

THOMAS DEACON EDUCATION TRUST GENERIC RISK ASSESSMENT



TITLE:	COVID-19 : Safe Management during Core and Non-Core Hours of Academy Operation		
VERSION:	3		
FACULTY/DEPARTMENT/AREA:	TDET Wide		
COMPLETED BY:	Harvinder Singh Rajput	POSITION HELD:	TDET Health and Safety Manager
DATE:	17 th May 2020		
AUTHORISATION BY:	Simon Smith and Scott Hudson	POSITION HELD:	TDET Director of Resources/Education
HEALTH AND SAFETY RA REFERENCE NUMBER:	TDET_GRA_?????		
PLANNED REVIEW DATE:	17 th May 2023 Kindly note that document review will be <u>continuous</u> and will also take place under the following conditions. <ol style="list-style-type: none"> 1. Where there have been significant changes in the evolving advice from HM Government, Public Health England, and Department for Education. 2. When there are significant changes in Legislation to address any new hazards and/or risks. 3. After an unfortunate incident/accident that has identified gaps in a process. 4. Periodically, minimum bi-annually. 		

VERSION CONTROL – COMPLETE EACH TIME RISK ASSESSMENT IS REVIEWED

DATE	VERSION	REASON FOR AMENDMENTS	COMPLETED BY	AUTHORISING MANAGER
04/06/2020	2	<small>Section 1 – Introduction: Insertion respiratory hygiene. Section 3.2 – Protecting people who are at higher risk of harm: BAME communities included and individual risk assessments for all groups identified to be at higher risk of harm. Section 3.3 – People who need to self-isolate: Trust stance over 14-day self-isolation statement and the provisions and use of COVID-19 Emergency Gels/Bags when aiding someone showing symptoms. Section 3.15 – Accident, security and other incidents: Public health England statement added, and further clarification given on the provisions and use of PPE. Section 3.23 – Personal Protective Equipment (PPE): Further clarification given on the provisions and use of PPE. Section 3.2 – Protecting people who are at higher risk of harm: COVID-19 Return to Work/Learning – Individual Risk Assessment added. Section 3.3 – People who need to self-isolate: Trust stance over “blanket” 14-day self-isolation statement removed and replaced with directive to follow existing HM Government guidance. Reviewed protocols for what actions should be taken if someone is showing symptoms, i.e. what to do, whom to notify and the correct lines of communications etc. Section 3.4 – Employee second jobs, i.e. voluntary, part-time, or temporary: Removed 1st opening paragraph and last bullet point in this section of version-2. Section 3.15 – Accident, security and other incidents: Further clarification and rationale given on the provisions and use of PPE. Section 3.23 – Personal Protective Equipment (PPE): Further clarification and rationale given on the provisions and use of PPE.</small>	Harvinder Singh Rajput	Simon Smith and Scott Hudson
05/06/2020	2.1	<small>Section 3.2 – Protecting people who are at higher risk of harm: COVID-19 Return to Work/Learning – Individual Risk Assessment added. Section 3.3 – People who need to self-isolate: Trust stance over “blanket” 14-day self-isolation statement removed and replaced with directive to follow existing HM Government guidance. Reviewed protocols for what actions should be taken if someone is showing symptoms, i.e. what to do, whom to notify and the correct lines of communications etc. Section 3.4 – Employee second jobs, i.e. voluntary, part-time, or temporary: Removed 1st opening paragraph and last bullet point in this section of version-2. Section 3.15 – Accident, security and other incidents: Further clarification and rationale given on the provisions and use of PPE. Section 3.23 – Personal Protective Equipment (PPE): Further clarification and rationale given on the provisions and use of PPE.</small>	Harvinder Singh Rajput	Simon Smith and Scott Hudson
07/06/2020	2.2	<small>Section 3.2 – Protecting people who are at higher risk of harm: Further clarification given to the guidance and advice for people and their families that fall into the ‘high risk’ category and the ‘Individual Risk Assessment’ referred to ‘COVID-19 Safe Working/Learning – Individual Risk Assessment’. Section 3.23 – Personal Protective Equipment (PPE): Further clarification given on the provisions and use Personal Protective Equipment (PPE) and how it will be assessed to ascertain whether it is suitable, sufficient, and fit for purpose for a particular task/activity.</small>	Harvinder Singh Rajput	Simon Smith and Scott Hudson
16/06/2020	2.3	<small>Section 3.3 – People who need to self-isolate: Further clarification given with regards to who and when people should self-isolate and the correct lines of communication and reporting between all parties involved. Reference made to GOV.UK, Government’s ‘Track and trace’ protocol, and the use of ‘protective bubbles’ in all Academies within the Trust. Section 3.15 – Accident, security, and other incidents: Reference made to ‘in loco parentis’ and permitting members of staff within ‘protective bubbles’ to carry out ‘very basic everyday emergency’ First Aid. Section 3.22 – Managing visitors and contractors: Visitors and contractors COVID-19 self-declaration protocol added.</small>	Harvinder Singh Rajput	Simon Smith and Scott Hudson
12/07/2020	3	<p>General:</p> <ul style="list-style-type: none"> • Wherever applicable, the 2-metre social distancing rule has been replaced with either maintaining a safe social distance, maximise distance between people wherever possible or minimise contact between people responsibly and sensibly, and where this isn’t possible to consider other mitigating control measures. • Various other minor tweaks also made throughout the document, e.g. consistent distinct groups, forward facing desks etc. <p>Section 1 – Introduction: Updated with new information and some methods of preventing or reducing the risk of COVID-19 transmission and infection summarised.</p> <p>Section 3.2 – Protecting people who are at higher risk of harm. (Clinically Extremely Vulnerable, Clinically Vulnerable, Pupils who are Shielding or self-isolating, and BAME Communities: Updated to reflect new guidance and pupils who are shielding, or self-isolating also included.</p> <p>Section 3.3 – Reporting confirmed positive COVID-19 situations, engaging with the NHS Test and Trace process, working collaboratively with the local Public Health Team (Public Health England – PHE), and people who need to self-isolate: Updated to reflect new guidance and emphasis placed on engaging NHS Test and Trace process and collaborative working with Public Health England, and that PHE will advice and also give a definitive directive on all situations.</p> <p>Section 3.7 – Physical Education and Playgrounds: New separate section created and updated to reflect new guidance.</p> <p>Section 3.8 – On-Site Educational Enrichment Visits: New separate section created and updated to reflect new guidance.</p> <p>Section 3.9 – Music: New section created.</p> <p>Section 3.13 – Workplaces, workstations, teaching and learning areas, work and learning equipment including soft toys: Updated to reflect new guidance.</p> <p>Section 3.17 – Accident, First Aid, security and other incidents: Actions to be followed immediately after experiencing and/or realising an unfortunate act of physical violence, i.e. spitting, biting, punching, kicking etc.</p> <p>Section 3.18 – High risk pupils, i.e. those that are socially vulnerable, have an EHCP (SEND) and/or IMCP (Medical): Amendments identical to section 3.17 as well as being updated to reflect new guidance.</p> <p>Section 3.24 – Managing visitor and contractors: Further clarification given on the various types of visitor and contractors.</p> <p>Section 3.27 – Transport, i.e. Trust and hire vehicles, dedicated Academy transport, and the wider public transport: Section re-titled and rewritten to reflect new guidance.</p> <p>Section 3.31 – Pupil mental health and wellbeing: New section created.</p>	Harvinder Singh Rajput	Simon Smith and Scott Hudson

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
1.	<p>COVID-19</p> <p>Coronaviruses are a group of viruses that cause respiratory tract infections that can range from mild to fatal. Severe Acute Respiratory Syndrome (SARS), Middle East Respiratory Syndrome (MERS), and the new COVID-19 that materialised in 2019 are all viruses that fall into the coronavirus group.</p> <p>The new coronavirus disease 2019 has been abbreviated by the World Health Organisation (WHO) as COVID-19, 'CO' stands for 'corona', 'VI' for 'virus', and 'D' for disease</p> <p>The World Health Organisation (WHO) has identified that COVID-19 is not an airborne virus.</p> <p>Respiratory tract infections can be transmitted through respiratory droplets, droplet nuclei (i.e. nano particle 10⁻⁹), or aerosol (i.e. spray) depending on their size. When the droplet particles are above a certain size they are referred to as 'respiratory droplets', and when they are below a certain size,</p>	<ul style="list-style-type: none"> • Transmission and contracting disease. • Continuous coughing or frequent episodes of coughing. • Higher than normal body temperature. • Severe fatigue. • Mild to moderate respiratory illness for most people infected that have a good immune system. • Older people and those with underlying medical conditions may develop serious, chronic and life-threatening respiratory illness. 	<ul style="list-style-type: none"> • Members of Staff • Pupils • Volunteers • Parents • Visitors. 	<p>1. People that should be advised to come into work or work from home</p> <p>Staff that can work from home will be advised to work from home until further notice.</p> <p>The SLT will conduct a 'Staff Requirement Assessment' that will identify who is required to come into work and who can work from home. The assessment will consider the following:</p> <ul style="list-style-type: none"> • Minimum number of employees needed on site to operate safely and effectively. • Employees in roles that are critical for business and operational continuity, safe estates and facility management, regulatory requirements, and those that cannot be performed remotely. • Employees that work remotely (i.e. from home) but are unable to do so due to home circumstances or the unavailability of safe enabling equipment. <p>The wellbeing, mental and physical health, and personal security of those working from home will be monitored by their direct line manager and all provisions will be made available to help those working from home to stay connected with the rest of the workforce, especially if the majority of their colleagues are on-site. New ways of working will be adopted to achieve this and will include the use of ICT, i.e.</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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	<p>are referred to as 'droplet nuclei'.</p> <p>According to current evidence, COVID-19 virus is a 'sticky protein cell' that is primarily transmitted between people through respiratory droplets and contact routes including touch points.</p> <p>Respiratory droplets are of a weight that they will fall to the ground at round 1-metre, thus the initial 2-metre social distance rule, and can remain on surfaces for some time depending on the type of material, e.g. 48 hours for fabric and up to 72 hours for plastics and hard rigid surfaces such as desks.</p> <p>Therefore, some methods of preventing or reducing the risk of COVID-19 transmission and infection are summarised below, however the list is not exhaustive:</p> <ol style="list-style-type: none"> 1. People that are ill must stay at home. 2. Maintain high levels of 'respiratory' hygiene, i.e. apply 'Catch It', 'Bin It', and 'Kill It' into your daily life. 			<p>remote access to work systems, Microsoft Teams and Zoom video meeting etc.</p> <p>Safe working from home advice and guidance given by the Health and Safety Section, including online self-assessments.</p> <p>TDET has Adult Mental Health First Aid provisions in place that are managed by TDET's Health and Safety Section. Provisions and how to reach out to an appointed Adult Mental Health First Aider have been communicated to all staff.</p> <p>The Trust's Human Resources Department will address and manage any well-being issues or concerns.</p>				
				<p>2. Protecting people who are at higher risk of harm. (Clinically Extremely Vulnerable, Clinically Vulnerable, Pupils who are shielding or self-isolating, and BAME communities)</p> <p>In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.</p>	<p>L (2) Unlikely</p>	<p>S (4) Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8) High</p>	<p>Yes</p>

