

## Iceni Academy, 17<sup>th</sup> May 2021 update - COVID-19

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to academy	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Academy to operate bubble group system with each year group acting as an individual bubble.</li> <li>• Each Bubble group will have their own dedicated facilities /and entrance point to access the site building and will use the same core area of the building each day.</li> <li>• Bubble Groups will be in use the following areas:</li> <li>• Before school: Years 7, 8 and 10 – field and playground (separate areas). Year 9 – quad. Year 11 – science</li> <li>• Break and lunchtime, and bus lines after school: Years 7-11 – field and playground (separate areas)</li> <li>• Academy to have a one-way system introduced when pupils arrive each day, and a one-way system when moving around the academy</li> <li>• Most pupils arrive by bus and move straight to their year group area.</li> <li>• 1 metre spaces to be clearly marked out on pedestrian routes throughout the academy from the waiting area at the front entrance and throughout the site.</li> <li>• 1 metre rules enforced between bubble groups while pupils are waiting for staff to direct them to their rooms.</li> </ul>	HIGH	Yes	

			<ul style="list-style-type: none"> <li>• Where possible pupils will enter classrooms directly from external doors.</li> <li>• Staff member who is outside enforcing the rules should wear a face mask and gloves if 2M distance from parents cannot be maintained.</li> <li>• 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</li> </ul>			
Staff receiving Pupil from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Staff member collecting pupils should wear a face covering - mask (optional Visor as well but not on its own), and gloves if 2M distance from parents cannot be maintained.</li> <li>• Staff will direct pupil to use the hand sanitiser on entry into their classroom or they will be directed to the sinks within their rooms to wash their hands.</li> </ul>	HIGH	<b>Yes</b>	
Use of Face Masks	Staff and Pupils	Spread of Infection	<ul style="list-style-type: none"> <li>• All pupils must continue to wear face masks on public transport.</li> <li>• Pupils will not be required to wear face masks anywhere in the academy building, but may choose to do so, in line with the latest government guidance.</li> <li>• Staff must wear face masks when moving around the premises, outside of classrooms, such as in corridors and communal areas where 2M social distancing cannot easily be maintained from other adults. Staff may choose to wear face masks anywhere in the academy building.</li> <li>• Staff must wear face masks when holding internal staff meetings at 2M social distancing cannot be met</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Staff must wear face masks when meeting with parents on site and a 2M distance cannot be met</li> <li>• Face coverings do not need to be worn by pupils when outdoors on the Academy premises.</li> <li>• Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face masks in the academy or in public places.</li> <li>• Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face mask worn at the same time. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</li> </ul> <p><b>Exemptions from Wearing Face masks</b></p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>• cannot put on, wear, or remove a face covering because of a physical impairment or disability, illness, or mental health difficulties.</li> <li>• speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate.</li> </ul>			
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Safe wearing and Removal of Face Masks	Pupils	Spread of Infection	<ul style="list-style-type: none"> <li>• Safe wearing of face masks requires the cleaning or sanitising of hands before and after touching, this includes to remove or put them on.</li> <li>• Safe storage of face masks in individual, sealable plastic bags between use</li> <li>• Disposable bags will be provided to contain reusable masks.</li> <li>• Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</li> <li>• Pupils must be advised not touch the front of their face covering during use or when removing it</li> <li>• Dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)</li> <li>• Place reusable face coverings in a plastic bag they can take home with them</li> <li>• Pupils must wash/sanitise their hands again before heading to their classroom.</li> <li>• A small number of disposable masks will be kept at each site in case anyone damages or forgets to bring their own but we have no obligation to provide masks for pupils</li> </ul>	HIGH	<b>YES</b>	
Testing of Pupils	Pupils	Risk of Infection	<ul style="list-style-type: none"> <li>• All academies should offer Three on site test for pupils on their return to the academy beginning 8<sup>th</sup> March.</li> <li>• Please see separate Risk Assessment for ATS testing and associated plan of delivery which covers these arrangements</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>Following this week, all pupils should be offered at home test kits. Positive cases must be reported immediately to the academy, and a separate confirmatory PCR test organised. A positive LFD will result in the commencement of the outbreak management protocol.</li> </ul>			
Staff receiving LFT Tests at home	Staff	Risk of infection	<ul style="list-style-type: none"> <li>All academies should offer regular twice weekly testing to their staff and to carry out LFT at home.</li> <li>Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend the academy, although participation in testing is strongly encouraged.</li> <li>Anyone with a positive result will be required to stay at or if already on site go home immediately.</li> <li>The person is required to isolate for 10 days from the date of the positive LFT (with the test date being day 0). The legal duty to self-isolate is triggered by a positive LFT. It is also necessary for the setting to isolate any close contacts of the case for the 48 hours prior to the LFT test being conducted. This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines</li> </ul>	HIGH	<b>YES</b>	
Staff and pupils receiving positive LFD Tests at home	Staff	Risk of infection	<ul style="list-style-type: none"> <li>Anyone with a positive result will need to take a confirmatory Polymerase Chain Reaction test,</li> <li>If the confirmatory PCR test is positive, the person is required to continue to isolate for the 10 day period. If the confirmatory PCR test is negative, the person can end isolation and return to their normal routine.</li> <li>It is necessary for the setting to isolate close contacts of the case for the 48 hours prior to the LFT being</li> </ul>	HIGH	<b>Yes</b>	

