reviewed to determine if they can effectively meet their job description from home.
- Associate professionals who are required to work in school will follow the risk assessment in line with when the school is open as normal.
- Whilst the school is only open to vulnerable and key worker students, the academy has a dramatically reduced number of bodies in the building. Therefore staff in school are able to spread out and avoid close contact with other staff and students. All staff will have the opportunity to work in isolation.

Section 2 – Risk assessment

Should any of the above bodies direct the academy to recommence a risk assessment similar to that which was used in 2020-2021. The below risk assessment will be updated and amended as appropriate.

Hazards identified	Persons at risk	Key questions to review risk	Overview of information and actions taken regarding the hazard identified		Further action required (if any) / Comments
3.1 Infection control					
3.1.2 Pupils operate in discrete year group 'bubbles' but there are risks of these bubbles mixing at certain times.	All	1. How will social distancing be enforced? 2. Is student movement staggered? 3. How will you minimise contact between bubbles during student movement?	• Current government guidance is being applied. • Each discrete year group 'bubble' is allocated a specific location for morning arrival, break time and lunch time. Students are taught in classes within one year group. • Strict one-way system in place for movement to ensure social distancing. • Pupils observe hygiene guidance and wash hands frequently. • Teachers moving between groups comply with social distancing and hygiene guidance. • Staggered break times and lunch times are in place.		
3.1.3 Maintaining effective social distancing to prevent spread of COVID-19	All	1. How will social distancing be enforced?	• Current government guidance is being applied. • Pupils are operating in discrete year group 'bubbles'. • Each discrete year group 'bubble' is allocated a specific location for morning arrival, break time and lunch time. Students are taught in classes within one year group. • Strict one-way system in place for movement to ensure social distancing. • Expectations of social distancing are established and communicated to all staff and relevant pupils before school reopens. For pupils this includes expectations within and outside their bubble. For teachers this includes expectations on social distancing at all times, and when moving between bubbles. • Staff and pupils are regularly reminded about social distancing. • Clear social distancing signage is in place throughout the school. • Arrangements for the provision of PPA do not undermine the integrity of any bubble. • Classrooms have been remodelled so that pupils are in rows facing the front. • Spare chairs and desks have been removed.		

			- All Classroom doors will be wedged open. - Floor markings clearly demarcate social distancing measures in areas where queues may form (e.g. dining room, corridors, reception). - Signage is in place to deter parents from gathering at the school gate. - Social distancing must be followed in staff offices and staffroom. Additional exam desks put into staffroom to reduce the needed capacity in staff workrooms. - Arrangements are put in place in kitchens to remind staff of the need to work separately from each other. - Access to toilets is planned and managed to avoid large groups/queues from forming. Students escorted to the toilet. - Activities that involve shared resources/equipment are avoided. - Where possible, one-way systems are implemented for circulation. Routes are clearly marked with appropriate signage. - Appropriate signage and floor markings are in place to protect reception staff so that they can remain at a distance of 2m from any visitors. Where possible, they are further protected by screens. - Pupil behaviour policy has been reviewed and updated in light of the new discrete year group bubble arrangements and social distancing with clear sanctions in place for anyone ignoring or deliberately flouting the rules, including exclusion where required. - Senior management closely monitor compliance with the bubble arrangements and social distancing and adjust procedures where necessary.	
3.2 Staffing / facilities / compliance			
3.2.1 Staff shortages due to absence may compromise operational safety		1. Calculate grouping sizes/likely attendance against number of available staff 2. Calculate groupings against statutory ratios 3. What provision is in place for monitoring and adjusting arrangements?	- The health status and availability of every member of staff is regularly updated so that deployment can be planned. - All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure. - Sufficient cover/supply staff are available.	

			• Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles. • Staff have been trained /briefed across disciplines to avoid any single points of failure. • There are sufficient qualified first aiders to cover the numbers of staff and pupils on site. • Operational SLT review at the end of each day.	
3.2.2 Insufficient spaces can be identified in school to run the timetable		• Consider all spaces in school – which, if any, spaces will need repurposing to provide additional facilities. • Consider spaces for suitability – are they large enough for 15 children or smaller groupings – can they be ventilated? • What provision is in place for monitoring and adjusting arrangements?	• Students will follow their normal timetable but will remain in their allocated zone, with staff moving to the students.	

3.2.3 Equipment available in school is insufficient to allow all teaching groups to be catered for.		1. Is sufficient equipment available to enable all classrooms to function adequately?	• Order for placed for PPE, Hand sanitiser, tape, signage. Regular repeat monthly order set up.
			• Set up for each classroom:
			   ▪ Rows of desks facing the front
			   ▪ 2m zone at the front for the teacher
			• All pupils will be encouraged to bring their own equipment and will be given any equipment to keep that they do not have.
			• Spare new equipment will be available for all students to use.
			• Each zone will have a room repurposed to accommodate subjects that need specialist equipment.	

3.2.4 Are measures in place to ensure registration processes are undertaken effectively and accurately?		1. Is a paper-based system needed or can SIMs access be provided to all staff for whom it is needed? 2. Are systems in place for registers to be completed in a timely manner?	• Staff will take registers on SIMs in the usual way at the start of every lesson & tutor time. • A member of the attendance/pastoral team will be available to contact home for students who don't arrive. • Active support, key duty staff, pastoral staff and reception staff will have radios.	

		3. Are systems in place for registers to be returned to the office with minimal footfall in school? 4. Is school able to differentiate between those students expected/shielded/ being kept at home / absent due to illness/ absent due to safeguarding concerns 5. Has thought been given to how late arriving pupils will be taken to groupings? 6. What provision is in place for monitoring and adjusting arrangements?	• Late arriving students will be spotted by gate duty staff who will radio active support. Active support will ensure the students is registered and take them up to the relevant learning space ensuring social distancing is followed. • Enquiries emails will be checked regularly. Reception will be manned at all times (8:00 – 16:00).	
3.2.5 Workspaces for administrative staff/ leaders cannot be sufficiently segregated to meet social distancing guidelines		1. Are clearly defined working spaces and terminals designated to admin staff/ leaders on duty? 2. Are systems in place to minimise meetings of more than 2 people? 3. Are designated meeting spaces well ventilated and do they provide enough space for social distancing guideline to be observed? 4. Is a well-planned cleaning regime in place for all computer terminals and equipment, surfaces and equipment in admin areas? 5. What provision is in place for monitoring and adjusting arrangements?	• Faculty offices will be available and social distancing guidelines must be followed. • A 'free room' timetable will be published to staff to allow them to work in a safe environment. • The LRC will also be available for all staff. • 2m social distancing guidelines must be followed in reception and large office spaces. • Reception has a glass screen to protect staff. • Large spaces will be used for meeting of more than 2 staff. Zoom and Microsoft teams also used to facilitate meetings if necessary. • School will be cleaned every morning. • Wipes available to staff to wipe down key boards.	
3.2.6 Communal facilities provide risk of cross contamination – ICT/ sign in systems / photocopiers /		1. Is clear signage in place to limit number of people using/queuing for communal equipment sign-in systems etc? 2. Are well structured regimes in place to ensure all equipment/	• Clear floor and wall signage including 2m demarcation is in place • As well as the 2m demarcation a one-way system will be marked on the floor where necessary. • Entry/exit doors will be clearly marked in each zone.	

admin supplies / keypads / telephones etc.		screens keypads etc are cleaned after each usage? 3. What provision is in place for monitoring and adjusting arrangements?	• Sign-in system is fob activated for staff. Sign-in system for external pre-arranged visitors will have hand sanitiser and wipes next to them and signage encouraging the use of this before signing in or out. • Regular cleaning of all sign-in equipment. • All the above will be in place for other touch screen devices such as photocopiers.	

