

COVID-19 MANAGEMENT risk Assessment (v9) as at 17.11.2020

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| Academy | Duke's Aldridge Academy | | | | | |
| Site | Duke's Aldridge Academy | Location | Tottenham, London | | | |
| Subject of Assessment | Reopening of Academy for the new academic year Sept 2020 under COVID19 restrictions (update to 'Reopening of Academy during COVID19 outbreak v7' and the 'COVID Keyworker and Vulnerable children' assessment Apr '20) | | | | | |
| Assessed by | Monica Duncan Sarah Davies | Date | 17.11.2020 | Review date | 20.12.2020 | |
| Details of workplace/activity | Ensuring the safety and welfare of all staff, students and wider community who may be affected by the return to school of all students under the COVID19 guidelines set out by the Government, DfE guidance and related information | | | Persons Affected (Who may be harmed) | | |
| | | | | All children and staff within the Academy and those affected by their actions, including the wider community | | |
| Hazards and Risks | Existing Control Measures | | | Risk Level (Very High, High, Medium, Low) | Further Actions √/X (If √ See Actions) | |
| <p>This assessment has already taken in to account the continuing operating norms such as fire safety, general staff training in relation to health and safety, safeguarding requirements and planned and reactive premises management.</p> <p>This assessment has been completed with reference to the Governments publication on 2 July 2020 & below), the NASUWT Full Opening risk assessment & various other stakeholders: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> | | | | | | |
| 1. | <p>Hazard: Partaking in school activities</p> <p>Risk: infection / cross contamination</p> | <ul style="list-style-type: none"> - Physical activities; pupils are kept in their consistent bubble (group) - Prioritise use of outdoor spaces for PE or use large, well ventilated indoor spaces if not available - No contact sports or sports where sharing of equipment is required. - The PE department have undertaken a specific multi games risk assessments (where the assessment is ongoing and changes during the activity due to circumstances) to | | | Low | x |

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| | | accommodate social distancing for various activities. - Changing areas are not being used; students remain in their school uniform, changing only their school shoes to trainers. - Use of sanitiser pre and post activity is enforced - The indoor gyms remains closed. - No external coaches are being used. - All used equipment is cleaned in between bubble groups | | |
| 2. | <p>Hazard: 1st Aid; reduced or lack of 1st aid provision and being unable to respond to a medical emergency.</p> <p>Increased risk of infection.</p> <p>Risk: Infection / cross contamination</p> | <p>Academy has adequate supplies of 1st aid equipment (including resuscitation shields), PPE (gloves, fluid repellent face masks / face shields, goggles, aprons) and biohazard response kits for use by 1st Aiders when undertaking 1st aid on staff, student or visitor with suspected or present covid signs and symptoms.</p> <p>All staff will be provided with a visor if they wish.</p> <p>Hand washing is vital even after using gloves.</p> <p>https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering</p> <p>COVID advice for 1st Aid responders;</p> <p><i>If you are required to perform cardiopulmonary resuscitation (CPR), you should adopt appropriate precautions for infection control using PPE provided</i></p> <p><i>In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxia arrest (cardiac arrest not due to lack of oxygen).</i></p> <p><i>Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.</i></p> <p><i>If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.</i></p> | Low | ✓ |

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| | | <p><i>Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the NHS website.</i></p> <p>Link below to the Governments 1st aid responder's advice;</p> <p>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>Health and Safety Executive First aid certificate extensions</p> <p>https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p> <p>If you hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus, you may qualify for an extension until 30 September 2020.</p> <p>This applies to both First Aid at Work (FAW) and Emergency First Aid at Work (EFAW)</p> | | |
| 3. | <p>Hazard: Lack of social distancing and increased contact</p> <p>Risk: Increased risk of infection</p> | <ul style="list-style-type: none"> - Year group bubbles will be implemented with staggered start and finish times, breaks and lunch times to reduce contact and interaction across the academy - Year group bubbles will have designated areas within the playground to have their break and lunch time; these have been identified. - There will be sufficient time for cleaning areas in-between bubbles / groups e.g. breaks & lunch times, specialist class rooms etc - Staff rather than students are to move from lesson to lesson to minimise movement. All staff will be allocated a trolley to move their books and resources around the academy, as well as a lift key. - To avoid congestion in corridors etc, teachers are leaving the classrooms first, with the students remaining seated. Pastoral staff are then supporting the lesson change over. Once students are seated in their classroom, teachers are informed that they can join the class. - Staff are required to maintain social distancing requirements and staff must refrain from taking unnecessary risks. All staff are required to wear a mask in communal | Medium | |