			<p>conducted. A negative PCR would allow the close contacts to end isolation so we would advise that the wording used allows this to be an option.</p> <ul style="list-style-type: none"> <li>Should the person go on to develop symptoms during the isolation period, the isolation period will restart from the first day symptoms appear.</li> </ul>			
Testing Staff who have recently returned after a positive result	Staff	False Positives	<ul style="list-style-type: none"> <li>If staff have recently (within 90 days) tested positive for COVID-19, they are likely to have developed some immunity.</li> <li>These people are exempt from testing by both PCR and LFT within 90 days of a positive test, unless they develop new symptoms.</li> <li>However, they may choose to take a LFT after the isolation period. If found positive on LFT, they will be required to self-isolate for 10 days or longer if symptomatic. This should only be done after completion of the required self-isolation period</li> <li>A new LFT must not be taken whilst the person is still within a period of isolation. If symptoms (other than cough or a loss of, or change in, your normal sense of taste or smell) persist for longer than 10 days, this isolation period could be longer.</li> <li>Further PCR tests, within 90 days of a positive test result, should only be obtained where the person develops a new incidence of symptoms.</li> </ul>	HIGH	<b>Yes</b>	
Classroom set up	Staff Pupil	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>The teacher's desk will be kept 2 metres away from the children's tables/desks.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Each Classroom will be set up with all desks facing forward to ensure no pupil sits face to face or directly breathe on each other.</li> <li>• All excess furniture to be removed and stored on site in a container.</li> <li>• Soft furnished furniture to be removed and replaced with plastic alternatives.</li> <li>• 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.</li> <li>• Maximum number of pupils per room to safely meet requirements is 30 depending on size and suitability.</li> <li>• Hand sanitiser to be provided in every room and reception.</li> <li>• Closed lid bin, tissue dispenser, disinfectant wipes provided in every room.</li> <li>• Hand sanitiser available on entry to the building, reception, within the corridor and in each room in use.</li> <li>• Hand sanitiser to be provided in every room in unit fixed to the wall.</li> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble group; these must be cleaned regularly.</li> <li>• Pupils and staff will not share pencils, pens and other frequently used stationary items and keep on their person.</li> <li>•</li> </ul>			
Classroom Lessons	Staff Pupil	Spread of Infection due	<ul style="list-style-type: none"> <li>• Teaching staff must keep the 2M safe distance at all times where possible when teaching.</li> </ul>	HIGH	<b>YES</b>	

		to close contact	<ul style="list-style-type: none"> <li>• Where pupils may require extra assistance a 2-metre rule must try to be enforced.</li> <li>• Hand sanitiser in every classroom and must be used every time a pupil leaves and enters the room.</li> <li>• Pupils to bring their own stationary and keep this on them at all times and not to share items.</li> <li>• Tissues available in classrooms for pupils to use when coughing or sneezing and they must go into a closed lid bin after one use.</li> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble group; these must be cleaned regularly.</li> </ul>			
Pupils requiring using the toilet in lesson times	Pupil Staff	Infection Control	<ul style="list-style-type: none"> <li>• Hand Dryers and air conditioning to be regularly checked and used throughout building, Toilets to be regularly cleaned and cleaning logged accordingly and in sight of pupils/staff.</li> <li>• Each year group has their own dedicated toilet provision for their bubble.</li> <li>• Inform the pupils of the importance of washing their hands after using the toilet and on their return to the classroom use the hand sanitiser on entering the classroom.</li> <li>• Posters placed around site to reinforce this issue.</li> <li>• Toilet breaks to take place at designated times throughout the day and staggered across year groups</li> <li>• Toilets to be regularly cleaned throughout the day and logged. This will be programmed to take place after heavy use periods.</li> </ul>	MEDIUM	<b>YES</b>	



