

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

Risk Area	Issue	Control Measures	Comments	Outstanding actions	Risk Rating
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><b>Student taken ill in school:</b></p> <ol style="list-style-type: none"> <li>1. If students develop a temperature and symptoms of COVID whilst at school they should go home</li> <li>2. SLT informed and they collect the student and put them in the isolation room until they can go home</li> <li>3. If students can get a test they should do so. If not, they should return to school when they feel well enough and no longer have a temperature.</li> </ol> <p><b>Staff taken ill in school:</b></p> <ol style="list-style-type: none"> <li>1. Staff leave site for home immediately and follow the guidance as for students.</li> </ol>	<p>Communication to parents, student and all staff via email/staff briefing.</p> <p>Regular reminder letters about COVID and attendance sent to parents.</p> <p>Infrared thermometer will be available in First Aid room to check temperatures of any staff member or student. Temperatures will not be checked as standard procedure.</p>		Medium
		<p><b>Staff/students taken ill away from school:</b></p> <ul style="list-style-type: none"> <li>• Attendance need to follow up student absence</li> <li>• HR follow up staff absence.</li> </ul>		Continue to follow up students/staff that are absent with COVID 19 symptoms.	

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COVID-19 tests	There is no longer the requirement for staff and students to take part in routine home testing. The academy does have a plentiful supply of tests if this is to be reintroduced in the case of a local outbreak.			
Self-isolation	<ul style="list-style-type: none"> <li>In the event of a positive test result, students will need to isolate for 3 days and staff for 5 days.</li> </ul>	<p>HR/Headteacher to keep a record of staff who are self-isolating.</p> <p>Attendance team to keep a record of students who are self-isolating.</p> <p>Follow DfE Guideline re attendance registers.</p>		Medium
COVID vaccinations	<ul style="list-style-type: none"> <li>Have been held on-site in October, December and March.</li> </ul>			
Confirmed COVID cases	<p>All cases need to reported to Middlesbrough Public Health. This has to be done by attendance <a href="https://www.middlesbrough.gov.uk/schoolscases">https://www.middlesbrough.gov.uk/schoolscases</a></p> <ul style="list-style-type: none"> <li>Urgent queries: 01642 729699</li> <li>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.</li> <li>If no DSL / DDSL / First Aider is available on site –the school will contact the Trust to arrange appropriate support / action.</li> </ul>	The academy will no longer inform parents of any cases in the school community.		Medium
Public Health Advice	<p>Public Health Advice should be sought when once of the thresholds are met:</p> <ul style="list-style-type: none"> <li>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul>			

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		All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. This can be done by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern.			
	Social distancing	<ul style="list-style-type: none"> <li>Whilst social distancing has ended in the workplace, some measures will remain in place (such as screens in reception).</li> <li></li> </ul>			High
	Handwashing	<ul style="list-style-type: none"> <li>Hand washing facilities with soap and water are in place.</li> <li>Stringent hand washing must take place.</li> <li>Drying of hands with disposable paper towels and hand dryers will be stressed.</li> <li>Hand sanitisers will be available in any area where washing facilities not readily available.</li> <li>All areas will have lidded bins for disposal of hand towels and tissues.</li> </ul>	<p>Posters displayed around academy.</p> <p>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.</p>	AJ to check on supplies of cleaning products weekly.	Medium
	Ventilation	<ul style="list-style-type: none"> <li>Staff have been reminded of the importance of good ventilation.</li> <li>Classroom doors are to be wedged open.</li> <li>Windows must be open where it is practical to do so.</li> <li>We have received 12 air purifiers. These have been put into classrooms.</li> </ul>	In the event of an evacuation the member of staff must close the door on leaving.		
	Face coverings	<ul style="list-style-type: none"> <li>From 20 January, face coverings are no longer advised for pupils, staff and visitors in classrooms</li> </ul>	The academy has a good supply of visors and face coverings if they are needed.		

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		<ul style="list-style-type: none"> <li>From 27 January, face coverings are no longer advised for pupils, staff and visitors in communal areas.</li> </ul>			
Teaching and learning	Classrooms/ movement around the site	<ul style="list-style-type: none"> <li>Class sizes to return to normal as per government guidelines.</li> <li>Students will move around the academy to different classrooms.</li> <li>All teachers must have seating plans for all classes that they teach.</li> </ul>	<p>The one-way system is constantly emphasised and must be followed.</p> <p>Students are taught how to behave when moving around the site.</p>		Medium
	Classroom resources	<ul style="list-style-type: none"> <li>Teachers should make sure they wash their hands and surfaces, before and after handling students' books and any equipment</li> <li>Students and staff should be encouraged where possible not to touch their faces or to put objects in their mouths.</li> <li>Staff should try to ensure that resources are put away from students in between lessons.</li> </ul>			
	Lesson planning & delivery	<ul style="list-style-type: none"> <li>Increased focus on student wellbeing in response to Covid-19.</li> <li>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.</li> </ul>	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"> <li>Students will be moving around the academy.</li> <li>Doors should be open to allow for ventilation.</li> <li>Period 6, enrichments and detentions are now taking place.</li> <li>Assemblies are taking place.</li> <li>Educational visits are permitted. Requests are to be made following usual academy procedure.</li> </ul>			

