

Coronavirus (COVID-19) Risk Assessment Tool

Academy: Oakway Academy				Location(s)/Site(s): Oakway Academy							
Carried out by: Claire Byron				Date: 13.07.20							
Review Dates:	13.09.20	08.10.20	22.10.20	30.10.20	04.11.20	29.11.20	15.12.20	31.12.20	3.1.21	5.1.21	8.3.21
15.3.21											

Travelling to and From the Workplace		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>School Staff</i> <i>Students and families</i></p>	<p>Discourage staff and students from using public transport where possible. Encourage staff to cycle or walk to work where practical and safe to do so. Encourage students/families and children to time their journey to and from school to avoid congregating at entrance or exit points into school. Provide guidance to staff who have no option other than using public transport:</p> <ul style="list-style-type: none"> Check with transport provider for latest travel advice Allow sufficient time for the journey – some routes may have reduced capacity Purchase e-tickets or use contactless methods where possible, Wear face coverings in enclosed public spaces, Carry anti-bac wipes and/or hand sanitiser, Maintain social distancing of 2 metres where possible, Wipe tables or trays when finding a seat, Maintain good levels of ventilation e.g. open windows if possible, Avoid eating, drinking or touching the face while travelling, Wash your hand for 20 seconds on entry into workplace. <p>If two or more staff need to travel together in vehicles:</p> <ul style="list-style-type: none"> Encourage them to remain in teams and avoid crossover with other groups, Travel with windows open where possible, Do not face each other, Clean the inside of the vehicle regularly, particularly regular touch points (handles etc), Wear disposable gloves when refuelling, Wash your hands for 20 seconds on entry into the work place. <p>Consider measures to accommodate staff whose journey times might be increased, such as adjusting shifts or rotas.</p>	<ul style="list-style-type: none"> Shared expectations with staff when using public transport Face covering are now mandatory when using public transport from 15 06 20, shared with staff on 06 06 20 via email along with Government guidance, share with families via the weekly newsletter w/c 08 06 20: https://www.gov.uk/government/news/face-coverings-to-become-mandatory-on-public-transport Letter sent to parents on 31.12.20 for 1 adult per family to bring children onto site and face coverings worn by all adults whilst on site. Reminders sent to parents via newsletter 26.2.21 of expectations on site including the wearing of face coverings and parking considerably near site. Informing Cherry Ave will reopen. Updated guidance from Gov.uk shared on weekly Post for staff 27.11.20 and Newsletter no.9 for families: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Info shared around the safe use of face covering for staff in weekly post 27.11.20: https://www.which.co.uk/reviews/face-masks/article/face-mask-using-guide-how-to-wear-store-and-wash-your-face-covering-properly-aQkvZ8U4ytu7 15/3/21 - All staff to wear face masks when walking around the corridors and in communal areas where passing each other at 2m distance may not be possible plus a visor if

		<p>they wish. This is a change from just wearing a visor. This is following latest guidance from DFE on 12/3/21.</p> <ul style="list-style-type: none"> • Reminders about expectations for staff and encouragement of use of alternative transport where needed will be shared during training on 3rd September 2020 • Update on Government guidance sent to staff via email and parents via letter on 31.12.20. Forms survey sent to all staff to acknowledge understanding of the new guidance. • https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021 • Staggered start and end of the day times will allow to extra travel times. • Staff to wash or sanitise hands on entry and exit to site. • Parents of older children who will walk to and from school on their own will be given advice from the academy about the need to socially distance. • Parents of older children to be encouraged to walk to the academy alone where appropriate • Letter sent to parents on 31.12.20 to state that children in Y456 will walk on site alone, 1 parent per household to bring children on site and face covering must be worn by adults whilst on site. Staff rota to be adapted to ensure effective monitoring of children on KS2 playground. • Air conditioning units will be used to circulate fresh air in the Library, two classrooms and the Welfare office • High windows in classrooms will be opened to ensure natural ventilation but to minimise a draught • Internal doors will be propped open to aid the flow of air. External doors in classrooms may be propped open where safe to do so and particularly when classrooms are not in use to increase ventilation • Government updated advice 26.11.20 around ventilation shared on weekly post with staff 27.11.20, extract below: <i>(8. Keeping occupied spaces well ventilated natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background) ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating</i>
--	--	--