Break times	Pupil	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Pupils informed again of the importance of social distancing whilst outside.</li> <li>• Pupils to remain in bubble groups when outside and to use designated area of playground/field.</li> <li>• Dedicated area of playground/field to be marked out for pupils to use during breaks and same are used each time if required.</li> <li>• Supervising staff must keep a 2-metre distance from each other at all times or wear a face mask where this is not possible</li> </ul>	MEDIUM	<b>YES</b>	
Break Times –	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Staff must sit at least 2 metres apart from each other whilst eating in their areas or wear a face mask if this cannot be met</li> <li>• Staff must bring their own food and make their own drinks using plastic cups provided</li> <li>• 8 members of staff only per room.</li> <li>• All communal catering items not to be used ( microwave/toasters/plates/cutlery/cups/glasses) and removed from staff room .</li> <li>• A designated member of staff to supervise lunch with pupils in classroom or outside area</li> <li>• Excess furniture to be removed and stored to provide additional space if needed.</li> </ul>	High	<b>Yes</b>	
Break Times Classrooms	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Member of cleaning staff working through out day to thoroughly clean all touch points.</li> <li>• During breaks they will clean tables and door handles with a disinfectant or disinfectant spray.</li> </ul>	MEDIUM	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• If a pupil releases bodily fluid in class space, affected area to be cleaned with anti-bacterial spray and wiped with blue paper towels by staff member</li> <li>• Staff Must wear mask and gloves whilst carrying out this task and wash hands after cleaning.</li> <li>• Onsite cleaning provision to begin at 09:00 until 15:30 each day as well as usual daily cleaning provision.</li> <li>• Cleaning specification outlined within ATT daytime cleaning procedure</li> </ul>			
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Lunch breaks to be staggered with social distancing measures in place in dining hall.</li> <li>• Pupils to bring own food and keep items on them wherever possible and not to share items.</li> <li>• Pupil to bring own water bottle and refill if needed at designated times throughout the day.</li> <li>• Drinking fountains to be regularly cleaned and pupils to sanitise hands before and after use.</li> <li>• Lunch Breaks to be staggered by Bubble Group</li> <li>• Pupils with pack lunches to eat outside at picnic tables in designated bubble area</li> <li>• Hot lunches will be delivered in the main hall and staggered</li> <li>• Tables within dining hall will be set up to ensure safe social distancing is continued during lunch and no pupils sit face to face.</li> <li>•</li> </ul>	MEDIUM	<b>YES</b>	
First Aid – minor treatment	Staff Pupil	Spread of Infection due	<ul style="list-style-type: none"> <li>• Where minor first aid treatment is required First Aiders can wear gloves and a face Mask and also Visor (only if used</li> </ul>	HIGH	<b>YES</b>	

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

			<p>which must be disposed of immediately after use (always refer to up to date information from Gov.UK)</p> <ul style="list-style-type: none"> <li>• Staff to wash hands and sanitise after first aid procedures have taken place and PPE removed.</li> <li>• Special Attention must be applied for pupils with specific needs including administering of Insulin and safe storage of this medication.</li> </ul>			
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> <li>• When staff are carrying out any intimate care they must:</li> <li>• Wear a face mask</li> <li>• Wear Gloves</li> <li>• Wear an apron</li> <li>• Wear a visor (only if using a mask as well, this cannot be a choice of one or the other)</li> <li>• Nappies, wipes etc. must be double bagged and placed into a closed lid bin</li> <li>• Soiled clothes to be double bagged and given to Parents on collection of pupil.</li> <li>• Staff must wash their hands once gloves and masks are removed and dispose of single use PPE</li> <li>• ATT procedure to be displayed outlining instructions which must be followed.</li> <li>• Record all intimate care carried out.</li> </ul>	HIGH	<b>YES</b>	
Pupils who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where a pupil is upset it is advised still trying to maintain a safe distance whilst offering comfort to the pupil.</li> <li>• Encourage pupil to use a tissue to wipe eyes/nose etc.</li> <li>• If contact is required, consider wearing a face covering mask.</li> <li>• Wash and sanitise hands after contact</li> </ul>	MEDIUM	<b>YES</b>	

