

Coronavirus (COVID-19) Risk Assessment Tool

Academy: Sir Christopher Hatton academy				Location(s)/Site(s); The Pyghtle Wellingborough			
Carried out by: N Salisbury/A Mitchell				Date: 12/07/20			
Review Dates:	26 th August	4 th September	18 th September	30 th October	2 nd January 2021	1 st March 2021	

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.</p> <p>Encourage staff to cycle or walk to work where practical and safe to do so.</p> <p>Encourage students/families and children to time their journey to and from school to avoid congregating at entrance or exit points into school.</p> <p>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>	<p>A Mitchell will liaise with Transport providers in regard to measures that are being put in place in relation to social distancing on public transport.</p> <p>All students who use public transport will be advised that they must wear face covering- This is legislation</p> <p>This will be communicated through co principals remote meeting and letters home.</p> <p>Students will also be reminded of the importance of face coverings on public transport during start of the year assemblies.</p> <p>Teaching assistants will be required to wear visors/mask when in close contact with students. Teaching assistants will stay within dedicated year group bubbles.</p> <p>Currently no staff travel by public transport. However, if a staff member starts to do this Government guidance must be followed.</p> <p>These staff must wear a face covering when using public transport. – This is also legislation</p> <p>Parents/Carers of students will be advised to use their own sanitiser.</p>

		<p>C Hinds will ensure that masks, hand sanitiser and gloves is available in all academy vehicles.</p> <p>Students and staff will be required to wear masks in all communal areas across the academy, this has been communicated to both staff and students. Year leaders will have a supply of masks available for student who forget to bring a mask to school.</p> <p>Students will be required to sanitise hands as they enter all academy vehicles.</p> <p>We have reviewed the duty position of staff across the academy, to ensure that students are reminded to wear masks</p> <p>C Hinds to issue guidance and signage in all academy vehicles.</p> <p>Staff will be discouraged from sharing lifts if from different households.</p> <p>Home visits- two staff members will continue to undertake these, when using transport staff will be asked to wear a mask.</p> <p>All staff and students will be required to wash/sanitise hands on entry into the academy building and when changing classrooms/after lunch and break. Hand sanitiser will be available in every classroom and at main entry and exit points to the academy.</p>
Arriving at, Moving around and Departing the Workplace		
Persons at Risk	Possible Precautions	Actions Taken
<p>All Staff Students and families Visitors Contractors</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>Any staff that use bikes etc will be provided with suitable storage facilities.</p> <p>The start of the academic year will be phased for Students in different year groups, this will allow routines to be</p>

	<p>Provide additional/mobile hand washing facilities or sanitising stations at entry / exit points. Instruct staff, students and visitors to wash their hands on arrival and on departure. Review signing in procedures, including the use of pens, registers and other touch points (e.g. Reception complete sign in book for visitor). 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. Review the use and capacity of lifts – Reduce the maximum number of users if necessary.</p>	<p>shared and a consistent message sent to all students about the procedures the academy has adopted to keep them safe.</p> <p>SIMs registers will be continued to be used to record attendance. Only the main entrance to the academy will be open, this will ensure the movement of students and visitors can be closely monitored.</p> <p>SLT will be present at the start and end of the day to remind students of the importance of social distancing.</p> <p>The main gate will close at 9.15. Student who turn up late will need to register with their year leader who will be located in the year dedicated area.</p> <p>Staggered start and end times for all students will be in place from September:</p> <p>Year 7- 8.30 Year 8-8.40 Year 9- 8.50 Year 10- 9.00 Year 11. 9.10 Year 12. Year 13 will only come in initially for lessons This will provide an extended tutor time for younger year groups where literacy interventions will be a focus</p> <p>Two bells will ring after morning registration with a five-minute gap between each bell. First bell will be for staff movement and second bell for students. This will avoid student mixing with staff in corridors.</p> <p>Hand sanitising points will be available on all exit and entrances to classroom.</p>
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	<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>	<p>Separate stairs to be used by year 11, 12 and 13 in A block</p> <p>New digital non touch signing in procedure being procured. If not available at the start of term. Staff must sanitise/sign in and then sanitise.</p> <p>All visitors will be signed in by reception staff.</p> <p>B Dave and D Felce will ensure there is signage across academy highlighting single file flow, social distancing.</p> <p>All students will be in year group bubbles with clear partitions between year group bubbles both at lesson time and social time. Expectations will be shared with students when they return to school as well as through communication with parents and carers before the start of the academic year.</p> <p>B Dave has liaised with the estates and pastoral team and most classrooms now have forward facing seating. The only exceptions to this are specialist teaching spaces such as the RM rooms where tables are fixed into the floor.</p> <p>B Dave has worked with D Felce and L Hawkins to ensure distance markers are placed around the academy site. Signage will be placed around the whole site highlighting the importance of social distancing before September. J Baldry will be supporting this process.</p> <p>L Shackleton, E Snell and A Hewes have adapted induction process for all staff, where possible this will take place remotely, if this is not possible social distancing in large meeting rooms/classrooms will be adhered to.</p>
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Visitors, Contractors and Receipt of Deliveries		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i></p> <p><i>Visitors</i></p> <p><i>Contractors</i></p> <p><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>	<p>All contractors and visitors will only be allowed on site by prior agreement, this will only be allowed once confirmed either by the Co-principals or C Hinds. Before any external visitors come onto site a risk assessment must be seen and approved by the Co-Principal's or C Hinds. Staff to be informed of this through Co-Principals briefing.</p> <p>Essential workers to be escorted around site, following 2m social distancing.</p> <p>C Hinds to review all maintenance work in conjunction with estates team and Co-Principals.</p> <p>C Hinds will send guidance and our risk assessment to all external contractors in advance.</p> <p>Adults to be signed in by Admin team at reception.</p> <p>Continue to use health declaration with all visitors to the academy</p> <p>Signage at reception details the academies procedures</p> <p>Hand sanitiser is available for all visitors at reception all visitors will be required to sanitise hands on entry to the academy.</p> <p>B Dave has reviewed the layout of the reception and removed all unnecessary furniture and leaflets/magazines.</p> <p>C Hinds/D Felce alongside Co-Principals liaise with Norse and estates to ensure enhanced cleaning procedures</p>