		<p>throughput of air.</p> <ul style="list-style-type: none"> Families will be reminded that children should wear their school uniform including a fleece jumper to ensure children can maintain a comfortable level of warmth throughout the day Heating levels will be reviewed by site team regularly to ensure comfortable temperatures are maintained whilst ventilation is increased, particularly during colder weather. 4A and 4B classes to enter and leave via 4C and 4D class doors at the start of the day and end of day to prevent parents gathering outside their doors where space is limited to maintain 2m social distancing. Year 5 children drop off and collect from football pitches (lower playground) and Year 4 lower playground near climbing frame (old Y5 line ups). This is to prevent these year group crossing over when walking in/out of building.
of Arriving at, Moving around and Departing the Workplace		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>All Staff</i> <i>Students and families</i> <i>Visitors</i> <i>Contractors</i></p>	<p>Consider arrangements for storage of additional cycles, clothing, helmets and accessories used by staff.</p> <p>Consider staggering arrival and departure times to minimise congestion at entrances and exits.</p> <p>Provide clear signage and guidance for students/families to follow when social distancing at the start and end of the school day.</p> <p>Provide additional/mobile hand washing facilities or sanitising stations at entry / exit points.</p> <p>Instruct staff, students and visitors to wash their hands on arrival and on departure.</p> <p>Review signing in procedures, including the use of pens, registers and other touch points (e.g. Reception complete sign in book for visitor).</p> <p>Review the need for touch pads or keypads at entry points. If unavoidable, arrange frequent cleaning, provide anti bac wipes and provide facilities for users to wash or sanitise their hands after use.</p> <p>Consider one-way systems of travel, particularly where there are narrow routes around school. Include clear instructions about walking single file, being distanced and using the LHS.</p> <p>Identify pinch points and hotspots where people could pass within 1 metre of each other – Rearrange and/or remove furniture as necessary. Furniture, where possible should be organised in rows facing the front.</p> <p>If necessary, provide floor-markings, external and internal signage and distancing markers.</p> <p>Review the use and capacity of lifts – Reduce the maximum number of users if necessary.</p> <p>Review induction arrangements for any new/temporary staff. This must include reading and signing for the Child Protection Policy and Staff Code of Conduct.</p>	<ul style="list-style-type: none"> Bike racks available for children and adults to store bikes. Gates open earlier and for longer periods, to avoid congestion Senior leaders and site staff will be present on the gates and at all drop off and collection points to encourage social distancing and to remind families of the control measures in place, including all adults wearing face coverings from 4.1.21 whilst on site. Staggered starts will minimise congestion at pinch points throughout the site. At pinch point families and children can walk past one another at a 1m distance. This has been updated following National Lockdown (5.1.21) and due to maximum of 170 KW/V children on site, the school day will return to 9am-3.15pm (8.30am-3.15pm KWs only) for all children. Reminder in newsletter to parents of staggered start & end times including map. 26.2.21 Directing parents & staff to re-watch reopening video available on website & link sent in newsletter via ParentMail 26.2.21 Parents have been asked to wait at drop off and collection times 2m apart and this will be supervised by a member of

		<p>staff. Signage around the playground to remind parents has been increased from October 2020. Face covering posters have been added to site from 4.1.21.</p> <ul style="list-style-type: none"> • Children’s lining up spots have been separated` by at least 2m from the next class on the playground • Bubbles lining up spots are at least 2m apart from one another to avoid mixing • Teachers to dispense a measure of hand sanitiser to all children when greeting and dropping off their children to their spots for hand cleaning on entry and exit • Signs throughout the site in various places and clear markings on the floor to show 2m social distance. • 6 handwashing stations to be situated in the classroom spaces with no direct access to a sink to aid regular hand washing. • Staff to sign in via card scanner, register printed by admin in event of evacuation • Teachers to use SIMS registers from September in line with usual attendance recording. Whilst in National Lockdown (5.1.21) teachers will be given whole year group paper registers and JB will upload these to SIMS every morning. A view to using an electronic version will be started as soon as all KW/V groups finalised. • Inventory system to be used by visitors for signing in. Antibacterial wipes to be provided for cleaning in between. • All visitors to complete a health declaration and return to main reception. All visitors to receive a COVID measures leaflet to read prior to accessing the site. • External keypad door to have antibacterial wipes which are to be used on entry after touching the key pad. Staff expectations be reminded on 1st September 2020 training day • Pinch points throughout the site have been identified and high traffic areas have been blocked off, specifically the Quiet Area in KS2 playground • Inductions for new members of staff to be carried out via teams or other. Electronic signatures to be created for all new members of staff. • Cherry Avenue gates are reopened to provide another entry point to the academy thus reducing the footfall through the Hemmingwell gates. Cherry Avenue gates
--	--	--

		<p>timer has been reset to mirror the prolonged times of the staggered starts.</p> <ul style="list-style-type: none"> • Hemmingwell Gate to be opened and locked manually with member of staff manning the gate at all times that it is open (LTS / Admin / SLT)
--	--	---

Visitors, Contractors and Receipt of Deliveries		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i> <i>Visitors</i> <i>Contractors</i> <i>Cleaners</i></p>	<p>Postpone or reschedule visitors and contractors where practical.</p> <p>Review arrangements scheduled contractor visits. Consider rescheduling if practical.</p> <p>Review maintenance and testing regimes.</p> <p>Where possible, schedule maintenance work and contractors outside normal working hours to reduce contact with staff.</p> <p>Ensure that staff are aware of how to spot any symptoms of COVID-19.</p> <p>Send out communications to visitors and contractors in advance where practical.</p> <p>Review signing in and induction procedures for visitors and contractors.</p> <p>Introduce a health questionnaires and self-declaration form for visitors and contractors.</p> <p>Ensure that visitors and contractors are aware of current hygiene requirements. Consider using signage or leaflets in entrance area.</p> <p>Provide hand sanitiser at signing in and/or require visitors and contractors to wash their hands on arrival.</p> <p>Review reception area layouts, remove unnecessary furniture and displays to create additional space.</p> <p>Remove magazines and other items from reception areas, which might be touched by visitors.</p> <p>Regularly clean down surfaces which visitors or contractors may have touched.</p> <p>Consolidate deliveries where possible. Consider wiping down external packaging before handling.</p> <p>Review delivery/goods in points to minimise contact. Arrange drop-offs where possible.</p> <p>Erect screens for reception personnel, and methods of reducing contact.</p> <p>Minimise contact by requiring drivers to remain within their vehicles where possible and safe to do so.</p>	<ul style="list-style-type: none"> • Any visitors to follow the school's procedures and routines for hygiene and handwashing. • No non-essential contractors to be on site or in the buildings. • Essential workers to be escorted around site, following 2m social distancing. • Adults to be signed in by Admin team. Paper register to be kept and to be used in the event of an evacuation • Expectations for safe working to be shared via leaflet • Health declaration to be signed and posted into box outside main reception to declare they and their household members are symptom free • All visitors to wash hands in meeting room on entry and on exit or to use hand sanitiser. • All visitors requested to sign in to the premises using the NHS QR code reader which will be situated at main reception • Contractors to use hand sanitiser stations on site when moving between spaces. • External agency staff working with children to provide their own organisation risk assessment for review to ensure COVID 19 safe measures are in place for their working practise • Glass screen to be closed at all times on Main Reception. • Any deliveries to be left behind main reception doors and 2m distance to be kept

