

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><b>Reinforce to parents the importance of not sending their child to the academy if they are showing symptoms.</b></p> <p><b>Student taken ill in school:</b></p> <ol style="list-style-type: none"> <li>1. SLT member of staff takes student to designated space (staff room) clear of others</li> <li>2. If a student, adult supervising should wear appropriate PPE if 2m distance cannot be maintained PPE to be kept in staff room</li> <li>3. Parent / carer informed to collect immediately. They will be given guidance on next steps. Logged at reception.</li> <li>4. Testing procedure shared</li> <li>5. Attendance team will follow up</li> </ol> <p><b>Staff taken ill in school:</b></p> <ol style="list-style-type: none"> <li>1. If well enough, staff leave site for home immediately</li> <li>2. Welfare call to be made by HR to ensure testing procedure is being followed.</li> </ol> <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.</p> <p>Label bag with date.</p> <p>If a member of staff takes unwell at school and thinks that they need a COVID test, they still must book a PCR test. Lateral flow tests are to identify asymptomatic cases only.</p>
		<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>	<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</p>

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			<p>been in contact with them and will take advice on any actions or precautions that should be taken</p> <p><a href="https://www.publichealth.england">https://www.publichealth.england</a>.</p>
	COVID-19 tests	<p>As of week beginning 4 January, a mass testing site has been set up in the academy.</p> <p>Staff are being tested weekly from week beginning 11 January and students on site (critical worker children and vulnerable children) will have an initial test and then another test 3-5 days later from week beginning 18 January. There is a separate risk assessment for testing.</p> <ul style="list-style-type: none"> <li>• Tests in the local area are currently readily available for students, staff and families of staff. Postal tests and test kits should only be used when it is difficult to book a test</li> <li>• Test kits are available and should only be offered in exceptional circumstances: <ul style="list-style-type: none"> <li>- Students have developed symptoms while at school</li> <li>- Student may have barriers to accessing a test elsewhere</li> <li>- If the student was sent home without a kit, they would not receive a test at all.</li> </ul> </li> </ul>	<p>We now have 90 PCR home test kits on site.</p> <p>Attendance team to keep a log of distributed tests.</p>
	Self-isolation	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</li> <li>• If staff or students have been a 'close contact' of anybody in their household who has tested positive, they must engage with the 'NHS Test and Trace' system and should self-isolate for 10 days. If they develop symptoms, they should arrange a test</li> </ul>	<p>HR/Head of School 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>
	Confirmed COVID cases	<p>Follow the government guidance. Currently this states that:</p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>Standard letter will be issued following a confirmed case of COVID-19 onsite, with a personalised message from the Chief Executive. 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>

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		<ul style="list-style-type: none"> <li>The academy will inform Middlesbrough local authority: <a href="mailto:testandtraceboro@middlesbrough.gov.uk">testandtraceboro@middlesbrough.gov.uk</a></li> <li>Classroom to be closed until deep clean completed - do not enter sign</li> <li>Class / group environment to be deep cleaned</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 –contact trust to arrange appropriate support / action.</li> </ul>	<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"> <li>We will endeavor to promote the government social distancing measures as per guidance</li> <li>Due to an increase of cases locally the following has been put into place as of 22 October: <ul style="list-style-type: none"> <li>Screens for reception/admin/data team and learning support have been ordered</li> <li>Occupancy notices for offices and workrooms</li> <li>Another walk around the site to ensure that department areas are complying with social distancing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Due to national lockdown, there are currently approximately 70 students on site each day</li> <li>Students are in year group bubbles and do not need to maintain distance from each other</li> <li>Staff are still to maintain their distance from each other and from students</li> <li>Social distancing also to be adhered to in staff room/workrooms. Maximum occupancy displayed on all staff areas</li> <li>In line with the lockdown, there are reduced numbers of staff on site each day</li> <li>Further measures include staff members bringing in own cups, crockery, water bottles etc. and being responsible for ensuring they clean as they go.</li> <li>No face to face meetings will take place during national lockdown</li> <li>Two metre lines/markers are taped out where appropriate</li> <li>Since October half term, screens are now in place in reception, attendance, learning support office and the admin office</li> <li>Enhanced signage is displayed on entrance to and throughout the academy</li> <li>Staff have been reminded that they should not be car sharing with colleagues.</li> </ul>
	Handwashing	<ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>All students to sanitise hands on entrance to allocated building.</li> <li>Drying of hands with disposable paper towels and hand dryers.</li> <li>Hand sanitisers 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>	<ul style="list-style-type: none"> <li>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</li> <li>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</li> </ul>

