

ENDEAVOUR ACADEMIES TRUST – MACMILLAN ACADEMY
COVID 19 RISK ASSESSMENT – Autumn term 2020/21

This risk assessment was created by Macmillan Academy executive team, estates director and chief finance officer.



Risk Area	Issue	Control Measures	Comments
Effective infection protection and control	Individuals who become unwell	<p>All staff and parents briefed on COVID symptoms and school procedures outlined in this Risk Assessment.</p> <p>Reinforce to parents the importance of not sending their child to the academy if they are showing symptoms.</p> <p>Student taken ill in school:</p> <ol style="list-style-type: none"> 1. SLT member of staff takes student to designated space (staff room) clear of others 2. If a student, adult supervising should wear appropriate PPE if 2m distance cannot be maintained PPE to be kept in staff room 3. Parent / carer informed to collect immediately. They will be given guidance on next steps. Logged at reception. 4. Testing procedure shared 5. Attendance team will follow up <p>Staff taken ill in school:</p> <ol style="list-style-type: none"> 1. If well enough, staff leave site for home immediately 2. Welfare call to be made by HR to ensure testing procedure is being followed. <p>Staff and students are advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should get a test. If this is positive they should self-isolate for at least 10 days. If it is negative, they can return to the academy.</p>	<p>Communication to parents, student and all staff via email/staff briefing.</p> <p>W/b 14 September 2020 – a reference guide for parents relating to COVID absence sent out.</p> <p>Infrared thermometer will be available in First Aid room to check temperatures of any staff member or student.</p> <p>PPE training given to SLT.</p> <p>If a staff member or child has symptoms of COVID 19 – PPE (apron, gloves and masks) should be worn if 2m distance cannot be maintained until the child or staff member leaves, the area where they have been will then need to be deep cleaned.</p> <p>Used PPE-to be double bagged in bin and stored in bunker for 72 hours. Label bag with date.</p>
		<p>Staff/students taken ill away from school:</p> <ul style="list-style-type: none"> • Attendance need to follow up student absence • HR follow up staff absence. 	<p>If advised that a member of staff or public has developed Covid-19 and were recently on the school premises, the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken</p> <p>https://www.publichealth.england.</p>
	COVID-19 tests	<ul style="list-style-type: none"> • Test kits are available and should only be offered in exceptional circumstances: 	<p>More kits have arrived. We now have 28.</p>

	<ul style="list-style-type: none"> - Students have developed symptoms while at school - Student may have barriers to accessing a test elsewhere - If the student was sent home without a kit, they would not receive a test at all. 	Attendance team to keep a log of distributed tests.
Self-isolation	<ul style="list-style-type: none"> • If anyone becomes unwell with COVID-19 symptoms they should arrange a test. In the event of a positive result they should self-isolate for at least 10 days. • If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. • Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • If staff or students have been a 'close contact' of anybody who has tested positive, they must engage with the 'NHS Test and Trace' system and should self-isolate for 14 days. If they develop symptoms, they should arrange a test. 	<p>HR/Head of School to keep a record of staff who are self-isolating. Attendance team to keep a record of students who are self-isolating.</p> <p>Follow DFE Guideline re attendance registers.</p>
Confirmed COVID cases	<p>Follow the government guidance. Currently this states that:</p> <ul style="list-style-type: none"> • If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste • The academy will inform Middlesbrough local authority: publichealthschools@middlesbrough.gov.uk as well as calling the DfE helpline 0800 8687 and select option 1 • Classroom to be closed until deep clean completed - do not enter sign • Class / group environment to be deep cleaned • If staff are self-isolating and a stable and safe ratio of staff is not possible, the school will consult the Trust in order to consider a partial or full closure. • If no DSL / DDSL / First Aider is available on site –contact trust to arrange appropriate support / action. 	<p>Standard letter will be issued following a confirmed case of COVID-19 onsite, with a personalised message from the Chief Executive. As of week beginning 19 October, letters will be issued for close contacts only. A new COVID section for information has been put onto the website.</p> <p>A schedule for deep cleaning will be in place.</p> <p>Do not enter on sign is placed on the door.</p> <p>Attendance to keep spreadsheet of all suspected cases with outcome of test.</p> <p>Step by step guide for dealing with positive cases has been created and is on the SLT drive. All of SLT were briefed about procedures on 30 September.</p>
Social distancing	<ul style="list-style-type: none"> • We will endeavor to promote the government social distancing measures as per guidance • Due to an increase of cases locally the following has been put into place as of 22 October: <ul style="list-style-type: none"> ○ Screens for reception/admin/data team and learning support have been ordered ○ Occupancy notices for offices and workrooms 	<ul style="list-style-type: none"> • School hours have been reviewed with staggered start and finish times for all year groups • Social distancing also to be adhered to in staff room/workrooms. Further measures include staff members bringing in own cups, crockery, water bottles etc. and being responsible for ensuring they clean as they go. • It is still important to reduce contact between people as much as