General Workplace Precautions		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i></p> <p><i>Visitors</i></p> <p><i>Contractors</i></p>	<p>Nominate key staff with specific responsibilities and duties.</p> <p>Regularly monitor Government guidance, and issue regular bulletins and updates to staff.</p> <p>Ensure that only staff who cannot work from home attend the premises.</p> <p>If staff must attend the work premises, review work patterns, rotas and shifts to minimise the number of people who come into contact with each other.</p> <p>Review procedures for job-sharing and handovers – Arrange remote or virtual handovers where possible.</p> <p>Implement an “Essential Meetings only” Policy.</p> <p>Postpone or cancel meetings or gatherings which could create unnecessary contact or manage remotely.</p> <p>If face to face meetings are unavoidable, ensure 2-metre distancing throughout.</p> <p>Instruct staff to follow good hygiene practices (Hand washing etc), and issue regular reminders.</p> <p>Display instructions, posters and notices about the ‘system of controls’ around school. Provide information on websites/intranet sites.</p> <p>Ensure plentiful supplies of hand soap etc within wash rooms. Review stocks and procurement arrangements in anticipation of increased demand and reduced supply.</p> <p>Introduce additional hand washing/sanitising units or stations at entrance and exit points.</p> <p>Ensure that waste bins etc are emptied regularly.</p> <p>Consider non-touch bins (pedal bins etc.).</p> <p>Review cleaning regimes. Introduce additional cleaning of access control points, door handles, handrails, taps, toilets, telephone handsets, keyboards, and other frequently-touched surfaces. Utilise existing cleaning staff or employ contract cleaners.</p> <p>Provide facilities for potentially contaminated waste to be double-bagged and quarantined for 72 hours before disposal.</p> <p>Encourage good housekeeping and clear desks so that surfaces can be cleaned.</p> <p>Review procedures for cleaning and estates staff. Provide additional gloves and PPE if necessary.</p> <p>Encourage staff to discuss any concerns with their line manager, particularly if they have any underlying health issues or concerns regarding at-risk family, relatives and cohobitees.</p> <p>Consider risks to any staff who might be at increased risk due to weakened immune systems or other health issues.</p> <p>Follow procedures for responding to a member of staff reporting that they have developed coronavirus symptoms at work, and ensure that they communicated to all necessary staff.</p> <p>Implement policy for those with symptoms to be tested asap.</p> <p>Review emergency and evacuation procedures to check that they are not compromised by COVID-19 adjustments and arrangements.</p> <p>Consider other areas where there is greater level of pupil adult interaction that may need screens. This could include canteen areas or pastoral areas.</p>	<ul style="list-style-type: none"> All staff have been directed towards the new National Lockdown guidance and regarding work and personal life expectations via the weekly post on 06.11.20 and via email 04.11.20. Parents have been directed towards the new National Lockdown guidance via the weekly newsletter on 06.11.20. All staff have attended Teams meeting to implement what school looks like for KW/V children after National Lockdown announcement (4.1.21). Contingency guidance below. https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities All staff have been directed towards the updated re-opening guidance in the weekly Post on 27.11.20 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Site supervisor, SLT and admin staff to have training of specific duties. Staff expectations to be shared on video conference and through documentation. Check understanding and consult with staff via Teams Surveys HAT and Oakway leaders share most up to date guidance through email and on website and through via child friendly video ‘Bubbles’ created and all staff aware of which adults and children are in their bubbles. Staff also aware of staggered start times and when they need to be in work. As from 5.1.21 ‘Bubbles’ are small groups of no more than 10 children from EY-Y6. All previous ‘bubble’ expectations should be adhered to, including not sharing spaces or resources. Job shares to be part of the same ‘bubble’ throughout working week. Staff meetings, phase meetings, teams meetings or any other essential meetings to be carried on Teams, or

		<p>surfaces to be cleaned on entry and exit in rooms where meeting has taken place. 2m rules to apply.</p> <ul style="list-style-type: none"> • Expectations about handwashing and hand sanitising to be shared. Poster reminders to be displayed around school in shared areas, hand sanitising stations, toilets and rest areas. • Business manager to complete weekly audit of cleaning products and secure procurement with suppliers for enhanced supplies • Staff emptying used water from mobile sinks to wear disposable gloves or marigolds to ensure good hygiene practices are in place • Cleaners to empty all bins, waste and other at the end of each day and dispose of. • Email sent 3.1.21 to all staff to ensure all Norse lunches are placed in black bins provided by them and collected for disposal at the end of lunch. • As from 6.1.21, lunches will be left in Lodge and LTS/TAs can collect and distribute to class bubbles. • BAME and extremely clinically vulnerable staff and pregnant members of staff have had 1:1 conversations with KP and risk assessment completed to mitigate any additional risk for these members of staff. These are to be reviewed w/c 4.1.21 in line with updated Government guidelines on 30.12.20. https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021 • During National Lockdown Clinically Extremely Vulnerable staff to work from home during from 05.11.20 until 03.12.20. Northamptonshire moved to Tier 4 on 26.12.20 and Clinically Extremely Vulnerable staff to work from home until further guidance. CEV to work at home from 5.1.21 until further notice as part of National Lockdown – extended to 31.3.21 • All staff to complete Forms questionnaire to indicate their vulnerability and indicate their understanding and adherence to the mitigations in place at Oakway Academy on 04.11.20. Updated Forms questionnaire completed by staff following the Government updates on 4.1.21.
--	--	--

