

Iceni Academy -Full ACADEMY RETURN - COVID-19

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Amendment

Whilst it is not compulsory, all staff and students are encouraged to wear masks or face coverings in corridors, canteens and other indoor, communal areas. Students will not be allowed to wear face masks/coverings in lessons.

Masks are not to be worn in outside, external areas of academies.

Face coverings must be appropriate in design. Where this is not the case, an alternative will be provided for that day only. The Principal will decide what is and is not appropriate in each academy.

All staff will be provided with a visor which they are can wear at any time as they see fit. Trust staff who travel to multiple academies will wear visors when visiting each academy.

All students are recommended to carry face coverings as they will need to wear them on transport and in any shops they visit on the way to and from the academy.

All students will be given a tutorial on the safe use of face coverings on their first day at the academy and should have a sealed plastic bag in which they can safely and hygienically store them after correctly folding them when not wearing them outside or during lessons, as stipulated within the updated guidance.

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"> Academy to operate Bubble Groups from September with each year group forming their own bubble. Academy to have a one-way system introduced when pupils arrive to the academy 	HIGH	Yes	

			<ul style="list-style-type: none"> • Arrival times will be 08:30 with each bubble group having their own waiting area outside and dedicated access point to enter the building • Where two bubble groups use the same access point, they will be taken into the building at staggered times • The following groups will arrive on foot and by bus and the following bubble groups will enter the building at the following points: <ul style="list-style-type: none"> ○ Bubble 1 - Year 7 – Access building from CB Gate ○ Bubble2 - Year 8 – Access building from Pupil Entrance ○ Bubble 3 – year 9 – Access building from Green Gate ○ Bubble 4 - Year 10 – Access building from CB Gate ○ Bubble 5 – Year 11 - Access building from Green Gate • • A waiting area to be set up outside the main and side entrances to the academy with mobile hand sanitiser units in place that pupils must use on entry into the site • 1 metre spaces to be clearly marked out on pedestrian area next to entrance and 1 metre rules enforced while they are waiting for staff to receive their children if they cannot maintain a 1M distance from parents • Staff member who is outside enforcing the rules has the option to wear a face covering visor, mask and gloves cannot maintain a 1M distance from parents 			
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			<ul style="list-style-type: none"> • Staff member collecting pupils has the option to wear a face covering visor, mask, and gloves. • Mobile Hand sanitiser units will be made available at each access point where students and staff must sanitise their hands on entry to the site • All minibuses operated by the academy to have screens installed and all staff operating the vehicle must wear PPE • Any pupils or staff traveling on public transport must remove their masks on entry to the site • Disposable Masks must be thrown away and re-usable masks stored in a plastic bag and kept on the person until they leave site at the end of the day. • The Icen Academy Plans for September 2020 document outlines Bubble groups, access points and the facilities they will use. 			
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff receiving children to wearing a face covering visor, mask, and gloves If they cannot maintain a 1M distance from parents • Staff will direct children to use the hand sanitiser on entry to the site and again on entry into the building and 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) 	HIGH	Yes	

Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Pupils will be split into bubble groups based on year group. Bubble groups will use the same facilities each time they come to the academy The bubble group arrangements and facilities they will use is detailed in the Iceni Academy Plans for September 2020 document and below: <table border="1" data-bbox="900 584 1673 845"> <thead> <tr> <th></th> <th>Year 7</th> <th>Year 8</th> <th>Year 9</th> <th>Year 10</th> <th>Year 11</th> </tr> </thead> <tbody> <tr> <td>Toilets</td> <td>Art</td> <td>R1</td> <td>R6</td> <td>R7</td> <td>R6</td> </tr> <tr> <td>Ingress/Egress</td> <td>CB gate</td> <td>Pupil entrance</td> <td>Green gate</td> <td>CB gate</td> <td>Green gate</td> </tr> <tr> <td>Outside space</td> <td>Quad</td> <td>MUGA</td> <td>Garden</td> <td>Top field</td> <td>Bottom field</td> </tr> <tr> <td rowspan="6">Classrooms</td> <td>A1</td> <td>1</td> <td>13</td> <td>H1</td> <td>L1</td> </tr> <tr> <td>Drama</td> <td>2</td> <td>14</td> <td>H3</td> <td>L2</td> </tr> <tr> <td>Music</td> <td>3</td> <td>15</td> <td>H4</td> <td>L3</td> </tr> <tr> <td>L6</td> <td>4</td> <td>18</td> <td>H5</td> <td>L4</td> </tr> <tr> <td>R7</td> <td>5</td> <td></td> <td>H6</td> <td></td> </tr> <tr> <td></td> <td></td> <td>6</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> The above designated areas of the academy will only be used by that bubble group to avoid contamination. The classroom will be set up to 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. The teacher's desk will be kept 2 metres away from the children's tables/desks with an area marked out to outline this to pupils Tissues available around the rooms for pupils to use when coughing or sneezing and they must go into a closed lid bin after one use. Maximum number of pupils per room to safely meet requirements is 30 in line with PHE and Govt guidance 		Year 7	Year 8	Year 9	Year 10	Year 11	Toilets	Art	R1	R6	R7	R6	Ingress/Egress	CB gate	Pupil entrance	Green gate	CB gate	Green gate	Outside space	Quad	MUGA	Garden	Top field	Bottom field	Classrooms	A1	1	13	H1	L1	Drama	2	14	H3	L2	Music	3	15	H4	L3	L6	4	18	H5	L4	R7	5		H6				6				HIGH	YES	
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			<ul style="list-style-type: none"> • One way system to be in use within the academy • Hand sanitiser to be provided in every room and reception • Excess Desks will be removed to ensure maximum space is available in each room in use. • The IcenI Academy Plans for September 2020 document outlines the facilities and classrooms each bubble group will use. The designated areas of the academy will only be used by that bubble group to avoid contamination. • Each bubble group has their own designated access point to enter both the site and the building. • The classroom 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. • 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 • Excess Desks will be removed to ensure maximum space is available in each room in use. • 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. • Pupils to bring their own stationary and must always keep on their person . • 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 . 			
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			<ul style="list-style-type: none"> • Hand sanitiser to be provided in every room and must be used every time a pupil enters the classroom. • Separate risk assessments will be completed for vulnerable staff/pupils who have pre-existing health conditions or fall into a high-risk category. • Closed Lid Bin, Tissue dispenser, disinfectant wipes provided in every room. • Hand sanitiser available on entry to the building, within the corridor and in each room in use. • 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. • A designated table for close interaction/markings will be set up in the classroom • Classroom based resources, such as books and games, can be used and shared within the bubble group; these must be cleaned regularly • Pupils and staff will not share pencils, pens and other frequently used stationary items and keep on their person. • For PE lessons, Summer PE will be delivered during autumn to ensure outdoor activity takes precedence • Pupils to wear PE kits to the academy on days they have PE lessons to limit close contact 			
Classroom Lessons	Staff Children	Spread of Infection due	<ul style="list-style-type: none"> • Teaching staff must keep that safe distance at all times where possible when teaching. 	HIGH	YES	

		to close contact	<ul style="list-style-type: none"> • Where children may require extra assistance a 2 metre rule must try to be enforced. • Where 2 metre rule cannot be met Staff members have the option to use available PPE (Visors, masks, Gloves, Apron) • Hand sanitiser in every classroom and must be used every time a pupil leaves and enters the room • Pupils to bring their own stationary and keep this on them at all times and not to share items. • 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. • 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. • Classroom based resources, such as books and games, can be used and shared within the bubble group; these must be cleaned regularly 			
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> • Hand Dryers and air conditioning to be regularly checked and used throughout building, Toilets to be regularly cleaned and cleaning logged accordingly and in sight of pupils/staff • 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. 	MEDIUM	YES	

			<ul style="list-style-type: none"> • Pupils to use hand sanitiser when leaving to use the toilet and on their return to the classroom after use. • Posters placed around site to reinforce this issue • Toilet breaks to take place at designated times throughout the day and staggered across year groups • Each year group has their own dedicated toilet provision within their bubble groups area of the building. • Pupil will use hand sanitiser within classrooms every time they leave and enter. • Toilets to be regularly cleaned throughout the day and logged. This will be programmed to take place after heavy use periods. 			
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils to have breaks in their bubble groups and access designated are of playground or field. • Break times to be staggered with 2 bubble groups having break at one time • Pupils informed again of the importance of social distancing whilst outside. • Dedicated area of playground/field to be marked out for Key worker/Vulnerable pupils to use during breaks and same are used each time if required. • Teachers to provide activities which can abide by the rules. • Supervising staff must keep a 2 metre distance from each other at all times. PPE available for staff to use where this is not possible • Designated areas for eah group outlined within the ICENI Plans for September 2020 document. 	MEDIUM	YES	