		<p>Postage will be opened by receptionist who will then wash hands and deliver where required.</p> <p>The intercom system will be in place for all deliveries and receptionist will be trained on key procedures.</p> <p>Estates team will deal with all deliveries onto the academy and will follow procedures in minimising contact with drivers.</p> <p>Screens are being erected at all reception areas</p>
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General Workplace Precautions		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i> <i>Visitors</i> <i>Contractors</i></p>	<p>Nominate key staff with specific responsibilities and duties. 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. Implement an “<i>Essential Meetings only</i>” Policy. Postpone or cancel meetings or gatherings which could create unnecessary contact or manage remotely. 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>Key staff – N Salisbury, A Mitchell, B Dave, E Snell and C Hinds and the Estates Team Guidance is discussed with staff on a regular basis and shared through Co-Principal briefings. Co-Principals receive regular Government emails. Guidance is discussed with senior trust staff and implemented when relevant</p> <p>N Salisbury /A Mitchell are reviewing flexible working, only teaching staff who have lesson required to be in school.</p> <p>Each member of staff will have designated workspaces which will be socially distanced with clear markings.</p> <p>All meetings to take place via Microsoft TEAMS, hands over to be undertaken through phone or TEAMS contacts.</p> <p>Signage will be placed around the school, all principal’s briefings, assemblies, and tutor notices will remind staff and students of the importance of hand washing and virus control measures-</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. Ensure that waste bins etc are emptied regularly. 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. 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 cohabittees.</p> <p>Consider risks to any staff who might be at increased risk due to weakened immune systems or other health issues.</p> <p>Pregnancy - Staff who are 28+ weeks pregnant should have a specific risk assessment that is reviewed briefly each week (after 28 weeks) to ensure the risks are being minimised for that staff member. Mitigation might include meticulous hand washing, social distancing and visor wearing. Asking the staff member to self-isolate if a pupil or staff</p>	<p>Posters highlights the importance of these around the academy. Timely reminders through staff briefings and in in form (use of Hatton News slides)</p> <p>C Hinds/D Felce and Estates to review stocks of hand soap on a regular basis, DF to procure supplies and distribute as required.</p> <p>All classrooms to have hand sanitisers for students, hands sanitiser available on all entry and exit points with clear guidance for students and staff to use at every opportunity.</p> <p>C Hinds D Felce with Norse and estates to review cleaning arrangements. This will be discussed with N Salisbury/A Mitchell in regards to the use of specific classrooms.</p> <p>All potential contaminated waste will be doubled bagged by the estates team when advised.</p> <p>All classrooms will operate with a clear desk policy after each lesson.</p> <p>C Hinds to discuss with N Salisbury and A Mitchell about cleaning requirements and liaise with estates and NORSE</p> <p>All staff briefings highlight points of welfare support, staff have been encouraged to discuss concerns with team members and line managers. NS and AM operate an open door policy.</p> <p>N Salisbury and A Mitchell following government guidance in regards vulnerable and pregnant staff.</p>
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	<p>member who is not directly taught by them but is in their overall bubble has a confirmed case should also be considered, depending on the size of the bubble.</p> <p>Home working for staff who are 28 weeks+ pregnant and have an underlying health condition will be considered and Principals must discuss this with CEO or Colin Hinds before an individual risk assessment is finalised prior to the 28-week point.</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. 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> <p>Ensure rooms and buildings are ventilated as much as possible and fresh air can circulate at every opportunity</p>	<p>Individual risk assessments will take place on any staff who are deemed Clinically Extremely Vulnerable.</p> <p>Risk assessment reviewed on a weekly basis for CEV and pregnant staff over 28 weeks.</p> <p>During National Lockdown Clinically Extremely Vulnerable staff to work from home from home. Northamptonshire moved to Tier 4 on 26.12.20 and Clinically Extremely Vulnerable staff to work from home until further guidance. National lockdown imposed on 5/1/21</p> <p>Students and staff on site during national lockdown will be tested weekly using lateral flow testing (consent will be sought before each test). This will reduce the risk of asymptomatic transmission of the virus.