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	<p>3. Maintain high levels of 'personal' hygiene (i.e. more frequent washing of hands or use of hand sanitiser gel).</p> <p>4. Avoid touching your face unnecessarily.</p> <p>5. Maintain a safe social distance, maximise distance between people wherever possible or minimise contact between people responsibly and sensibly, and where this is not possible to consider other mitigating control measures.</p> <p>6. Reduce number of contact points.</p> <ul style="list-style-type: none"> • So far as is reasonably practicable, group adults and children into groups that are 'consistent' and avoid contact between groups. • Maintaining distinct groups that do not mix, not only prevents and reduces the risk of COVID-19 transmission or infection, but also makes it quicker and easier to identify and confirm those who may 			<p>Given the improved position, the balance of risk is now overwhelmingly in favour of people returning to their Academy's.</p> <p>All clinically vulnerable and clinically extremely vulnerable individuals will be protected by abiding to the directives given by HM Government, Department for Education, Public Health England, and National Health Service.</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Published 2nd July 2020 <p>Where Academy's apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are 'clinically extremely vulnerable' and 'clinically vulnerable'. The Trust expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <p>Clinically Extremely Vulnerable: Individuals who were considered to be 'clinically extremely vulnerable' and received a letter advising them to shield are now advised that they can return to work from 1st August and must adhere to all systems of control, prevention and protection measures for preventing/reducing</p>				

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	<p>have been in 'close contact' and need to self-isolate in the event of a confirmed positive situation.</p> <ul style="list-style-type: none"> • Wherever possible the group numbers should be kept as small as is practicably possible. • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try to maintain a safe social distance wherever possible, ideally 2 metres from other adults. • Measures to consider: <ul style="list-style-type: none"> ▪ Within the classroom, i.e. maintaining a safe distance, reducing face-to-face time, have pupils seated side-by-side with forward facing desks, adults to 			<p>the spread and infection of COVID-19.</p> <p>Advice for those who are 'extremely clinically vulnerable' can be found in the link below.</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 • Updated 10th July 2020 <p>Pupils who are shielding or self-isolating:</p> <p>We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school.</p> <p>However, the following should be noted:</p> <ul style="list-style-type: none"> • a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). • Shielding advice for all adults and children will pause on 1st August, subject to a continued decline in the rates of community transmission of 				

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	<p>maintain 2-metres wherever possible, adults to stay at the front of the class etc.</p> <ul style="list-style-type: none"> ▪ Common areas, i.e. avoid large gatherings, adjustments to timetabling etc. ▪ Stagger the times when groups arrive and leave the premises as well as when they migrate around the premises and when they have their breaks. ▪ Transport (Academy and public transport), i.e. ensure that systems of control, prevention and protection are in place and followed for preventing/reducing the spread and infection of COVID-19. ▪ Off-site educational enrichment visits, i.e. thorough risk assessment 			<p>coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p> <ul style="list-style-type: none"> • If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent. • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). <ul style="list-style-type: none"> ▪ You can find more advice from the Royal College of Paediatrics and Child Health via the link below. ▪ https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, Academies should immediately offer them access to remote education and should monitor engagement with this activity.</p> <p>Where children are not able to</p>				

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	<p>that captures systems of control, prevention and protection measures for preventing/reducing the spread and infection of COVID-19.</p> <p>7. Ensure enhanced thorough cleaning regimes are in place and maintained.</p> <ul style="list-style-type: none"> • For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. • Classroom based resources, such as books and games, can be used and shared within the group; these should be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously and 			<p>attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>All other pupils must attend their allocated Academy's for education. Academies within the Trust should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and should put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>If parents of pupils with significant risk factors are concerned, Academies within the Trust must discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in the Academy. Academies with the Trust must be clear with parents that pupils of compulsory school age must be in the Academy unless a statutory reason applies, e.g. the pupil has been granted a leave of absence, is unable to attend because of sickness, is</p>				

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	<p>always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours for fabric materials and 72 hours for plastics and other materials with similar properties between use by different groups.</p> <p>8. Ensure that robust local processes are in place that enable a safe working and learning environment, and that these processes are followed.</p> <ul style="list-style-type: none"> Local processes must capture systems of control, prevention and protection measures for preventing/reducing the spread and infection of COVID-19. <p>9. Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>10. Actively engage with the NHS Test and Trace process.</p> <p>11. Actively engage with the local Health Protection Team – Public Health England</p>			<p>absent for a necessary religious observance etc.</p> <p>Clinically vulnerable: Individuals who are considered to be 'clinically vulnerable' are advised to return to work and must adhere to all systems of control, prevention and protection measures for preventing/reducing the spread and infection of COVID-19.</p> <p>Advice for those who are 'clinically vulnerable', including 'pregnant women' can be found in the link below.</p> <ul style="list-style-type: none"> https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people Pregnant women are considered to be in the 'clinically vulnerable' category Update 9th July 2020. <p>PLEASE NOTE: People who live with those that are 'clinically extremely vulnerable' or 'clinically vulnerable' can attend the workplace and are advised to do so.</p> <p>BAME communities: Emerging UK and international data suggest that people from the 'Black', 'Asian', and 'Minority Ethnic' (BAME) communities in the general population are being disproportionately affected by COVID-19. The Trust recognise that these shocking figures have</p>				

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	(PHE), i.e. East of England Control Centre Team.			<p>understandably led to widespread fear, anxiety and grief amongst our BAME staff and their communities. While it may not be clear as to why the BAME communities in the general population are being disproportionately affected by COVID-19, we are still committed to ensuring the Health, Safety and Mental Wellbeing of all our BAME staff and their communities.</p> <p>Staff from the BAME communities are advised to return to work and must adhere to all systems of control, prevention and protection measures for preventing/reducing the spread and infection of COVID-19.</p> <p>Academy leaders will be professional, responsible, sensible, and flexible in how they deploy the mentioned groups of people so that their safety and health are not compromised.</p> <p>The Trust's Human Resources Department will work in collaboration with the Trust's Health and Safety Section in advising, guiding, and working with people that fall into either of these three groups, including their direct line manager.</p> <ul style="list-style-type: none"> • If required, the Health and Safety Section have a detailed 'COVID-19 Individual Risk Assessment' that can be used to record and implement additional specific mitigating measures to alleviate any worries and anxieties that a 				

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				<p>person in any of the groups mentioned in this section may have with regards to returning back to work.</p> <ul style="list-style-type: none"> If required, the Human Resources Department have a 'COVID-19 Individual Return-to-Work Assessment' that can also be completed for a person in any of the groups mentioned in this section. 				
				<p>3. Reporting confirmed positive situations, engaging with the NHS Test and Trace process, working collaboratively with the local PHE Health Protection Team, and people who need to self-isolate</p> <p>NOTE:</p> <ul style="list-style-type: none"> It does not necessarily mean that anyone showing symptoms of COVID-19 actually has the disease. However, HM Government and Public Health England are advising people who are showing symptoms of COVID-19 to stay at home, self-isolate, follow existing HM Government and Public Health England guidance, and adhere to the National Health Service (NHS) 'Test and Trace' protocol, i.e. apply online for a COVID-19 test within the first 3-days of experiencing any COVID-19 symptoms. The test is best taken within the first 5-days of the symptoms being experienced. There will be a requirement to notify others that have been in 'recent' close contact with someone who is 'showing' symptoms of COVID-19 or who 	<p>L (2) Unlikely</p>	<p>S (4) Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8) High</p>	<p>Yes</p>

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				<p>has 'recently' been tested and confirmed positive for having COVID-19.</p> <ul style="list-style-type: none"> o In such cases where others need to be notified, General Data Protection Regulations (GDPR) should be complied with wherever possible and 'permission' should be sought for 'sharing data'. However, due to the insignificant/low risk nature of the data in question being shared, Health and Safety Regulations and the necessity to comply with them will 'trump' General Data Protection Regulations (GDPR). <ul style="list-style-type: none"> ▪ Anyone sharing such insignificant/low risk data should act 'responsibly' and 'professionally' when doing so. • You only need to self-isolate if you: <ul style="list-style-type: none"> o Are 'showing' symptoms of COVID-19 yourself. o Have 'recently' been in close contact with someone who has 'recently' been tested and confirmed positive to having COVID-19. o Under the guidance for full reopening of school published on 2nd July 2020, 'close contact' is defined as: <ul style="list-style-type: none"> ▪ Direct close contact – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). ▪ Proximity contacts - 				

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				<p>extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.</p> <ul style="list-style-type: none"> ▪ Travelling in a small vehicle, like a car, with an infected person. ○ In either of the scenarios above, you should: <ul style="list-style-type: none"> ▪ Follow existing HM Government and Public Health England guidance. ▪ Adhere to NHS 'Test and Trace' protocol, i.e. apply online for a COVID-19 test within the first 3-days of experiencing any COVID-19 symptoms. Note, the test is best taken within the first 5-days of symptoms. <p>Anyone 'showing' symptoms of COVID-19 will be prohibited to come onto the Academy's premises and will be instructed to stay at home and self-isolate, follow existing HM Government and Public Health England guidance, and adhere to NHS 'Test and Trace' protocol, i.e. apply online for a COVID-19 test within the first 3-days of experiencing any COVID-19 symptoms.</p> <p>Anyone who has 'recently' (i.e. within 14-days) been tested positive for having COVID-19, or is living in a household with someone who has 'recently' (i.e. within 14-days) been tested positive for having COVID-19, or even been in close contact with someone who has 'recently' (i.e.</p>				

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				<p><i>within 14-days</i>) been tested positive for having COVID-19, will also be strictly prohibited to come onto the Academy's premises and will be instructed to stay at home and self-isolate, follow existing HM Government and Public Health England guidance, and adhere to NHS 'Test and Trace' protocol, i.e. apply online for a COVID-19 test within the first 3-days of experiencing any COVID-19 symptoms.</p> <p>If any members of staff, visitor, or contractor becomes unwell and starts showing symptoms of COVID-19 should abide by the following 'statutory' and 'mandatory' directives:</p> <ul style="list-style-type: none"> • Immediately notify their direct Line Manager or responsible member of staff, if they are a visitor or contractor, by the safest method so as to avoid any risk of COVID-19 transmission. • If physically present on the Academy's premises, will self-isolate in a safe place, and as soon as it is practicably possible, will leave the Academy's premises safely and in a control manner so as to reduce the risk of COVID-19 transmission, go home, self-isolate at home and follow existing HM Government and Public Health England guidance. <ul style="list-style-type: none"> ◦ There is no requirement for anyone else to go home and start self-isolating at this moment in time, that is unless they start showing symptoms 				

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No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>themselves.</p> <ul style="list-style-type: none"> o There is no requirement for the rest of the household to start self-isolating at this moment in time, that is unless the person self-isolating has been tested positive for having COVID-19, in which case they will all have to self-isolate and follow existing HM Government and Public Health England guidance. • Adhere to NHS 'Test and Trace' protocol, i.e. apply online for a COVID-19 test within the first 3-days of experiencing any COVID-19 symptoms. Note, the test is best taken within the first 5-days of symptoms. • Must keep their direct Line Manager or the responsible member of staff, if they are a visitor or contractor, updated with their health condition on a daily basis. • If tested positive for COVID-19, the direct Line Manager of the member of staff responsible for the person tested positive, upon notification will immediately notify the relevant obligatory regulatory bodies, i.e. Principal/Head Teacher and a responsible SLT member. <ul style="list-style-type: none"> o The responsible SLT member will immediately, without delay, notify the Trust's Health and Safety Manager of the 'situation'. <ul style="list-style-type: none"> ▪ Name and date-of-birth of the individual confirmed positive for COVID-19. ▪ Date of test and when results were known. 				