3.2.7 Public-facing areas (e.g. main reception) provide insufficient protection for staff meeting with children from different groups/ parents/ staff		1. Is a plan in place for dealing with parental concerns/visitors?
		2. Has consideration been made to a no visitors in building policy where protection cannot be guaranteed?
		3. Have processes been put in place to prevent administrative staff dealing with pupils/ staff from multiple groupings?
		4. Have the protocols been adequately communicated to all staff pupils and parents?
		5. What provision is in place for monitoring and adjusting arrangements?
			• Meetings with individual parents are permitted, providing:
			   ▪ Parents are advised to only attend the meeting if they – or a member of their household – are not symptomatic. This should also be asked at reception
			   ▪ Parents sanitise their hands before and after the meeting
			   ▪ All care is taken to avoid parents coming into proximity with any student other than their own child
			   ▪ Social distancing is maintained during the meeting.
			• Main reception has a Perspex barrier. Reception staff can radio 'active support' if needed.
			• If the need arises the pupil will be escorted by SLT/Support staff to ensure social distancing is maintained.	

3.2.8 Parental concerns/ complaints cannot be dealt with effectively because of a lack of face-to-face contact.		1. Have protocols been put in place to enable day to day concerns to be quickly and efficiently addressed?
		2. Have protocols been put in place to enable staff to contact parents by telephone where needed?
		3. Have protocols been put in place for video conference meetings where needed?
		4. What provision is in place for monitoring and adjusting arrangements?
			• Protocols are in place to deal with parental queries via phone, info@maltbyacademy.com email. Administrative staff relay messages to staff via email where necessary. Staff can contact parents via telephone using offices or department workroom.
			• Meetings with individual parents are permitted, providing:
			   ▪ Parents are advised to only attend the meeting if they – or a member of their household – are not symptomatic. This should also be asked at reception
			   ▪ Parents sanitise their hands before and after the meeting	

			■ All care is taken to avoid parents coming into proximity with any student other than their own child • Social distancing is maintained during the meeting. • Cleaning products (non-wipe spray and wipes) and hand sanitiser will be available to clean the phone after every use.	
3.3.Entry/Exit from the site:			
3.3.1 Parents/pupils waiting at main gate pre-entry fail to keep adequate social distancing 3.3.2 Parents/Pupils are unable to social distance when entering the school premises as paths/walkways are too narrow. 3.3.3 Too many children/parents enter site at one time – walkways and waiting areas become crowded 3.3.4 Too many people are present on site due to additional adults/siblings not in school being brought onto premises.		1. Has thought been given to demarcating 2 metre intervals on paths/approaches to school? 2. Has protocol for prompt opening of gates been put in place and control of flow to avoid bottlenecking? 3. What provision is in place for monitoring and adjusting arrangements?	• Clear external signage will be in place to reinforce social distancing. • Clear 2m spaced markings on the floor on the approach to the main entrance. • All students should arrive for **8:25am.** Once students arrive, they should report immediately to their designated zone. • Students must not congregate in corridors. • Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception. • Upon entering school, students will use a hand sanitizer in their year group's designated morning location. • Students and staff will wear face covering if using the bus to travel to and from school. Once in school, students and staff will not be required to wear a mask. • Staff should avoid sharing cars. In the event they do so, a mask or face covering should be worn by all. • At the end of the school day, students will be asked to use the hand sanitizer before leaving their final lesson. • Once students are dismissed, they should immediately leave the building and school grounds. Students must not congregate on the academy site. • Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception. In the event of a parent needing to do this, they should collect their son/daughter after 2:30pm	

			• All SLT and some Pastoral staff will be present on each gate, within the car park, outside the main building, in the canteen and the main hall. • Bins outside Main Entrance for students to dispose of PPE from public transport. Hand sanitiser stations on entry to the building.	
3.3.5 Danger of contamination/ interaction with parents/ carers /visitors in communal areas – eg entrance areas/ main reception/ cloakrooms. 3.3.6 Third party contractors on site whilst school is in operation may pose a risk to social distancing.		1. Has consideration been made to a no visitors policy to restrict risks to administrative staff? 2. Has consideration been made to how deliveries can be made without the need for interaction with school staff/pupils? 3. Is clear signage in place to ensure visitors and delivery persons are clear on protocols? 4. What provision is in place for monitoring and adjusting arrangements?	• Clear signage will be around the school premises as highlighted above. • Signage on the main entrance will clearly inform that visitors will not be admitted into the school building. • Deliveries will be directed to phone a member of site team on duty. • The site team will organise the receipt of the delivery whilst observing social distancing guidelines. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed.	
3.4. Entry/Exit from classrooms				
3.4.1 Too many pupils/parents queuing for entry to classrooms		• Has consideration been made to staggered starts/end of day and separate queuing arrangements to limit queue lengths? • Have queuing/waiting areas been clearly demarcated • What provision is in place for monitoring and adjusting arrangements?	• Each year group has a designated zone, meaning that corridors will only contain students in that bubble. Pastoral staff/SLT will be present to supervise corridors and classrooms in each zone during lesson changeover.	
3.4.2 Staff interact with multiple parents without physical separation		1. Has provision been put in place to limit/prohibit entry to the site? 2. Are clear demarcations in place to show parents/staff where	• Clear demarcation and signage is in place to ensure entrances and exits from the school premises are clear. This is backed up by clear communication to parents/carers.	