		<ul style="list-style-type: none"> • Updated forms questionnaire to be sent to staff 26.2.21 to confirm have read revised risk assessment prior to full reopening. • Main details of expectations within the risk assessment have been sent to parents in newsletter 26.2.21 • Pregnant members of staff over 28 weeks gestation to have their risk assessment reviewed weekly and decisions made about working beyond 28 weeks to be made by on case to case basis, with complications in pregnancy and current local risk levels being taken into account. Pregnant members of staff who are in a bubble with a confirmed case will self-isolate for two weeks even if they have not been in direct contact with the case. • If anyone in the academy becomes unwell with a new, continuous 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 advised to follow 'stay at home: guidance for 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). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. • If a child in the setting becomes unwell, they will be removed to the Hygiene Room with connected toilet where they can be monitored and supported until they are collected by their parents or carers, in Room 5. • They will be taken there by a member of SLT or site staff wearing PPE and they will be supported by the same person until the parent arrives • A fluid-resistant surgical face mask 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 disposable gloves, a disposable apron and a fluid-resistant surgical face mask 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 face visor should also be worn.
--	--	--

		<ul style="list-style-type: none"> • The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace. • The isolation room will receive a deep clean • Hygiene waste of suspected or confirmed cases to be double bagged and kept in lidded bins. Appropriate PPE, gloves, aprons and sanitising wipes to be used. Separate external bin for hygiene waste, black lidded bin, not currently in use to be used and not collected until 72 hours have passed. • The rest of the group will be moved into an empty space (Arena, Lodge or Hang out Hut) until their room can have a deep clean by a member of staff in PPE, disposable gloves, a disposable apron and a fluid-resistant surgical face mask • All SLT know how to silence and reset alarm. Assembly point is the field for all adults and children. • If children signed out early, complete usual sign out book, kept in Square. • Evacuation and lockdown routine is explained to children and practised in the first week back each day • Radios to be held in SLT office, Arena and Lodge for clear communication • All staff have option to take part in regular lateral flow testing at home from 31.1.21. 54 staff are taking part in this twice weekly with results being reported via Microsoft Teams & NHS. KP maintaining log of all results from staff. Staff also reporting any positive results to line managers. • Onsite pre-school staff have been included in Oakway lateral flow testing from 24.2.21. All staff trained and provided with risk assessment. • Dolce kitchen staff also taking lateral flow tests from 14/3/21 • All staff who have worked from home during 3rd lockdown to be offered testing kits to start from 7.3.21 to ensure returning staff are negative on return on 8.3.21.
--	--	---

--	--	--

Office and Teaching Areas		
Persons at Risk	Possible Precautions	Actions Taken
<p>Staff Visitors Contractors</p>	<p>Review room layouts and rearrange desks and workstations to enable children to face towards the front. Where possible desks should help keep at least 1m distance.</p> <p>Implement back-to-back or side-to-side working (rather than face-to-face) wherever possible.</p> <p>Staff should try and keep their distance from students and stay at least 2metres from other adults.</p> <p>If necessary, introduce screens or physical separation between staff and/or visitors.</p> <p>Staff to ensure children have their own supply of basic stationary.</p> <p>Educational equipment used by students with the group should be cleaned regularly. Where equipment is used between groups is must be cleaned every time before its use with a new group.</p> <p>Review use of copiers, printers, trollies and other shared office equipment. Restrict use and instruct staff to wipe down before and after use.</p> <p>Consider arrangements for storage, collection and distribution of stationery and supplies.</p> <p>Review post-handling – Avoid repeated and cross- touching.</p> <p>If necessary, introduce additional sanitising stations at key locations.</p> <p>Encourage good housekeeping and clear desks so that surfaces can be cleaned.</p> <p>Provide additional tissues and soap/sanitiser in each area.</p> <p>Avoid the use of hot-desks e.g. in staffrooms or PPA rooms. If not possible, then provide wipes and other cleaning materials for IT or furniture.</p> <p>Provide additional equipment (screen, docking station, keyboard, mouse etc.) where necessary to avoid sharing.</p>	<ul style="list-style-type: none"> • Children and staff will be organised into Class bubbles of no more than 10 KW/V children. The majority of adults will work solely within their class group bubble, however, a few adults will also work across bubbles but maintained strict social distancing and hygiene measures to mitigate the risk of cross contamination. Ensure adults do not mix between bubbles unless necessary for the education of children. • Classroom layouts have been reviewed and in all classroom spaces for Y2-Y6 desks face forwards and are in rows with 1m distance where possible and maximum distance where this is not possible. As from 5.1.21, chairs have been removed so up to 10 children per class bubble are set up with 2m distance, where possible. • From 8.3.21 all classrooms from Y2-6 to be returned to accommodate full capacity of children as per Sept 20 reopening. • Photos added to transition booklets to share will all children and families. • EY areas do not have desks, but large rugs. Carpet spots will be used to help the children to distance as far as possible in an arrangement where they are side by side or in rows facing forwards depending on the lesson • Classrooms have been arranged so that when teaching from the front of the classroom teachers can distance by at least 2m from the children. Teachers to wear their face visor for times when they need to working within a 2m distance of a child. Teachers should NOT wear a face mask but instead use a visor when working with children and not socially distancing. • All staff to wear their face visors / or face masks at all times when supporting on the playground, when covering gate duties at drop off and collection points