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

Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils with pack will remain in their classrooms during breaks/lunch to eat them or go to the designated area outside for their bubble group Hot food to be served in ding hall and lunch times to be staggered by bubble group. • Food to be pre ordered to avoid contact and ensure swift flow through of lunches Minimising contact between pupils • Additional Servery area to be set up if needed to assist with lunches <ul style="list-style-type: none"> ○ Pupil also able to collect food and eat outside in designated area. ○ Pre ordering via APP to reduce grouping and queuing times ○ Screen to be added to servery area and catering staff to wear appropriate PPE (Catering company Sperate Risk Assessment) ○ Tables are positioned within classrooms to ensure all pupils face forward and at no point are face to face with another peer ○ Tabled within dining hall will be set up to ensure safe social distancing is continued during lunch and no pupils sit face to face. 	MEDIUM	YES	
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • 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. • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. 	HIGH	YES	

			<ul style="list-style-type: none"> • Where this is not possible Staff members to wear PPE and dispose of items within closed lid bin immediately after use. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash hands after contact • PPE used for first aid must be disposed of after use • Staff to wash hands and sanitise after removal of PPE • First Aid room to act as esignated area with natural ventilation and accessible toilet has been identified for use if pupils show COVID19 Symptoms on each floor of the building 			
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering visor, mask and gloves when in close contact or dealing with bodily fluids • In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. • Always wash hands and sanitise after contact 	HIGH	YES	
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • 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) • Any dressings used to be double bagged. • Where any medications are administered try and encourage the pupils to self-administer or staff member 	HIGH	YES	

			<p>must wear a face covering visor, mask, apron and gloves 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"> • Staff to wash hands and sanitise after first aid procedures have taken place and PPE removed • Special Attention must be applied for pupils with specific needs including administering of Insulin and safe storage of this medication. 			
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: • Wear Gloves • Wear an apron • Wear a mask • Wear a visor • Nappies, wipes etc. must be double bagged and placed into a closed lid bin • Soiled clothes to be double bagged and given to Parents on collection of child. • Staff must wash their hands once gloves and masks are removed and dispose of single use PPE • ATT procedure to be displayed outlining instructions which must be followed. • Record all intimate care carried out. 	HIGH	YES	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc. • If contact is required, consider wearing a face covering visor or mask. 	MEDIUM	YES	

			<ul style="list-style-type: none"> Wash and sanitise hands after contact Classroom to be allocated for behaviour management within each bubble area 			
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where possible allow the child to vent their frustrations Where possible allow child to be in a room on their own or outside If team teach techniques are required, it is advised face covering mask and or visor, apron and gloves are worn. Pupil May need sperate care and attention in another space, area to be designated by academy and PPE used at all times Classroom to be allocated for behaviour management within each bubble area on each floor. 	HIGH	YES	
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"> Students to be informed of the requirement to maintain 2 metre rules when leaving academy. Staff on duty outside to ensure students leave in a safe manner. Staff to wear face covering /mask/Apron and gloves for this purpose if 2M distance cannot be maintained Staggered leaving times in place Each bubble group has a designated leaving time exit point from the building point and access point of the site to use when leaving each day. Waiting area marked out for those waiting for Buses 	HIGH	YES	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> 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 	HIGH	YES	

			<p>for staff to use if social distancing requirements cannot be met</p> <ul style="list-style-type: none"> Parents will be not be allowed onto the academy site and 1 metre spaces clearly marked outside the academy gates and monitored by staff to discourage parents from congregating together. 			
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> 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. Staff must ensure they do not attend school if they feel unwell or show symptoms of COVID19. 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 COCID-19 <ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ DfE ➤ Department for Health and Social Care 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"> ○ Infectious diseases ○ COVID19 ○ First aid at Work ○ First Aid Appointed person ○ First Aid/Riddor 	MEDIUM	YES	