</p> <p>Emergency evacuation procedures reviewed by AM and communicated staff during national lockdown on 11-01-21</p> <p>From Monday 11th January key worker students who are on site will be bubbled in year groups.</p> <p>Guidance will be shared on the September training day. SLT will follow flow chart at the end of the risk assessment for all suspected or reported cases.</p> <p>C Hinds to review emergency evacuation with N Salisbury and A Mitchell in regards to pupils in bubbles and year group location across school. This includes students and staff with individual evacuation plans.</p> <p>Areas with greater level of adult interaction are being reviewed and screen are being placed in these areas, this</p>
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		<p>includes canteen areas and student reception areas. Main reception screen is in place.</p> <p>In areas of the academy where mechanical ventilation is available full fresh air setting should be always used whilst staff/pupil are in the area.</p> <p>Natural ventilation- Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, they should be opened more fully during breaks between lessons to purge the air in the space).</p> <p>Staff will be asked to open all windows and doors five minutes before the end of each session to ensure fresh air can circulate and stale air is replaced.</p> <p>BD to add addendum to the uniform policy to allow students to wear appropriate Jumpers in lessons and recommend the wearing of vests/appropriate t-shirt under shirts if classrooms environments become cold. Letter to be sent out by BD to inform parents of changes.</p> <p>Staff will also be encouraged to wear warm comfortable clothing whilst continuing to adhere to smart business wear whilst on the academy site. Staff Briefings will inform staff of expectations.</p>
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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>All workstations will have a minimum of 2m gap between them. Office space will be reviewed to ensure social distancing, this includes back to back and side on working.</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 stationery.</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 a 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. If necessary, introduce additional sanitising stations at key locations. Encourage good housekeeping and clear desks so that surfaces can be cleaned. Provide additional tissues and soap/sanitiser in each area.</p>	<p>Staff will have individual workstations across the school, meetings will be undertaken remotely. 1 in 1 out for staff in communal areas e,g Kitchens.</p> <p>Students will remain in year group bubbles in defined locations across the academy teaching staff will move to classrooms. Clear desk policy will be implemented. Cleaning equipment will be available in each classroom each member of staff will clean area before and after each use and sanitise hands on arrival at each classroom.</p> <p>Classrooms will be set up so the nearest desk to the member of staff is a minimum of 2metres distance from the teacher’s area. Where possible students will sit forward facing in rows</p> <p>Parents and students will be reminded of the Ready for excellence (minimum equipment requirement), through remote meeting and letter home. SCHA will also be providing equipment e.g glue and mini whiteboard for students to avoid sharing between students.</p> <p>Equipment will remain in year group bubbles, any resource e.g textbook that is to be used between bubbles must be left for 72 hours between use. No year group will use the same specialist equipment in the same day. There will be enhanced cleaning of rooms at the end of the day if they are to be shared between bubbles (e.g. ICT rooms)</p> <p>Staff will be encouraged to send all copying to reprographics. When staff use photocopiers, they must sanitise before and after use and clean down equipment using cloths. Social distancing and cleaning signs to be put up around reprographics stations</p> <p>Each department will continue to distribute stationery and supplies ensuring that these are not shared.</p>
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	<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>	<p>Post handled by reception, hands should be sanitised and then delivered to staff pigeonholes.</p> <p>All locations will have hand sanitisers and signage available e.g. photocopiers</p> <p>All staff will be provided with their own workstations/no hot desk will be allowed. When staff move between classrooms they must sanitise and clean down areas and equipment.</p> <p>All staff have their own laptops. Cleaning wipes will be available in each classroom to wipe down electrical equipment.</p>
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Using Company Vehicles (Van and Minibuses)

Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff driving van or minibuses</i></p>	<p>Review requirements for staff to use company vehicles – Consider remote contact where practical.</p> <p>Provide staff with sanitisers and wipes to carry within their vehicle.</p> <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>	<p>C Hinds to review the use of company vehicles and ensure guidance is displayed.</p> <p>Sanitiser and wipes and gloves to be placed in all vehicles for staff and student use.</p> <p>Staff who will be using vehicles will be provided with masks to wear.</p> <p>All students on minibus' must wear masks and where possible will sit with year group bubbles</p>

Welfare and Rest Areas

Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i> <i>Visitors</i> <i>Contractors</i> <i>Cleaners</i></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>All staff have their own workstations, staff must only work at designated workstation.</p> <p>The main staff room will have personalised workstations.</p>

	<p>Provide bottled drinking water to reduce use of drinking points.</p> <p>Provide additional waste bins. 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.) Encourage staff to stay on site and take breaks/eat outside where practical. Review equipment provided within kitchen/tea-making areas (Kettles, microwave ovens etc.) – Remove if not necessary. 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. Avoid the use of portable toilets where possible. Review layouts and use of changing/locker rooms to maintain 2-metre distancing. Avoid sharing of lockers and other facilities. Review arrangements for the use of showers to avoid congestion.</p>	<p>Staff will be able to use the kitchen area in the main staff room as long as social distancing is implemented and staff clean surfaces and equipment after use.</p> <p>1 in 1 out policy in communal spaces such as Kitchen. Year group will have designated areas during break and Lunch and will not be allowed to mix.</p> <p>Students and staff will order food on a daily basis from an initial limited menu, this will be delivered to year group bubbles for distribution.</p> <p>Students and staff will be asked to bring in their own drinking water, water fountains will not be available for student or staff use.</p> <p>B Dave to audit waste bins and order additional bins if necessary. C Hinds to arrange additional cleaning with NORSE</p> <p>Staff to use fridges/kettles etc but these have to be cleaned after each use, wipes and cleaning products will be made available in all communal locations</p> <p>B Dave and D Felce will ensure all areas have wipes anti-bac and signage reminding staff to clean down areas and equipment after use.</p> <p>N Salisbury/A Mitchell will inform staff not to share utensils/crockery and cutlery, staff will be told to bring to school their own equipment</p> <p>Staff will have their own workstations for equipment.</p> <p>Staff do not use showers in site.</p>
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Attending Meetings, Visiting Clients, Attending Sites etc.		
Persons at Risk	Possible Precautions	Actions Taken
<p>Staff Visitors Contractors</p>	<p>Ensure that staff only attend essential meetings and visits only. Offer the option of video conference calls or meetings where practical.</p> <p>Encourage staff to hold meetings via conference calls etc where practical. Consider rescheduling service/maintenance/site visits where practical.</p> <p>Issue regular information sheets or bulletins to staff. 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. 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>	<p>All internal meetings will take place through TEAMS. All external face to face meetings must be authorised by NS/AM and a risk assessment must be undertaken.</p> <p>Meetings on site that are unable be undertaken remotely must be authorised by Co-Principals and if authorised must adhere to social distancing.</p> <p>Weekly bulletins and Co-Principal briefings will continue over TEAMS.</p> <p>All external face to face meetings must be authorised by NS/AM and a risk assessment must be undertaken.</p> <p>Co-Principal briefings will refer to guidance as well as signage across academy.</p> <p>Staff must undertake risk assessment and will be provided with sanitiser for all external visits.</p> <p>Debbie Felce and Estates to regularly review PPE including the use for staff that have close contact with students.</p> <p>Through staff briefings and through communication with line managers staff will be encouraged to discuss concerns with staff.</p> <p>Staff will be encouraged to conduct all meetings on TEAMS, staff will mainly move across site for supervision of students</p>

Sanitary and Toilet facilities		
Persons at Risk	Possible Precautions	Actions Taken

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<p><i>Staff</i> <i>Students</i> <i>Visitors</i></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. Provide additional soap/sanitiser and paper towels as required. Arrange for enhanced cleaning of toilet facilities, with particular attention to door handles, door locks, toilet flush and taps.</p>	<p>Signage will be on doors; student's toilets will be allocated to each year group bubble.</p> <p>Markings on floor to indicate 1m distances Colin Hinds to liaise with Estates team and NORSE for enhanced cleaning across the academy.</p>
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Incident Management and Business Continuity		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i> <i>First Aiders</i></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. Arrange for all first aiders who are dealing with potential Covid-19 cases to be wearing a disposable apron, gloves, and a mask. Provide COVID-19 CPR guidance to First Aiders. 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. Review HR, absence and sickness procedures. Identify key roles whose absence would have a significant impact on the safe operation of business.</p>	<p>This will be communicated initially on the inset day and through regular briefings to staff.</p> <p>All staff to wear PPE when dealing with first aid that requires close contact with a student. BD to ensure stocks are available for each first aider. First aiders are in each bubble students will not need to leave the bubble for first aid.</p> <p>Staff who become unwell at work will be asked to go home and be tested and the result shared with staff.</p> <p>If a member of staff is unable to return home safely, emergency services will be called, and staff will isolate in the designated isolation room.</p> <p>E Snell to update contact details and survey staff checking all detail are correct.</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. <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. 	<p>Reception team will be asked to bubble in two teams as they are in close contact.</p> <p>N Salisbury and A Mitchell office's to be split. All staff essential for the running of SCHA will have remote access to the academy's servers.</p> <p>SCHA plans to use large teaching venues if we suffer significant staff absence (auditorium/Hall). All curriculum areas are developing their remote learning provision. Contingency plans are in place for significant staff absence.</p> <p>See flow diagram below for actions to be taken if suspected cases arise at the academy. This will be shared with staff:</p> <p>Should any student or staff test positive for Covid-19 then school leaders will contact CEO or DFO in the first instance so a serious incident team can be established.</p>
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Coronavirus (COVID-19) Risk Assessment Tool