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| | | <p>areas, unless they are exempt.</p> <ul style="list-style-type: none"> - Faculty offices have been reviewed to ensure social distancing is in operation, removing unnecessary furniture if required. - A list of vacant rooms are to be publicised to staff so that they are aware of where they can go to mark or log on etc and to avoid overcrowding in faculty offices. - Students and staff to wash hands before and after lunch and breaks and as frequently as possible for 20 seconds. Sanitiser available where these facilities are not available - Supervision of toilet areas to prevent overcrowding and increased risk of contact - Catering contractors continue to implement their COVID operational strategy and priority will be given to cleaning contact points, including tables in the dining areas. - Catering contractors must comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u>. | | <p>✓</p> <p>✓</p> |
| 4. | <p>Hazard: Lack of general hygiene and infection</p> <p>Risk: Risk of cross infection/contamination of COVID19 due to inadequate control and management</p> | <ul style="list-style-type: none"> - Staff and students are required to wear a face covering in communal areas. Posters are to be displayed to remind staff and students of this. Teaching staff are ensuring that students are wearing their masks at the end of the lesson, this is followed up by Pastoral staff ensuring in communal areas. - The school are selling disposable and reusable masks to any student who does not have on. Text messages have been sent home to remind parents of the necessity for students to be wearing a mask. - Strict hygiene measures are applied throughout the school - Hand and respiratory hygiene posters are posted up around the academy and should be followed by all students and staff - Washing hands / hand hygiene and applying good respiratory practises at all times is critical - Any student experiencing Covid-19 symptoms will need to be isolated onsite and the procedure detailed within this assessment followed. - Any staff member experiencing Covid-19 symptoms will be required to leave site immediately and required to book a test through the government's online portal (further guidance is detailed within this assessment) - Academy will reduce the student movement around the school as much as is practicable to reduce the risk of the virus being spread and to enable effective cleaning using the year group 'bubble' concept; staff will move around the school rather than students. - Cleaning of point of contact areas remains the priority ie door handles, taps, tables, surfaces, backs of chairs, etc. Contract Cleaners will undertake this throughout the day, supported where needed and where possible by the Academy staff | Medium | x |

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| | | <ul style="list-style-type: none"> - Students and staff must wash their hands prior to break and lunch. - Electronic / digital pads, signing in screens should not be used - Ensuring doors and windows are open where possible to allow for natural ventilation (bearing in mind fire safety or safeguarding) - Where mechanical ventilation is present the recirculatory systems cannot be adjusted to full fresh air and therefore the system cannot be used. - Other types of air conditioning systems can continue to be used - Lidded bins will be placed in each bubble; 'catch it, bin it, kill it' approach shared - Bins for tissues will be emptied throughout the day - Hand dryers can be used - Direct mouth to spout drinking fountains have been taken out of use. Students will be required to bring their own water bottle to school, as well as a breaktime snack. - Each room will have a supply of tissues - Cleaning materials are available in all classrooms and office areas. Access to be controlled by the teacher. This will be the usual standard hard surface cleaning products, such as antibacterial wipes. This is to be used if necessary and as required by the individual teacher - Hand sanitiser is available to supplement handwashing facilities around the academy. - Staff can request a face visor, should they wish. - Judicium (the Trusts health & safety consultants) have produced a new elearning training module that provides general information on hygiene & infection control within an education environment. All staff will be sent a link to this 'Control of Infection' module & will be required to complete this training prior to the academy opening in September 2020. - Following the notification of 2 positive cases from students in Year 7 and Year 8, the school was closed on 10th and 11th September 2020 to allow for a deep clean to be undertaken using specialist cleaning products by the cleaning provider, Nviro. - Following advice from Public Health England, the school reopened to all Year groups on Monday 14th September 2020, with those classified as close contacts self-isolating for 14 days. | | |
| 6. | <p>Hazard: Inadequate staff to student ratios</p> <p>Risk: lack of supervision and injury</p> | <p>The Academy will assess the staff and pupil / student ratios on site. The Principal / SLT will make an informed decision whether suitable numbers of staff are available to safely accommodate the students.</p> | Medium | * |