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	Lesson transitions	<ul style="list-style-type: none"> <li>The one-way system has been emphasised and will be enforced.</li> <li>There will be a high presence of staff during lesson transitions (SLT, HOYs, HODs and intervention staff).</li> <li>Expectations about behaviour have been made clear to students.</li> </ul>			
	Start and End of Day  Breaks and lunches	<ul style="list-style-type: none"> <li>There are 3 exits to the academy (one for each Key Stage).</li> <li>The end of the day is slightly staggered to allow for an orderly and less crowded departure.</li> <li>Each Key Stage has allocated indoor areas for break and lunch.</li> </ul>	<p>KS3 students are to use the main student gate, KS4 use the gate further along Stockton Road and KS5 can use Dunstable Road.</p> <p>KS3 students use the dining room, KS4 use dining room 2 and the leisure centre and KS5 use baristas and the student union.</p>		
	Parental/carer access protocols	<ul style="list-style-type: none"> <li>Parents/carers should only come into the academy when they have appointments.</li> <li>Parents/carers are requested not to congregate on academy premises.</li> <li>Appointments where adults must meet will be conducted in well ventilated areas as far as is possible.</li> </ul>	<p>Encourage the use of telephone appointments where possible.</p> <p>Attendance related home visits are taking place.</p> <p>SchoolCloud will continue to be used for parents' evenings and Y11 into Y12 and Y9 into Y10 transition meetings.</p>		
	Shielded and clinically vulnerable children	<ul style="list-style-type: none"> <li>As per national guidance, shielding has been paused. We will work with any families who are anxious/concerned about their child attending the academy.</li> </ul>			

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	Shielded and clinically vulnerable parents/carers	<ul style="list-style-type: none"> <li>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.</li> </ul>			
	Children with SEND	<ul style="list-style-type: none"> <li>The needs of individual students will be assessed and extra support will be facilitated if necessary.</li> </ul>			
	Individual children's needs	<ul style="list-style-type: none"> <li>Additional support for vulnerable students will be facilitated if and when required.</li> <li>Ensure a clear approach to support students' emotional development and wellbeing.</li> </ul>			
	Attendance	<ul style="list-style-type: none"> <li>Ensure that there is adherence to attendance guidelines as issued by the DfE.</li> <li>Absence must be followed up in line with usual school protocols.</li> </ul>	The attendance team will follow up on non-attendance and will follow DfE attendance guidance, especially regarding codes.		
	School Events	<ul style="list-style-type: none"> <li>Extra measures will be included for all school events where it is practically possible to do so.</li> </ul>			
Staffing	Shielded and clinically vulnerable adults	<ul style="list-style-type: none"> <li>Following government guidance, shielding has been paused.</li> </ul>	Any member of staff concerned should discuss their concerns with their line manager/Headteacher. We will consider trying to protect CEV and those past 28 weeks of pregnancy in relation to extra-curricular events.		
	BAME staff	<ul style="list-style-type: none"> <li>BAME staff are reported to have increased vulnerability to COVID-19.</li> </ul>	Any BAME member of staff with concerns should discuss these with their line manager/Headteacher.		
	Shortage of staff	<ul style="list-style-type: none"> <li>Shortage of staff in a specific area e.g. teaching staff may restrict ability to operate according to plans.</li> </ul>			