Persons at Risk	Possible Precautions	Actions Taken
<p><i>Students suffer from lack of education when asked to isolate</i></p>	<p>Ensure that high quality remote education is available to all students who are asked to isolate.</p> <p><i>In developing these contingency plans, we expect schools to:</i></p> <ul style="list-style-type: none"> <i>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</i> <i>give access to high quality remote education resources</i> <i>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</i> <i>provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access</i> <i>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</i> <p><i>When teaching pupils remotely, we expect schools to:</i></p> <ul style="list-style-type: none"> <i>set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects</i> <i>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</i> <i>provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos</i> <i>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</i> <i>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</i> 	<p>Remote learning policy produced and shared with staff and placed on academies website- TW</p> <p>In the case of whole year groups or classes being asked to isolate learning will continue online through TEAMS lessons; these will follow the normal school timetable.</p> <p>TW/BD to ensure that students who do not have online access are identified and resources are delivered to these students if they are asked to isolate.</p> <p>All students to be trained on the use of TEAMS to allow for access to remote learning.</p> <p>Isolating students will receive check in phone call from the head of year</p> <p>Remote learning activities to be developed by CL. These will be placed on academy website for each term and will mirror the scheme of learning that takes place in school. These resources and activities will be evaluated by the SLT ensuring that they are meaningful, accessible and ambitious for all students.</p> <p>Assessment of students' knowledge will be undertaken through a range of online platforms e.g. Sam learning, Microsoft forms, SENECA.</p>

Rapid Testing Programme		
Persons at risk	Possible Precautions	Actions Taken
<p><i>Students and staff</i></p>	<p>Rapid testing programme: We will provide staff and parents/pupils (as appropriate to the pupil's age) with a privacy notice, and parents/pupils (as appropriate to the pupil's age) with a consent form, so they can consent to testing.</p>	<p>Information regarding testing shared with parents/carers. Consent forms to be completed by Sunday 28th February. Pastoral team to chase any outstanding forms.</p>

Coronavirus (COVID-19) Risk Assessment Tool

	<p>We will offer staff 2 lateral flow tests per week, to take at home. We will offer pupils 3 lateral flow tests on-site, taken 3 to 5 days apart, upon their return to school. Thereafter, we will ask pupils to take 2 lateral flow tests per week, at home. In all cases:</p> <ul style="list-style-type: none"> • We will carefully read the government’s guidance on administering tests and ask the individual to read the instructions in the test kit carefully / explain the instructions to them (as appropriate) to make sure everyone knows how to safely administer or self-administer tests • If the lateral flow test is positive, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms. They will need to take a ‘standard’ coronavirus (PCR) test to confirm their result if the lateral flow test was done at home • If the lateral flow test is negative, the pupil/staff member can continue to attend school <p>We won’t need to see evidence of a negative test result in order to allow staff and pupils to attend school. All staff and pupils will continue to follow the measures set out in this risk assessment, even if we’re participating in rapid testing. We will ask pupils and staff to share all test results with us, and we will keep accurate records of all results. We will only share health records with the relevant people. We will report test results to NHS Test and Trace wherever this is required by current government guidance.</p>	<p>Student testing, with a clear instructional video to support, to take place in the Spots Hall where 10 booths have been prepared for swift and effective testing of year groups. Student testing will take place on the following dates:</p> <p><u>First Round</u></p> <ul style="list-style-type: none"> - Thursday 4th March: Years 10, 11, 12 and 13 - Friday 5th March: Years 7, 8 and 9 <p><u>Second round</u></p> <ul style="list-style-type: none"> - Tuesday 9th March: Years 10, 11, 12 and 13 - Wednesday 10th March: Years 7, 8 and 9 <p>Home Testing</p> <ul style="list-style-type: none"> - Completed over the weekend of 13th & 14th March <p><u>Third round</u></p> <ul style="list-style-type: none"> - Monday 15th March: Years 10, 11, 12 and 13 - Tuesday 16th March: Years 7, 8 and 9 <p>Home testing kits to follow.</p> <p>Testing results to be recorded and collated by Trudie White.</p> <p>Staff to collect home testing kits from Thursday 4th March. Staff test results to be recorded and collated by Trudie White.</p>
Additional Safety Measures March 2021		
Persons at risk	Possible Precautions	Actions Taken
<p><i>Students and staff</i></p>	<p>Everyone will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in corridors, outside of classrooms and in communal areas, unless they’re exempt from wearing one.</p> <p>Everyone will also be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity (or they are exempt from wearing one).</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Everyone will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>Everyone will be made aware that they mustn’t touch the front of the covering during use or removal.</p>	<p>Updated guidance regarding face coverings shared with students and parents/carers via letter and with staff via briefing. Further reminders and signage will be shared with students from Monday 8th March.</p> <p>Face covering exemption list will be reviewed and parents contacted.</p> <p>Additional disposable face masks have been purchased to ensure all members of the Academy and visitors have a mask to wear.</p>