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| 7. | <p>Hazard: Working and learning in close proximity to each other</p> <p>Risk: Spread of virus</p> | <p><u>Government Guidance on Face Coverings in Education (Aug 26 2020)</u></p> <p>This is an overview; full details are available via the link below. Each Academy should consider their specific circumstances to assess whether the use of face coverings should be implemented using the Governments guidance;</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>https://www.gov.uk/government/collections/guidance-for-schools-coronavirus</p> <p><u>General approach to face coverings</u></p> <p>The World Health Organisation published a statement on 21 August about children and face coverings. They now advise that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.”</p> <p>Nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of control, applicable to all education environments, provides additional mitigating measures. Schools and colleges will have the discretion to require face coverings in communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances.</p> <p>Examples of where education leaders might decide to recommend the wearing of face coverings - for pupils and staff - in communal areas of the education setting include:</p> <ul style="list-style-type: none"> • where the layout of the school or college estate makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises • where on top of hygiene measures and the system of controls recommended in the full opening guidance to schools and FE colleges and providers, permitting the use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school or college | Medium | |
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It is vital that that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on [how to put on, remove, store and dispose of face coverings](#) in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

Where local restrictions apply

Consistent with WHO’s new advice, schools and colleges should take additional precautionary measures in areas where the transmission of the virus is high. These areas are defined as [areas of national government intervention](#). In these local intervention (lockdown) areas, in education settings where Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.

Access to face coverings

It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to [make a simple face covering](#).

However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs.

No-one should be excluded from education on the grounds that they are not wearing a face covering.

Exemptions

Some individuals are [exempt from wearing face coverings](#). For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or

impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.

Governments guidance for opening in September 2020

The full 'Guidance for full opening of schools' is available via the link below. It contains further information on curriculum elements that are not included in this risk assessment and that Principals should be aware of.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Essential measures outlined in the above Government guidance includes:

- a requirement that people who are ill should stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school or college and wherever possible minimise potential for contamination so far as is reasonably practicable. This includes staff areas and office environments.

Actions to reduce contacts and contamination will include, where practicable:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff

System of controls

In accordance with the Governments requirements, this is the set of actions education Academy's must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the Academy - as per Academy's current arrangements
2. As England has entered a national lockdown on 5th November 2020, the guidance states that face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain.
3. Clean hands thoroughly more often than usual – as per Academy's current arrangements
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach - as per Academy's current arrangements
5. Continue with enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach - as per Academy's current arrangements
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate PPE eg 1st aid situations or when and where identified and usually required for specific students - as per Academy's current arrangements

Numbers 1 - 5 must be in place in all Academy's, all the time - as per Academy's

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| | <p>current arrangements.</p> <p>Number 6 must be properly considered and Academy's must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances and procedures are in place.</p> <p>Response to any infection:</p> <p>8. Engage with the NHS Test and Trace process</p> <p>9. Manage confirmed cases of coronavirus (COVID-19) amongst the Academy's community</p> <p>10. Contain any outbreak by following local health protection team advice.</p> <p>Numbers 8 - 10 must be followed in every case where they are relevant.</p> <p>Prevention</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the Academy</p> <p>Ensuring that pupils, students, staff and other adults do not come into the Academy if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the day is sent home, are essential actions to reduce the risk in Academy's and further drive down transmission of coronavirus (COVID-19).</p> <p>All schools must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the Academy becomes unwell with a new, continuous persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow <u>'Stay at home: guidance for</u></p> | | |
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households with possible or confirmed coronavirus (COVID-19) infection , which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).
 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 a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of PPE guidance.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19:

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| | <p><u>cleaning of non-healthcare settings guidance.</u></p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus</p> <p>2. Where recommended, use of face coverings in schools</p> <p>The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances.</p> <p>In particular, schools that teach years 7 and above may decide to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors.</p> <p>Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.</p> <p>Where local restrictions apply</p> <p>Consistent with WHO’s new advice, schools and colleges should take additional precautionary measures in areas where the transmission of the virus is defined as either high or very high under the local COVID alert level framework. Information on the local COVID alert level can be found in the full list of local COVID alert levels by area guidance.</p> <p>When an area moves to the local COVID alert level ‘high’ or ‘very high’, in education settings where year 7 and above are educated, face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach,</p> | | |
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| | | <p>it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.</p> <p>When an area moves to the local COVID alert level 'high' or 'very high', schools and colleges will need to communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances.</p> <p>Exemptions Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> • cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p>Access to face coverings It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering.</p> <p>However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs.</p> <p>No-one should be excluded from education on the grounds that they are not wearing a face covering.</p> <p>Safe wearing and removal of face coverings Schools should have a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain</p> | | |
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| | | <p>circumstances. This process should be communicated clearly to pupils and staff.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>Further guidance on face coverings</p> <ul style="list-style-type: none"> • Safe working in education, childcare and children's social care provides • Face coverings in education settings <p>3. Clean hands thoroughly more often than usual – as per current arrangements</p> <p>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – as per current arrangements</p> <p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (except children under the age of 11), when attending a hospital as a visitor or outpatient, or when in a shop or a supermarket.</p> <p>5. Introduce enhanced cleaning, including cleaning frequency touched surfaces often using standard products, such as detergents and bleach – as per current arrangements</p> | | |
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| | | <p>Points to consider and implement:</p> <ul style="list-style-type: none"> • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms and shared areas that are used by different groups ○ frequently touched surfaces being cleaned more often than normal ○ toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it <p>Public Health England has published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.</p> <p>6. Minimise contact between individuals and maintain social distancing wherever possible</p> <p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Academy will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle is reducing the number of contacts between children and staff. This is achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the Academy to distance, the lay out of the Academy, and the feasibility of keeping distinct groups separate while offering a broad curriculum.</p> <p>Points to consider and implement:</p> <p>How to group children</p> <p>Consistent groups reduce the risk of transmission by limiting the number of children, young people and staff in contact with each other to only those within the group. Maintaining distinct groups or bubbles that do not mix makes it quicker and easier in the event of a</p> | | |
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| | <p>positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, Academy's may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p> <p>Academy's should assess their circumstances and look to implement 'bubbles' of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists.</p> <p>Academy's should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'.</p> <p>Groups should be kept apart from other groups children and young people that are able should be encouraged to keep their distance within groups. Academy's with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.</p> <p>When using larger groups, the other measures from the system of controls become even more important to minimise transmission risks and to minimise the numbers of pupils and staff who need to self-isolate. We recognise that younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <p>Both the approaches of separating groups and maintaining distance are not 'all or nothing' options and will still bring benefits even if implemented partially. Academy may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the</p> | | |
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| | | <p>network of possible direct transmission.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the timetable and specialist provision but should minimise the number of interactions or changes wherever possible. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</p> <p>Measures within the classroom</p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>When staff, children or young people cannot maintain distancing, the risk can also be reduced by keeping pupils and students in the smaller, class-sized groups described above.</p> <p>All desks have been moved to ensure that pupils' sit side by side and facing forwards, rather than face to face or side on, and any unnecessary furniture has been moved out of classrooms to make more space.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools, and must ensure that they understand that they must minimise contact and maintain as much distance as possible from other staff. This includes Specialists, therapists, clinicians and other support staff for pupils with SEND who should provide</p> | | <p style="text-align: center;">✓</p> |
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interventions as usual, following Covid-19 hygiene procedures established in school.

Specific risk assessments are in place for practical subjects being offered; e.g. Drama.

Measures elsewhere

Groups should be kept apart, meaning that the Academy should avoid large gatherings such as assemblies or collective worship with more than one group; no large gatherings will take place at Duke's which involve the mixing of year group bubbles.

When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, avoid creating busy corridors, entrances and exits. Consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups); year group bubbles will be kept to their specific classrooms which will minimise movement between corridors and mixing of bubbles. Each year group bubble will have their own entrance and exit onto the site and a designated area within the playground. Break and lunchtimes will be staggered.

Review shared staff spaces to help staff to distance from each other. Use of staff rooms should be minimised, although staff will still have a break during the day; the staff room has had the furniture removed from the area and more appropriate furniture is in its place to ensure and promote social distancing.

In the canteen, all round tables have been removed and replaced with oblong tables to allow students to sit facing forward.

A Perspex screen has been installed in the reception area.

Refer to updated Government guidance (26.08.2020) regarding the use of face coverings.

Measures for arriving at and leaving the Academy

Given the pressures on public transport services it may be necessary to work with local authorities so that they can identify where it might be necessary to provide additional