		<ul style="list-style-type: none"> ○ Another walk around the site to ensure that department areas are complying with social distancing 	<p>possible, so students will mix in consistent groups and that those in a group will stay away from other people in groups. Year group bubbles will be in place for Years 7 to 11. Post 16 will be a group bubble</p> <ul style="list-style-type: none"> • With effect from Monday 21 September, Years 12 and 13 are now separate bubbles. There are dedicated rooms for Years 12 and 13. Students and parents have been informed • The current one-way system on stairwells will be reinforced throughout school • Walking on the left will be reinforced throughout the academy. If a 2m distance cannot be guaranteed students and staff to be encouraged to look to the left • Signage will be displayed outside academy entrances to remind students, parents and carers about social distancing. • If a face to face meeting is required, this will be by appointment in a large room to ensure social distancing is maintained • Two metre lines/markers are taped out where appropriate • Visitors/staff/students to respect the 2m social distancing around the main academy reception • Enhanced signage is displayed on entrance to and throughout the academy.
	Handwashing	<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • All students to sanitise hands on entrance to allocated building. • Drying of hands with disposable paper towels and hand dryers. • Hand sanitisers in any area where washing facilities not readily available. • All areas will have lidded bins for disposal of hand towels and tissues. 	<ul style="list-style-type: none"> • Employees and students to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels • Also reminded to catch coughs and sneezes in tissues – follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues and a lidded bin have been placed in all classrooms • Posters displayed around academy • Posters to be displayed and all staff and students to be shown handwashing videos on correct handwashing procedures • https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus • Hand sanitisers will be located near and around high-touch surfaces (including: printers, water machines, biometric readers), classrooms being used by staff and students, communal areas, including: entrances and exits • Wall mounted sanitisers are ideal however in other locations where not possible a pump 500ml lockable bottle will be used.

	Face coverings	<ul style="list-style-type: none"> In line with updated government guidance face coverings are not mandatory in the academy Staff/students must wear face masks in communal areas Staff/students may wear a clear face mask/visor in classrooms 	<p>The academy has purchased visors and face coverings. Now that Middlesbrough is subject to “local restrictions” face coverings are compulsory in communal areas. Staff were informed via email and parents were informed via letter on email and on social media on Friday 2 October. Students were informed in tutorial. AJ has ordered more face masks. Consultation took place with Public Health over whether visors were suitable instead of masks. The response was inconclusive so the academy has decided that face masks are required (unless exemptions apply).</p>
Teaching and learning	Class zones	<ul style="list-style-type: none"> Class sizes to return to normal as per government guidelines Students to remain in year group bubbles to prevent cross contamination between groups Each group allocated a specific building and will remain in this building throughout the vast majority of time in the academy with the exception of break and lunch time where they will use designated toilets/break and lunch areas or when they are moving to *specialised teaching rooms. Staff to move around the academy to teach lessons SEND students will continue to have full educational support including learning mentors (where appropriate). <p>*subjects using specialist facilities are art, drama, ICT, music, design and technology and PE. These departments have their own risk assessments – see Appendix 1.</p>	<p>During Period 6, Year 11 students are using an alternative zone (science building). Enhanced cleaning of the zone before and after use will be carried out.</p> <p>As of Monday 12 October, the Ullswater room has been assigned to a member of staff. Various year groups are using the room; cleaning schedule is in place and all resources are in year group bubbles.</p>
	Classroom resources	<ul style="list-style-type: none"> Teachers should make sure they wash their hands and surfaces, before and after handling students’ books and any equipment Any equipment used must be cleaned using antibacterial wipes after use by the member of staff in the room (preferably between use). For example: keyboards, interactive whiteboard pens. Mobile whiteboards will be provided upon request. Students and staff should be encouraged where possible not to touch their faces or to put objects in their mouths Classroom based resources can be used and shared within the year group bubble. Resources that are shared between year groups will need to be cleaned frequently. 	<p>Students to bring their own equipment. Resources will be available in classrooms for those that forget – these will be kept within the classroom base so that they are not used by any other group.</p>
	Classrooms and learning environment	<ul style="list-style-type: none"> Students are briefed about the new school rules and routines as a matter of induction for returning to school Classrooms to be used are tidied and decluttered Windows and doors open where possible. Classroom doors will be wedged open Remove equipment and furnishings that are hard to clean items Rearrange classrooms to facilitate as much space as possible between 	<p>All teachers must have seating plans for all of their teaching groups. This has been reinforced to staff.</p> <p>All seating plans have been saved centrally.</p> <p>Reinforce to staff that in the run up to colder months not every window in the classroom needs to be open. Doors should be open. Windows</p>