Pupils with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where possible allow the pupil to vent their frustrations</li> <li>• Where possible allow pupil to be in a room on their own or outside</li> <li>• If team teach techniques are required, it is advised face covering mask and or visor, apron and gloves are worn.</li> <li>• Pupil may need sperate care and attention in another space, area to be designated by academy and PPE used at all times</li> <li>• Classroom to be allocated for behaviour management within each bubble area</li> </ul>	HIGH	<b>YES</b>	
Pupils leaving at the end of the academy day.	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Pupils to be informed of the requirement to maintain 2 metre rules when leaving academy.</li> <li>• Staff on duty outside to ensure pupils leave in a safe manner.</li> <li>• Staff may choose to wear face covering mask and optional visor (but not a visor on its own)/Apron and gloves for this purpose.</li> <li>• Staggered leaving times in place</li> <li>• 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.</li> </ul>	HIGH	<b>YES</b>	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged and social distancing rules observed. PPE will be available for staff to use if social distancing requirements of 2M cannot be met</li> <li>• Parents will not be allowed onto the academy site without a face mask and 2 metre spaces clearly marked outside</li> </ul>	HIGH	<b>YES</b>	

			the academy gates and monitored by staff wearing face masks to discourage parents from congregating together.			
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>• Staff must ensure they do not attend the academy if they feel unwell or show symptoms of COVID19.</li> <li>• All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.</li> <li>• Staff provided access to ATT Guidance and Procedure for the management of Symptomatic pupils and Confirmed cases of COVID19.</li> <li>• All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> <li>➤ Public Health England</li> <li>➤ Gov.co.uk</li> <li>➤ NHS</li> <li>➤ DfE</li> <li>➤ Department for Health and Social Care</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection available on ATT LMS and delivered online including: <ul style="list-style-type: none"> <li>○ Infectious diseases</li> <li>○ COVID19</li> <li>○ First aid at Work</li> <li>○ First Aid Appointed person</li> <li>○ First Aid/Riddor</li> </ul> </li> <li>• Staff are made aware of the academy's infection control procedures in relation to coronavirus via website, email and staff information packs provided during pre-opening meetings</li> </ul>	MEDIUM	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Staff must ensure they do not attend school if they feel unwell or show symptoms of COVID19</li> <li>• Staff to contact the academy as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>• Staff to ensure they access an available COVID19 test via NHS Test and trace as detailed in ATT Guidance and procedure for COVID 19 Symptoms and Outbreak</li> <li>• Parents are made aware of the academy's infection control procedures in relation to coronavirus via Website, letter, posters or social media – they are informed that they must contact the academy as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Pupils are made aware of the academy's infection control procedures in relation to coronavirus via academy staff and are informed that they must tell a member of staff if they feel unwell.</li> <li>• Any unwell pupil will be separated from their group and have their temperature recorded immediately.</li> <li>• Any unwell pupil will be separated from their group and Academy staff will follow the ATT procedure for managing symptomatic pupils and outbreaks of COVID19</li> <li>• Unwell pupils will be located in the medical room and use the adjacent toilet to limit the potential spread of infection.</li> <li>• The academy has access to and follows ATT Guidance for Managing Symptomatic pupils and confirmed cases of COVID19.</li> <li>• The academy follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace guidance in ATT guidance and procedure for</li> </ul>			
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			<p>managing symptomatic pupils and confirmed cases of COVID19</p> <ul style="list-style-type: none"> <li>The Academy has an up to date business continuity Plan in place should the academy have to close</li> </ul>			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> <li>Posters are displayed throughout the academy reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the academy.</li> <li>Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>Sufficient amounts of soap and hand sanitiser available in classrooms, clean water and paper towels are supplied in all toilets and kitchen areas.</li> <li>Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary using sinks in classrooms</li> <li>Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>Central ATT Estates team to arrange enhanced cleaning prior to opening which will be undertaken where required – ATT Cleaning provider to provide guidance, risk assessments and cleaning specification prior to re-opening</li> </ul>	HIGH	<b>YES</b>	
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>Staff must follow ATT procedure for managing COVID 19 Symptoms and confirmed cases and follow local HPT advice.</li> </ul>	HIGH	<b>YES</b>	



