

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>Reinforce to parents the importance of not sending their child to the academy if they are showing any of the 3 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 (small meeting 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 small meeting room 3. Parent/carer informed to collect immediately and advised that they need to book a PCR (call to be made by a senior member of staff). Logged at reception and attendance, EDO and safeguarding team are all informed 4. If parents do not take their child for a PCR test the academy has the right to stop the student attending, if it is necessary to protect other pupils and staff from possible infection with COVID-19. <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/cover to ensure testing procedure is being followed. 	<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> <p>Used PPE-to be double bagged in bin and stored in bunker for 72 hours. Bag to be labelled with the date.</p>		Medium

Amended 18 January 2022

		<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. 		Continue to follow up students/staff that are absent with COVID 19 symptoms.	
COVID-19 tests	<p>Staff and students are taking part in home testing twice weekly. Results are recorded on an online system (test register). From Tuesday 11 January, if a lateral flow test is positive then isolation starts immediately, there is no requirement for a PCR (for asymptomatic cases).</p> <p>Staff home tests are for staff use only, not for family use.</p> <p>PCR test kits are available and should only be offered in exceptional circumstances:</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. 	<p>We now have 90 PCR home test kits on site.</p> <p>Attendance team to keep a log of distributed PCR tests.</p>			
Self-isolation	<ul style="list-style-type: none"> • If anyone becomes unwell with COVID-19 symptoms they should arrange a PCR test. • In the event of a positive result they should self-isolate. Lateral flows can be taken from day 5. 2 consecutive negative results (from tests taken 24 	<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>			Medium

Amended 18 January 2022

		<p>hours apart) means that isolation can end. If lateral flow tests continue to be positive, isolation can end after day 10 (as long as the person concerned does not have a temperature).</p> <ul style="list-style-type: none"> • If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the isolation period from the day they develop symptoms. • Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> ○ they are fully vaccinated ○ they are below the age of 18 years and 6 months ○ they have taken part in or are currently part of an approved COVID-19 vaccine trial ○ they are not able to get vaccinated for medical reasons • Instead, they will be contacted by NHS Test and Trace and informed they have been in close contact with a positive case. • New guidance states that all close contacts should take daily lateral flow tests for 7 days. 	Follow DfE Guideline re attendance registers.		
	COVID vaccinations	<ul style="list-style-type: none"> • Have been held on-site in October. • Catch up session took place on 1 December. • Session 2 is booked for 2 March. 			
	Confirmed COVID cases	<p>Follow the government guidance on isolation (as above).</p> <p>All cases need to reported to Middlesbrough Public Health. This has to be done by attendance https://www.middlesbrough.gov.uk/schoolscases</p> <ul style="list-style-type: none"> • Urgent queries: 01642 729699 	The academy will no longer inform parents of any cases in the school community. NHS test and trace will work with the positive case to identify close contacts and will contact them directly.		Medium

Amended 18 January 2022

	<ul style="list-style-type: none"> • 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 –the school will contact the Trust to arrange appropriate support / action. 	Attendance to keep spreadsheet of all suspected cases with outcome of test.		
Public Health Advice	<p>Public Health Advice should be sought when once of the thresholds are met:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>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.</p>			
Social distancing	<ul style="list-style-type: none"> • Whilst social distancing has ended in the workplace, some measures will remain in place (such as screens in reception). • All staff have been asked to maintain social distancing where possible including in: classrooms, staff work rooms and in meetings. • The academy has asked all staff who have been identified as a close contact (but who do not need to isolate) to be especially careful when following social distancing. 			High
Handwashing	<ul style="list-style-type: none"> • Hand washing facilities with soap and water are in place. • Stringent hand washing must take place. 	Staff and students to be reminded on a regular basis to wash their hands	AJ to check on supplies of	Medium

Amended 18 January 2022

		<ul style="list-style-type: none"> • Drying of hands with disposable paper towels and hand dryers will be stressed. • Hand sanitisers will be available in any area where washing facilities not readily available. • All areas will have lidded bins for disposal of hand towels and tissues. 	<p>for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Staff and students are 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.</p> <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>	cleaning products weekly.	
	Ventilation	<ul style="list-style-type: none"> • Staff have been reminded of the importance of good ventilation. • Classroom doors are to be wedged open. • Windows must be open where it is practical to do so. • CO2 monitors have been used to test the air quality in classrooms. As a result, we have applied for 4 air purifiers. 	In the event of an evacuation the member of staff must close the door on leaving.		
	Face coverings	<ul style="list-style-type: none"> • Face coverings are now to be worn in all classrooms and all communal areas unless staff/students or visitors are exempt. 	<p>The academy has a good supply of visors and face coverings if they are needed.</p> <p>Visors are not to be used as an alternative to face masks, if there is</p>		

Amended 18 January 2022

			a government recommendation to wear face masks.		
Teaching and learning	Classrooms/ movement around the site	<ul style="list-style-type: none"> • Class sizes to return to normal as per government guidelines. • Students will move around the academy to different classrooms. • All teachers must have seating plans for all classes that they teach. • For tutorial, students will be in year group zones throughout the academy. 	<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"> • Teachers should make sure they wash their hands and surfaces, before and after handling students' books and any equipment • Students and staff should be encouraged where possible not to touch their faces or to put objects in their mouths. • Staff should try to ensure that resources are put away from students in between lessons. 			
	Lesson planning & delivery	<ul style="list-style-type: none"> • 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. 	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"> • Students will be moving around the academy. • Doors should be open to allow for ventilation. • Period 6, enrichments and detentions are now taking place. • Assemblies are currently not taking place. • Educational visits are now permitted. Requests are to be made following usual academy procedure. 			
	Lesson transitions	<ul style="list-style-type: none"> • The one-way system has been emphasised and will be enforced. 			