		seats. <ul style="list-style-type: none"> Each group will be allocated separate classrooms in separate areas as far as possible. Separate entrances/exits as far as possible. Reinforce our current one-way system around the building. 	could be open at break and lunch to allow ventilation.
	Lesson planning & delivery	<ul style="list-style-type: none"> Minimise the number of resources students will be required to use. Teachers need to make best use of interactive whiteboards but ensure only they touch the pen and board. Increased focus on student wellbeing in response to Covid-19 When marking students' work, allowing 48 hours between students touching the book and the teacher marking them would avoid the potential for any contamination to take place. 	Reinforce to staff the need to try to keep 2m apart from students where possible. Any teacher who would like vinyl gloves when marking students' books can request these from buildings.
School organisation	Timetables	<ul style="list-style-type: none"> Minimal movement around the academy with students being in base rooms for the majority of their lessons Staff teaching in specialist rooms will collect students from their base rooms (in Key Stage 3) Key Stage 3 and 4 students will be escorted to break and lunch Assemblies will not take place during this time, other than on students' first day back in September or if they are deemed to be essential Enrichments will not take place during this time Year 11 period 6 will begin Monday 7 September. In line with this, there will be some supervision of lower school students until the end of period 6 There will be no scheduled outdoor learning lessons in term one We will minimise the number of trips and visits in the autumn term 	Students timetabled in designated buildings around the academy.
	Lesson transitions	<ul style="list-style-type: none"> There will be minimal movement of students around the academy, staff will move to teach lessons Transition activities have been arranged for students There will be a high presence of staff during lesson transitions (SLT, HOYs, HODs and intervention staff) Expectations about behaviour will be made clear to students 	
	Start and End of Day	<ul style="list-style-type: none"> Staggered starts and finish for all year groups. 	Three entrance/exits to be used. Barrier in place for Dunstable Road entrance.
	Parental/carer access protocols	<ul style="list-style-type: none"> Parents/carers should not access the school building without prior arrangement – procedures will be shared. Parents/carers are requested not to congregate on academy premises – and to maintain social distancing requirements with staff, other students and parents. Any appointments where adults must meet, must be conducted following social distancing requirements and in well ventilated areas. 	Use of telephone appointments where possible. No home visits to take place in the autumn term unless in case of emergency which would be discussed and agreed with FD.