		<ul style="list-style-type: none"> • 15/3/21 - All staff to wear face masks when walking around the corridors and in communal areas where passing each other at 2m distance may not be possible plus a visor if they wish. This is a change from just wearing a visor. This is following latest guidance from DFE on 12/3/21. • Individual phonics, writing, maths and stationary packs have been created which contain resources each child needs for basic lesson support. These will move with the child when allocated a class bubble (5.1.21). • If equipment used such as; Laptops and photocopiers to be wiped down before and after use with provided antibacterial wipes. Staff to inform admin to ensure supply of these are available at all times. • Classrooms and all hard surfaces to be deep cleaned at the end of each day. • Communal spaces eg; office, PPA room, Dens and sharing teaching spaces to be cleaned by staff using them at the end of their session. Site Supervisor to clean the Dens hard surfaces an additional time during the school day. Email to staff to update use of communal spaces on 31.12.20. This to include EY, Y1 and Y2 to use classroom spaces instead of Dens, Y3 and Y5 to use Den 2 (Studio). Y4 and Y6 to use Den 1. • As from 6.1.21, EY Nest, Y1/Y2/Y3 use Studio Den, Y4/Y5/ Y6 to use Den for 8.3.21 reopening. • All staff working in shared offices to be spaced at least 2m distance from one another, marking on the floor to indicate seating positions where necessary. Rota created on 5.1.21 to minimise this further. KP to be based in CB room. Welfare team that are in school split between both Welfare rooms. JH/LM to move to Room 8. • From 8.3.21 all admin staff to be back on site working. • Only CEV staff to remain at home. Welfare team remain split across 2 offices to maintain distancing. • AP office to be kept to 2 members of staff working – third staff member to work with CB in her office. • All staff to ensure chairs are no closer than the spots used on the floor to ensure social distancing within offices.
--	--	--

		<ul style="list-style-type: none"> • Each bubble to be allocated a box of toys to be used in their outdoor space and/or in classroom which are to be cleaned daily with soap by the LTSs. As of 6.1.21, these are further split into Class Bubbles for each year group to minimise cross contamination. • Teaching spaces and offices to have access to antibacterial spray and cloths for regular wiping of tables and hard surfaces throughout the day as required. • All tables and hard surfaces to be wiped with provided antibacterial spray and cloths before and after transition • All antibacterial sprays and anti-bacterial hand gel containers which are decanted into clear bottles to be labelled with COSHH information. Additional resources of these to be left in both Dens to reduce the gathering of adults in the hygiene room at the end of the day (3.1.21). • Post to be left outside glass screen in main reception. • 'sniffle stations' in each classroom, office space and shared areas • Surfaces to be cleaned on entry and exit in rooms where meeting has taken place. 2m rules to apply when carrying out PPA sessions. • All adults to use their own technology which they are responsible for cleaning and not sharing. • All office staff to maintain a 'clean desk' approach in order that their workstations can receive a daily deep clean • AP office to use own phones/radios to minimise shared use of equipment • Reading books to be quarantined in box for 72 hours before re-distributing to other children to minimise contamination. Systems in place in all year groups to adhere to this. • Reprographic room windows to be opened when site is opened to ventilate throughout the day.
Using Company Vehicles (Van and Minibuses)		
Persons at Risk	Possible Precautions	Actions Taken
<i>Staff driving van or minibuses</i>	Review requirements for staff to use company vehicles – Consider remote contact where practical. Provide staff with sanitisers and wipes to carry within their vehicle.	N/A

Coronavirus (COVID-19) Risk Assessment Tool

	<p>Where vehicles are shared, require staff to wipe down steering wheels and controls etc before and after use, travel with the windows open where possible, and avoid face to face.</p> <p>Encourage staff to wear disposable gloves when refuelling vehicles.</p> <p>If staff have genuine concerns about travelling with colleagues / pupils, discuss these with them and consider reasonable, practical alternatives.</p> <p>Children travelling on a minibus should sit with their own year group whenever possible.</p>	
--	---	--

Remote learning		
Persons at Risk	Possible Precautions	Actions Taken
<p>Staff</p> <p>Pupils</p> <p>Families</p>	<p>DfE expectations for remote education include:</p> <p>use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations</p> <p>give access to high quality remote education resources</p> <p>select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use</p> <p>provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access</p> <p>recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum</p> <p>When teaching pupils remotely, we expect schools to:</p> <p>set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects</p> <p>teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject</p> <p>provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos</p> <p>gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work</p> <p>enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers</p>	<ul style="list-style-type: none"> • Letter sent home to parents to advise them of the arrangements for remote learning in readiness for this eventuality 12.10.20 • Flow chart sent to all admin and teaching staff in order they know the process for providing remote learning and support for families at home 12.10.20 following self-isolation for a small number of children up to and including a full school closure • Expectations grid for support staff and teaching staff should a year group or partial bubble need to be sent home 12.10.20 • Home learning uploaded to online platform in readiness for accessing this platform in the event of remote learning • Expectation for teaching staff that they provide daily lessons for; Mathematics, Topic, and English and daily access to learning on the following platforms; Accelerated Reader, Education City, Timetables Rock stars, Spelling Shed and Purple Mash for which children already have individual log in and access to • Learning for mathematics, English and Topic to be linked to whole school medium term planning and follow the same sequences of objectives, but using Oak National Curriculum video lessons • Teachers will complete a daily Zoom meeting for the class to talk through the daily learning expectations and to answer any questions the children may have • Children to access the tasks via the online platform and complete any written work in their books that have already been sent home for home learning