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			<ul style="list-style-type: none"> <li>• Posters displayed around academy</li> <li>• Posters to be displayed and all staff and students to be shown handwashing videos on correct handwashing procedures</li> <li>• <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></li> <li>• <b>Hand sanitisers will be located</b> 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</li> <li>• Wall mounted sanitisers are ideal however in other locations where not possible a pump 500ml lockable bottle will be used.</li> </ul>
	Face coverings	<ul style="list-style-type: none"> <li>• Staff/students/visitors and contractors must wear face masks in communal areas</li> <li>• Since the start of the January national lockdown, face masks are compulsory for students at all times other than when they are sat down eating or drinking. Staff should be wearing face masks in all communal areas and in classrooms, unless they need to give clear explanations (in which case they must be more than 2 metres away from students and other staff).</li> </ul>	The academy has purchased visors and face coverings.
Teaching and learning	Class zones	<ul style="list-style-type: none"> <li>• Students attending the academy are to remain in year group bubbles to prevent cross contamination between groups</li> <li>• Each group has been allocated an ICT room and will remain in this room</li> <li>• Students are escorted to and from break and lunch and are kept separate from other year group bubbles.</li> </ul>	
	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>• 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.</li> <li>• Mobile whiteboards will be provided upon request.</li> <li>• Students and staff should be encouraged where possible not to touch their faces or to put objects in their mouths</li> <li>• Classroom based resources can be used and shared within the year group bubble.</li> <li>• Resources that are shared between year groups will need to be cleaned frequently.</li> </ul>	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.
	Classrooms and	<ul style="list-style-type: none"> <li>• Students are briefed about the new school rules and routines as a matter of</li> </ul>	There are seating plans for students in the academy.

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	learning environment	<ul style="list-style-type: none"> <li>induction for returning to school</li> <li>Classrooms to be used are tidied and decluttered</li> <li>Windows and doors open where possible. Classroom doors will be wedged open</li> <li>Remove equipment and furnishings that are hard to clean items</li> <li>Rearrange classrooms to facilitate as much space as possible between seats.</li> </ul>	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 could be open at break and lunch to allow ventilation.
	Lesson planning & delivery	<ul style="list-style-type: none"> <li>Staff are delivering lessons remotely. Please see the section on remote learning for more detail.</li> </ul>	
School organisation	Timetables	<ul style="list-style-type: none"> <li>Students are following their timetables remotely</li> <li>Those in the academy are in year group bubble in ICT rooms.</li> </ul>	
	Lesson transitions	<ul style="list-style-type: none"> <li>Students on site are escorted around the building to break and lunch.</li> </ul>	
	Start and End of Day	<ul style="list-style-type: none"> <li>Staggered starts and finish for all year groups.</li> </ul>	
	Parental/carers access protocols	<ul style="list-style-type: none"> <li>In line with the national lockdown, there will be no parent/carers meetings on site. These will be conducted via telephone or online.</li> </ul>	
	Shielded and clinically vulnerable children	<ul style="list-style-type: none"> <li>Extremely clinically vulnerable students should not be attending the academy and should be engaging in home learning.</li> </ul>	
	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>A plan is in place for clear oversight of SEN and vulnerable students.</li> </ul>	
	Individual children's needs	<ul style="list-style-type: none"> <li>See above.</li> </ul>	
	Behaviour policy	<ul style="list-style-type: none"> <li>Behaviour policy has been updated. Guidelines about conduct on Teams lessons have been shared with staff and students.</li> </ul>	
	Attendance	<ul style="list-style-type: none"> <li>Ensure that there is adherence to attendance guidelines as issued by the DfE</li> </ul>	
Staffing	Shielded and clinically vulnerable	<p>Following government guidance:</p> <ul style="list-style-type: none"> <li>Current government advice is that those who are clinically extremely vulnerable should not be at work</li> </ul>	Any member of staff concerned about anything should discuss their concerns with their line manager/Head of School.