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| | | <p>dedicated school transport services, including in places where these services do not currently operate. The government is currently evaluating this position and will set out next steps shortly.</p> <p>Where travel patterns allow consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave. Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing or staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. Communicate this effectively to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the gates and otherwise coming onto the site without an appointment is not allowed. Parents/carers will be informed of the timings of the day in communication sent home.</p> <p>Parents/carers and pupils should be encouraged to avoid using public transport and walk to school where possible; this will be reiterated in communication sent home.</p> <p>The process for removing face coverings when pupils, students and staff who use them arrive at the Academy will be clearly communicated i.e. not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children’s social care provides more advice. Information will be included in communication sent home.</p> <p>No parents or external visitors will be allowed on site.</p> <p>Other considerations</p> <p>Some children and young people with SEND (whether with EHC plans or on SEN support) will need specific help and preparation for the changes to routine that these measures will involve, so staff should plan to meet these needs, for example using social stories.</p> | | |
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| | | <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between Academy's. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Visitors to the site, such as contractors, provided with guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors.</p> <p>As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff.</p> <p>Equipment and resources; individuals will be required to bring in their own equipment and resources, there will be no sharing of resources as cleaning can not be undertaken. Pupils and teachers are not able to take books or shared resources home.</p> <p>7. Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. Refer to '1st aid' section of assessment.</p> <p>Response to any infection</p> <p>8. Engage with the NHS Test and Trace process</p> <p>Academy understands the NHS Test and Trace process and how to contact their Public Health England health protection team and will ensure that staff and parents and carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms - staff and pupils must not come into the Academy if they have symptoms, and must be sent home to self-isolate if they develop them when at the Academy - all children and young people can be tested, including | | |
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| | | <p>children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the <u>NHS website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The Government are providing every school & academy with 10 home testing kits that they can give directly to parents/carers collecting a child or young person who has developed symptoms at their Academy, or staff who have developed symptoms at work, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p>By the autumn term, Academies will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child or young person who has developed symptoms at their Academy, or staff who have developed symptoms at work, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p>Academy will ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> • If someone begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test which delivers a negative result, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the <u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> and must self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they | | |
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do not have symptoms other than cough or loss of sense of smell or taste (this is because a cough or anosmia can last for several weeks once the infection has gone - the 10-day period starts from the day when they first became ill - if they still have a high temperature, they should keep self-isolating until their temperature returns to normal, and other members of their household should continue self-isolating for the full 14 days)

9. Manage confirmed cases of coronavirus (COVID-19) amongst the school and college community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate the school’s call to the local health protection team. The health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with the academy to guide them through the actions required. Based on the advice from the health protection team, Academy must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with an infected individual.

- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support this the Academy will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 6 of system of control). Academy does not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their Academy immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period) - their household should self-isolate for at least 14 days from when the symptomatic person

first had symptoms, following 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Academy should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

Schools and Childcare settings now have to inform the Self Isolation Service Hub as part of the NHS Test and Trace of any staff (adults only) identified as a close contact of a positive case (this is only staff who will be self-isolating for 14 days). It is critical that all settings inform this hub on 020 3743 6715 as soon as close contacts have been identified (and every time thereafter).

10. Contain any outbreak by following local health protection team advice

If the Academy has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. With the Academy implementing the controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole Academy closure based on cases within the Academy will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in an Academy is

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| | | <p>confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole Academy if necessary, in line with routine public health outbreak control practice.</p> <p>Wider public transport</p> <p>Government expects that public transport capacity will continue to be constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum.</p> <p>It will be necessary to take steps to both depress the demand for public transport and to increase capacity within the system. Academy has a critical role to play in supporting collaboration between all parties - providers, local authorities, parents and pupils and should work with partners to consider staggered start times to enable more journeys to take place outside of peak hours, where practicable.</p> <p>Parents, staff and pupils are encouraged to walk or cycle to school if at all possible. Consider using 'walking buses' (a supervised group of children being walked to, or from, school), or working with their local authority to promote safe cycling routes. For some families, driving children to school will also be an option.</p> <p>The Department for Transport is asking local authorities to:</p> <ul style="list-style-type: none"> • urgently work with schools to survey parents on their typical routes to school and potential alternatives • consider a range of options for shifting demand for public transport onto other modes • consider using traffic demand management approaches in order to ensure that children are able to attend school from the start of the autumn term <p>Travel patterns, the availability of vehicles, the length of journeys undertaken, and other local pressures on public transport vary significantly. The government recognises the challenge but is confident that if all available options are considered by all parties it will be</p> | | |
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| | | <p>possible to reduce demand and ensure transport is available for those who need it most.</p> <p>Families using public transport should refer to the safer travel guidance for passengers.</p> <p>Pupils who are shielding or self-isolating</p> <p>The majority of pupils and students will be able to return to school for the new Academic year. Schools should note that:</p> <ul style="list-style-type: none"> • a small number of pupils and students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • shielding advice for all adults and children will pause on August 1, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19) - this means that even the small number of pupils and students who will remain on the shielded patient list can also return to their Academy, as can those who have family members who are shielding • if rates of disease rise in local areas -- children and young people (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below) • some pupils and students are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment) - see advice from Royal College of Paediatrics and Child Health <p>School workforce</p> <p>The Government have worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this specific guidance for school settings. The PHE and DHSC endorsed system of controls outlined in this document sets out the measures that school leaders and all school staff should follow when planning for full return</p> | | |
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| | | <p>in September.</p> <p>Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.</p> <p>As a result, on current evidence, PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments. Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced, and shielding measures will be paused from 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. It is therefore appropriate for teachers and other school staff to return to their workplace setting. Accordingly, we expect that staff who need to will attend school.</p> <p>From 1 August, wider government policy on going to work is expected to change, with employers to be given more discretion about where staff work. Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate.</p> <p>All staff should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in part 5 of the 'Prevention' section.</p> <p>School leaders should explain to staff the measures the school is putting in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for staff to return to schools.</p> <p>If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or at increased comparative risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable</p> | | |
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Staff who are clinically vulnerable