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No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<ul style="list-style-type: none"> ▪ The last day of work of the person confirmed positive for COVID-19. ▪ Names of people that were in recent 'close contact' with the person confirmed positive for COVID-19. ○ The responsible SLT member will also record and log the situation as it unfolds. • The Trust's Health and Safety Manager will immediately, without delay, notify the local Health Protection Team – Public Health England (PHE), i.e. East of England Control Centre Team. ○ The health protection team will also contact Academy's directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the Academy – as identified by NHS Test and Trace. ○ The health protection team will carry out a rapid risk assessment with the Trust's Health and Safety Manager to ascertain and confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. ○ The health protection team will work with Academy's in this 'situation' to guide them through the actions they need to take. ○ The health protection team will provide advice and give a 'definitive' directive on who must be sent home and self-isolate at home etc. 				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<ul style="list-style-type: none"> ▪ To support them in doing so, it is recommended that Academy's keep a record of the following: <ul style="list-style-type: none"> - Names of pupils and staff in each group. - Was the person confirmed positive for COVID-19 in close contact with others in the group? - Was the person confirmed positive for COVID-19 in close contact with children and staff in different groups? - This should be a proportionate recording process. - Academy's do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. • The Academy will be advised and 'definitively' directed on all 'situations' by the local Health Protection Team – Public Health England (PHE), i.e. East of England Control Centre Team. • The Trust's Health and Safety Manager will mediate between the Academy and the local Health Protection Team – Public Health England (PHE). <p><u>Summary of reporting confirmed positive COVID-19 situations:</u> In any confirmed positive COVID-19 'situations', the person concerned must immediately, without delay, notify their direct Line Manager who must then</p>				

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No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>immediately, without delay, notify a responsible SLT member who must then immediately, without delay, notify the following obligatory regulatory bodies.</p> <ul style="list-style-type: none"> • Principal/Head Teacher. <ul style="list-style-type: none"> ○ Principal/Head Teacher will be responsible for notifying Trust Executive Body. • Trust Health and Safety Section for notifying the following external authorities. <ul style="list-style-type: none"> ○ Public Health England (PHE) – Local Health Protection Team. ○ HSE (RIDDOR), only if attributed to occupational exposure. ○ Local Authority (CCC/PCC) – Only out of courtesy. • Head of Human Resources. <ul style="list-style-type: none"> ○ Absence/sickness management. <p>If the person showing symptoms of COVID-19 is a child, then the following protocols will be upheld:</p> <ul style="list-style-type: none"> • Depending on the scenario, the child or the child's parent(s)/legal guardian(s)/carer(s) should abide by the following 'statutory' and 'mandatory' directives: <ul style="list-style-type: none"> ○ The child's parent(s)/legal guardian(s)/carer(s) should immediately notify the Academy by the safest method so as to avoid any risk of COVID-19 transmission if the child is showing symptoms of COVID-19 at home and refrain from sending their child into the Academy's environment. ○ If the child is physically present in a group on the Academy's 				

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				<p>premises, the child should immediately notify a responsible member of staff by the safest method so as to avoid any risk of COVID-19 transmission.</p> <ul style="list-style-type: none"> ▪ A responsible member of staff should immediately carry out a dynamic assessment to verify the symptoms and when confirmed contact the child's parent(s)/legal guardian(s)/carer(s) and instruct them to collect their child from the Academy and take them home in a safe and controlled manner so as to avoid the risk of COVID-19 transmission, self-isolate their child at home, and follow existing HM Government and Public Health England guidance. - There is no requirement for anyone else within the group to go home and start self-isolating themselves at this moment in time, that is unless they themselves start showing symptoms of COVID-19. - If the child is awaiting collection, then the following protocols will be strictly applied: <ul style="list-style-type: none"> ➤ The child will be moved, if possible, to a room where they can be isolated behind a closed door and depending on the age of the child will be supervised by an appropriate member of 				

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				<p>staff.</p> <ul style="list-style-type: none"> ➤ If it is not possible to isolate the child in a room behind a closed door, the child will be moved into an open area that is 2-metres away from other people. ➤ If the child needs to go to the toilet while waiting to be collected, they will use a separate toilet that will be cleaned and disinfected using standard cleaning products immediately after use and before being used by anyone else. <ul style="list-style-type: none"> ▪ The group should be moved immediately into another safe and clean area/room whilst the area/room where the group was currently working from is 'thoroughly' cleaned and all hard surfaces disinfected in line with the COVID-19 cleaning regimes. ▪ With respects to General Data Protection Regulations (GDPR), a responsible member of staff will immediately seek 'permission', i.e. from the parent(s)/legal guardian(s)/carer(s) of the child that is showing symptoms of COVID-19 before any attempts are made to inform other parent(s)/legal guardian(s)/carer(s) of 				

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No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>children that were/are in the same group as the child who is showing symptoms of COVID-19.</p> <ul style="list-style-type: none"> - Permission and the conversation held should be recorded and logged, in brief, by the responsible member of staff. - When permission is sought, a responsible member of staff will contact and inform all parent(s)/legal guardian(s)/carer(s) of the other children in the same group of the situation, i.e. it has been reported that a child in the same group as their child has shown signs of COVID-19 symptoms, the child has been removed from the group with immediate effect, and that they should be 'observant' for any signs of COVID-19 symptoms in their child because of the heightened risk as the group may potentially be compromised. The responsible member of staff should also: <ul style="list-style-type: none"> ➤ Remind all parent(s)/legal guardian(s)/carer(s) that it does not necessarily mean that anyone showing symptoms of COVID-19 actually has the disease. ➤ Record and log all calls and conversations, in brief, that have taken place with all the 				

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				<p>parent(s)/legal guardian(s)/carer(s) of the other children.</p> <ul style="list-style-type: none"> ➤ Keep all parent(s)/legal guardian(s)/carer(s) of the other children updated as soon as there is anything significant to report, i.e. outcomes of COVID-19 test results. • Child showing symptoms to self-isolate at home and follow existing HM Government and Public Health England guidance. <ul style="list-style-type: none"> ○ There is no requirement for the rest of the household to start self-isolating at this moment in time, that is unless their child tests positive for having COVID-19, in which case they will all have to self-isolate and follow existing HM Government and Public Health England guidance. • Adhere to the NHS 'Test and Trace' protocol, i.e. apply online for a COVID-19 test within the first 3-days of their child experiencing any COVID-19 symptoms. Note, the test is best taken within the first 5-days of symptoms. • Should keep the Academy updated on a daily basis with the health condition of their child. <ul style="list-style-type: none"> ○ Where parent(s)/legal guardian(s)/carer(s) of the child fail to contact and update the Academy, the Academy should make every effort to contact them for an update and remind them of 				

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				<p>the importance to adhere to the strict protocols during this unprecedented public health threat.</p> <ul style="list-style-type: none"> • Immediately share results of their child's COVID-19 test as soon as they are known. • If tested positive for COVID-19, a responsible member of staff upon notification will immediately, without delay, notify their direct Line Manager who must then immediately, without delay, notify a responsible SLT member who must then immediately, without delay, notify the following obligatory regulatory bodies. <ul style="list-style-type: none"> ○ Principal/Head Teacher. <ul style="list-style-type: none"> ▪ Principal/Head Teacher will be responsible for notifying Trust Executive Body. ○ Trust Health and Safety Section for notifying the following external authorities. <ul style="list-style-type: none"> ▪ Public Health England (PHE) – Local Health Protection Team. ▪ HSE (RIDDOR), only if attributed to occupational exposure. ▪ Local Authority (CCC/PCC) – Only out of courtesy. • The responsible SLT member will immediately, without delay, record and log the 'situation' as it unfolds. <ul style="list-style-type: none"> ○ Name and date-of-birth of the child confirmed positive for COVID-19. ○ Date of test and when results were known. ○ The last day of attendance of the child confirmed positive for 				

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				<p>COVID-19.</p> <ul style="list-style-type: none"> o Names of people that were in recent 'close contact' with the child confirmed positive for COVID-19. • The Trust's Health and Safety Manager will immediately, without delay, notify the local Health Protection Team – Public Health England (PHE), i.e. East of England Control Centre Team. o The health protection team will also contact Academies directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the Academy – as identified by NHS Test and Trace. o The health protection team will carry out a rapid risk assessment with the Trust's Health and Safety Manager to ascertain and 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. o The health protection team will work with Academy's in this 'situation' to guide them through the actions they need to take. o The health protection team will provide advice and give a 'definitive' directive on who must be sent home and self-isolate at home etc. <ul style="list-style-type: none"> ▪ To support them in doing so, it is recommended that Academy's keep a record of the following: <ul style="list-style-type: none"> - Names of pupils and staff in 				

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				<p>each group.</p> <ul style="list-style-type: none"> - Was the person confirmed positive for COVID-19 in close contact with others in the group? - Was the person confirmed positive for COVID-19 in close contact with children and staff in different groups? - This should be a proportionate recording process. - Academy's do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. <ul style="list-style-type: none"> • The Academy will be advised and 'definitively' directed on all 'situations' by the local Health Protection Team – Public Health England (PHE), i.e. East of England Control Centre Team. • The Trust's Health and Safety Manager will mediate between the Academy and the local Health Protection Team – Public Health England (PHE). <p>COVID-19 Emergency Grab Bags containing the appropriate essential personal protective equipment (PPE), i.e. gloves, aprons and face mask, will be strategically located around the Academy and locations will be communicated to all members of staff just in case they need to use PPE in the event of a likely risk of COVID-19 transmission, i.e. aiding someone who is showing</p>				

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				<p>symptoms of the disease. The Health and Safety Section will review and advise on the correct essential PPE and contents of the 'COVID-19 Emergency Grab Bag'</p> <p>Members of staff do not need to go home if they have aided someone who was taken unwell and showing symptoms of COVID-19, that is unless they develop symptoms themselves. The members of staff concerned will be instructed to wash their hands thoroughly for 20 seconds immediately after aiding the person that was unwell and showing symptoms of COVID-19.</p> <p>The Trust's Health and Safety Section will be on hand to advice and guide all Academies within the Trust should any of the above scenarios arise.</p>				
				<p>4. Employee second jobs, i.e. voluntary, part-time, or temporary</p> <p>Employees have a moral and legal duty to <u>inform</u> the Academy's Leadership Team and the Trust's Human Resources Department of any potential second jobs, i.e. voluntary, part-time, or temporary, that they have <u>outside</u> of the Academy or Trust.</p> <p>The Academy's Leadership Team will work closely and in partnership with the Trust's Human Resources Department and Health and Safety Section in reviewing and assessing the nature of the</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>employees second job during this COVID-19 pandemic, i.e. is there an elevated risk of the employee contracting the disease in their second job and transmitting it generally in society as well as when working for the Academy or Trust.</p> <p>Considerations will be given to the following to reduce the risk of COVID-19 infection and transmission where employees have a second job <u>outside</u> of the Academy or Trust that poses an elevated risk of contracting the disease and transmitting it generally in society as well as when working for the Academy or Trust:</p> <ul style="list-style-type: none"> • A clear open dialogue will be held with the employee informing them of the elevated risks posed for infection and transmission by their second job. • Professionally, responsibly, and sensibly with a considered approach negotiate 'safe' protocols for working safely. <p>The Trust's Human Resources Department will work in collaboration with the Trust's Health and Safety Section in advising and guiding the person concerned, including their direct line manager.</p>				
				<p>5. Equality in the workplace</p> <p>Everyone will be treated equally, and no one will be discriminated against any particular circumstances of their protected characteristics, i.e. age, religion or</p>	<p>L (2) Unlikely</p>	<p>S (4) Significant illness, more than seven</p>	<p>R (8) High</p>	<p>Yes</p>

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				<p>belief, sexual orientation, disability, sex (gender), gender reassignment, race, pregnancy and maternity, marriage and civil partnership.</p> <p>Human Resources and the Health and Safety Section will advise, guide, and work with staff and their direct line managers, and with pupil(s) and their academy's, whose protected characteristics might either expose them to a different degree of risk, or when any new protocols (i.e. working/learning procedures) may be deemed inappropriate or challenging for them. Further assessments may need to be undertaken by the persons direct Line Manager who will be assisted by a relevant group, i.e. Human Resources or Health and Safety Section, and any additional measures or adjustments will be discussed with all parties involved, including the person with the protected characteristic, for example,</p> <ul style="list-style-type: none"> • Making reasonable adjustments to avoid disabled people being put at a disadvantage. • Making reasonable adjustments for not placing new and expectant mothers at any greater risk. • Making sure that steps taken do not have an unjustifiable negative impact on some groups compared to others, i.e. groups with caring responsibilities and groups with religious commitments. 		<p>day, and affecting more than one person</p>		