			<ul style="list-style-type: none"> • 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 • Staff must ensure they do not attend school if they feel unwell or show symptoms of COVID19. • Staff to contact the academy as soon as possible if they believe they may have been exposed to coronavirus. • 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 • 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. • 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. • 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 • Unwell pupils will be located in the medical room and use the adjacent toilet to limit the potential spread of infection. 			
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			<ul style="list-style-type: none"> • The academy has access to and follows ATT Guidance for Managing Symptomatic pupils and confirmed cases of COVID19. • 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 • The Academy has an up to date Business continuity Plan in place should the academy have to close • 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the academy reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the academy. • 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. • Sufficient amounts of soap and hand sanitiser available in classrooms, clean water and paper towels are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary using sinks in classrooms • • Pupils are forbidden from sharing cutlery, cups or food 	HIGH	YES	

			<ul style="list-style-type: none"> • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • 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 			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff must follow ATT procedure for managing COVID 19 Symptoms and confirmed cases and follow local HPT advice. • The academy has access to and follows ATT Guidance for Managing Symptomatic pupils and confirmed cases of COVID19. • 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 • 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. • Forehead temperature gun in place at academy to take temperature and minimise contact between staff and pupils. • 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 	HIGH	YES	

			<p>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.</p> <ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • 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. • No further staff need to be sent home until person has received a positive test unless they are displaying symptoms of COVID19 • If needed room to be taken out of circulation for 72 hours and pupils/staff to self-isolate in confirmed cases of COVID19. • Fogging treatment to be carried out to affected area in confirmed cases. To be arranged at ATT estates on notification. 			
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			<ul style="list-style-type: none"> • 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. • 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. • Parent letter to stress importance of contact details. • 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. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • 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. • Cleaning staff on site during opening hours to meet hygiene standards • 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. 	HIGH	YES	

			<ul style="list-style-type: none"> • 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. • All pupil trips are to be on hold during this period of re-opening • Parents notify the academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The academy in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • 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. • 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. 			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • All Staff and pupils are advised they must not attend the academy if they feel unwell. • 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. • 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. 	HIGH	YES	

			<ul style="list-style-type: none"> • The Academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus and follows the ATT procedure and advice of the local health protection team HPTThe Academy is informed by pupils' parents when pupils return to academy after having coronavirus – the Academy informs the relevant staff. • Staff inform the principal when they plan to return to work after having coronavirus. • 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. • Additional Cleaning provision provided throughout the day to ensure all touch points and regularly used surfaces are cleaned. 			
Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> • The academy staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure. • Academy Staff follow ATT procedure for managing COVID 19 Symptoms and confirmed cases. • 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. • 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. 	Medium	YES	

			<ul style="list-style-type: none"> Academy's put into place any actions or precautions advised by their local HPT team The principal contacts the an 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. Academy puts into place any actions or precautions advised by the above discussion with ATT officer(Deputy Estates Director/Estate Director/RED/Senior Operation Officer) Academy keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. All Classrooms to have disinfectant wipes available to clear any spillages. 			
Cleaning while Academy open	Staff	Infection Control	<ul style="list-style-type: none"> Cleaning staff deployed during daytime opening hours 08:30 – 15:30 in addition to regular cleaning hours. All touchpoints and hard surfaces to be cleaned on a regular basis throughout the day, this will include <ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and pupils ➤ Toilet flushes and regular cleaning of toilets. ➤ Separate specification to be issued by cleaning contractor All classrooms to have disinfectant wipes, spray disinfectant and disposable cloths to clear any spillage during occupation. 	MEDIUM	YES	

			<ul style="list-style-type: none"> Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths thrown away to be double bagged and then placed in a secure area/closed lid bin. All Classrooms to have disinfectant wipes available to clear any spillages. 			
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> Regional Manager review of Site Health and Safety will be completed prior to re-opening in September 2020 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. 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) In-house inspections will continue to ensure the academy remains as safe as possible. Property software regularly updated to show compliance 	MEDIUM	YES	
Contractors in the academy	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> 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 completed under strict management conditions. 	MEDIUM	YES	

			<ul style="list-style-type: none"> • Where contractors are coming into the academy, they must complete academy waiver stating they are free from symptoms and do not have COVID19. • 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. • Control measures regarding the Coronavirus must be included within their RAMs. • Academy to ensure no pupils or staff are in the area where contractors are working • 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. • 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 • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the Academy site and complete academy waiver form. • 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. 			
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up to date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. 	HIGH	YES	

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