Clinically vulnerable staff can return to school in September. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.

This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 5 of the 'Prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

Staff who are pregnant

Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).

The Royal College of Obstetrics and Gynaecology (RCOG) has published [occupational health advice for employers and pregnant women](#). This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](#), which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to school in September as long as the system of controls set out in this guidance are

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| | | <p>in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>Supporting staff</p> <p>Governing boards and education leaders should have regard to staff work life balance and wellbeing. The Trust have several measures available to its staff to support its staff.</p> <p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the support available can be found in the guidance on extra mental health support available for pupils and teachers. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>Staff taking leave</p> <p>Many staff will want to take a holiday over the summer period, which may involve travelling abroad. The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. See the latest guidance on quarantine.</p> <p>The Principal made it clear with staff before the end of the summer term that staff are expected back to work in the autumn term and if there is a risk regarding where staff are travelling to, the Principal should be informed as soon as possible.</p> <p>Where it is not possible to avoid a member of staff having to quarantine during term time, education leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p> <p>Educational visits</p> <p>Government continue to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings.</p> | | |
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In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the [health and safety guidance on educational visits](#) when considering visits.

Academy will review the use of outdoor spaces in the local area to support delivery of the curriculum, using their usual trips and visits procedures.

Extra-curricular provision

Breakfast and after-school provision will not be implemented at the start of the autumn term and this decision will be reviewed at regular intervals, following Government guidance.

Curriculum, behaviour and pastoral support

This section in the Governments guidance document, sets out some key principles and expectations for curriculum planning. The full requirements, as set out in the link below, will be referred to and reviewed by the Principal.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Physical activity in schools

Please refer to the section 1 of this document which relates to PE in school.

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| | | <p>Pupil wellbeing and support</p> <p>Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with complex needs. Some may need support to re-adjust to their educational Academy; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return.</p> <p>Department for Education, PHE and NHS England are hosting a <u>free webinar for school and college staff on 9 July</u>. This will set out how to support returning pupils and students, and a recording will be available to access online afterwards. This includes hearing from experts on the impacts of the pandemic on pupils’ mental wellbeing and recovery techniques, and from education leaders about the actions they have been taking. A recording of this is available at <u>https://youtu.be/MYmBLnSQh3M</u> & includes experts discussing the impacts of the pandemic on pupils’ mental wellbeing and recovery techniques, and education leaders discussing the actions they have been taking.</p> <p>The Whole School SEND consortium will be delivering some training and ‘how-tos’ for mainstream school teachers (including free insets and webinars) on supporting pupils with SEND to return to their mainstream school after the long absence, and on transition to other settings. Details of future training sessions are held on the <u>events page</u> of the SEND Gateway. You can opt to join Whole School SEND’s <u>Community of Practice</u> when you sign up for an event to receive notifications about future training and resources as they are published.</p> <p>The Academy has reviewed the home school agreement which considers how to communicate rules or policies clearly and consistently to staff, pupils and parents, settings clear, reasonable and proportionate expectations of pupil behaviour, including the consequences are for poor behaviour and deliberately breaking the rules - how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules. This will be communicated to students and staff in September.</p> | | |
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| | | <p>Contingency planning for outbreaks</p> <p>Process in the event of local outbreaks</p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide on which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual Academy to follow the health advice. Information on this process will be provided in due course.</p> <p>The Principal has been attending the weekly secondary Headteacher forum which is attended by Public Health and the Local Authority and will be made aware of any pending arrangements.</p> <p>Contingency plans for outbreaks</p> <p>In the event of a local outbreak, the PHE health protection team or local authority may advise the Academy to close temporarily to help control transmission and the Academy contingency plan for this eventuality may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p> <p>The full 'Guidance for full opening o schools' document is available via the link below. It contains further information on curriculum elements that Principals should be aware of. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> | | |
| 8. | <p>Hazard: Infection rate and controlling spread of COVID</p> <p>Risk: Increasing numbers of</p> | <p><u>Back to school: School leaders communication pack</u></p> <p>The Government have created a communications pack with materials to help schools inform and reassure parents who are preparing for their children's return to school. The pack includes leaflets, images and videos to share with parents on the importance of regular handwashing, advice on travelling to and from school and templates for you to tailor for your Academy.</p> | Medium | x |