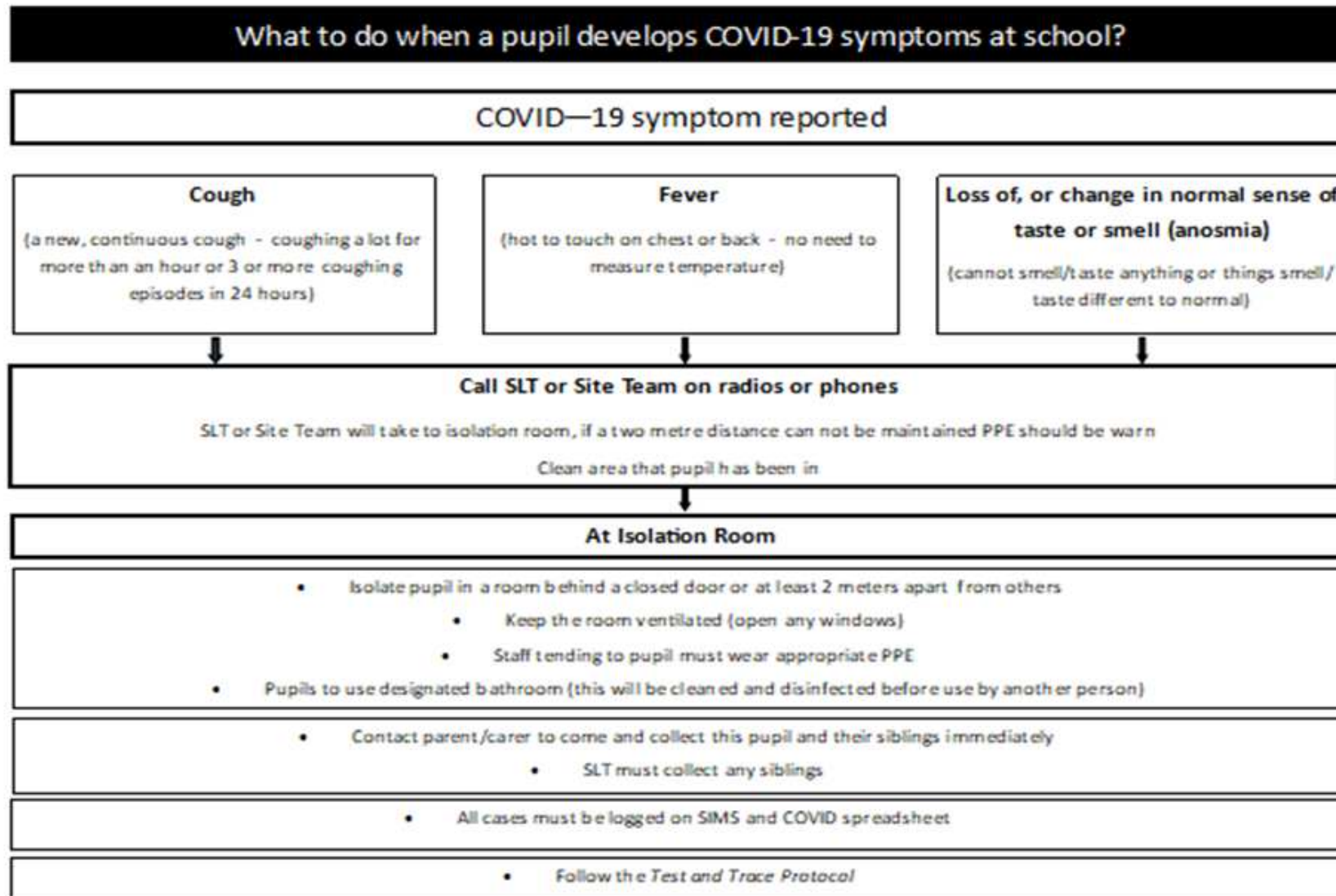
A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.