as children are handed over.		they should wait/release children? 3. What provision is in place for reluctant/emotional/behaviourally challenging pupils? 4. What provision is in place for monitoring and adjusting arrangements?	• The behaviour policy will be adapted to set out clear protocols and processes for dealing with reluctant/emotional/behaviourally challenging pupils. • Risk assessments have been undertaken for SEMH/SEND pupils and these will be shared with teachers. TAs/SEND team will be available to withdraw pupils to work with in a more bespoke way whilst adhering to social distancing guidelines. • Staff on duty at the front of school.	
3.4.3 Staff mix with groups of pupils not under their direct supervision during pick-up/drop off times 3.4.4 Too many staff and pupils enter the building via the same entry point at the same time. Corridors/cloakrooms become crowded		1. Have clearly demarcated, labelled waiting areas for different groups been put in place? 2. Has consideration been made to staggered start/end times in order to limit possible interactions? 3. What provision is in place for monitoring and adjusting arrangements?	• Students will be directed to a specific location on entry to the site, reducing the risk of different year groups of pupils and staff mixing unnecessarily. • All students should arrive for **8:25am.** Once main school students arrive, they should report immediately to their designated registration venue. • All SLT and some Pastoral staff will be present on each gate. If students arrive early, they will be directed to the specific zone. • More than one exit and entrance point for different groups will reduce large congregations outside the academy gates.	
3.4.5 Pupils become distressed/show behavioural issues on entry to school		1. Is pastoral provision/leadership available on site? 2. How will this be used? What distancing/PPE protocols are in place? 3. How will an issue be communicated to the pastoral/leadership team? 4. Has the approach been communicated to the teachers/parents /pupils? 5. What provision is in place for monitoring and adjusting arrangements?	• Pastoral and SLT provision will be available on-site – the pastoral leads, if needed, will be based in an office, socially distanced from the children. • As with teaching staff, the pastoral lead and active support will ensure when speaking to children that it is in a socially distant way and acts on guidance in the child's risk assessment. • Active support processes will be available via radio and staffed by SLT. • Large space such as the canteen and main hall and outdoor spaces can be used where possible for pastoral work.	
3.5. Classroom environments				

| 3.5.1 Pupil groupings are too large – pupils mix with too many pupils

3.5.2 Room allocated is not large enough to maintain social distancing/cannot be ventilated adequately. | | 1) Have pupil groupings been carefully formulated based on physical capacity/social distancing?
2) Are registers in place and available?
3) What provision is in place for monitoring and adjusting arrangements? | • Students will only be taught in year groups. No mixed year group classes.
• House assemblies will not take place.
• Students will follow their normal timetable of 6x50 minute lessons and will be based in a zone, reducing student movement.
• Students will attend for the full day in their PE kit if they have PE do non-contact
• All classrooms will be set out in rows facing the front. Teachers will teach from at least 2 metres away, from the front of the class, in a taped zoned area.
• Teachers should wipe the keyboard and mouse at the start of each lesson.
• In IT rooms, students should wipe their keyboard and mouse at the start of each lesson.
• Lidded bins will be in every classroom to promote the 'catch it, bin it, kill it' approach'.
 • All toilets in the building will be open. Reactive cleaners will be in place throughout the day to clean the toilets regularly.
 • Students will be escorted to the toilet by a member of the 'active support team'.
 • An extensive 'active support' team will be in place every lesson, patrolling the corridors.
 • When teaching, teachers should be at least 2m from students, avoid movement and stay near the screen.
• All classroom windows should be left open during the lesson unless it disrupts the learning. All classroom doors should be kept open at all times, using the door wedges.
• Group activities and any close contact between individuals should be avoided.
 • Stationery and equipment should not be shared.
 • Students and staff will be prohibited from sharing any belongings, including stationery. There will be a stock of new stationery available for students who forget.
 • When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected, wiped down with antibacterial wipes | |

			or they are left for a period of 48 hours (72 hours for plastic).	
3.5.3 Staff are unfamiliar with the specific medical, behavioural or learning needs of allocated children		1) What arrangements have been put in place for group leaders to have access to key documents, including medical files etc? Have significant medical needs been explicitly highlighted? 2) Have any children with needs which require specialist training (eg diabetes) been allocated to staff with relevant training/experience? 3) What handover has been received from substantive class teacher about the needs of the children? 4) What provision is in place for monitoring and adjusting arrangements?	• All teaching staff will have access to SIMS for the students they teach on that day. All medical records, risk assessments, SEND plans/EHCPs are up to date and staff will ensure they have read and planned for any specific need. • All students with specific medical needs will have been risk assessed and SEN/Pastoral team will be available to support individual students where necessary.	
3.5.4 Staff mix with more than one group – risk of infection/cross contamination is increased		1) Arrangements for cover/ PPA / SMSA provision ensure that inter-group interactions are minimised. 2) Are any staff asked to work in more than one group? Can this be eliminated? 3) Has provision been made to enable teachers to receive their PPA allocation? 4) What provision is in place for monitoring and adjusting arrangements?	• All classrooms will be set out in rows facing the front. Teachers will teach from at least 2 metres away, from the front of the class. • Teachers should wipe the keyboard and mouse at the start of each lesson. • In IT rooms, students should wipe their keyboard and mouse at the start of each lesson. • Staff should ensure they follow social distancing guidelines when moving around the building.	
3.5.5 Danger of cross contamination from equipment if shared between groups of children.		1) Has equipment been allocated to specific teaching groups? 2) Has the movement of equipment been minimised? 3) Are arrangements in place for the regular cleaning of equipment and surfaces?	• Students will bring their own equipment daily. Where a pupil does not have the necessary equipment it will be given to the pupils. • All desks will be cleaned daily in the morning. ICT rooms and staff workstations will be cleaned daily. A usage schedule will be given to the cleaning team, so	

		4) What provision is in place for monitoring and adjusting arrangements?	• they are aware of exactly which parts of the academy have been used and need cleaning. • Wipes, hand sanitiser will always be available from finance (if needed).	
3.5.6 Danger of cross contamination from equipment/furniture which is hard to clean (eg soft surfaces/upholstery /soft toys)		1) Has an assessment of risk in each allocated space taken place? 2) Has all equipment and furniture which is hard to clean been removed from teaching areas and stored? 3) Has any equipment which is hard to clean and cannot be removed been covered or marked as not for use? 4) Has the regular cleaning of soft surfaces such as carpets been put in place to minimise risks? 5) Has consideration been made to minimising carpet time etc to reduce risk? 6) What provision is in place for monitoring and adjusting arrangements?	• Regular cleaning of classrooms will take place (daily) • Hard to clean resources will be removed from classrooms.	
3.5.7 Danger of cross contamination from equipment which provides a medium for viral growth (eg water/sand)		1) Has an assessment of risk in each allocated space taken place? 2) Have any resources or equipment which provides a medium for viral growth been removed from the area or taken out of use? 3) What provision is in place for monitoring and adjusting arrangements?	▪ All inappropriate equipment will be removed from teaching areas and practical subjects will undertake specific risk assessments.	
3.5.8 Children accessing formal education are seated too close together or change places to be closer together.		1) In formal classrooms, have seating arrangements been adjusted to ensure every child has an allocated seat? 2) Is a seating plan in place? 3) Has provision been made to reduce the number of children	• Seating plans in place in every class. Once seating plans have been established, students will not change seat within a lesson. • All classrooms will be set out in rows facing the front. Teachers will teach from at least 2 metres away, from the front of the class.	