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	Workload and wellbeing of staff	<ul style="list-style-type: none"> <li>• Workload of staff to be managed by senior leaders.</li> <li>• Teams lessons will be offered to all those isolating in an attempt to reduce teacher workload.</li> <li>• Management to promote mental health and wellbeing awareness to staff and offer whatever support they can to help.</li> <li>• Reference - <ul style="list-style-type: none"> <li>○ <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></li> <li>○ <a href="http://www.hse.gov.uk/stress">www.hse.gov.uk/stress</a></li> </ul> </li> </ul>	<p>Staff encouraged to discuss any concerns with line managers.</p> <p>Well-being check ins will be re-launched this half term.</p>		
Site	Use of toilets	<ul style="list-style-type: none"> <li>• Toilets will be cleaned regularly and students will be encouraged to clean their hands thoroughly after using the toilet.</li> <li>• Toilets will be deep cleaned each day.</li> <li>• Toilets will be regularly checked by adults throughout the day.</li> </ul>	<p>Students can now use all student toilets. Post 16 toilets are for Post 16 use only.</p>		
	Health & Safety	<ul style="list-style-type: none"> <li>• Ensure all required health &amp; safety checks have been completed.</li> <li>• Ensure current fire plan and lockdown plans are still appropriate.</li> </ul>	<p>Make amendments if required.</p> <p>In the event of a fire/fire drill:</p> <ul style="list-style-type: none"> <li>• All staff have received fire training</li> <li>• Teachers must ensure that the classroom door wedge is kicked away</li> <li>• Teachers to be responsible for their groups</li> <li>• Take them to the relevant fire assembly point, get them lined up in alphabetical order and take a register</li> <li>• Fire marshalls will sweep the building as a back up</li> </ul>		

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	Transport arrangements	<ul style="list-style-type: none"> <li>Communicate to families, the latest government guidance on travelling to and from the academy.</li> </ul>			
	External contractors and visitors	<ul style="list-style-type: none"> <li>Plan arrangements with suppliers and check they are following appropriate hygiene measures (for example, food suppliers, grounds maintenance, transport providers), including when in school.</li> <li>Continue to try to reduce the number of visitors on site without an appointment</li> <li>The Community Partnership Director has risk assessments for use of academy facilities.</li> </ul>	Minimise external contractors and visitors.		
	Visiting Educational Staff	<ul style="list-style-type: none"> <li>Visits to the academy can be arranged provided the visit contributes to the education, health or wellbeing of the student.</li> <li>The visitor must not be showing any symptoms that would require 'self-isolation' under the current government guidance.</li> <li>Peri-music staff and supply teachers will continue to work onsite.</li> </ul>			
Cleaning		<ul style="list-style-type: none"> <li>There will be frequently cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and the reception area.</li> <li>There will be regular cleaning of computer, telephones and other hard surface equipment.</li> <li>Staff must ensure that they clean commonly used equipment in classrooms (such as keyboards, mouse, board pens etc.) with the wipes provided.</li> </ul>	<ul style="list-style-type: none"> <li>All frequently touched surfaces, equipment, door handles, and toilets used during the day are cleaned thoroughly throughout the day.</li> <li>Staff should regularly clean their computers and desks with bacterial wipes.</li> </ul>		
PPE		<ul style="list-style-type: none"> <li>In line with government guidance, the majority of staff in education, childcare and children's social care</li> </ul>	<ul style="list-style-type: none"> <li>Public Health guidance on the use of PPE (personal protective equipment) to protect against</li> </ul>		

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		settings will not require PPE beyond what they would normally need for their work.	<p>COVID-19 relates to health care settings. In all other settings individuals are asked to practice good hand hygiene behaviours.</p> <ul style="list-style-type: none"> <li>• Additional measures for First Aid see below.</li> </ul>		
First Aid		<ul style="list-style-type: none"> <li>• The academy has an adequate number of first aiders within school to provide any first treatment for staff and students.</li> </ul>	<p>Injury treatment</p> <ul style="list-style-type: none"> <li>• It is recommended that prior to any first aid intervention that the first aid uses PPE, gloves, aprons and if any risk of respiratory droplet a face visor.</li> </ul> <p>CPR</p> <ul style="list-style-type: none"> <li>• For students it is recommended that rescue breathing &amp; compressions are given as per training. <a href="http://www.resus.org.uk">www.resus.org.uk</a>. 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</li> </ul>		

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			<p>be provided for each named First Aider.</p> <ul style="list-style-type: none"> <li>• In adults, compression only CPR can be used.</li> <li>• 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.</li> </ul>		
Catering	Students attending the academy	<ul style="list-style-type: none"> <li>• Students to be in separate inside areas for break.</li> <li>• Lunch breaks to be staggered by year group for the majority of year groups with different facilities to be used.</li> <li>• Students from all year groups will be able to access breakfast club in the dining room.</li> </ul>	<p>Rooms to be used are:</p> <ul style="list-style-type: none"> <li>• Dining room: Years 7, 8, 9</li> <li>• Dining room 2 and sports hall for Years 10 and 11</li> <li>• Baristas and study centre for Years 12 and 13</li> </ul> <p>Social distance shields will be installed next to all tills.</p> <p>Tables and chairs will be sanitised in-between sittings.</p>		
Financial	Additional costs	<ul style="list-style-type: none"> <li>• Maintain a record of all additional costs incurred due to coronavirus.</li> </ul>	Possibility of reclaim to be explored.		

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