Amended 18 January 2022

		<ul style="list-style-type: none"> • There will be a high presence of staff during lesson transitions (SLT, HOYs, HODs and intervention staff). • Expectations about behaviour have been made clear to students. 			
Start and End of Day	Breaks and lunches	<ul style="list-style-type: none"> • There are 2 entrances and 3 exits to the academy (one for each Key Stage). • The end of the day is slightly staggered to allow for an orderly and less crowded departure. • Each Key Stage has allocated indoor areas for break and lunch. 	<p>KS3 students are to use the main student gate, KS4 use the gate further along Stockton Road and KS5 can use either on a morning.</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"> • Parents/carers should only come into the academy when it is necessary to do so. • Parents/carers are requested not to congregate on academy premises. • Appointments where adults must meet will be conducted in well ventilated areas as far as is possible. 	<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"> • As per national guidance, shielding has been paused. We will work with any families who are anxious/concerned about their child attending the academy. 			
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"> • The needs of individual students will be assessed and extra support will be facilitated if necessary. 			

Amended 18 January 2022

	Individual children's needs	<ul style="list-style-type: none"> • Additional support for vulnerable students will be facilitated if and when required. • Ensure a clear approach to support students' emotional development and wellbeing. 			
	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. 	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"> • The feasibility of school events will be assessed seeking advice from both the local authority and public health Middlesbrough. • Extra measures will be included for all school events where it is practically possible to do so. 			
Staffing	Shielded and clinically vulnerable adults	<ul style="list-style-type: none"> • Following government guidance, shielding has been paused. 	Any member of staff concerned about returning to the academy 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"> • 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/Headteacher.		
	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. 			
	Workload and wellbeing of staff	<ul style="list-style-type: none"> • Workload of staff to be managed by senior leaders. • Teams lessons will be offered to all those isolating in an attempt to reduce teacher workload. 	Staff encouraged to discuss any concerns with line managers.		

Amended 18 January 2022

		<ul style="list-style-type: none"> • 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 	Well-being check ins will be re-launched this half term.		
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. 	Students can now use all student toilets. Post 16 toilets are for Post 16 use only.		
	Health & Safety	<ul style="list-style-type: none"> • Ensure all required health & safety checks have been completed. • Ensure current fire plan and lockdown plans are still appropriate. 	<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 		
	Transport arrangements	<ul style="list-style-type: none"> • Communicate to families, the latest government guidance on travelling to and from the academy. 			
	External contractors and visitors	<ul style="list-style-type: none"> • Plan arrangements with suppliers and check they are following appropriate hygiene measures (for example, 	Minimise external contractors and visitors.		

Amended 18 January 2022

		<p>food suppliers, grounds maintenance, transport providers), including when in school.</p> <ul style="list-style-type: none"> • Contractors should provide their COVID- 19 control risk assessment for review before being allowed to carry out works on school premises. • Continue to try to reduce the number of 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. 			
	Visiting Educational Staff	<ul style="list-style-type: none"> • Visits to the academy can be arranged provided the visit contributes to 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. • Peris staff have home tests. Supply staff may have been conducting lateral flow tests at home (supplied by the agency). 			
Cleaning		<ul style="list-style-type: none"> • 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. • Deep cleaning will be conducted daily according to the cleaners' schedule. • There will be regular cleaning of computer, telephones and other hard surface equipment. • Staff must 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. 		

Amended 18 January 2022

			<ul style="list-style-type: none"> Staff should regularly clean their computers and desks with bacterial wipes. 		
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. 	<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 practice good hand hygiene behaviours. Additional measures for First Aid see below. 		
First Aid		<ul style="list-style-type: none"> The academy 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 the first aid uses PPE, gloves, aprons and if any risk of respiratory droplet a face visor. <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 		

Amended 18 January 2022

			<p>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.</p> <ul style="list-style-type: none"> • 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. 		
Catering	Students attending the academy	<ul style="list-style-type: none"> • Students to be in separate inside areas for break. • Lunch breaks to be staggered by year group for the majority of year groups with different facilities to be used. • Students from all year groups will be able to access breakfast club in the dining room. 	<p>Rooms to be used are:</p> <ul style="list-style-type: none"> • Dining room: Years 7, 8, 9 • Dining room 2 and leisure centre for Years 10 and 11 • Baristas and study centre for Years 12 and 13 <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"> • Maintain a record of all additional costs incurred due to coronavirus. 	Possibility of reclaim to be explored.		

Amended 18 January 2022