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				<p>6. Safe social distancing, communication, enforcement, and mitigating actions</p> <p>Safe social distancing, maximising distance between people or minimising contact between people will be enforced and maintained wherever possible, that is so far as is reasonably practicable, whilst:</p> <ul style="list-style-type: none"> • arriving at and departing from Academy premises, • working and/or learning and moving around Academy premises, • travelling between different Academy sites, • travelling on Academy transport and on the wider public transport, and when • participating on off-site educational enrichment visits. <p>Where safe social distancing, maximising distance between people or minimising contact between people is not possible, then consideration will be given to other mitigating control measures to prevent and/or reduce the risk of transmission and infection of the disease.</p> <p>Letters sent to Parents and legal Guardians/Carers regarding their moral and legal duty to uphold and maintain the safe social distancing rule wherever possible, that is so far as is reasonably practicable, when arriving at and departing from the Academy premises.</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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				<p>A clear directive given to all staff, pupils, volunteers, and visitors to uphold and maintain the safe social distancing rule wherever possible, that is so far as is reasonably practicable, whilst arriving at and departing from Academy premises, working and/or learning and moving around Academy premises, and when travelling between different Academy sites.</p> <p>All staff given a clear directive that they must enforce the safe social distancing rule wherever possible, that is so far as is reasonably practicable, and actively intervene and challenge those that breach the rule.</p> <p>Estates and facilities department will conduct a physical site survey with the Health and Safety Section and the Academy's Principal/Head Teacher (or members of their SLT) to see how best the safe social distancing rule can be implemented throughout the Academy, i.e. visual signage and floor markings, removing equipment, erecting screen and barriers, one way traffic routes, reducing and controlling the number of people working/learning/moving at any one given time etc.</p> <p>NOTE: (Mitigating Actions)</p> <ul style="list-style-type: none"> • In relation to any particular activity where social distancing cannot be followed in full, management will review that particular activity and consider 				

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				<p>whether that activity is business critical and whether it needs to continue for the Academy's operations, and if so, will consider all mitigating actions possible to prevent or reduce the risk of COVID-19 transmission and infection between their staff, pupils, volunteers, and visitors. Mitigating actions will include however is not an exhaustive list:</p> <ul style="list-style-type: none"> • Further increasing the frequency of hand washing and surface cleaning. • Keeping the activity time involved as short as possible. • Using screens or barriers to separate people from each other. • Using back-to-back or side-to-side working rather than face-to-face whenever possible, that is so far as is reasonably practicable. • Reduce the number of people each person has contact with. <p>Safe social distancing applies to all parts of the Academy's operations, not just the place where people spend most of their time, but also applies to entrances and exits, offices, breakrooms, classrooms, laboratories, refectories, transport and off-site visits etc.</p>				
				<p>7. Physical Education and Playgrounds</p> <p>Academies within the Trust will have the flexibility to decide how physical education, sport and</p>	<p>L (2) Unlikely</p>	<p>S (4) Significant illness, more than seven</p>	<p>R (8) High</p>	<p>Yes</p>

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				<p>physical activity will be provided whilst following the measures in their system of controls, prevention and protection in preventing and/or reducing the risk of COVID-19 transmission and infection.</p> <p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in any sports setting because of the way in which people breathe during exercise.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Academies within the Trust should refer to the following advice:</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation • https://www.sportengland.org/how-we-can-help/coronavirus • https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context- 		day, and affecting more than one person		

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				<p>FINAL.pdf</p> <ul style="list-style-type: none"> https://www.youthsporttrust.org/coronavirus-support-schools <p>Academies within the Trust are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so and should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Outdoor playground equipment can be used however should be cleaned more frequently and especially between each group use.</p>				
				<p>8. Off-Site Educational Enrichment Visits</p> <p>HM Government, Public Health England and the Department for Education (DfE) continue to advise against domestic (UK) overnight and overseas educational visits at this stage.</p> <ul style="list-style-type: none"> https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings <p>However, in the autumn term, HM Government, Public Health England and the Department for Education (DfE) are advising that we can resume non-overnight domestic educational visits.</p>	L (2) Unlikely	S (4) Significant illness, more than seven day, and affecting more than one person	R (8) High	Yes

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Visits should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc).</p> <p>Visits should be responsibly planned and managed following the measures in the Academy's system of controls, prevention and protection in preventing and/or reducing the risk of COVID-19 transmission and infection, e.g. keeping children within their consistent group and ensuring that the place of destination also has robust safe COVID-19 management measures in place.</p> <p>Academies within the Trust should also make use of outdoor spaces in the local area to support delivery of the curriculum.</p> <p>As normal, Academies within the Trust should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely.</p> <p>Anyone planning and managing a visit within the Trust will need to be aware of the wider advice and guidance available on visiting indoor and outdoor venues, i.e. Educational Visits Co-ordinator, Educational Visits Head, Trust's Health and Safety Manager, appointed Educational Visits Advisor (EvolveAdvice), Outdoor Education Advisers' Panel (OEAP) etc.</p>				

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				<p>Academies within the Trust should refer to the following advice:</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits 				
				<p>9. Music</p> <p>Respiratory tract infections can be transmitted through respiratory droplets, droplet nuclei (i.e. nano particle 10⁻⁹), or aerosol (i.e. spray) depending on their size. When the droplet particles are above a certain size they are referred to as 'respiratory droplets', and when they are below a certain size, are referred to as 'droplet nuclei'.</p> <p>Nano particles (10⁻⁹) or aerosol (i.e. spray) can travel further than the normal respiratory droplet. As a result of this additional distance, all Academies within the Trust should note that regardless of the safe social distancing, there may be an additional risk of transmission and infection in environments where people are singing, chanting, playing wind or brass instruments or shouting.</p> <p>Academies within the Trust should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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				<p>side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Further detailed DfE guidance will be published shortly.</p>				
				<p>10. Personal (i.e. frequent handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene communication and enforcement</p> <p>Letters sent to Parents and legal Guardians/Carers regarding their moral and legal duty to uphold and maintain their family's personal (i.e. frequent handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene at all times.</p> <p>A clear directive given to all staff, pupils, volunteers, and visitors to uphold and maintain their personal (i.e. frequent handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene at all times.</p> <p>All staff given a clear directive that they must encourage and enforce pupils to maintain their personal (i.e. frequent handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene, and actively intervene and challenge those that fail to maintain good personal (i.e. frequent</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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				<p>handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene.</p> <p>Signs and poster will be prominently displayed in strategic locations around the Academy premises to increase the awareness of:</p> <ul style="list-style-type: none"> • handwashing frequency, • handwashing techniques, • avoid touching your face, and • catch it, bin it, kill it, i.e. cough or sneeze into a tissue which can be binned safely, or into your arm if a tissue is not available. <p>Wherever possible, and so far as is reasonably practicable, paper towels and appropriate lined lidded waste bins that enclose the hazard, i.e. potential COVID-19 contaminated waste, will be provided as an alternative to hand dryers in handwashing facilities.</p> <p>Where appropriate and adequate handwashing facilities are not available, the use of hand sanitiser gels stations will be considered and strategically placed around the Academy. Hand sanitiser gel stations will be manned, and the use of the hand sanitiser station will be supervised to avoid incorrect use, over usage, and people filling their own bottles with gel for later use. Hand sanitiser gels stations will definitely be placed in prominent areas immediately entering the building, i.e. main reception area, where handwashing facilities are not immediately available, this will</p>				

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				<p>help control COVID-19 from entering into the Academy's 'safe' zone.</p> <p>Once in the 'safe' zone, frequent handwashing will be encouraged over the use of hand sanitiser gels.</p> <p>Estates and facilities department will conduct a physical site survey with the Health and Safety Section and the Academy's Principal/Head Teacher (or members of their SLT) to review their existing handwashing provisions and if necessary consider additional mobile handwashing equipment to be strategically placed, and how best to strategically place hand sanitiser gel stations.</p>				
				<p>11. Numbers coming to and leaving Academy premises at any one time</p> <p>Numbers coming to and leaving the Academy premises at any one time will be regulated and managed responsibly and sensibly so as to avoid any unnecessary congestion as well as upholding the safe social distancing rule. The control measures listed below will be considered, however the list is not exhaustive:</p> <ul style="list-style-type: none"> • Wherever practicably possible together with following the Academy's systems of control, prevention and protection, and without compromising the teaching time, Academies within the Trust will consider reducing the number of people required 	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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				<p>to come and leave during the day by either making reasonable adjustments to the Academy's start and finish times by using some form of rota system or split timetable for staff and pupils.</p> <ul style="list-style-type: none"> • Staggering arrival and departure times. • Having more entry and exit points. • Using appropriate signs and/or floor markings as well as introducing one-way traffic flow protocols at entry and exit points. • Patrolling and supervising human and vehicle traffic flow at entry and exit points. <p>It is still recommended that everyone limits the amount of equipment they bring into Academy each day, to essentials such as lunch boxes, hats, coats, books, stationery, mobile phones, and appropriate bags to carry the essential items.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil's or teacher's education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should also apply to these resources.</p> <p>Academies within the Trust should also have a process in place for advising anyone entering the</p>				

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				<p>Academy's premises on the removal of their face covering that has been used during their travel into the Academy. There is no requirement to wear a face covering whilst on the Academy's premises, that is unless a specific risk assessment stipulates otherwise.</p> <ul style="list-style-type: none"> • Everyone entering the Academy premises must be instructed not to touch the front of their face covering during use or when removing it and must wash their hands immediately. • Immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before proceeding further. 				
				<p>12. Migrating within and around the Academy premises</p> <p>Migrating within and around the Academy premises will be managed responsibly and sensibly by either reducing, limiting, and discouraging any non-essential migration.</p> <p>The use of radios or internal telephone systems will be encouraged wherever possible and the equipment used will be cleaned with sanitiser wipes after each use.</p> <p>Consideration will also be given to the following:</p> <ul style="list-style-type: none"> • Restricting or even prohibiting 	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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				<p>access to some areas within and around the Academy's premises.</p> <ul style="list-style-type: none"> • Reducing numbers and location rotation, i.e. pupils remain in class and staff rotate from one class to another. • Staggering any potential migration of groups to avoid contact between groups. • Introducing one-way traffic flow protocols within and around premises. • Restricting the use and reducing the maximum occupancy of the goods/human lift, i.e. only authorise the movement of goods from one floor to another as well as making sure that people with disabilities are able to access the lift with readily available hand sanitiser, and not forgetting to encourage those that are able to do so to use the stairs wherever possible. • Regulating, patrolling and supervising all traffic routes/areas, including bottlenecks, so that concurrent migration can be avoided, and the 2-metre social distancing rule upheld. 				
				<p>13. Workplaces, workstations, teaching and learning areas, work and learning equipment including soft cuddly toys</p> <p>Occupancy levels in all areas, workstation usage and possible, i.e. not definite, sharing of work or learning equipment including soft and cuddly toys will be regulated and managed responsibly and</p>	<p>L (2) Unlikely</p>	<p>S (4) Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8) High</p>	<p>Yes</p>

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				<p>sensibly following the measures in the Academy's system of controls, prevention and protection in preventing and/or reducing the risk of COVID-19 transmission and infection.</p> <p>Wherever possible, and so far as is reasonably practicable, workplaces and workstations will be configured in such a way that safe social distancing is maintained. Where this is not possible, consideration will be given to whether that activity needs to continue for the Academy to operate, and if so, and only as an <u>extreme last resort</u> will the mitigating actions highlighted in Control (6) be considered to prevent or reduce the risk of COVID-19 transmission and infection.</p> <p>Hot desking and the sharing of any work or learning equipment including soft and cuddly toys will be strictly prohibited, and where this is not possible, and only as an <u>extreme last resort</u> will the mitigating actions highlighted in Control (6) be considered to prevent or reduce the risk of COVID-19 transmission and infection, i.e. maintaining good cleaning regimes after each individual occupants use of the workstation and/or work or learning equipment including soft and cuddly toys.</p> <p>Disinfectant surface cleaning spray bottle and disposable paper towels will be made readily</p>				