		<ul style="list-style-type: none"> • Children to upload photos of learning to the online platform Class Charts on a daily basis • Teachers to mark work uploaded and provided feedback via the online platform • Teachers, Phase leaders and welfare team to contact children not uploading learning to the online platform to offer support and assistance • Letters to be sent home and home visits completed on days 5 and 8 should children not be contactable whilst self-isolating • Welfare team to contact vulnerable children by telephone to complete a check and offer the family support where need is identified • Flow charts and remote learning guide sent to staff on 27.11.20 to detail the process to follow in the event of single children self-isolating or bubbles self-isolating • COVID learning to be accessible to all children from 5.1.21 until 8.1.21 via ClassCharts. Each year group allocated teacher to provide all Home Learning for those not in school. This will start on 11.1.21 for daily Team check ins and work allocated and move towards Live Learning over the following 2 weeks. • Vulnerable children identified by Welfare, SEND and teachers. SLT finalised and contact was made for those children to access learning in school. Monitoring of this by SLT to be reviewed 12.2.21. • KW parents who have provided evidence have received a letter to confirm their places in school starting 6.1.21. Playground gates to open at 8.30pm for KW families to access, should they wish to. • All pupils to return to the Academy from 8.3.21 and return to in school teaching. No live learning required. Microsoft Teams to be used in the case of a bubble closure or Class charts for pupils self- isolating.
--	--	---

Welfare and Rest Areas		
Persons at Risk	Possible Precautions	Actions Taken

Coronavirus (COVID-19) Risk Assessment Tool

<p>Staff Visitors Contractors Cleaners</p>	<p>Rearrange adult seating and tables to maintain 2-metre distancing. Isolate tables and seating if necessary. Consider setting up a second staffroom area if necessary.</p> <p>Limit the number of people using kitchen/welfare areas to maintain 2-metre distancing.</p> <p>Stagger breaks if necessary.</p> <p>Wherever applicable, provide a takeaway service at canteens providing pre-prepared and wrapped food only.</p> <p>Provide bottled drinking water to reduce use of drinking points.</p> <p>Provide additional waste bins.</p> <p>Introduce additional cleaning of kitchen/welfare areas.</p> <p>Encourage staff to bring pre-prepared meals and drinks where practical.</p> <p>Review facilities for storing additional meals and snacks (fridge etc.)</p> <p>Encourage staff to stay on site and take breaks/eat outside where practical.</p> <p>Review equipment provided within kitchen/tea-making areas (Kettles, microwave ovens etc.) – Remove if not necessary.</p> <p>Provide anti-bac wipes or sanitiser and instruct staff to wipe down any remaining equipment before and after use.</p> <p>Instruct staff to avoid sharing cups, utensils etc.</p> <p>Consider the use of reusable cups, or ask staff to bring their own cups, plates and cutlery etc to work.</p> <p>Avoid the use of portable toilets where possible.</p> <p>Review layouts and use of changing/locker rooms to maintain 2-metre distancing.</p> <p>Avoid sharing of lockers and other facilities.</p> <p>Review arrangements for the use of showers to avoid congestion.</p>	<ul style="list-style-type: none"> • Staff use own/same cup and utensils. Use dishwasher hot wash for all wash cycles. Avoid using sink for washing utensils and cups. • Staff shared rest areas have been arranged to maintain social distancing • A new second Den has been created to provide sufficient capacity for all staff to have lunch breaks whilst maintaining social distance. • As from 4.1.21, EY/Y1/Y2 staff to use classrooms. Y3 and Y5 to use Den 2 (Studio). Y4 and Y6 to use Den 1. This will continue to be set up with social distancing and ensure all staff can eat in large ventilated areas. Updated on 6.1.21 (see above) – staff returning to working onsite from 8.3.21 to be reminded of new lunchtime arrangements. • Facilities for storing and preparing food have been duplicated in both Dens; Fridges, microwaves, toasters and kettles so fewer staff are sharing facilities. • Antibacterial spray and wipes available in both Dens along with signage to remind staff to wipe surfaces they have touched after use • Catch it bin it kill it posters and sniffle stations available in both Den areas • Hand washing available in both Dens for all staff and handtowels to dry hands. • Staggered breaks and lunchtimes set. • Dolce to provide hot lunches on individual trays for EY and KS1 and children and in disposable containers for children in KS2 • 8.3.21 – pupils in EY to eat in Lodge, Y1&2 in Arena & KS2 in classrooms. KS2 to have hot lunches in reusable containers washed by Dolce. • Dolce have shared their own risk assessment and procedures for preparing hot meals when schools reopen and they also adhere to our risk assessment guidelines. All Dolce staff wearing disposable gloves and face covering when serving the children in the Lodge and Arena and when preparing hot and cold food for KS2 children to eat in their classrooms.
--	---	---