		<ul style="list-style-type: none"> Parent/carer information to be distributed prior to school opening on first day Other social events, such as Parents Evenings, Christmas Concert etc. will not take place. 	
	Shielded and clinically vulnerable children	<ul style="list-style-type: none"> Extremely clinically vulnerable students to attend unless informed otherwise If students have been advised not to attend, appropriate curriculum home learning activities will be organised. 	As of 22 October we have three students shielding.
	Shielded and clinically vulnerable parents/carers	<ul style="list-style-type: none"> If a child or member of staff lives with someone clinically vulnerable or extremely clinically vulnerable, they can attend the academy as per government guidance. 	
	Children with SEND	<ul style="list-style-type: none"> Review the needs of individual students on returning to the academy and facilitate extra support if necessary. 	
	Individual children's needs	<ul style="list-style-type: none"> Facilitate additional support for vulnerable students if and when required. Ensure a clear approach to support students' emotional development and wellbeing upon return to the academy. 	
	Behaviour policy	<ul style="list-style-type: none"> Behaviour policy has been updated 	
	Attendance	<ul style="list-style-type: none"> Ensure that there is adherence to attendance guidelines as issued by the DfE Absence must be followed up in line with usual school protocols. 	Attendance team to follow up on non-attendance. Follow DfE Guideline re attendance registers, especially regarding codes for those self-isolating.
	Local lockdown	<ul style="list-style-type: none"> In the event of a local lockdown the academy will liaise with the LA, DfE and PHE following their advice regarding the guidance on 'tiers of restriction'. Middlesbrough is subject to "local restrictions" as of Saturday 3 October. 	<p>Tier 1 – sufficient quantities of face coverings (masks and visors) have been purchased to enable the academy to quickly operationalise 'tier 1 restrictions'.</p> <p>Tier 2 – a rota system will be adopted to minimise the number of students on the academy site at any one time.</p> <p>Tier 3 & Tier 4 – in the unlikely event of 'tier 3' and 'tier 4' restrictions are implemented, government guidelines will be followed strictly to ensure a limited student presence onsite. Tier 3 and 4 restrictions will necessitate a greater emphasis on remote learning to ensure continuity of educational provision.</p> <p>See Appendix 2 for additional tiers of restriction information.</p>
Staffing	Shielded and clinically vulnerable adults	<p>Following government guidance:</p> <ul style="list-style-type: none"> Shielding measures will be paused from the 1 August 2020. Therefore, government advice is that those who are clinically extremely vulnerable or clinically vulnerable can return to school in September 2020 Individual risk assessments will be completed for any member of staff in the extremely clinically vulnerable 	<p>Any member of staff concerned about returning to the academy should discuss their concerns with their line manager/Head of School.</p> <p>Risk assessments have been carried out for all extremely clinically vulnerable staff.</p>

		<ul style="list-style-type: none"> If a member of staff lives with someone who is extremely clinically vulnerable or clinically vulnerable they can attend the academy. 	
	BAME staff	<ul style="list-style-type: none"> BAME staff are reported to have increased vulnerability to COVID-19 	Any BAME member of staff with concerns should discuss these with their line manager/Head of School.
	Shortage of staff	<ul style="list-style-type: none"> Shortage of staff in a specific area e.g. teaching staff may restrict ability to operate according to plans. 	We have employed an additional cover supervisor.
	Workload and wellbeing of staff	<ul style="list-style-type: none"> Workload of staff to be managed by senior leaders, particularly the balance of staff teaching time and managing home learning solutions. Clear procedures outlined to HODs in relation to expectations for those requiring home learning Management to promote mental health and wellbeing awareness to staff and offer whatever support they can to help Reference - <ul style="list-style-type: none"> https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress 	<p>Staff encouraged to discuss any concerns with line managers.</p> <p>SCG meeting took place Thursday 1 October.</p> <p>Staff well-being survey to be completed after half-term.</p>
Site	Use of toilets	<ul style="list-style-type: none"> Toilets will be cleaned regularly and students will be encouraged to clean their hands thoroughly after using the toilet Toilets will be deep cleaned each day Toilets will be regularly checked by adults throughout the day. 	Main building: Year 7,8 9 and 10 MFL/Art: Year 11 Science Building: Year 12 and 13
	Health & Safety	<ul style="list-style-type: none"> Ensure all required health & safety checks have been completing prior to opening. Appendix: facilities reopening checklist Ensure current fire plan and lockdown plans are still appropriate under new method of operation 	<p>Make amendments if required.</p> <p>In the event of a fire/fire drill:</p> <ul style="list-style-type: none"> All staff have received fire training Teachers must ensure that the classroom door wedge is kicked away Teachers to be responsible for their groups Take them to the relevant fire assembly point, get them lined up in alphabetical order and take a register Fire marshalls will sweep the building as a back up Fire drill was carried out on 15/16 September 2020. AJ invited feedback and this was shared with all staff
	Increase ventilation	<ul style="list-style-type: none"> When safe and practical to do so (and depending on the weather), windows will remain open 	<p>Classroom doors will be wedged open</p> <p>In the event of an evacuation the member of staff must close the door on leaving</p>
	Transport arrangements	<ul style="list-style-type: none"> Communicate to families, the latest government guidance on travelling to and from the academy 	Croft bus routes will not operate during Autumn term.