		accessing areas of provision in foundation classrooms? 4) Are carpet spots etc in place where carpet time is used? 5) What provision is in place for monitoring and adjusting arrangements?		
3.5.9 Children exhibit challenging behaviour, inhibiting the learning process for all learners in a group and or impacting on social distancing.		1) Has an assessment of individual risks presented by known children taken place? 2) Have additional staff been allocated to meet the need where challenging children are present? 3) Has consideration been made to additional PPE where children have a history of spitting etc? 4) Has sufficient leadership/pastoral support been allocated to meet these needs? 5) Have withdrawal spaces been allocated where children can be taken to calm down while respecting social distancing? 6) Has thought been given to how urgent need will be communicated while minimising movement through the school? 7) What provision is in place for monitoring and adjusting arrangements?	• **Behaviour policy will be reviewed prior to Septmeber.** • Risk assessments will have already been completed around SEMH and SEND needs of vulnerable children – these will provide guidance at an individual level for each child and these should be referred to by the group teacher. • Urgent support is through an active support 'om call' system. A space will be identified for students to be placed if they need pastoral intervention. The behaviour policy will be amended to ensure that students failing to adhere to social distancing are removed from site (excluded) if necessary.	
3.5.10 Risk of infection spreading within groups due to poor hygiene – Surfaces/handles/eq uipment are not clean or become		1) Are clear, regular routines in place for handwashing/provision of sanitiser? 2) Are sufficient supplied of soap and sanitiser in place? Is this sustainable?	• Government document 'guidance on hand cleaning' to be shared with all staff and the principles of this with pupils. Adults and pupils will clean their hands on arrival at school, on entry and exit of the classroom and after sneezing or coughing. • Teachers should wipe the keyboard and mouse at the start of each lesson.	

| contaminated during the day. | | 3) What provision has been made for drying hands? Is this sufficient/sustainable?
4) What routines are in place for good cough/sneeze hygiene? Is this sufficient/sustainable?
5) Are surfaces regularly cleaned during the day – what resources are provided to enable this to happen?
6) Are interior doors propped open to minimise handle contact? Is a cleaning regime in place for handles/door plates?
7) Are clear, high profile reminders prominently displayed for children giving key messages?
8) What provision is in place for monitoring and adjusting arrangements? | • In IT rooms, students should wipe their keyboard and mouse at the start of each lesson.
• Lidded bins will be in every classroom to promote the 'catch it, bin it, kill it' approach'.
• All toilets in the building will be open. Reactive cleaners will be in place throughout the day to clean the toilets regularly.
• Students will be escorted to the toilet by a member of the 'active support team'.
• An extensive 'active support' team will be in place every lesson, patrolling the corridors.
• When teaching, teachers should be at least 2m from students, avoid movement and stay near the screen.
• All classroom windows should be left open during the lesson unless it disrupts the learning. All classroom doors should be kept open at all times, using the door wedges.
• Group activities and any close contact between individuals should be avoided.
• Stationery and equipment should not be shared.
• Students and staff will be prohibited from sharing any belongings, including stationery. There will be a stock of new stationery available for students who forget.
• When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected, wiped down with antibacterial wipes or they are left for a period of 48 hours (72 hours for plastic).
• All classrooms will be provided with antibacterial wipes for teachers to use on the keyboard, screen and mouse before and after each lesson.
• All clearers will be trained and regularly reminded of the protocols for disinfecting surfaces.
• There will be an enhanced cleaning schedule throughout the day.
• The school will be cleaned every morning before school opens (a specific focus on door handles, desk surfaces). | |

			• The SLT will schedule checks during each day on stocks of cleaning materials to check there is adequate supply. • All classroom door will be wedged open.	

3.6. Personal Care (Pupils)				
3.6.1 Pupil require intimate care because of toileting issues – staff are potentially exposed to additional risks.		1) Are there children with an existing intimate care plan attending? What adjustments have been made to the plan to enable staff to be protected? 2) What protocols in terms of PPE etc will be adopted if a child needs intimate care? Will additional adults be called upon? How will social distancing be maintained? 3) Are stocks of appropriate PPE available? Are they sufficient and sustainable? Where will they be located to ensure they are used when needed? 4) How will parents be informed of the potential use of PPE at these times? 5) How will pupils be prepared for the use of PPE when they are already vulnerable? 6) What provision is in place for monitoring and adjusting arrangements?	• **Intimate Care Policy to be checked and revised prior to September.** • Individual student risk assessments updated. • Staff involved in intimate care will be directed to understand use of PPE and suitable PPE will be available in all areas where intimate care may be needed. • Stocks of PPE will be monitored and replenished in a timely manner. • Physical sensory team to discuss risk assessment with relevant students and ensure both staff and student have the necessary PPE in school.	Ensure stock of PPE is regularly monitored and maintained so no shortages occur.
3.6.2 Different groups of children sharing communal toilet facilities – risk of cross contamination.		1) How will the number of children using communal facilities be minimised? How will privacy be maintained? 2) Will additional cleaning be needed? How will this be facilitated? 3) How will the risk of children meeting in communal facilities be minimised? How will this be monitored?	• All toilets in the building will be open. • Year groups will have designated toilets before school, break time and lunch time. • Only one student per cubicle should enter the toilets. • Duty staff will support the supervision of the use of toilets during break and lunchtime. • Toilets will be check regularly by the 'active support' team. • All cubicles will be disinfected regularly.	

		4)	What provision is in place for monitoring and adjusting arrangements?	• On call will be used if students require the toilet during a lesson and they will be escorted to and from the toilet.	
3.7. Movement around school during day (children)					
3.7.1 Children/staff meet on corridors in large groups. Unnecessary social contact takes place		1) How will the use of outdoor paths be maximised as methods of transit around the site? 2) Which areas will have minimal traffic/ will staff and children be asked to avoid? 3) Which areas will have one-way systems instigated? 4) How will 'keep left' systems be implemented and labelled in corridors/stairs – how will this be enforced? 5) What provision is in place for monitoring and adjusting arrangements?		• Students will then be based in separate year group locations before school, at break time and at lunch time. Each of these areas includes designated toilets and an outside space. On entry to the school, students will be directed to the relevant location. The locations are: Yr 12/13 Block 4 Year 11 Atrium Year 10 Hall Year 8 Street Year 9 Canopy area Year 7 Block 2/New Quad • Transit around the site will be kept to a minimum due students based in zones.	Confirm cleaning schedule and rooming/toilet rota prior 19th June.
3.7.2 Danger of cross-contamination from door handles, equipment etc in classroom, communal and public areas		1) Will doors etc be kept open to minimise the need for them to be touched? 2) What cleaning regime will be needed in order to ensure that handles and door plates are not sources of cross contamination? 3) What hand cleaning regime will be implemented to minimise the risk of cross contamination from outside the classroom – eg provision of sanitiser/soap? 4) How will this be labelled/clearly communicated to pupils? 5) What provision is in place for monitoring and adjusting arrangements?		• Students must attend school in full school uniform, except when they have PE when they will attend in their full MA PE kit for the full day, as expected by the latest government guidance: 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/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term • An extensive 'active support' team will be in place on all corridors during lesson change over. • Active support team patrolling the academy all day. • Doors will be kept open to reduce the need to touch door handles. • Hand sanitiser will be available in every classroom and pupils/staff must use this on entry/exit. Hand	