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				<p>available at strategic locations to aid any surface cleaning that may be required immediately after each individual occupant's use of a workstation, work or learning equipment. Appropriate lidded bins will be provided at strategic locations to enclose the hazard, i.e. potential COVID-19 contaminated waste, when the item used for cleaning is disposed.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Please don't be fooled with the use of personal protective gloves when sharing work equipment, hence the reason why they are <u>not</u> advised or encouraged in such circumstances, that is, unless the activity/task/use is of a high risk, i.e. use of hazardous chemicals and substances that have the potential to cause skin irritations and/or burns. <p>Personal protective gloves may initially protect you from coming into physical contact with the disease however, the disease is a 'sticky' protein cell that will stick to the gloves and be transmitted elsewhere if the gloves are used for many other different activities/tasks over a prolonged period.</p> <p>For personal protective gloves to be effective in reducing the risk of infection and transmission, they must be disposed of safely and correctly into a lidded bin <u>immediately</u> after each individual activity/task/use and</p>				

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				<p>a fresh pair worn for the next activity/task/use. For example, sharing an item:</p> <ul style="list-style-type: none"> o Dispose gloves safely and correctly into a lidded bin <u>immediately</u> after <u>sharing</u> the item. o Wear a fresh pair of gloves for cleaning the item. o Dispose gloves safely and correctly into a lidded bin <u>immediately</u> after <u>cleaning</u> the item. o Wear a fresh pair of gloves for the <u>next</u> activity/task/use. <p>The following will be considered when assessing workplaces and workstations, however list is not exhaustive:</p> <ul style="list-style-type: none"> • Grouping adults and children in consistent distinct groups and avoid contacts between groups. • Continuous review of layouts and activities. • Seating pupils' side-by-side and have forward facing desks in classrooms and laboratories with the Teacher at the front of the classroom/laboratory. • Use of prominent visual signs to make everyone aware of social distancing. • Use of visual floor markings to help everyone keep to a safe social distance from one another. • Adults to maintain 2-metres wherever possible. • Regulating and managing traffic flow such as restricting or reducing numbers as well as applying one-way protocols. • Only where it is not possible to 				

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				<p>move workstations further apart will consideration be given to people working back-to-back or side-to-side with other mitigating actions such as erecting physical screens or barriers to separate them from each other rather than them working face-to-face.</p> <p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the group and should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between each group usage, or rotated to allow them to be left unused and out of reach for a period of 48 hours for fabric materials and 72 hours for plastics and other materials with similar properties between use by different groups.</p>				
				<p>14. Meetings</p> <p>Face-to-face meetings will not be encouraged, and wherever possible, and so far as is reasonably practicable, everyone will be given a clear directive to explore the option of using remote working ICT software and/or equipment at the first instant when planning to hold any</p>	<p>L (2) Unlikely</p>	<p>S (4) Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8) High</p>	<p>Yes</p>

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				<p>meeting.</p> <p>The use of 'Microsoft Teams' and 'Zoom' has proven to be a great success when hosting remote meetings.</p> <p>Where face-to-face meeting are unavoidable, the number of attendees to any meeting will be regulated and managed responsibly and sensibly by the host, ensuring that only the absolute necessary participants should attend so that the safe social distancing rule can be upheld. Unavoidable face-to-face meeting will only take place in appropriately sized and well-ventilated spaces / areas / rooms. The sharing of any work equipment in any unavoidable face-to-face meeting will not be permitted. However, additional mitigating actions highlighted in Control (6) will also be considered to prevent or reduce the risk of COVID-19 transmission and infection, i.e. using physical screens or barriers to separate people from each other, keeping the meeting time as short as possible, using prompts such as signs and floor markings, readily available hand sanitiser, readily available disinfectant surface cleaning spray bottle and disposable paper towels that can be used when any piece of equipment has been shared during the meeting etc.</p>				

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				<p>15. Common areas</p> <p>Everyone will be given a clear directive to work collaboratively to ensure consistency is maintained across all common areas, e.g. reception, walkways, staircases, refectory, breakout/rest areas etc.</p> <p>Migration and occupancy in and around all common areas will be managed responsibly and sensibly, and the following will either be implemented or considered:</p> <ul style="list-style-type: none"> • Break times will be staggered to reduce migration and occupancy levels at any one time in all common areas. • Seating and table configuration in refectory and breakout/rest areas will be reviewed and reconfigured to uphold the safe social distancing rule. • Visual prompts such as signs and floor markings will be used to raise awareness and help people maintain the safe social distancing rule. • People will be encouraged to bring their own wholesome food, and whenever possible (i.e. weather permitting), can eat outside in an open space. • Opening other areas of the building and premises during break times, e.g. sports hall. • Providing packaged meals or similar to avoid fully opening and congesting refectory. <p>Additional mitigating actions highlighted in Control (6) will also</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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				<p>be considered to reduce the risk of COVID-19 transmission, i.e. using physical screens or barriers to separate people from each other, regulating (i.e. keeping the time spent in any common area as short as is practicably possible) and ensuring adequate enforcement and supervision at all times to reduce concurrent migration and occupancy.</p> <p>Estates and facilities department will conduct a physical site survey with the Health and Safety Section and the Academy's Principal/Head Teacher (or members of their SLT) to review the seating and table configurations in all common rooms/areas and will reconfigure if deemed necessary to uphold the safe social distancing rule.</p>				
				<p>16. Issuing new school uniforms</p> <p>The issuing of new school uniforms will be planned and managed professionally and sensibly by following the measures in the Academy's system of controls, prevention and protection in preventing and/or reducing the risk of COVID-19 transmission and infection, i.e. ensuring that the safe social distancing rule is upheld, and respiratory and personal hygiene is maintained.</p> <p>Letters will be issued to parents/guardians/carers informing them of the importance to abide with the Academy's strict protocols for collecting their</p>	<p>L (2) Unlikely</p>	<p>S (4) Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8) High</p>	<p>Yes</p>

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				<p>child's new school uniform, i.e. abiding with the safe social distancing, and maintaining respiratory and personal hygiene at all times.</p> <p>Wherever possible, and so far as is reasonably practicable, every effort will be made to carry out this task out of core hours with collection times staggered across the day so that the interaction and overlap and contact between people is reduced, therefore reducing the risk of COVID-19 transmission.</p> <p>Everyone will be given a clear strict directive to work collaboratively to ensure consistency is maintained throughout the process.</p> <p>Visible signage and floor markings will be used to raise awareness and help people keep 2-metres from one another.</p> <p>One-way traffic flow systems will be enforced throughout the Academy to control the flow of people and vehicle traffic.</p> <p>Handwashing facilities will be made available to everyone and hand sanitiser will also be placed in prominent strategic locations, i.e. immediately on entry, reception, or place of uniform distribution.</p> <p>Sharing of any work equipment will not be encouraged however, if it is and unavoidable, i.e. a</p>				

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				<p>writing instrument or card-reader, then appropriate cleaning materials will be made readily available so that the shared equipment can be cleaned thoroughly after each individual use. Appropriate lidded bins will be provided at strategic locations to enclose the hazard, i.e. potential COVID-19 contaminated waste, when the item used for cleaning is disposed.</p> <p>NOTE:</p> <ul style="list-style-type: none"> Please don't be fooled with the use of personal protective gloves when sharing work equipment, hence the reason why they are <u>not</u> advised or encouraged in such circumstances, that is, unless the activity/task/use is of a high risk, i.e. use of hazardous chemicals and substances that have the potential to cause skin irritations and/or burns. <p>Personal protective gloves may initially protect you from coming into physical contact with the disease however, the disease is a 'sticky' protein cell that will stick to the gloves and be transmitted elsewhere if the gloves are used for many other different activities/tasks over a prolonged period.</p> <p>For personal protective gloves to be effective in reducing the risk of infection and transmission, they must be disposed of safely and correctly into a lidded bin</p>				

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				<p><u>immediately</u> after each individual activity/task/use and a fresh pair worn for the next activity/task/use. For example, sharing a card-reader to take a payment:</p> <ul style="list-style-type: none"> o Dispose gloves safely and correctly into a lidded bin <u>immediately</u> after <u>sharing</u> the card-reader. o Wear a fresh pair of gloves for cleaning the card-reader. o Dispose gloves safely and correctly into a lidded bin <u>immediately</u> after <u>cleaning</u> the card-reader. o Wear a fresh pair of gloves for the <u>next</u> activity/task/use. <p>Anyone not complying with the strict protocols will be asked to leave the Academy premises and if necessary, may be escorted off premises</p>				
				<p>17. Accident, First Aid, security and other incidents</p> <p>Public Health England have confirmed that "personal protective equipment (PPE) is not required when administering First-Aid on a non-symptomatic person", that is unless 'normal' First-Aid procedure specify otherwise, i.e. when there is blood involved.</p> <p>The Academy's 'First Aider Needs Assessment' will be reviewed by the Academy's Senior Leadership Team (SLT) and TDET's Health and Safety Section to ensure that adequate and appropriate First</p>	<p>L (2) Unlikely</p>	<p>S (4) Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8) High</p>	<p>Yes</p>

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No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Aid Provisions are maintained, i.e. Appointed Person (AP), Emergency First Aid (EFA), First Aid at Work (FAW), Paediatric First Aid (PFA), and Adult Mental Health First Aid (AMHFA).</p> <p>NOTE:</p> <ul style="list-style-type: none"> • With all the risk management protocols and mitigating safety control measures in place, the nature of the working and learning activities performed within an Academy and the risk of harm associated with them are deemed to be low. • With the above bullet point in mind, very basic 'emergency' First-Aid kits can be considered within groups. <ul style="list-style-type: none"> ◦ Members of staff within their groups are permitted under 'in loco parentis', i.e. a legal doctrine that has been established through precedents in English common law/civil law, to carry out very basic everyday emergency First-Aid, i.e. clean a graze and dress it. • Dedicated First-Aid rooms can be used, and groups can be compromised in any emergency health (i.e. injury or ill-health) and safety (i.e. fire evacuation) situation as long as personal and respiratory hygiene and cleaning regimes are upheld and maintained at all times before and after any emergency situation. <p>COVID-19 Emergency Grab Bags containing the appropriate</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>essential personal protective equipment (PPE), i.e. gloves, aprons and face mask, will be strategically located around the Academy and locations will be communicated to all members of staff just in case they need to use PPE in the event of a likely risk of COVID-19 transmission, i.e. aiding someone who is showing symptoms of the disease. The Health and Safety Section will review and advise on the correct essential PPE and contents of the 'COVID-19 Emergency Grab Bag'.</p> <p>Estates and facilities department will conduct a physical site survey with the Health and Safety Section and the Academy's Principal/Head Teacher (or members of their SLT) to review strategic locations for the safe and secure stowage and access of the 'COVID -19 Emergency Grab Bags'.</p> <p>HM Government and Public Health England have stipulated in their guidance that COVID-19 transmission risk in a non-healthcare setting are significantly lower than those seen in healthcare settings. Therefore, due to the pure nature of activities and operations within academies, people in academies are not deemed to be at the same risk of contracting the disease as those in Care Homes and Hospitals. Therefore, with this in mind, there is no immediate requirement to wear any personal protective equipment (PPE) when</p>				