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	adults	<ul style="list-style-type: none"> <li>All staff have been asked if they would like to be considered for home working. The Head of School will speak to all clinically vulnerable staff to ensure that they are happy with their current arrangements</li> <li>If a member of staff lives with someone who is extremely clinically vulnerable or clinically vulnerable they can attend the academy.</li> </ul>	
	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/Head of School.
	Shortage of staff	<ul style="list-style-type: none"> <li>Shortage of staff in supervision of the critical worker children/vulnerable children may mean that some staff will have to come on site to supervise these groups.</li> </ul>	
	Workload and wellbeing of staff	<ul style="list-style-type: none"> <li>Workload of staff to be managed by senior leaders, particularly the implications of live Teams lessons</li> <li>Key Stage 3 lessons on a rota to ensure that staff have time to chase missing work and provide good feedback as well as enabling them to be available to supervise critical worker children/vulnerable children</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>	Staff encouraged to discuss any concerns with line managers.
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>	
	Health & Safety	<ul style="list-style-type: none"> <li>Ensure all required health &amp; safety checks are continuously updated following new guidance</li> <li>Appendix: facilities reopening checklist</li> <li>Ensure current fire plan and lockdown plans are still appropriate under new method of operation</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> <li>Fire drill was carried out on 15/16 September 2020.</li> <li>AJ invited feedback and this was shared with all staff</li> </ul>

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	Increase ventilation	<ul style="list-style-type: none"> <li>When safe and practical to do so (and depending on the weather), windows will remain open</li> </ul>	<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"> <li>Communicate to families, the latest government guidance on travelling to and from the academy</li> </ul>	Croft bus routes will not operate during the Spring term.
	External contractors and visitors	<ul style="list-style-type: none"> <li>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</li> <li>Contractors should provide their COVID- 19 control risk assessment for review before being allowed to carry out works on school premises</li> <li>Contractors on site in emergencies only</li> <li>Contractors must complete questionnaire on entry to academy reception.</li> <li>Tape to be used to mark the floor to show social distancing positions</li> </ul>	Academy facilities are currently shut in line with the national lockdown.
	Visiting Educational Staff	<ul style="list-style-type: none"> <li>Any visits to the academy must be in emergency only</li> <li>The visitor must not be showing any symptoms that would require 'self-isolation' under the current government guidance and they must complete the questionnaire on entry</li> <li>Peri-music staff will work from home.</li> </ul>	
Cleaning		<ul style="list-style-type: none"> <li>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</li> <li>Deep cleaning daily – according to cleaners schedule</li> <li>Regular cleaning of computer, telephones and other hard surface equipment</li> <li>Staff 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>Deep clean of all classrooms used by students and shared areas to be completed daily</li> <li>All frequently touched surfaces, equipment, door handles, and toilets used during the day are cleaned thoroughly throughout the day</li> <li>One member of cleaning staff will be on duty during the school day to facilitate this</li> <li>Spot checks will be carried out</li> <li>Staff should regularly clean their computers <a href="https://www.prevention.com/health/a31700300/how-to-clean-keyboard/">https://www.prevention.com/health/a31700300/how-to-clean-keyboard/</a>and desks with bacterial wipes.</li> <li><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>
PPE		<ul style="list-style-type: none"> <li>In line with government guidance, the majority of staff in education,</li> </ul>	<ul style="list-style-type: none"> <li>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates</li> </ul>

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		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.	to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours <ul style="list-style-type: none"> <li>Minimal usage expected</li> <li>Additional measures for First Aid see below.</li> </ul>
First Aid		<ul style="list-style-type: none"> <li>The school 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 be provided for each named First Aider.</li> <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> <p>PPE training completed by JD Training.</p>
Catering	Students attending the academy	<ul style="list-style-type: none"> <li>Morning break and lunch break to be staggered</li> <li>Students are in year group bubbles</li> <li>All breaks and lunches are to take place in the main dining room.</li> </ul>	<p>Reduced choice for students at break and lunch.</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.