3.7.3 Danger of cross contamination in communal facilities – ICT suite/library areas etc.		1) Which communal facilities will be taken out of use/made out of bounds? 2) Which communal facilities will remain in use but be subject to regular cleaning? How will this be facilitated? 3) What provision is in place for monitoring and adjusting arrangements?	sanitiser stations will also be available in corridors and on entry/exit to the academy. • This will be communicated to parents via letter and posters will be displayed throughout the academy highlighting hand washing protocols. • There will be limited communal facilities available. Pupils will stay in their designated room and remain at the same desk. • Pupils will not be allowed out of the classroom unsupervised at any time. In an emergency the active support system will be used and SLT will collect/escort the pupil while adhering to social distancing. • A member of SLT will be constantly present in each part of the school and any issues/messages can be relayed. • Students will be escorted to the toilet during lessons time.	
3.7.4 Risk of children meeting those from other year groups whilst on errands etc.		1) How will number of children not in class at any time be minimised? 2) How will facilities such as SIMs messenger by used instead of 'runners' 3) Under what circumstances, if any will it be acceptable for a child to be out of class? 4) How will this be communicated to staff/ pupils? 5) What provision is in place for monitoring and adjusting arrangements?		
3.8. Movement During School Day (Adults)				
3.8.1 Risk of not maintaining social distancing from other adults during start/end of school day when on corridors etc.		1) How will those staff who are not directly working together be discouraged from social contact before/after the day? 2) How can staff be encouraged to leave the site in a timely manner at the end of the day, reducing the cross-contamination risk? 3) What provision is in place for monitoring and adjusting arrangements?	• Staff will be reminded of the need to social distance at all times and not to leave the site in groups. • When not teaching, staff can work in isolation in a classroom or office/staffroom. A free room timetable will be made available to staff.	
3.8.2 Risk of meeting other adults in key communal areas – photocopier etc		1) What provision will be put in place to reduce the number of people using/queuing for photocopier etc at any one point?	• Clear signage will be visible reminding staff of the need to social distance. Staff should not use communal ICT equipment without cleaning it first and any touch screen/button devices (photocopiers etc) must be wiped down after use.	

		2) How will social distancing be enforced in these areas? 3) What cleaning regime will be needed? 4) What provision is in place for monitoring and adjusting arrangements?		
3.9. Children's Break time				
3.9.1 Risk of children from different groups mixing in uncontrolled manner during break times.		1) Will a system of staggered breaks be used to limit the numbers on the yard at any one time? 2) How will the importance of prompt timing be enforced with staff? 3) How will groupings be allocated spaces? What markings will be needed? 4) What provision is in place for monitoring and adjusting arrangements?	**Break and Lunch** • Students will be based in separate year group zones at break and lunch. No food or drink will be available at break. Packed lunches will be allowed. • Each year group will have their own designated area for break and lunch. A reduced menu will be available at lunch. • Students will queue with social distancing where possible. • Other than their designated year group location, students are not permitted to be in the building during break time and lunch time. Each designated year group zone will have it's own outside area. • During break, students will be supervised by their Welfare Officer and Student Achievement Leader and senior leaders, • Period 2 teachers will supervise the students on a rota system. • Year group break and lunch locations cleaned daily. **Duties** • An extensive duty rota will be in place throughout the day. • The duty rota will take into account the staggered break time and lunchtime of students in different year groups. • A specific duty rota will be shared with all staff.	
3.9.2 Risk of children playing close-contact games with peers during break times.		1) What expectations will be put in place at breaks? What will be allowed/prohibited? How will this be enforced? 2) What behavioural sanctions will be applied? How? 3) What provision is in place for monitoring and adjusting arrangements?		
3.9.3 Risk of supervising adults causing cross infection if they are supervising more than one group.		1) Are adults allocated more than one group? Can this be minimised or eliminated? If not, what controls are in place? 2) How will staff have a comfort break if they are supervising groups? 3) What provision is in place for monitoring and adjusting arrangements?		

3.9.4 Risk of play equipment (fixed/non-fixed) being used by more than one group at break times.		1) Will fixed play equipment be allowed to be used? If not, how will it be taken out of use or cleaning guaranteed? 2) Will non-fixed equipment, such as footballs, be allowed? How will you ensure they are not used by multiple groups and cross contaminate? If you are not permitting them how will you keep children occupied? 3) How will it be enforced? 4) What provision is in place for monitoring and adjusting arrangements?		
3.9.5 Risk of children mixing when entering and exiting the classroom at break times.		1) How will you ensure that children exit/enter the classroom in an orderly manner? What supervision expectations are placed on staff around this? 2) What arrangements are in place to route children into/out of the classroom? Can they directly access the outside without moving on corridors/through cloakrooms? 3) What provision is in place for monitoring and adjusting arrangements?		
3.10. Children's Lunch time				
3.10.1 Children mix in an uncontrolled manner exiting classroom/entering dining hall – Children mix in an uncontrolled manner in dining hall.		1) Will children have an allocated lunch time? 2) How will you ensure these timings are prompt to avoid congestion? 3) How will you ensure that children exit/enter the dining room in an orderly manner? What supervision expectations are placed on staff around this?	**Break and Lunch** • Students will be based in separate year group zones at break and lunch. No food or drink will be available at break. Packed lunches will be allowed. • Each year group will have their own designated area for break and lunch. A reduced menu will be available at lunch. • Students will queue with social distancing where possible.	

		4) What arrangements are in place to route children into/out of the classroom? Is there a practical alternative to eating in the dining room? 5) What arrangements will be made to place groupings/provide alternative locations for food to be eaten? 6) What provision is in place for monitoring and adjusting arrangements?	• Other than their designated year group location, students are not permitted to be in the building during break time and lunch time. Each designated year group zone will have it's own outside area. • During break, students will be supervised by their Welfare Officer and Student Achievement Leader and senior leaders. • Period 2 teachers will also supervise the students on a rota system. • Year group break and lunch locations cleaned daily. **Duties** • An extensive duty rota will be in place throughout the day. • The duty rota will take into account the staggered break time and lunchtime of students in different year groups. • A specific duty rota will be shared with all staff.
3.10.2 Children queue together to be served, making it difficult to maintain social distancing		1) Has consideration been made to how spacing will be maintained? Does a different serving regime need to be implemented? Is a full menu viable? 2) What provision is in place for monitoring and adjusting arrangements?	
3.10.3 Risk of SMSAs supervising multiple groups – danger of cross contamination between groups of pupils.		1) Has consideration been made to allocation of SMSAs? How will this be done? Are there sufficient SMSAs to have one per class or is this not attainable? If not, how will cross-contamination be avoided? 2) What provision is in place for monitoring and adjusting arrangements?	
3.10.4 Danger of cross contamination between dining furniture, coloured choice bands, serving areas etc		1) Will the dining hall be used? 2) What cleaning regime will be needed between groups for tables/ chairs? 3) How will cleanliness of counters, trays etc be maintained? What system will be used to avoid coloured bands with multiple usages? 4) How will this be facilitated?	