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				<p>aiding others in the event of any unforeseen emergency situation, including First Aid, where the safe social distancing cannot be upheld, that is, unless the person in distress is showing symptoms of COVID-19 or where 'normal' First-Aid procedure specify otherwise, i.e. when there is blood involved. Please note that if normal protocols specify the use of personal protective equipment (PPE) when administering First-Aid for a particular injury or ill health regardless of whether the person in distress is showing COVID-19 symptoms or not, then personal protective equipment should be taken from their normal stock and worn, not from the COVID-19 Emergency Grab Bags.</p> <p>In either of the scenarios above, i.e. aiding a distressed person showing or not showing symptoms, members of staff concerned will be given a 'consistent' clear directive to wash their hands thoroughly for 20 seconds immediately after aiding the person that was in distress regardless of whether they were showing symptoms or not.</p> <p>Further guidance on practicing First-Aid safely, including safe working arrangements, during the current health threat posed by COVID-19 can be sought by the Trust's Health and Safety Section.</p> <p>The Health and Safety Executive have recently updated the Reporting of Injuries, Diseases and</p>				

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				<p>Dangerous Occurrences Regulations (RIDDOR) to include the requirement to report possible or actual exposure to COVID-19 as a result of or in connection with a work activity. Any confirmed positive cases will be reported to the Health and Safety Section through the correct channels as soon as is practicably possible.</p> <p>HM Government guidance stipulates "<i>that in an emergency situation, e.g. an accident or fire, people do not have to stay 2-metre apart if it would be unsafe</i>".</p> <p>In the event of any unfortunate emergency evacuation, people will be given a clear directive to:</p> <ul style="list-style-type: none"> • Follow normal protocols, work collaboratively and evacuate the building in a professional, sensible and safe manner. • Pay particular attention to personal sanitation measures immediately afterwards including either washing their hands thoroughly for 20-seconds or use hand sanitiser gel. <p>The actions below will be followed immediately after experiencing and/or realising an unfortunate act of physical violence, i.e. spitting, biting, punching, kicking etc. Note, the list of actions below is not exhaustive.</p> <ul style="list-style-type: none"> • Immediately call for back-up assistance and use your negotiating skills to calm the perpetrator. • Only when it is safe to do so, remove oneself safely and in a 				

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No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>controlled manner from the scene.</p> <ul style="list-style-type: none"> • If applicable, immediately clean oneself hygienically as best as they possible can. • If applicable, ascertain the nature and degree of the injury sustained, if any. <ul style="list-style-type: none"> ○ Has the perpetrator spat in someone's face? ○ Has the biting injury penetrated through the victim's skin, i.e. laceration injury? ○ Any other injury that may elevate the risk of COVID-19 infection? • Be mindful and monitor any onset of any COVID-19 symptoms. <ul style="list-style-type: none"> ○ Immediately follow the Academy's 'Reporting procedures for confirmed positive COVID-19 situations and people who need to self-isolate' as highlighted in section (3). 				
				<p>18. High risk pupils, i.e. those that are socially vulnerable, have an EHCP (SEND) and/or IMCP (Medical)</p> <p>High risk pupils due to their vulnerability in society, unacceptable behaviour, and/or specific physical, mental or medical health conditions will have their individual assessments reviewed by an appropriate competent person within the Academy, i.e. Special Educational Needs Co-ordinator (SENCO), Medical Supervisor or</p>	<p>L (2) Unlikely</p>	<p>S (4) Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8) High</p>	<p>Yes</p>

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				<p>Child Welfare Officer.</p> <ul style="list-style-type: none"> • Vulnerability in society assessment - Special Educational Needs Co-ordinator (SENCO) • Educational Health Care Plan (EHCP) – Special Educational Needs Co-ordinator (SENCO) • Individual Medical Care Plan (IMCP) – Medical Supervisor or Child Welfare Officer <p>Cambridgeshire County Council, including Peterborough City Council, have issued a specific ‘SEND and Vulnerable Child during COVID-19’ assessment which will complement the Academy’s internal assessments and help the Academy determine whether it can safely support the pupil on its premises or not during this COVID-19 pandemic, i.e. does the pupil continue with home learning or is it safe for them and others if they are to come into the Academy.</p> <ul style="list-style-type: none"> • Alex West (TDET Lead SENCO), Karin Rudd (SENCO/ASD Hub Manager at Welbourne Primary Academy), and Jean Bloye (Assistant Principal/SENCO at Queen Katharine Academy) can advise on the Local Authority’s specific ‘SEND and Vulnerable Child during COVID-19’ assessment: <ul style="list-style-type: none"> ○ Multi-Agency Risk Assessment Tool <ul style="list-style-type: none"> ▪ Offering School and College Placements to Vulnerable Children and those with Educational Health Care Plans (EHCPs) during the 				

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				<p>COVID-19 pandemic.</p> <ul style="list-style-type: none"> Local Authority assessments only need to be completed if it is deemed that the high-risk pupil poses a significant elevated risk of harm or transmission of the disease during the COVID-19 pandemic, not only to themselves but also to others within close proximity to them, i.e. members of staff, other children, and visitors. <p>The Academy's SEND department will ensure that the Local Authority's specific 'SEND and Vulnerable Child during COVID-19' assessment is completed for any pupil that they deem to be at a significant elevated risk of harm or transmission of the disease during the COVID-19 pandemic, not only to themselves but also to others within close contact to them, i.e. members of staff, other children, and visitors. The results of the assessment will be shared with all the appropriate and obligatory parties, informing them of whether the Academy can safely support the pupil on its premises or not.</p> <p>Review of the Academy's existing internal assessments together with the completion of the Local Authority's 'SEND and Vulnerable Child during COVID-19' specific assessment will allow the Academy to ensure that the safest decisions are made as to whether it can safely support the pupil on its premises or not during this COVID-19 pandemic.</p>				

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				<p>The Academy fully understands it's moral and legal obligations to not discriminate or disadvantage any pupil due to their SEND needs and also fully understands it's moral and legal obligations to safeguarding the health, safety, and wellbeing of all its staff, pupils, and visitors whilst on the Academy premises.</p> <p>The Academy will work closely with the Local Authority and will consider all options for mitigating any circumstances where a pupil cannot be supported on the grounds of their SEND needs, and so far as is reasonably practicable and <u>only if it safe to do so</u>, the Academy will endeavour to ensure that all pupils are able to attend the Academy irrespective of their SEND needs.</p> <p>Assessment reviews will be a <u>continuous</u> and will also take place under the following conditions.</p> <ul style="list-style-type: none"> • Where there have been significant changes in the evolving advice from HM Government, Public Health England, and Department for Education. • When there are significant changes in Legislation to address any new hazards and/or risks. • After an unfortunate incident/accident that has identified gaps in a provision or identified new hazards and/or risks. • Periodically, minimum bi- 				

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				<p>annually.</p> <p>All provisions will be continuously reviewed to ensure that they remain appropriate and adequate (i.e. competent member of staff, staff-to-pupil ratio, contact time and breaks etc), and are maintained in line with the guidance from HM Government, Department for Education, and Public Health England.</p> <p>When teaching and/or supervising any high-risk pupil, members of staff who are competent in the task and feel comfortable in carrying out their duties during the COVID-19 pandemic will only be permitted to carrying out the task. Anyone not deemed to be competent in either teaching or supervising a high-risk pupil will not be permitted to carrying out that task.</p> <p>All members of staff will be informed of their moral and legal duties in maintaining their own personal health, safety and wellbeing at all times and will be given a clear directive to ensure that they maintain their obligations to themselves by not endangering themselves and others by their own acts or omissions.</p> <p>Any type of Personal Protective Equipment (PPE) will not be issued to any member of staff teaching or supervising a high-risk pupil</p>				

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				<p>unless a dynamic risk assessment identifies otherwise. At the time of this assessment, it was considered that face shields/masks could potentially become a 'target' and attract the high-risk pupil into carrying out an unacceptable behaviour, i.e. spitting or compromising the safe social distancing rule by trying to knock the face shield/mask off the wearers head.</p> <p>However, appropriate Personal Protective Equipment (PPE) will definitely be considered in tasks that involve 'personal and intimate care', i.e. babies in nursery, pupils' in early years and where there is a medical, physical or mental health condition making it applicable. Personal Protective Equipment such as appropriate gloves, aprons and face masks will be made readily available to the members of staff concerned. Staff will be given a clear directive to pay particular attention to personal sanitation measures including washing their hands thoroughly for 20-seconds immediately after undertaking a personal and intimate care task.</p> <p>When working with a high-risk pupil and where it is deemed that there may be a potential risk of the safe social distancing rule being compromised, the following additional reinforcing social distancing measures will be taken into consideration:</p> <ul style="list-style-type: none"> • Use of appropriate visual signs to raise awareness of the 				

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				<p>importance to maintain the safe social distancing rule.</p> <ul style="list-style-type: none"> • Use of visual floor marking and physical barriers, i.e. tables place between high-risk pupil and member of staff, to help <u>maintain</u> the safe social distancing. <p>In any event where a high-risk pupil has been considered safe within reason, and been given a placement to attend, but compromises the safe social distancing rule and has either bitten or spat at a someone, then that high-risk pupil will:</p> <ul style="list-style-type: none"> • be immediately isolated in a separate room from everyone else, • eventually removed off the Academy's premises as soon as is practicably possible in a safe and controlled manner, • their assessments will be reviewed, and placement reconsidered. <p>The actions below will be followed immediately after experiencing and/or realising an unfortunate act of physical violence, i.e. spitting, biting, punching, kicking etc. Note, the list of actions below is not exhaustive:</p> <ul style="list-style-type: none"> • Immediately call for back-up assistance and use your negotiating skills to calm the perpetrator. • Only when it is safe to do so, remove oneself safely and in a controlled manner from the scene. • If applicable, immediately clean 				

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				<p>oneself hygienically as best as they possible can.</p> <ul style="list-style-type: none"> • If applicable, ascertain the nature and degree of the injury sustained, if any. <ul style="list-style-type: none"> ○ Has the perpetrator spat in someone's face? ○ Has the biting injury penetrated through the victim's skin, i.e. laceration injury? ○ Any other injury that may elevate the risk of COVID-19 infection? • Be mindful and monitor any onset of any COVID-19 symptoms. <ul style="list-style-type: none"> ○ Immediately follow the Academy's 'Reporting procedures for confirmed positive COVID-19 situations and people who need to self-isolate' as highlighted in section (3). <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual and must abide with the Academy's strict protocols for 'managing visitors and contractors' as highlighted in section (23). Wherever possible, if visits can happen outside of school hours, they should, and the visit should be recorded and logged.</p> <p>Where a child routinely attends more than one setting on a part time basis, e.g. because they are dual registered at an Academy and an alternative provision setting or special school,</p>				

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				<p>Academies within the Trust should collaboratively work with the alternative provision setting or special school, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child. Academies within the Trust and the alternative provisions setting, or special school should work through their system of controls, prevention and protection for preventing or reducing the risk of COVID-19 transmission or infection.</p> <p>The Academy's 'Supporting Pupils with Medical Need Procedure' will be reviewed by the Academy's Senior Leadership Team (SLT) and TDET's Health and Safety Section to ensure that adequate and appropriate support provisions are maintained to support pupils with medical needs.</p> <ul style="list-style-type: none"> • The Medical Supervisor or Child Welfare Officer will review all Individual Medical Care Plans (IMCPs) to ensure that provisions remain appropriate and adequate to support the high-risk pupil with medical needs. <p>The Academy fully understands it's moral and legal obligations to not discriminate or disadvantage any pupil due to their medical needs and will endeavour to ensure that all avenues are explored to support pupils with any medical need.</p> <p>The Local Authority's 'SEND and Vulnerable Child during COVID-</p>				