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| students and parents | <p>These resources are available to download https://coronavirusresources.phe.gov.uk/schools-/resources/</p> <p>Parents are encouraged to visit gov.uk/backtoschool for information and practical guidance to help them plan for their children’s return to school. This includes our latest update to the guidance for parents and carers on what they need to know about early years providers, schools and colleges in the autumn term.</p> <p>Local Lockdown requirements</p> <p>In the event that there is a local lockdown the Academy will cooperate with the required local measures as set by the Government and local health protection teams in order to maintain the safety of its staff, students and the wider community.</p> <p>Full year bubbles implemented to reduce person to person contact;</p> <ul style="list-style-type: none"> • Principal to plan the timetable and stagger student’s year group bubble start and finishing time to avoid as far as is reasonably practicable, large numbers of students and parents congregating in, around and outside the school • Consider the use of public transport and this may be impacted • Anyone using public transport is required to wear a face covering (see below) • Traffic management to be reviewed where possible and social distancing implemented to limit the number of students arriving, leaving and waiting together. Those collecting students by car should not leave their car <p><u>Groupings in secondary schools</u></p> <ul style="list-style-type: none"> - Staff can operate across classes to deliver the timetable, but they should stay at the front of the class and maintain a distance of 2m from pupils and colleagues where possible - If it is possible to be able to deliver the full range of curriculum subjects, consider smaller bubbles - Students will be grouped in year bubbles; Duke’s will have 5 bubbles; one for each year group from Year 7 to Year 11. - Keep pupils in one bubble separate from pupils in another where possible | | |
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| | | <ul style="list-style-type: none"> - Ask pupils to keep their distance from each other where possible - Reduce the sharing of rooms and social spaces where possible - Clean subject specific rooms between bubbles - Ensure good ventilation at all times - Reinforce hand and respiratory hygiene at all times. <p>Staff & students who choose to wear a face covering are allowed to do and must follow the procedure for putting on & removing their face mask as per the Governments guidance. The wearing of face coverings will be required under local lockdown procedures & where an Academy considers the use of face coverings in communal areas will further reduce the risk of infection. Staff are aware that the Academy's PPE supplies are primarily for the safety of those undertaking 1st aid, who remain the priority.</p> <p>Any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings</p> <p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their Academy must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p> <p>The following guidance will help staff and students understand how to make, wear and remove a face covering effectively.</p> <p>https://www.gov.uk/government/news/face-coverings-to-become-mandatory-on-public-transport</p> <p>DfE guidance on PPE</p> <p>The occasions where PPE is needed are for children whose care "routinely already involved the use of PPE due to intimate care needs" or if a youngster becomes unwell with coronavirus symptoms and needs "direct care until they can return home", where a face mask should be worn by the supervising adult if a distance of two meters cannot be</p> | | |
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maintained, with gloves, goggles and an apron worn if contact is necessary.

Links below to Public Health England (PHE) guidance on putting on and removing PPE safety;

putting on PPE safely and Removing PPE safely

Link below is a video clip on putting on and removing PPE

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

Refer to the Trusts HR guidance and document in relation to staff welfare; **Guidance on Key Staffing Issues Arising from Re-integrating Staff Back into the Workplace'**

Principles for staff (Gov.uk guidance)

- Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.
- Clean your hands more often than usual - with running water and soap for 20 seconds and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Use the 'catch it, bin it, kill it' approach.
- Avoid touching your mouth, nose and eyes.
- Clean frequently touched surfaces often using standard cleaning products - wetting the surface first before wiping it over
- Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
- Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it,

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| | | bin it, kill it' etc. including by updating your classrooms displays with posters. <ul style="list-style-type: none"> • Prevent your class from sharing equipment and resources (like stationery). • Keep your classroom door and windows open if possible for air flow. • Limit the number of children from your class using the toilet at any one time. • Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms. • Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take. | | |
|--|--|---|--|--|

ACTION PLAN
(Additional Control Measures Required/Recommended Actions)

| Hazards and Risks | | Recommended Actions |
|--------------------------|---|---|
| | 1 st Aid; reduced or lack of 1 st aid provision and being unable to respond to a medical emergency. | First aid training to be arranged as soon as guidance permits. |
| | Hazard: Lack of social distancing and increased contact Risk: Increased risk of infection | Faculty offices to be reconfigured to ensure social distancing is maintained. List of vacant rooms to be publicised to teachers so they are aware of rooms available to them should they need to mark etc. |

Please note:

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.*

Any further actions identified should be completed before the assessed task is carried out.