		5) What provision is in place for monitoring and adjusting arrangements?		
3.11. Staff break times/lunchtime				
3.11.1 Risk of too many staff utilising toilet facilities causing cross contamination.		1) What capacity is there for staff to be allocated different toilet facilities in different areas of school? 2) What cleaning regime are staff expected to adhere to after use? 3) How will cleanliness of handles and door plates be guaranteed to prevent cross contamination? 4) What labelling etc will be needed? 5) What provision is in place for monitoring and adjusting arrangements?	• Staff will have access to toilets throughout the building. All toilets will be clearly labelled and have available cleaning products inside to clean handles etc. • Staff should maintain social distancing when moving around the building.	
3.11.2 Risk of insufficient social distancing as staff gather in social areas at lunch/ break times.		1) What capacity is there for staff to be allocated different rest areas and the access to these staggered? 2) What cleaning will be needed between usage? 3) What provision is in place for monitoring and adjusting arrangements?	• Staff will have access to several breakout areas in the school including the LRC. These will be designated classrooms that will be part of the enhanced cleaning regime. If more than one person is in the breakout area, adequate ventilation must be ensured and 2m social distancing must be adhered to. • The free room timetable will allow staff to work in a socially distanced way.	
3.12. Safeguarding / First Aid				
3.12.1 Risk of increased safeguarding/ pastoral needs following self-isolation – risk of pastoral worker/ safeguarding lead cross contaminating individuals and groups		1) What provision has been made for pastoral/ safeguarding support? 2) Have staff been briefed to be vigilant for children displaying signs and indicators of abuse? 3) Have reporting lines been reinforced? 4) How will pastoral support be provided while maintaining	• Pupils' wellbeing will be prioritised on their return to the academy. Welfare Officers, SALs and teachers will monitor the students closely. Concerns will be flagged up with the pastoral/safeguarding team if necessary. • Pastoral members of staff will be available daily and will have an allocated space to have socially distant discussions/meetings with students if necessary.	Staff will be briefed around the need to be vigilant to concerns over student wellbeing/abuse. All safeguarding training is up to date and

		social distancing – can outside spaces be utilised? 5) What consideration has been made to access by social workers/Early Help etc – how will this be managed? 6) What provision is in place for monitoring and adjusting arrangements?		reporting will follow the established channels to the safeguarding team.
3.12.2 Risk of lack of safeguarding and pastoral capacity in school due to demand / staff shortages		1) How will capacity for safeguarding/pastoral support be maintained? 2) What capacity is available? 3) What provision is in place for monitoring and adjusting arrangements?	• Pastoral Staff, Safeguarding and SEN staff will be in school every day. • All staff will be back in school in September. • SLT to monitor staff absence and review each morning.	
3.12.3 Lack of appropriately qualified first aid staff means that children are not safe		1) How will the availability of first aid provision be guaranteed? 2) Which staff on duty have the different levels of qualification? 3) What can be done to mitigate risk? 4) What provision is in place for monitoring and adjusting arrangements?	• **First Aid Policy has been reviewed to respond to COVID-19 measures** • First aid trained staff will be available on site every day. The on-call system will be used to notify the need for first aid support. • Staff administering first aid will have access to the correct PPE if necessary and will have instruction on how to use it appropriately. • SLT to monitor staff absence and review each morning.	
3.12.4 Key staff who administer medicine at increased risk due to close contact with children from different groupings. How will medication be received from parents?		1) Which staff have training to administer medication? 2) How will parents hand-over medication/fill in required forms? 3) How will compliance to Trust policies be guaranteed? What lines of communication will be in place to substantive class teachers/group leaders? 4) What provision is in place for monitoring and adjusting arrangements?	• **Administration of medicines policy has been reviewed to respond to COVID-19 measures** • PPE, at a minimum fluid resistant gloves and aprons (in accordance with MLT First Aid Policy COVID 19 update June 2020) has procured for all staff with responsibility for First Aid. Instructions on how to safely use and dispose of the equipment is included within the policy update which all relevant staff have read. PPE (in accordance with the policy) will be stored in a clearly labelled container with instructions on it's use. • Parents will communicate electronically or via phone. Prearranged appointments will be able to be made to drop off medication whilst adhering to social distancing guidelines. Alternatively, parents can send medication in with students if they	Ensure that suitably trained staff are available every day to administer medicines.

			communicate this to the academy beforehand. This will then be collected by the pastoral member of staff on arrival. • In accordance with Administration of Medicines Policy over the counter medications are not administered by academy staff. During periods of Covid 19 restrictions the academy will seek with parents to minimise the number of children to whom medication is administered. Medications will be administered when absolutely necessary. Staff administering medication must wear appropriate PPE (fluid resistant gloves and apron). • If any new medications do need to be brought into school (in accordance with the policy) this will be by pre-appointment and paperwork must be completed maintaining social distancing at all times. • Emergency inhalers (in accordance with the policy) if an academy emergency inhaler needs to be used it must be disposed of and the academy will replace with a new inhaler.	
3.12.5 Pupil requires first aid for non-covid illness – staff exposed to additional risks due to proximity/body fluids		1) Have first aid areas been allocated which are well ventilated and maximise staff safety? 2) Have stocks of relevant PPE (Masks/gloves/aprons for sickness) been placed in these areas to enable ease of access? 3) Has provision of equipment for safely dealing with body fluids been checked and are they sufficient/sustainable? 4) Has an emergency cleaning protocol been put in place, so body fluids are not left in areas with other children/staff present? 5) What provision is in place for monitoring and adjusting arrangements?	• **First Aid Policy has been reviewed to respond to COVID-19 measures** • First aid areas are well ventilated and where possible be administered outside. Stocks of PPE have been ordered and will be placed in all group areas. • Staff will have instruction on the safe use of PPE and are encouraged to use the equipment if providing intimate first aid. • Provision of equipment is checked and monitored daily. Lidded bins should be used for any used first aid equipment and cleaning protocols both before and after administration should be followed as outlined elsewhere in the risk assessment. Cleaning products will be provided in all areas where children are admitted and these will be kept in stock at all times. Staff will be encouraged to use these regularly.	