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				<p>19' specific assessment also covers 'health' and the document will be considered in the assessment and decision making process so as to ensure that the safest decisions are made as to whether the Academy can safely support the pupil with medical needs on its premises or not during this COVID-19 pandemic.</p> <p>However, in cases where it is not deemed possible to support a pupil on medical grounds, the Academy will log and record the reasons why and will work in partnership with the Local Authority and Clinical Commissioning Group (CCG) by sharing the relevant medical details of the pupil and reasons why the Academy is unable to support that particular pupil.</p> <p>The Academy will work closely with the Local Authority and the Clinical Commissioning Group (CCG) and will consider options for mitigating the circumstances, and so far as is reasonably practicable and <u>only if it safe to do so</u>, will ensure that all pupils are able to attend the Academy irrespective of their medical needs.</p>				
				<p>19. Safeguarding, pupil mental health and wellbeing, and safer recruitment</p> <p>Safeguarding and pupil mental health provisions will be reviewed by the Academy's Senior</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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				<p>Leadership Team (SLT) and TDET's Health and Safety Section to ensure that they are appropriate, adequate, maintained and in line with the guidance from HM Government, Department for Education, and Public Health England.</p> <p>Further guidance on Safeguarding is available via the following link.</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers • Department for Education stipulate in their guidance that the basic principles of safeguarding remains the same and wherever possible, and so far as is reasonably practicable, a Designated Safeguarding Lead (DSL) should be present on site however, if this is not possible then a contingency plan must be considered and communicated to all staff. • Regular contact with non-attending vulnerable pupils must still continue after reopening. • Safer recruitment principles for staff and volunteers must continue to apply. <p>Everyone will be advised to be alert to mood or behavioural changes in any pupil as a</p>		<p>affecting more than one person</p>		

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				<p>consequence of them experiencing anxiety, loss, bereavement, isolation, or loneliness caused by COVID-19 and the lockdown measure taken by the Government. Pupils suffering from any anxiety, loss, bereavement, isolation, or loneliness caused by COVID-19 will be assisted by the Academy's Child Mental Health and Wellbeing Teams.</p>				
				<p>20. Cleaning regimes and safe waste disposal.</p> <p>Estates and facilities department will consult with their cleaning contractor and/or in-house cleaning teams to agree and arrange a thorough deep clean before staff and pupils return.</p> <p>More frequent enhanced cleaning regimes will be in place within and around the Academy premises upon opening, particularly around 'common areas' and at potential 'touch points' including:</p> <ul style="list-style-type: none"> • Taps and washing facilities. • Toilet flush and seats. • Door handles and push plates. • Handrails on staircases and corridors. • Lift and hoist controls. • Machinery and equipment control panels. • Telephone equipment. • Common area, office, classroom and laboratory equipment, including desks and chairs. • Changing rooms and shower facilities in physical education 	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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				<p>curriculum.</p> <ul style="list-style-type: none"> All areas used for eating wholesome food. <p>Different groups don't need to be allocated their own toilet blocks, but toilets will be cleaned regularly, and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>Cleaning teams will continue to abide with their cleaning protocols, CoSHH risk assessment, safe working procedures including the correct use of PPE, and training.</p> <p>All cleaning waste will be managed and disposed of responsibly and sensibly so as to reduce the potential risk of COVID-19 transmission. All waste bins will be lined with an appropriate bin liner and lidded so as to enclose the hazard, i.e. potential COVID-19 contaminated waste. All bin liners or waste bags will be securely tied before they are manually handled and correctly disposed</p> <p>Cleaning teams will adhere to the strict cleaning guidance provided by HM Government when a known or suspected case of COVID-19 is confirmed:</p> <ul style="list-style-type: none"> https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Entry into the building, area, or room suspected to be contaminated will be prohibited 				

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				<p>and kept secure for 72-hours and then thereafter undergo a thorough deep clean.</p> <ul style="list-style-type: none"> By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice. 				
				<p>21. Handling inbound and outbound goods, merchandise, and other materials</p> <p>All precautionary measure will be taken to minimise the surface transmission risk of COVID-19 by apply the safe social distancing rule.</p> <p>Pick-up and drop-off collection points, protocols, signage and markings will be reviewed, and if necessary, amended accordingly to prevent or reduce the risk of COVID-19 transmission and infection.</p> <p>Protocols will be put in place for handling and cleaning inbound goods, merchandise, and other materials before entering the Academy building.</p> <p>Unnecessary handling of goods, merchandise, and other materials will be discouraged.</p> <p>Where possible and safe to do so, have a single person to manage and handle inbound and outbound goods, and where more than one person is need, to</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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				<p>use the same two people.</p> <p>Wherever possible and safe to do so, delivery drivers will be encouraged to stay in their vehicles to reduce the risk of COVID-19 transmission.</p> <p>New ways of working will be considered such as applying 'Lean Management' and 'Just-In-Time (JIT)' philosophies and techniques for deliveries and collections so that they can be managed more effectively and at the same time reduce the risk of COVID-19 transmission.</p> <p>Additional mitigating actions highlighted in Control (6) will also be considered to reduce the risk of COVID-19 transmission, i.e. using physical screens or barriers to separate delivery drivers from staff, and the use of PPE etc.</p>				
				<p>22. Managing the workforce</p> <p>Inevitably, changes will be made to the working day of the workforce so that the safe social distancing rule can be upheld and the transmission and infection risk of COVID-19 is prevented or reduced.</p> <p>Consideration will be given to the following:</p> <ul style="list-style-type: none"> • Those that can work from home will be advised and permitted to work from home. • Those that need to come into work will have their working day possibly staggered with reduced 	<p>L (2) Unlikely</p>	<p>S (4) Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8) High</p>	<p>Yes</p>

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				<p>contact-hours and on some kind of rota system or split timetable.</p> <p>23. Reasonable adjustments to timetables</p> <p>Inevitably, changes will be made to every pupil's timetable so that the safe social distancing rule can be upheld and the transmission and infection risk of COVID-19 is either prevented or reduced.</p> <p>Consideration will be given to the following until further guidance received from HM Government and the Department for Education:</p> <ul style="list-style-type: none"> • Wherever practicably possible together with following the Academy's systems of control, prevention and protection, and without compromising the teaching time, Academies within the Trust will consider reducing the number of people required to come and leave during the day by either making reasonable adjustments to the Academy's start and finish times by using some form of rota system or split timetable for staff and pupils. • Wherever possible, encourage self-study at home, i.e. 6th form. <p>NOTE:</p> <ul style="list-style-type: none"> • The above will not be applicable to vulnerable children and children of key workers who need to be in during the full day. 	L (2) Unlikely	S (4) Significant illness, more than seven day, and affecting more than one person	R (8) High	Yes

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>24. Managing visitors and contractors</p> <p>All visitors, contractors and Academy host's will be encouraged to use either telephone systems or ICT remote working connects such as Microsoft Teams and Zoom to replace site meetings/visits.</p> <p>Where site visits are required and/or unavoidable, the visitor or contractor will be given clear guidance by the Academy's host and receptionist on the Academy's visiting protocols and at the same time be given strict directives on the importance to maintain their respiratory and personal hygiene and adhere to the safe social distancing rule at all times. Any visitor or contractor failing to abide with the Academy's strict visiting protocols, i.e. maintaining respiratory and personal hygiene, and safe social distancing, will be requested to leave the premises immediately, or even be escorted off the premises if necessary.</p> <p>All visitors and contractors should give either the Receptionist or the Academy Host a signed declaration of the following before they are permitted to sign in or even given authorisation to enter the Academy's premises.</p> <ul style="list-style-type: none"> • Do they deem themselves to be at an elevated risk of harm from COVID-19 or not, i.e. Clinically Extremely Vulnerable, Clinically Vulnerable, and/or Black Asian 	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Minority Ethnic (BAME)?</p> <ul style="list-style-type: none"> o If so, what mitigating safety control measure do we need to put in place to ensure their health and safety whilst on the Academy's premises? • Are they experiencing any symptoms of COVID-19 or have they experienced any COVID-19 symptoms within the last 14-days? • Have they been in 'close contact' with any person showing symptoms of COVID-19 and/or anyone who has been tested positive for having COVID-19 within the last 14-days? <p>NOTE: Anyone answering 'yes' to the last two bullet points above should <u>not</u> be permitted to sign in or even given authorisation to enter the Academy's premises.</p> <p>All staff will be given a clear directive to not encourage any unnecessary and non-business critical visits to the Academy. In the case of any visits that are deemed business critical, the Academy host will regulate, i.e. limit, and manage their visitor(s) and/or contractor(s) professionally and sensibly so that social distancing on the premises can be upheld safely during this unprecedented public health threat.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND must abide with the Academy's strict protocols as highlighted in this.</p>				

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				<p>Supply staff and other temporary or peripatetic staff, including volunteers, must also abide with the Academy's strict protocols as highlighted in this.</p> <p>Estates and Facilities contractors will not be given any 'Approval to Work' until they provide a suitable and sufficient task-based risk assessment for the activities that they are required to perform on the Academy's premises. The task-based risk assessment must include their control measure for managing the transmission risk of COVID-19. The Academy host responsible for the contractors will need to approve the task-based risk assessment before authorising any work to commence and if in any doubt can consult the Health and Safety Section.</p> <p>Wherever possible, and so far as is reasonably practicable, every effort should be made by the Academy's host to review planned preventative and reactive maintenance schedules with the contractor so that work can be done out of core hours so that the interaction and overlap between people is reduced, therefore reducing the risk of COVID-19 transmission.</p>				
				<p>25. Personal protective equipment (PPE)</p> <p>The 'Hierarchy of Hazard Control' model has been adopted to help understand when to use personal</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>protective equipment (PPE) in the fight against COVID-19.</p> <p>HM Government and Public Health England have stipulated in their guidance that COVID-19 transmission risk in a non-healthcare setting can be managed simply by working from home, maintaining personal and respiratory hygiene, and staying 2-metre away from each.</p> <p>However, HM Government and Public Health England are now advising that some form of face mask should be worn in 'confined' spaces and/or 'heavily congested' areas, i.e. when travelling on public transport, where there is a 'very high likelihood' that some mitigating controls measures may be compromised, i.e. personal and respiratory hygiene, 2-metre social distancing, and cleaning regimes etc.</p> <p>The Health and Safety Executive (HSE) have also worked with many Healthcare, Social Care, and Non-Healthcare institutions and have given the following 'specific' advice to help employers and employees in Non-Healthcare settings to better understand the necessities, i.e. provisions and use, of personal protective equipment (PPE) in their settings.</p> <ul style="list-style-type: none"> • "For most people any potential infection from coronavirus will not be because of their work. If you do not normally wear a 		<p>day, and affecting more than one person</p>		

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				<p>face mask, or any other PPE for work, then you do not need to because of coronavirus. There is currently no evidence that using face masks outside of a healthcare or clinical setting will protect people from coronavirus. Face covering do not need to be worn in the workplace, but employers should support their workers if they choose to wear one. You can find more on face coverings in the GOV.uk guides on,</p> <ul style="list-style-type: none"> o https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19." <p>NOTE:</p> <ul style="list-style-type: none"> • Please don't be fooled with the use of personal protective gloves when sharing work equipment, hence the reason why they are <u>not</u> advised or encouraged in such circumstances, that is, unless the activity/task/use is of a high risk, i.e. use of hazardous chemicals and substances that have the potential to cause skin irritations and/or burns. <p>Personal protective gloves may initially protect you from coming into physical contact with the disease however, the disease is a 'sticky' protein cell that will stick to the gloves and be transmitted elsewhere if the gloves are used for many other different activities/tasks over a prolonged period.</p>				