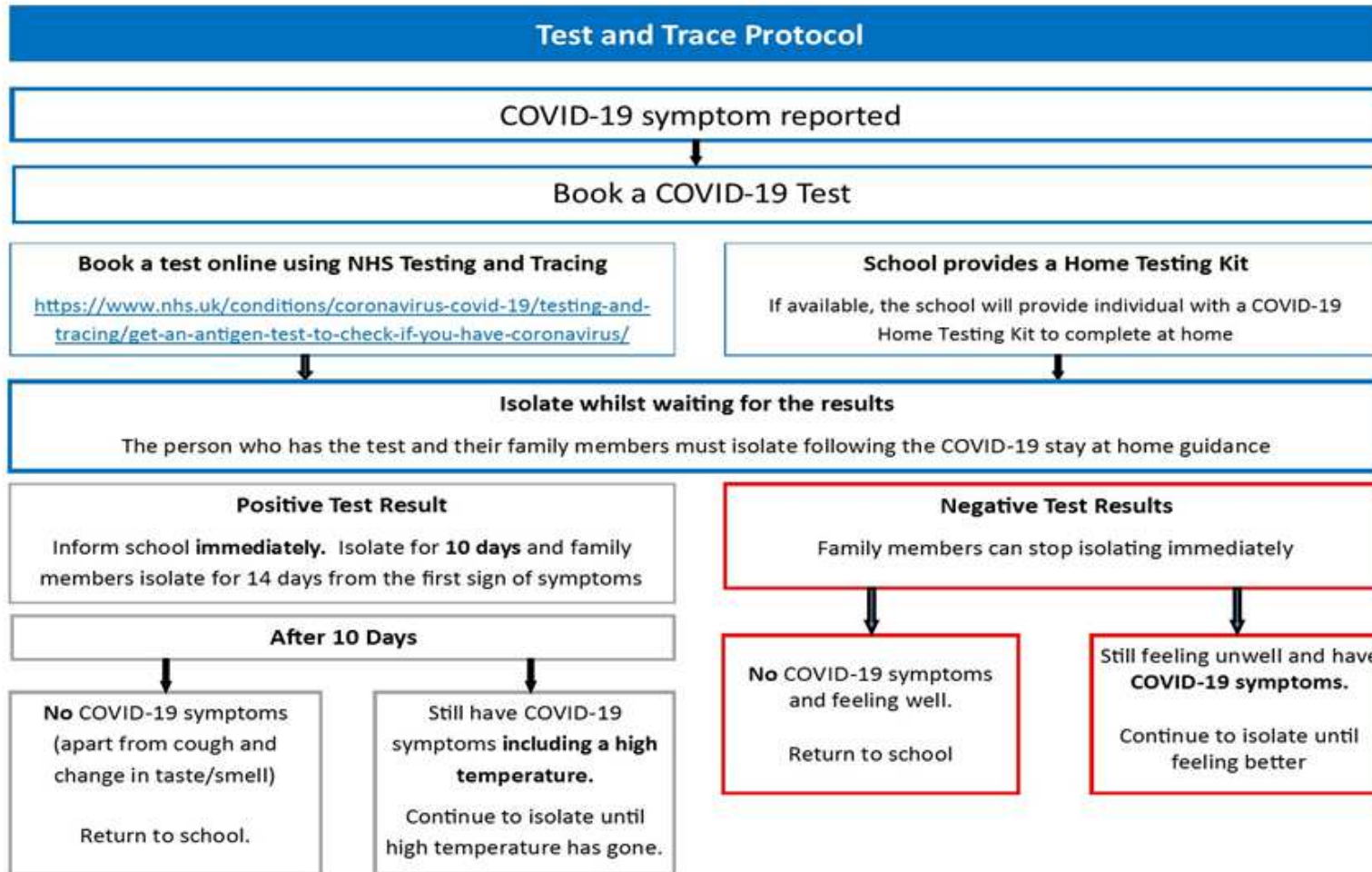
Coronavirus (COVID-19) Risk Assessment Action Plan