3.13. Suspected / Confirmed Cases (Children)				
3.13.1 Risk of contamination spreading as symptomatic child continues to mix with staff / children		1) Has a clear message been communicated to all stakeholders that any child with a raised temperature or cough will be sent home? 2) Have good hygiene systems been put in place to ensure basic sneeze/cough/hand hygiene is consistently adopted? 3) Are supplies of soap/sanitiser and drying towels in place? Are they sustainable? 4) Has a well-ventilated area been allocated to 'hold' children with symptoms in isolation until they can be collected? 5) What arrangements are in place for supervision while a child is in the isolation space? 6) What provision is in place for monitoring and adjusting arrangements?	• **See already revised MLT First Aid Policy, specifically: covid-19 – managing suspected covid-19 cases.** • As normal school practice, if a child appears unwell, including with a raised temperature or a cough, they will be sent home and advised to follow the guidance outlined in COVID 19 – guidance for households with possible coronavirus infection document and self-isolate for 10 days. • This message will be communicated to all staff, parents and governors. We will continue to liaise with parents on their child's condition and eventual return to school. • Any child showing symptoms will be moved, if possible, to a room where they can be isolated behind a closed door (initially one of the unused classrooms). A window will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. • Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result. • This message will be communicated to all staff, parents and governors. We will continue to liaise with the member of staff on their condition and eventual return to school. • The school will share advice on, and promote engagement with, 'test and trace' with all staff, students and parents. • The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if	Brief SLT and on-site teaching staff each day.

			they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.	
			• **The health protection team will carry out a rapid risk assessment and confirm next steps.**	
			• Following advice from PHE, the school will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.	
			• If any of these individuals develop symptoms, they will be eligible for testing.	
			• If positive, they should isolate for 7 days from the onset of their symptoms.	
			• If negative, they should complete full 10-day isolation period.	
			• The school will keep a record of staff and pupils in each bubble, plus anyone who has had close contact.	
			• PHE will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to students, staff and parents when relevant.	
			• A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.	
			• **The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak.**	
			• **The school will keep the Trust and LA updated.**	
			• The Trust will provide spreadsheets to schools to maintain a record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date.	
3.13.2 Risk of cross contamination with other children/adults from		1) Have sufficient cleaning materials been put in place within classrooms to enable	• Cleaning materials will be available in all classrooms. Lidded bins, PPE, hand sanitiser will all be provided. Hand sanitiser stations on corridors will also be clearly labelled and encouraged to be used.	

surfaces, handles etc within classroom space.		regular cleaning of surfaces, handles etc during the day? 2) Have good hygiene systems been put in place to ensure basic sneeze/cough/hand hygiene is consistently adopted? 3) Has an emergency cleaning protocol been put in place to ensure all areas where a suspected case have been are thoroughly cleaned? 4) What provision is in place for monitoring and adjusting arrangements?	Emergency cleaning measures will be in place to ensure any isolation areas, use of toilets by a suspected case is thoroughly disinfected and cleaned. • The school will share advice on, and promote engagement with, 'test and trace' with all staff, students and parents. • The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • **The health protection team will carry out a rapid risk assessment and confirm next steps.** • Following advice from PHE, the school will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. • If any of these individuals develop symptoms, they will be eligible for testing. • If positive, they should isolate for 10 days from the onset of their symptoms. • If negative, they should complete full 10-day isolation period. • The school will keep a record of staff and pupils in each bubble, plus anyone who has had close contact. • PHE will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to students, staff and parents when relevant. • A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • **The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak.**	

			• **The school will keep the Trust and LA updated.** • The Trust will provide spreadsheets to schools to maintain a record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date.	
3.13.3 Risk of spread within groupings if case is confirmed / symptomatically probable		1) Is protocol in place to communicate with Trust regarding informing parents if a case is confirmed/symptomatically consistent with infection? 2) Is a deep cleaning regime in place, if and when needed? 3) What provision is in place for monitoring and adjusting arrangements?	• The Trust will be contacted if a suspected case or a positive test is confirmed within the academy – this applies to children and adults alike. The name of child and known siblings will be passed centrally and this information then passed to appropriate family members and other parties quickly so risk is minimised. Other children's families within the group will be notified of any child who has been sent home with suspected symptoms or has had a positive or negative test confirmed. • Where there are any cases of a suspected COVID 19 infection any staff member in proximity to the suspected infected person must use face masks and eye protection (visors).	
3.14. Policies				
3.14.1 Current policies have not been updated to take account of COVID-19			• Existing policies and procedures have been updated/adapted to take account of COVID-19 impact. • Fire procedures have been reviewed and revised where required, e.g. due to: ▪ pupils operating in discrete year group bubbles ▪ social distancing rules during evacuation and at muster points • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and Fire Marshalls have been trained/ briefed appropriately. The following policies will be reviewed signed off by Friday 28th August: • First Aid • Administration of Medicines • Pupils with Medical Conditions • Toileting and Intimate Care	

			• Attendance • Safeguarding • Exclusions • Behaviour • Emergency Evacuation • Remote Learning Guidance • Health and Safety • Home/Academy Agreement • Sickness absence policy	
3.15. Suspected / Confirmed Cases (Adults)				
3.15.1 Risk of contamination spreading as symptomatic adult continues to mix with staff / children		1) Has protocol of any staff member who displays symptoms being sent home/not coming to work and seeking a test been implemented? 2) Has this been communicated to staff? 3) Have leaders been instructed to send any adult suspected of being symptomatic out of school? 4) Has a space been allocated so any unwell adult, who is unable to drive can wait in isolation? 5) What provision is in place for monitoring and adjusting arrangements?	• Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result. • Any member of staff showing symptoms who cannot leave the premises straight away, will be moved, if possible, to a room where they can be isolated behind a closed door. A window will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. • This message will be communicated to all staff, parents and governors. We will continue to liaise with the member of staff on their condition and eventual return to school. • The school will share advice on, and promote engagement with, 'test and trace' with all staff, students and parents. • The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • **The health protection team will carry out a rapid risk assessment and confirm next steps.** • Following advice from PHE, the school will send home those people who have been in close contact	

			(direct contacts, proximity contacts or travelling in a small vehicle) with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. • If any of these individuals develop symptoms, they will be eligible for testing. • If positive, they should isolate for 10 days from the onset of their symptoms. • If negative, they should complete full 10-day isolation period. • The school will keep a record of staff and pupils in each bubble, plus anyone who has had close contact. • PHE will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to students, staff and parents when relevant. • A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • **The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak.** • **The school will keep the Trust and LA updated.** • The Trust will provide spreadsheets to schools to maintain a record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date.	
3.16. Health and Wellbeing			
3.16.1 Risk to staff mental health and well-being		1. What is in place to reassure staff they are working in as safe an environment as possible? 2. Have staff been asked what they need to feel safe? 3. What is in place to ensure that staff have opportunities for self-referral to mental health support?	• Communication with staff is prioritised to ensure clarity of procedures and reassurance around safety measures being put in place. • Clear signage, obvious and plentiful hand sanitiser and cleaning products, social distancing measures and clearly outlined procedures for movement around school as outlined in this risk assessment will aid reassurance of returning to work. • Staff suffering with mental health issues are advised to contact their GP initially, but there are counselling	

		4. What is in place to provide opportunities for confidential conversations/counselling sessions?	services available, including bereavement counselling through the MAST service. Staff should contact a senior leader in school if they require this service • Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities. • Age-appropriate websites/resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them. • Staff are directed to useful websites and resources that they might find helpful themselves. • Line managers stay in touch regularly with staff and check that they are well. • Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils. • Appropriate work plans are agreed with staff and support is provided where necessary. • Staff working from home help to provide remote learning for any pupils who are not at school. • Staff are considered as individuals and managed accordingly. • Wellbeing and work-life balance are promoted with all staff. • The school has access to trained staff who can deliver any bereavement counselling and support.	
3.16.2 Risk to staff with pre-existing medical conditions or linving with those with pre-existing medical conditions	Shielding staff	1. How are these staff are kept up to date with developments in school, so they don't feel isolated? 2. What are staff expectations – have these changed? Working from home / working at school?	• A staff audit has been undertaken to gauge the number of staff who have been shielding, have pre-existing medical conditions or are living with someone who has been shielding/highly vulnerable. • Individual staff risk assessment will be undertaken where necessary.	
	Staff living with someone who is shielding	1. If they can't be separated from the person isolating what are expectations?		