		<ul style="list-style-type: none"> • All children to bring in own bottles of water, children to take home every day. Staff to support children washing and refilling of bottles. • Food and small waste bins provided in each classroom. • Staff to bring own lunch which can be stored in bubble classroom or in the fridge. Access to these to follow hygiene guidance. • Staff to be encouraged to eat outside on picnic benches provided, observing social distancing.
Attending Meetings, Visiting Clients, Attending Sites etc.		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i></p> <p><i>Visitors</i></p> <p><i>Contractors</i></p>	<p>Ensure that staff only attend essential meetings and visits only.</p> <p>Offer the option of video conference calls or meetings where practical.</p> <p>Encourage staff to hold meetings via conference calls etc where practical.</p> <p>Consider rescheduling service/maintenance/site visits where practical.</p> <p>Issue regular information sheets or bulletins to staff.</p> <p>Provide information to visitors and contractors in advance.</p> <p>Establish prior to visit if any occupants are suffering from coronavirus symptoms or are vulnerable/shielding.</p> <p>Review end-of-job procedures and arrangements for handing over items. E.g. cleaning surfaces.</p> <p>Encourage staff to follow official guidance relating to good hygiene procedures and limiting contact with other people.</p> <p>Provide sanitiser, wipes etc to staff visiting other sites/premises.</p> <p>Review storage and issue of any PPE required. Check that PPE is not being shared or transferred between users.</p> <p>Encourage staff to raise any concerns regarding site welfare facilities.</p> <p>Encourage and empower staff to take sensible decisions if they suspect they might come into contact with infected persons during their work.</p> <p>Review requirements for staff in other buildings to visit the main premises/offices – minimise staff movements around site</p>	<ul style="list-style-type: none"> • Staff meetings, phase meetings, teams meetings or any other essential meetings to be carried outline, or surfaces to be cleaned on entry and exit in rooms where face to face meeting has taken place. 2m rules to apply. • Deep cleaning of all classrooms to happen at the end of each day. All staff to use antibacterial spray and cloths to wipe down surfaces throughout the day when required. • First Aid/ PPE supplies to be provided to each bubble to prevent cross contamination. • Report any shortages to business manager who will replenish stock in bubble classrooms. • Email any site concerns to site supervisor or business manager or record in site log in Principal's office. • Principal and Business Manager to complete weekly site walk to identify any site concerns • Business manager to check concerns have been actioned. • External agency workers must also provide a risk assessment from their organisation around their safer working practices. This must be checked by a member of SLT for suitability and compatibility with the academy procedures prior to entry into the building. • All visitors will sign a health declaration on entry to confirm they or members of their households are not displaying any COVID 19 symptoms • Where contractors can attend outside of school hours they should. If that is not possible, they should follow

		<p>all measure in place at the academy to maintain a safe working environment as detailed in the leaflet they will be provided</p> <ul style="list-style-type: none"> • A record of all visitors must be kept to support NHS Test and Trace.
--	--	---

Sanitary and Toilet facilities		
Persons at Risk	Possible Precautions	Actions Taken
<p>Staff Students Visitors</p>	<p>Instruct students and staff to use the toilet facilities one at a time to ensure that a distance of at least 1m can be maintained.</p> <p>Remind staff and students to queue at least 1m intervals if queuing.</p> <p>Provide additional soap/sanitiser and paper towels as required.</p> <p>Arrange for enhanced cleaning of toilet facilities, with particular attention to door handles, door locks, toilet flush and taps.</p>	<ul style="list-style-type: none"> • Posters and floor signs encourage children and adults to observe 2m distancing. • Toilets are allocated to each bubble Map details location. Signs on doors detailing which bubbles to use which toilet blocks. Only children from the same bubbles using the same toilet blocks. • Adult toilet facilities are clearly labelled • From 15.3.21 Only adults in PPA should be using the toilet within the NEST / SETT area. EY staff should use toilets within the Studio Den as kitchen toilets are now back in use. • Hand washing and sanitising stations located around site. • Deep clean of all toilets used to be carried out at the end of each day by Norse staff • Enhanced toilet cleaning to take place after lunch each day by site supervisor

Incident Management and Business Continuity		
Persons at Risk	Possible Precautions	Actions Taken
<p>Staff First Aiders</p>	<p>Ensure the COVID-19 Emergency Procedures are communicated to all necessary staff and allow for follow up questions – see below.</p> <p>Consult with First Aiders and review procedures and instructions for First Aiders or other staff who could be more likely to come into close contact with staff.</p> <p>Arrange for all first aiders who are dealing with potential Covid-19 cases to be wearing a disposable apron, gloves, and a mask.</p>	<ul style="list-style-type: none"> • Whole school medical list printed and stored in blue folder in the Admin office • Medi-alerts available for staff and children in the Den • First aid packs provided for each bubble with contain any medical information. Eg allergies, inhalers, epi pens etc