Ref	Action	By Whom	By When	Status
1	A Mitchell to work with transport providers in relation to public transport and travel of students	AM	1 st September	
2	C Hinds to ensure relevant PPE is available in academy vehicles	CH	1 st September	
3	C Hinds to ensure signage is available in school transport, relating to wearing masks/hand sanitising	CH	1 st September	
4	B Dave and D Felce to ensure signage is displayed across the academy	DF/BD	1 st September	
5	C Hinds to review all maintenance work and ensure social distancing and safety of contractors who need to be on site	CH	1 st September	
6	C Hinds to review contractors' risk assessments and supply contractors with SCHA risk assessments	CH	Ongoing	
7	C Hinds/D Felce alongside Co-Principals liaise with Norse and estates to ensure enhanced cleaning procedures	CH/DF/NS/AM	1 st September	
8	Set up designated workspaces across the academy for each staff member, these will be social distanced	BD/NS/AM	1 st September	
9	Staff briefings and 'Hatton News slides' to always display good Hygiene routines (Hand washing, catch it bin it kill it)	BD/NS/AM	1 st September	
10	C Hinds/ D Felce and Estates to review stocks of hand soap on a regular basis, DF to procure supplies and distribute as required.	CH/DF/Estates	Ongoing	
11	C Hinds and A Mitchell to review cleaning g schedule with NORSE	CH/AM	September 1 st	
12	C Hinds with N Salisbury and A Mitchell to review emergency evacuation procedure	CH/NS/AM	September 1 st	
13	B Dave to ensure antiseptic wipes are available on copiers around school along with signage.	BD	September 1 st	
14	C Hinds to review the use of company vehicles and ensure guidance is displayed and shared with relevant staff	CH	September 1 st	
15	B Dave to audit the waste bins and order more through D Felce if required	BD/DF	September 1 st	
16	D Felce along with estates and B Dave to review level of PPE across the academy on a regular basis	DF/DF	Ongoing	
17	B Dave to ensure toilets are allocated and have clear signage for each year group use	BD	September 1 st	
18	All first aiders to be provided with PPE (mask, visors, gloves and apron). This must be used for close contact with a student	BD	September 1 st	
19	Source and Provide relevant PPE for Teaching assistants who will use these when they are in close contact with students.	BD/DF	September 1 st	
20	Ventilation of classroom requirements shared with staff during briefing	NS/AM	2 nd Nov	

Coronavirus (COVID-19) Risk Assessment Tool

21	Letter to be sent to parents in relation to changes to uniform policy	BD	2 nd Nov	
22	Remote learning policy developed and published on academy website and shared with staff	TW	1 st Nov	
23	Ensure all classes are set up on TEAMS for remote learning	RC	1 st Nov	
24	Remote learning provision for term 2 published on school website	TW	1 st Nov	
25	Remote learning provision completed by subject leaders for term 3 published on the academy's website by end of term 2	TW	15 th Dec	
26	Evaluate the access to online teaching for all students and ensure these students can access resources in the event of isolation	TW/BD	7 th Nov	
27	Ensure all students have the knowledge to access TEAMS and remote learning if asked to isolate	RC/BD	7 th Nov	








CORONAVIRUS TIER 4

STAY AT HOME

gov.uk/coronavirus

Around 1 in 3 people with Covid-19 have no symptoms so will be spreading the virus without realising. We must all take action to protect each other and our hospital capacity.

<p>MEETING FRIENDS AND FAMILY</p> <p>No household mixing, aside from support bubbles and two people meeting in public outdoor spaces.</p>	<p>BARS, PUBS AND RESTAURANTS</p> <p>Hospitality closed, aside from take by takeaway, drive-through or delivery.</p>	<p>RETAIL</p> <p>Essential shops are open. Non-essential retail must close and can only open for click-and-collect and delivery.</p>	<p>WORK AND BUSINESS</p> <p>Everyone must work from home unless they are unable to do so.</p>
<p>EDUCATION</p> <p>Early years settings, schools, colleges and universities open during term time. Registered childcare, other supervised activities for childcare purposes, and children's bubbles permitted.</p>	<p>INDOOR LEISURE</p> <p>Closed.</p>	<p>ACCOMMODATION</p> <p>Closed (with limited exceptions)</p>	<p>PERSONAL CARE</p> <p>Closed.</p>
<p>OVERNIGHT STAYS</p> <p>You must not stay overnight away from home. Limited exceptions apply.</p>	<p>WEDDINGS AND FUNERALS</p> <p>Funerals of up to 30 people permitted. Weddings and other linked ceremonial events can continue in a group of up to six. Weddings of up to six can continue in exceptional circumstances.</p>	<p>ENTERTAINMENT</p> <p>Indoor entertainment closed. Some outdoor attractions may remain open.</p>	<p>PLACES OF WORSHIP</p> <p>Open for private prayer and communal worship, but cannot interact with anyone outside household or support bubble.</p>
<p>TRAVELLING</p> <p>You must stay at home and only travel for work, education or other legally permitted reasons. If you must travel, you should stay local, and reduce the number of journeys you make. You must not leave a Tier 4 area or stay overnight away from home. Residents in Tiers 1-3 should not enter Tier 4 areas. Do not travel abroad if you live in a Tier 4 area unless an exemption applies.</p>	<p>EXERCISE</p> <p>You can leave your home to exercise by yourself, with your household or support bubble, or with one person from another household. Outdoor sport is allowed but gatherings limit applies except for youth and disabled sport.</p>	<p>RESIDENTIAL CARE</p> <p>You can visit relatives in care homes with COVID-secure arrangements such as substantial screens, visiting pods, and window visits.</p>	<p>CLINICALLY EXTREMELY VULNERABLE</p> <p>The Clinically Extremely Vulnerable are advised to stay at home as much as possible, except to go outdoors for exercise or to attend health appointments.</p>

For support and more information visit: gov.uk/coronavirus