	Staff who have to self isolate/ If a member of staff develops symptoms	1. What will be done to ensure safety of that member of staff and other staff who may have been in contact? 2. What are arrangements if a child shows symptoms (or siblings)? e.g. send home to isolate. 3. What will actions be to inform parents/carers? 4. What changes will be made to the arrangements in school?		
3.16.3 Staff and pupils (or close family members), which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19			• The latest government guidance is applied. • The assumption that most staff and pupils, including those who have been shielding, are clinically vulnerable or are extremely clinically vulnerable will return to school is communicated clearly. • An audit has been undertaken to assess the vulnerability of staff (and close family members), including those who are extremely clinically vulnerable and clinically vulnerable. • An audit has been undertaken to assess the vulnerability of pupils (and close family members). • Separate risk assessments have been undertaken for staff and pupils who are clinically vulnerable, or who have family members who are extremely clinically vulnerable and clinically vulnerable. • Discussions are held with staff and parents where specific circumstances may apply in line with the latest government guidance, and decisions are made accordingly on attendance at school. • Provision of support and individual risk assessments are put in place as necessary for individuals and groups in the school that are at increased risk from COVID-19 because of contextual factors (e.g. staff and pupils who are BAME, staff who are aged 55 or over).	

Section 3 – Mass Testing Risk Assessment and Data Protection

Activity / Task					
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Maltby Academy				
Activities Involved	Testing staff and students			**Location**	Block 3 & Old Building
Who Might be affected	Employee ✓	Student ✓	Contractor	Visitor	

Hazard Identification and evaluation							
No	**Hazards**	**Associated risks**	**Current Control/ Mitigation Measures**	**Risk**			**Additional control needed? Action No**
				Probability	**Severity**	**Risk**	
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	• **Symptoms:** All students have been advised to follow PHE/Government guidance, and not to attend if they have symptoms, live with someone showing symptoms or have been in close contact of someone showing symptoms/tested positive • **Face coverings** are mandatory for all pupils and staff when moving around the building. Face coverings will be lowered briefly to undertake the swabbing. • Reminder will be sent to all pupils prior to attending of the need to wear a face covering. • **Hand hygiene.** All pupils and staff will sanitise hands on arrival at the testing room • **Movement.** A one-way system will be in place to ensure social distancing and minimal crossing • **Cleaning.** Regular cleaning of the testing area will be carried out • **Bubbles.** Pupils will attend the testing area as part of their consistent bubbles	1	4	4	Monitor the situation

2	Contact between subjects and staff increasing the risk of transmission of COVID19: Welcome & registration	Transmission of the virus leading to ill health or potential death	• 2m social distance to be observed at all times. 2m marking on the floor to maintain distance from welcome desk. Verbal reminders given. • **Face coverings** are mandatory for all pupils and staff when moving around the building. Face coverings will be lowered briefly to undertake the swabbing. • No physical handling of documents except for barcodes • Members of Senior Leadership present to remind about social distancing expectations.	1	4	4	Monitor the situation
3	Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	• Test will be self-administered therefore no physical contact required • PPE will be worn by sampler • Subject will not be permitted enter the processing area – this will be clearly marked out. • **Face coverings** are mandatory for all pupils and staff when moving around the building. Face coverings will be lowered briefly to undertake the swabbing.	1	4	4	Monitor the situation
4	Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport	Transmission of the virus leading to ill health or potential death	• PPE will be worn including the use of gloves to ensure sample does not come into contact with any of the testing team • Training undertaken by all testing team in testing processes including transporting sample • Processing area in close proximity to sample taking	1	4	4	Monitor the situation
5	Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Transmission of the virus leading to ill health or potential death	• PPE in place for all testing staff • Training undertaken by all testing team includes the safe handling of samples • Disinfectant wipes to be used to wipe down the processing area regularly	1	4	4	Monitor the situation
6	Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal	Transmission of the virus leading to ill health or potential death	• PPE in place for all testing staff • Training undertaken by all testing team includes the safe disposal of samples • Waste bins provided for processing and disposal areas	1	4	4	Monitor the situation
7	Incorrect result communication	Wrong samples or miscoding of results	• 2 identical barcodes are provided to subject at check in • The subject registers their details to a unique ID barcode before conducting the test • Barcodes are attached by trained staff at the sample collection bay • Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station	1	2	2	No action needed

8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	• Rule based recall of subjects who have not received a result within x hrs of registration • Subjects are called for a retest	1	2	2	No action needed
9	Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	• PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.	1	2	2	No action needed
Data protection and GDPR							
10	Valid consent is not held before testing occurs	Under 16s are tested without corresponding parental consent	• All consent has been gathered electronically and is cross referenced by the registration team prior to testing • Pupils can opt out of the test at any time and this is made clear prior to testing	1	2	2	No action needed
11	Documents are left on show in the registration and recording desks	Student data may be visible to other students during the testing process	• All registration is completed electronically • Consent has been gathered electronically and is cross referenced on a screen facing away from the students •	1	2	2	No action needed

12	Results are shared with the wrong recipient/parent /carer	Confidentiality of data on positive test is compromised.	• Barcode is used at registration and throughout the process. • Recorder enters the barcode and result on the track & trace website • Parents/carers are contacted by track and trace. • The academy keeps its own records (recorded by the recorder at the same time) and contacts parents after the track and trace contact).	1	2	2	No action needed
13	Inexperienced staff do not handle sensitive data appropriately	Confidentiality of test data is unintentionally compromised	• All staff involved in the testing process have had up to date data protection training and are aware of risks of compromising personal data	1	2	2	No action needed
14	The devices use to scan barcodes store information about the tests in the browser	Subsequent users of the devise may be able to access the personal data of the test subjects	• Only academy devices are used to register/record the data • Browsers are operated in 'private' mode, therefore no data is stored from the browsing session • All devices are fully locked/closed down when not in use	1	2	2	No action needed
15	Test documentation and registers inadvertently shared with all staff	Confidentiality of test data is unintentionally compromised	• All documentation is kept in a limited access area on the network, where only staff who need access have authorisation.	1	2	2	No action needed
16	Identity of a positive case is shared with close contacts	Identity of subject with positive test result is shared with others	• When identifying and speaking to close contacts, staff do not divulge the identity of the subject with the positive test. • A clear script is used with conversations with parents and pupils • Staff make any phone calls to parents in an office by themselves and cannot be overheard • Staff have been instructed not to discuss positive cases with any other person	1	2	2	No action needed