Coronavirus (COVID-19) Risk Assessment Tool

<p>Provide COVID-19 CPR guidance to First Aiders.</p> <p>Develop procedures for any staff who become unwell at work, and identify designated facilities or rooms for assessment.</p> <p>Consider arrangements for how those taken ill whilst at work would get home.</p> <p>Ensure that staff contact numbers and emergency details are up to date.</p> <p>Review HR, absence and sickness procedures.</p> <p>Identify key roles whose absence would have a significant impact on the safe operation of business.</p> <p>Develop contingency and business continuity plans for increased staff absence and potential closure or partial closure of business premises.</p> <p>Covid-19 Emergency Procedures</p> <p>The current stated symptoms (as set out by the Government) are:</p> <ul style="list-style-type: none"> - A high temperature (above 37.8 degrees); - A new, continuous cough (coughing for more than an hour, or 3 or more coughing episodes in 24 hours (for those with a usual cough, it may be worse than usual); - A loss of the sense of smell or taste (also called anosmia). <p>If an adult develops symptoms of Covid-19 on site:</p> <ul style="list-style-type: none"> • Ensure senior leader or line manager and first aider is informed as soon as possible; • Go home immediately; • Avoid touching any doors, handles, surfaces or work equipment; • Cough or sneeze into a tissue and place it in the bin, or into the crook of the elbow if tissues are not available; • Follow the latest Government guidance surrounding self-isolation and not return to work until the recommended period of self-isolation is completed. • Engage in Government Test and Trace processes <p>If a student develops symptoms of Covid-19 on site:</p> <ul style="list-style-type: none"> • Ensure a senior leader and first aider is confirmed as soon as possible; • Informs parent(s)/carer(s) and isolate the student until they can be collected and taken off site; • Avoid them touching any doors, handles, surfaces or work equipment; • Cough or sneeze into a tissue and place it in the bin, or into the crook of the elbow if tissues are not available; • Follow the latest Government guidance surrounding self-isolation and not return to school until the recommended period of self-isolation is completed. 	<ul style="list-style-type: none"> • School inhaler not to be used, unless an emergency. • Each bubble to have own first aid kit which contains, basic first aid equipment. Each classroom to have both red and white slips. Completed white slips to be put into outside in door pocket. Lead lunchtime supervisor will collect and store as per normal school system. 1 for home (red), 1 for school records. (white) • Adults within bubble responsible for ice packs. • Replenishment of first aid stock to be carried out by Lead lunchtime supervisor • Government guidance has been shared around Test and Trace: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works with staff via email 06 06 20 and families via weekly newsletter w/c 08 06 20 • All up to date guidance has been shared with families on 11.09.20, including the link to Hands, Face, Space campaign and the rule of 6. • Up to date lists of symptoms including anosmia has been shared with staff regularly on Daily Post and reminders have been sent to parents via ParentMail. Reminders to be provided to staff and parents in communications on 1st September 2020 and 11.09.20 • If anyone in the academy becomes unwell with a new, continuous 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 advised to follow 'stay at home: guidance for 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). 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 in the setting becomes unwell, they will be removed to the Hygiene Room with connected toilet where they can be monitored and supported until they are collected by their parents or carers <p>Should the academy become aware that someone who has attended has tested positive for coronavirus (COVID-</p>
--	--

		<p>19) Leaders would contact Rob or Colin in the Trust in the first instance:</p> <ul style="list-style-type: none"> • Rob – 07795684033 • Colin - 07545102390 <p>Trust leaders will contact the PHE Helpline for advice on the action to take in response to a positive case. If, following triage, further expert advice is required the adviser will escalate the academy's call to the local health protection team:</p> <ul style="list-style-type: none"> • Public Health England: 0344 225 4524 <p>If unable to contact PHE, contact DfE</p> <ul style="list-style-type: none"> • DfE Helpline details: 0800 046 8687 Monday-Friday 8am to 6pm Saturdays and Sundays 10am-4pm Select option 1 for advice on the action to take in response to a positive case • HAT will notify the Local Authority at the following email addresses: <ul style="list-style-type: none"> • NCC.CovidSchools@northamptonshire.gov.uk • nccg.covid.intelligence@nhs.net <p>School follows advice given by PHE or DfE HAT to notify NCC HR if a positive case is an employee on HRAdvisory@northamptonshire.gov.uk</p> <p>Please use subject heading: Notification of COVID Case in School</p> <p>(To allow the notification of trade unions)</p> <p>This 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.</p> <p>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</p>
--	--	---

Coronavirus (COVID-19) Risk Assessment Action Plan

Ref	Action	By Whom	By When	Status
-----	--------	---------	---------	--------

Coronavirus (COVID-19) Risk Assessment Tool

1	Site walk in the Summer to check signage remains clear and visible to staff, families and visitors. Increase prominence should this be required	CB KP LM	02.09.20	Completed
2	Ensure full stocks of PPE and hygiene supplies are fully replenished and well stocked prior to the start of the new academic year	KP	Weekly	Ongoing
3	Purchase items required for all additional sniffles stations required for the new spaces which will be in use from September – including; pedal bins, tissues, posters and antibacterial gel	SLT	02.09.20	Completed
4	Update site maps with new outside bubble spaces and lining up spots	SLT	02.09.20	Completed
5	COSHH guidance to be placed on all decanted bottles of antibacterial hand gel and disinfectant sprays	LM/ KP	09.11.20	Completed
6	Face covering signage to be placed around site to remind adults of the Academy's new guidelines from 4.1.20	LM/KP	08.01.21	Completed
7				
8				
9				
10				
11				
12				

What to do when a pupil develops COVID-19 symptoms at school?

COVID—19 symptom reported

Cough

(a new, continuous cough - coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours)

Fever

(hot to touch on chest or back - no need to measure temperature)

Loss of, or change in normal sense of taste or smell (anosmia)

(cannot smell/taste anything or things smell/ taste different to normal)

Call SLT or Site Team on radios or phones

SLT or Site Team will take to isolation room, if a two metre distance can not be maintained PPE should be worn
Clean area that pupil has been in

At Isolation Room

- Isolate pupil in a room behind a closed door or at least 2 meters apart from others
 - Keep the room ventilated (open any windows)
 - Staff tending to pupil must wear appropriate PPE
- Pupils to use designated bathroom (this will be cleaned and disinfected before use by another person)

- Contact parent/carer to come and collect this pupil and their siblings immediately
 - SLT must collect any siblings

- All cases must be logged on SIMS and COVID spreadsheet

- Follow the Test and Trace Protocol