	External contractors and visitors	<ul style="list-style-type: none"> Plan arrangements with suppliers and check they are following appropriate social distancing and hygiene measures (for example, food suppliers, grounds maintenance, transport providers), including when in school Contractors should provide their COVID- 19 control risk assessment for review before being allowed to carry out works on school premises Tape to be used to mark the floor to show social distancing positions No visitors on site without an appointment There has been a phased return of community use of the academy. The Community Partnership Director has risk assessments for use of academy facilities. 	<p>Minimise external contractors and visitors.</p> <p>Complete questionnaire on entry to academy reception.</p> <p>Shotton Hall trainees are using the machines in the design and technology department over October half term. Jim McVeigh will be in to supervise and machines will all be thoroughly cleaned.</p>
	Visiting Educational Staff	<ul style="list-style-type: none"> Visits to the academy can be arranged provided the visit is essential for the education, health or wellbeing of the student The visitor must not be showing any symptoms that would require 'self-isolation' under the current government guidance. Peri-music staff and supply teachers will continue to work onsite. All will receive a copy of staff guidelines. 	<p>Pre-arranged appointments only.</p> <p>Complete questionnaire on entry to academy reception.</p> <p>Also include contact information (e.g. email address or telephone number).</p>
Cleaning		<ul style="list-style-type: none"> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods Deep cleaning daily – according to cleaners schedule Regular cleaning of computer, telephones and other hard surface equipment Staff ensure that they clean commonly used equipment in classrooms (such as keyboards, mouse, board pens etc.) with the wipes provided. 	<ul style="list-style-type: none"> Deep clean of all classrooms used by students and shared areas to be completed daily All frequently touched surfaces, equipment, door handles, and toilets used during the day are cleaned thoroughly throughout the day One member of cleaning staff will be on duty during the school day to facilitate this Spot checks will be carried out Staff should regularly clean their computers https://www.prevention.com/health/a31700300/how-to-clean-keyboard/and desks with bacterial wipes. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
PPE		<ul style="list-style-type: none"> In line with government guidance, the majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 meters from others. 	<ul style="list-style-type: none"> Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours Minimal usage expected Additional measures for First Aid see below.
First Aid		<ul style="list-style-type: none"> The school has an adequate number of first aiders within school to provide any first treatment for staff and students. 	<p>Injury treatment</p> <ul style="list-style-type: none"> It is recommended that prior to any first aid intervention that

			<p>the first aid uses PPE, gloves, aprons and if any risk of respiratory droplet a face visor.</p> <p>CPR</p> <ul style="list-style-type: none"> For students it is recommended that rescue breathing & compressions are given as per training. www.resus.org.uk. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. (a one-way face mask is available within the first aid box this MUST be used) alongside the visor which will be provided for each named First Aider. In adults, compression only CPR can be used. After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. <p>PPE training completed by JD Training.</p>
Catering	Students attending the academy	<ul style="list-style-type: none"> Morning break and lunch break to be staggered by year group Break will be in the stated locations and there will be provision for all students. Packed lunches may be brought in from home 	<p>From week beginning 21 September, hot snacks will be provided in all dining areas to all students. Cold packed lunch options will also be available.</p> <p>Rooms to be used are:</p> <ul style="list-style-type: none"> Dining room: Years 7, 8, 9 Dining room 2 and theatre for Years 10 and 11 Baristas and green room for Years 12 and 13 <p>Social distance shields will be installed next to all tills.</p> <p>In the dining room, seating around the tables will be reduced to minimise social contact.</p> <p>Tables and chairs will be sanitised in-between sittings .</p>
Financial	Additional costs	<ul style="list-style-type: none"> Maintain a record of all additional costs incurred due to coronavirus. 	<p>Possibility of reclaim to be explored.</p>