			<ul style="list-style-type: none"> <li>• The academy has access to and follows ATT Guidance for Managing Symptomatic pupils and confirmed cases of COVID19.</li> <li>• The academy follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace guidance in ATT guidance and procedure for managing symptomatic pupils and confirmed cases of COVID19</li> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Forehead temperature gun in place at academy to take temperature and minimise contact between staff and pupils.</li> <li>• Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.</li> <li>• The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> <li>• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> </ul>			
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			<ul style="list-style-type: none"> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Once advice of local HPT has been sought areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>• No further staff need to be sent home until person has received a positive test unless they are displaying symptoms of COVID19</li> <li>• If required room to be taken out of circulation for 72 hours and pupils/staff to self-isolate in confirmed cases of COVID19.</li> <li>• Fogging treatment to be carried out to affected area in confirmed cases. To be arranged at ATT estates on notification.</li> <li>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the academy to minimise the spread of infection.</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable but separated from bubble group, by their parents – the parents are advised to contact NHS119 to book a test, in emergencies call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS119 to book a test, in emergencies call 999 if they become seriously ill or their life is at risk.</li> </ul>			
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			<ul style="list-style-type: none"> <li>Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using anti-bacterial spray and blue paper towels provided within class space in line with guidance, using PPE at all times.</li> <li>Cleaning staff on site during opening hours to meet hygiene standards.</li> <li>Parents are informed not to bring their children to the academy or on the academy premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>Staff and pupils do not return to the academy before the minimum recommended exclusion period (or the 'self-isolation' period of 10 days) has passed, in line with national guidance.</li> <li>All pupil trips are to be on hold during this period of re-opening.</li> <li>Parents notify the academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>The academy in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents where necessary.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>In extreme cases involving significant risk the decision not to return to academy can be taken in conjunction with the pupils parents. local HPT team and ATT central team..</li> </ul>			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>All Staff and pupils are advised they must not attend the academy if they feel unwell.</li> <li>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Principal or SLT as soon as possible.</li> <li>The Academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus and follows the ATT procedure. advice of the local health protection team HPT.</li> <li>The Academy is informed by pupils' parents when pupils return to academy after having coronavirus – the Academy informs the relevant staff.</li> <li>Staff inform the principal when they plan to return to work after having coronavirus.</li> <li>Central Estates monitors the cleaning standards of the academy cleaning contractors and additional measures required with regards to managing the spread of coronavirus are being implemented with cleaning arrangements and specification outlined for Academy.</li> <li>Additional Cleaning provision provided throughout the day to ensure all touch points and regularly used surfaces are cleaned.</li> </ul>	HIGH	<b>YES</b>	

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

			<ul style="list-style-type: none"> <li>➤ All door handles</li> <li>➤ All tables and chairs used by staff and pupils</li> <li>➤ Toilet flushes and regular cleaning of toilets.</li> <li>➤ Separate specification to be issued by cleaning contractor</li> <li>• All classrooms to have disinfectant wipes, spray disinfectant and disposable cloths to clear any spillage during occupation.</li> <li>• Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>• All used cloths thrown away to be double bagged and then placed in a secure area/closed lid bin.</li> <li>• All classrooms to have disinfectant wipes available to clear any spillages.</li> </ul>			
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>• Regional Manager review of Site Health and Safety will be completed prior to re-opening in September 2020</li> <li>• Fire drill using bubble groups will take place during the autumn term, procedures will be maintained in the event of a fire including clear sign posting of where to meet etc in line with fire risk assessment.</li> <li>• Statutory inspections to continue but with social distancing in place at all times and completed outside of opening hours (prior to 09:00, after 15:30 and weekends if possible))</li> <li>• In-house inspections will continue to ensure the academy remains as safe as possible.</li> <li>• Property software regularly updated to show compliance</li> </ul>	MEDIUM	<b>YES</b>	
Contractors in the academy	Staff Pupils	Health & Safety	<ul style="list-style-type: none"> <li>• Contractor visits will be completed outside of opening hours unless in case of statutory compliance work,</li> </ul>	MEDIUM	<b>YES</b>	

		Infection Control	<p>maintenance and emergency required to keep academy open. Where space can be separated large projects will be completed under strict management conditions. Where contractors are coming into the academy, they must complete academy waiver stating they are free from symptoms and do not have COVID19.</p> <ul style="list-style-type: none"> <li>• ALL Contractors must have up to date Risk Assessments and Method Statements and provide copies along with COVID19 safety measures prior to entry to site.</li> <li>• Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>• Academy to ensure no pupils or staff are in the area where contractors are working</li> <li>• Contractors will be designated a toilet they can use whilst on site if out of hours which will then be cleaned or advised not to use on site facilities.</li> <li>• Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. Area will then be thoroughly disinfected</li> <li>• They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the Academy site and complete academy waiver form.</li> <li>• If they become aware of a contractor coming down with symptoms within 14 days of being at the academy, they must inform the academy immediately.</li> </ul>			
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>• All staff and pupils' emergency contact details are up to date, including alternative emergency contact details, where required.</li> </ul>	HIGH	<b>YES</b>	

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