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				<p>For personal protective gloves to be effective in reducing the risk of infection and transmission, they must be disposed of safely and correctly into a lidded bin <u>immediately</u> after each individual activity/task/use and a fresh pair worn for the next activity/task/use. For example, sharing an item:</p> <ul style="list-style-type: none"> o Dispose gloves safely and correctly into a lidded bin <u>immediately</u> after <u>sharing</u> the item. o Wear a fresh pair of gloves for cleaning the item. o Dispose gloves safely and correctly into a lidded bin <u>immediately</u> after <u>cleaning</u> the item. o Wear a fresh pair of gloves for the <u>next</u> activity/task/use. <p>The use of personal protective equipment (PPE) will only be promoted when a particular risk assessment, i.e. individual, and activity/task-based risk assessment, has confirmed a high risk of COVID-19 transmission and/or harm.</p> <p>Personal protective equipment (PPE) specific risk assessments will be carried out to assess and ascertain whether the personal protective equipment (PPE) selected is suitable, sufficient, and fit for purpose for that particular task/activity.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • It is imperative to bear in mind that when inappropriate 				

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				<p>personal protective equipment (PPE) is being used, i.e. donned, worn, and doffed, or even when the correct personal protective equipment (PPE) is being inappropriately used, i.e. donned, worn, and doffed, the personal protective equipment (PPE) itself can become a hazard and inevitably increase the risk of transmission and infection of the disease, COVID-19.</p> <p>The Health and Safety Section will be at hand to advice and guide when selecting personal protective equipment (PPE) for a particular task/activity.</p> <p>Personal Protective Equipment (PPE) will definitely be 'considered' in tasks that involve 'personal and intimate care', i.e. babies in nursery, pupils' in early years, and where there is a medical, physical or mental health condition making it applicable. If Personal Protective Equipment (PPE) such as appropriate gloves, aprons and face masks are deemed to be necessary for the task/activity at hand, then they will be made readily available to the members of staff concerned. Staff will be given a clear directive to pay particular attention to personal sanitation measures including washing their hands thoroughly for 20-seconds immediately after undertaking a personal and intimate care task.</p>				

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				<p>COVID-19 Emergency grab bags containing essential personal protective equipment (PPE) will be strategically located around the Academy and locations will be communicated to all members of staff just in case they need to use PPE in the event of a likely risk of COVID-19 transmission, i.e. aiding someone who is showing symptoms of the disease. The Health and Safety Section will review and advise on the correct essential PPE and contents of the 'COVID-19 Emergency Grab Bag'.</p> <p>Estates and facilities department will conduct a physical site survey with the Health and Safety Section and the Academy's Principal/Head Teacher (or members of their SLT) to review strategic locations for the safe and secure stowage and access of the 'COVID-19 Emergency Grab Bags'.</p> <p>With the widespread anxiety and worry in the general population over the transmission of the disease, the Trust recognises that members of staff, pupils and visitors may wish to wear their own privately purchased personal protective equipment (PPE), i.e. face mask and/or gloves, whenever they feel that it provides them with some form of comfort and reassurance when undertaking their tasks. The wearing of any type of personal protective equipment (PPE), i.e. face mask or gloves, purchased privately by the wearer which the</p>				

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				Trust doesn't deem necessary for their task/activity will neither encourage nor discourage their use. In such circumstances the member of staff, pupil, or visitor will be informed of the details of this risk assessment and will be requested to complete the Health and Safety Sections ' COVID-19 Safe Working/Learning – Individual Risk Assessment ' as soon as is practicably possible with either their Line Manager, Tutor, or Host.				
				<p>26. Building services, i.e. water supply and treatment (legionella), heating, cooling, ventilation, gas and electrical safety</p> <p>Estates and facilities department will ensure the following:</p> <ul style="list-style-type: none"> • That all relevant property statutory compliance checks have been completed and records updated on their maintenance management system, i.e. Every. • Daily and weekly checks have been reinstated. • Confirm all building service systems are good to go, i.e. water, heating, cooling, ventilation, gas, and electricity. 	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	Yes
				<p>27. Transport, i.e. Trust and hire vehicles, dedicated Academy transport, and the wider public transport</p> <p>There will be strict usage, cleaning and inspection regimes in place</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and</p>	<p>R (8)</p> <p>High</p>	Yes

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				<p>to ensure that all vehicles are maintained in good working order and kept clean and tidy.</p> <p>Safe social distancing will also be strictly adhered to when travelling in any vehicle. If social distancing is practicably not possible, then the task/journey will need to be reviewed to see if it is business critical or not. If the task/journey is not business critical then the task/journey will be terminated, but if it is deemed to be business critical then alternative transport/vehicle must be considered so that the safe social distancing rule can be upheld.</p> <p>Pupils on dedicated Academy services do not mix with members of the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a safe social distance from people outside their household or support group, will not apply from the autumn term on dedicated Academy transport.</p> <p>The approach to dedicated Academy transport should align as far as practicably possible with the principles underpinning the Academy's system of controls, prevention and protection for preventing or reducing the risk of COVID-19 transmission and infection.</p> <p>The following will be considered in all dedicated Academy transport</p>		affecting more than one person		

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				<p>services. However, the list is not exhaustive.</p> <ul style="list-style-type: none"> • How pupils are grouped together on the dedicated Academy transport, wherever possible this should reflect the groups that are adopted within the Academy. • Use of hand sanitiser upon boarding and/or disembarking. • Additional cleaning of vehicles. • Organised queuing and boarding where possible. • Wherever possible, safe social distancing within vehicles. • The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. <p>Dedicated Academy transport services can take different forms. Some journeys involve coaches regularly picking up the same pupils each day, others involve use of a minibus whilst other services are used by different pupils on different days, or by pupils with SEND. The precise approach taken will need to reflect the range of measures that are reasonable in the different circumstances.</p> <p>It will also require a partnership approach between Local Authorities, Academy's, Trusts, and others. In particular, it is imperative that Academies within the Trust work closely with Local Authorities that have statutory</p>				

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				<p>responsibility for 'home to school transport' for many children, as well as a vital role in working with local transport providers to ensure sufficient bus service provision. DfE will shortly publish new guidance to Local Authorities on providing dedicated school transport, based on the framework outlined here.</p> <p>Given the pressures on public transport services it may also be necessary to work with Local Authorities so that they can identify where it might be necessary to provide additional dedicated school transport services, including in places where these services do not currently operate. The government is currently evaluating this position and will set out next steps shortly.</p> <p>In many areas, pupils normally make extensive use of the wider public transport system, particularly public buses. It is expected that public transport capacity will continue to be constrained in the autumn term and it is therefore advised that the usage by pupils, particularly in peak times, should be kept to an absolute minimum.</p> <p>To facilitate the return of all pupils to school, it will be necessary to take steps to both depress the demand for public transport and to increase capacity within the Academy's dedicate transport system. Both will require action at</p>				

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				<p>all levels and Academies within the Trust have a critical role to play in supporting collaboration between all parties, i.e. providers, local authorities, parents and pupils.</p> <p>Academies within the Trust should work with partners to consider staggered start times to enable more journeys to take place outside of peak hours, and it is recognised that this option will be more feasible in some circumstances than others.</p> <p>Academies within the Trust should encourage parents, staff and pupils to walk or cycle to school if at all possible.</p> <p>Families using public transport should refer to the guidance below.</p> <ul style="list-style-type: none"> • https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 				
				<p>28. Work-related travel</p> <p>Unnecessary work-related travel that isn't deemed business critical will be discouraged.</p> <p>Where work-related travel is not avoidable, then the number of people travelling together in any one vehicle will be minimal so that the safe social distancing rule can be upheld.</p> <p>If safe social distancing is practicably not possible, then the task/journey will need to be</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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				<p>reviewed to see if it is business critical or not. If the task/journey is not business critical then the task/journey will be terminated, but if it is deemed to be business critical then alternative transport/vehicle must be considered so that the safe social distancing rule can be upheld.</p> <p>Supply staff, peripatetic staff and/or other temporary staff can move between Academies, however, should ensure they minimise contact and maintain as much safe social distancing as possible from other staff.</p> <p>Strict cleaning regimes will be encouraged to ensure that the personal vehicles shared are kept clean and tidy and safe to use for the next journey.</p>				
				<p>29. Sharing the results of the risk assessment, i.e. communication</p> <p>The results of this risk assessment will be shared with the whole workforce by publishing it under Health and Safety Section on the Academy's and TDET's intranet.</p> <p>Notices will be displayed at prominent strategic locations throughout the academy building to show that guidance from HM Government, Public Health England, and Department for Education were followed.</p> <p>Posters will be displayed at prominent strategic locations throughout the academy</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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				<p>building, letters and flyers will be distributed to parents, carers, legal guardians and members of staff to communicate what is meant by being COVID-19 safe and what measure have been taken to be COVID-19 safe.</p>				
				<p>30. Adult mental health and wellbeing.</p> <p>Everyone will be advised to be alert to mood or behavioural changes in any member of staff as a consequence of the experiencing anxiety, loss, bereavement, isolation, or loneliness caused by COVID-19 and the lockdown measure taken by the Government.</p> <p>Employees suffering from any anxiety, loss, bereavement, isolation, or loneliness caused by COVID-19 will be encouraged to reach out to the Trust's and Academy's joint Adult Mental Health First Aid provision through the correct channels.</p> <p>The Adult Mental Health First Aid Team will listen, advise and guide any member of staff suffering from potential Post Traumatic Stress Disorder (PTSD) as a consequence of the effects of COVID-19 to the right professional help and will support the member of staff through their journey until some level of acceptable recovery is made.</p> <p>Adult Mental Health First Aid provisions and how to reach out to an appointed Adult Mental</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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				<p>Health First Aider have been communicated to all staff.</p> <p>The Trust's Human Resources Department will address and manage any well-being issues or concerns.</p>				
				<p>31. Pupil mental health and wellbeing</p> <p>Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to the Academy's environment, others may have enjoyed being at home and be reluctant to return, a few may be showing signs of more severe anxiety or depression, whilst others will not be experiencing any challenges and will be keen and ready to return.</p> <p>The return to an Academy allows social interaction with peers, carers and teachers, which benefits wellbeing.</p> <p>Academies should consider the provision of pastoral and extra-curricular activities to all pupils designed to:</p> <ul style="list-style-type: none"> • Support the rebuilding of friendships and social 	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

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				<p>engagement.</p> <ul style="list-style-type: none"> • Address and equip pupils to respond to issues linked to coronavirus (COVID-19). • Support pupils with approaches to improving their physical and mental wellbeing. <p>Academies should also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible. Academies should also consider support needs of particular groups they are already aware need additional help, and any groups they identify as newly vulnerable on their return to the Academy. To support this, teachers may wish to access the free MindEd learning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement.</p> <ul style="list-style-type: none"> • https://covid.minded.org.uk/ <p>Academies should consider how they are working with school nursing services to support the health and wellbeing of their pupils; school nursing services have continued to offer support as pupils return to school. School nurses, as leaders of the 'healthy child programme' can offer a range of support including:</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse- 				

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				<p>commissioning</p> <ul style="list-style-type: none"> • Support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues. • Support for pupils with additional and complex health needs. • Supporting vulnerable children and keeping children safe. <p>Academies and school nurses need to work together to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery.</p>				

Table 2 - FURTHER ACTION REQUIRED

No	Further Control Measures Required	Who is Responsible and by When	Residual Risk Level	Date and Details of Progress and Completion of Action

Risk Rating Guidance

Severity Level of Injury (i.e. level of harm being realised)

- 1 Very minor injury/ill-health requiring little or no first-aid.
- 2 More severe injury/ill health that may require up to six days absence from full duties and medical attention (non-RIDDOR).
- 3 Specified injury and significant ill-health as defined by RIDDOR, or seven or more days absence from full duties.
- 4 Specified injury and significant ill-health as defined by RIDDOR, or seven or more days absence from full duties affecting more than one person.
- 5 Single or multiple fatality or life/career changing injury/ill-health.

Likelihood Level (i.e. probability of harm being realised)

- 1 Very unlikely.
- 2 Unlikely.
- 3 Likely.
- 4 Very likely.
- 5 Certain.

Risk matrix

		Likelihood Level				
		x	1	2	3	4
Severity Level	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

1-2	Very low
3-4	Low
5-6	Medium
8-15	High
16-25	Very high