Supplementary information;

This risk assessment template sets out the known hazards and importantly controls that have been advised either by the Government/DfE, Public Health England (PHE), NHS (safe practice) or good practice (unions and Judicium). Some are suggested measures that may be or may not be applicable to your Academy and specific education Academy. The Principal, with support of SLT and the Academy support teams, should use this information to formulate a plan / safe procedure that fits their Academy.

The following links provide further details of Government advice, DfE guidance and information on the management and control measures under COVID19 conditions.

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- [Governments collection of guidance for schools coronavirus](#)
- [Guidance for 1st Aid responders and others](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [Covid19 decontamination in non healthcare settings](#)
- [SEND risk assessment guidance](#)
- [Public Health England resource centre posters and a social media pack for schools;](#)
<https://coronavirusresources.phe.gov.uk/Symptoms/resources/posters/>
<https://coronavirusresources.phe.gov.uk/schools-/resources/>

- **Department for Education coronavirus helpline**

The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents and young people can contact this helpline as follows:

Phone: 0800 046 8687

Opening hours: 8am to 6pm – Monday to Friday and 10am to 4pm – Saturday and Sunday

If you work in an Academy please have your unique reference number (URN or UK PRN) available when calling the helpline.

Personal Protective Equipment (PPE) including face covering and face masks:

Wearing a face covering or facemask in academies or other education settings is **not** recommended. They are mandatory when travelling on public transport.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport. This **does not apply** to schools or other education settings. Academies should therefore not require staff, children and learners to wear face coverings. However, staff who choose to wear a face covering are allowed to do so. Staff should be aware that the Academy's PPE supplies are primarily for the safety of those undertaking 1st aid.

Where staff maybe required to wear PPE eg in 1st aid instances, they should know how to safely put on and take off PPE. The following links provide guidance on how to do this safely. Public Health England links to [putting on PPE safely](#) and [Removing PPE safely](#)

PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routinely already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way
- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their Academy and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Where PPE is required, the following is a general checklist for PPE management:

- Communicate suitable information to pupils, parents and carers on what to expect in relation to staff wearing additional PPE
- Ensure training is provided to the relevant staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (Videos and guidance is available)
- Ensure a maintained stock of all identified items of PPE, including a contingency surplus, is available to ensure that the identified additional controls can be sustained throughout the phased return period and into full occupation of each school building until such a time that control measures can be reviewed and reduced accordingly.

Social distancing and reducing contact and contamination

Academies should work through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices

- Frequent cleaning of high use contact points
- Minimising contact and mixing of groups including staff rooms

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, **only mix in a consistent group** and that **groups stays away from other people** and groups.

Public Health England (PHE) is clear that if we can achieve this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered. Brief, transitory contact, **such as passing in a corridor, is low risk.**

Additional considerations for planning to re-open schools (June 2020) to more students and staff:

The NASUWT has provided some additional information for its members that schools could consider, these are outlined below and on the following link: <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/full-reopening-of-schools/full-reopening-of-schools-england.html>

The school should consider further measures and areas during the completion of the initial risk assessment and as the assessment is reviewed during the daily occupation of the school at this time. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs, taking into account staff who have underlying medical conditions (as defined in government guidance) and the availability of supply staff to cover any vacancies or long-term absences.

Individual risk assessments for specific pupils should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of students who previously were not assessed to need one. This may include the following students:

- Pupils who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
- Potentially violent pupils, especially those with known risk of spitting and or requiring physical restraint.

The SEN coordinator and other affected staff should be consulted when reviewing or writing such assessments.

Transport arrangements:

Transport to and from school should be assessed if provided by the school or if managed by the school team. Face coverings are required for anyone (some exceptions apply) using public transport or Academy transport. Consider if adjusting start times should be adjusted to accommodate staff and students getting to school safely and liaise with the local transport provider.

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

Covid-19 Testing:

Everyone over the age of 5 who has signs and symptoms of COVID19 can apply for a covid-19 test on the government portal or the Academy can arrange the test on their behalf: <https://www.gov.uk/apply-coronavirus-test>

For further information regarding this assessment please refer to your Academy Health and Safety lead or you Judicium health and safety consultant.