

## Coronavirus Risk Assessment – Westlands Academy

Assessment conducted by: James Newman	Job title: Principal	Covered by this assessment: <b>staff, governors, parents, volunteers and visitors.</b>
Date of assessment: 12.03.20 Updates: 12.03.20 22.5.20 03.6.20 06.7.20 28.08.20 04.09.20 09.09.20 28.09.20 02.11.20 – Review 08.01.21 – Update	Review interval: On-going           Testing risk assessment to be reviewed weekly as process develop	Date of next review: Ongoing with government guidance or changes to the new testing system. Where government guidance changes quickly, the risk assessment will be updated when the detailed advice is provided, but in school practice will change as per initial announcements

### Related documents

Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Exam Contingency Plan, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b>	H	M	Low (L)

	Causes physical injury or illness requiring first aid.			
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).

This risk assessment reflects local arrangements and school will not close unless advised to do so.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> <li>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant procedures and, where appropriate, policies and including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- Health and Safety Policy / Practice</li> <li>- Infection Control Policy</li> <li>- First Aid Policy / Practice</li> </ul> </li> </ul> <p>Access to these is made available via the shared area and the school website</p> <ul style="list-style-type: none"> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> </ul> </li> </ul>	Y  Provide a simplified version  Y	Principal	Review and amend in line with updated government guidance	M

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		<ul style="list-style-type: none"> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> <li>• The relevant staff receive any necessary training or advice and guidance that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department for Health and Social Care</li> <li>- PHE</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus and contact the school as soon as possible if they believe they may have been exposed to coronavirus. Regular updates through daily briefings and weekly bulletins. A simple guide to be produced for staff to follow</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/phone calls and website – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Students are made aware of the school's infection control procedures prior to them returning to school, along with regular verbal and visual reminders as and when the guidance changes</li> <li>• School website to enable clear navigation for COVID-19 Updates for parents</li> <li>• The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes</li> </ul>	<p>Y Letters sent</p> <p>Y</p> <p>Y</p>	<p><b>Principal / SLT</b></p>	<p><b>1<sup>st</sup> September 2020</b></p>	

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		<p>withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</p> <ul style="list-style-type: none"> <li>• Students returning to school following a period of absence due to the pandemic must be aware of the procedures in place and supported to understand these.</li> <li>• Staff and students will be advised to wear face masks/visors should the Government recommend this for special school settings. <ul style="list-style-type: none"> <li>- Social areas and areas where there is a number of students</li> <li>- To be worn in corridors during lesson change overs</li> <li>- No need to be worn in classrooms or corridors when no students are present or if working with a student who is in need of support and requires clear and effective communication</li> </ul> </li> <li>• Staff supporting students with their personal care needs will be instructed to wear face masks, aprons and gloves and dispose of these after use.</li> <li>• At social times, students are to be in either dedicated classroom according to their bubble, or outside. Students are not able to gather in corridors. Students will be encouraged to spend time outside during social times.</li> <li>• As of 12<sup>th</sup> January 2021, the outside area will have designated areas for particular bubbles for the duration of the national lockdown</li> <li>• Students to eat their lunch in the designated classroom as the dining hall is not able to enable suitable social distancing. Food menu to be altered accordingly.</li> <li>• The number of visitors is restricted and only to be approved by SLT. New signing in system will improve track and trace Specialist support services will be given priority and parents will be informed of visits</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>			

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Poor hygiene practice	H	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils, staff and visitors to wash/sanitise their hands, e.g. before entering and leaving the school.</li> <li>• Pupils, staff and visitors are made to clean their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>• Visitors are asked to wear face coverings and signage is up to support this</li> <li>• Visitor Risk assessment in place and shared with visitors</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. Support for this can be found using the link below</li> </ul>	Y	Principal  Facilities and Premises Manager	13.03.20	M
		<p><a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></p> <ul style="list-style-type: none"> <li>• Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.</li> <li>• Portable hand sanitisers will be made available.</li> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Pupils should not be sharing cutlery, cups or food.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. This is to be focused in areas of high use, with regular reviews between</li> </ul>	Y		Catering Manager	13.3.20



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		<p>the student and that of other students and staff until contact has been made.</p> <ul style="list-style-type: none"> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated and not used until this process has happened</li> <li>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact the NHS to arrange a test. They can call 111 or 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately. They can call 111 or 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the Supporting Children and Young People with Medical Conditions Policy.</li> <li>• Staff and students do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with the Infection Control Policy and local and national guidance.</li> <li>• Staff or pupils experiencing symptoms must self-isolate for at least 10 days from when the symptoms started, not 7 days.</li> <li>•</li> </ul>				

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Spread of infection	H	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with cleaning policies, using PPE at all times.</li> <li>• Bins with lids are positioned in all areas of the school for staff and students to dispose of used tissues, PPE and wipes. Staff to be reminded of their use via email. Bins to be labelled as a reminder</li> <li>• Parents are informed via letter and text message not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Staff and pupils do not return to school before the minimum recommended self-isolation period has passed, in line with local and national guidance.</li> <li>• School trips and student offsite visits will resume in September 2020 but with additional information added to Risk Assessments. Guidance to be developed and shared with staff in Sept 2020.</li> <li>• Masks are required by all students and staff when being transported by school and numbers of passengers are suitable for the vehicles to ensure appropriate social distancing is maintained.</li> <li>• A record is kept of students with impaired immune system or a medical condition that means they are vulnerable to infections. Pupil profiles are kept up-to-date and parents are asked to notify staff of any changes to their health.</li> <li>• School health, in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>• Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents where necessary.</li> </ul>	Y	<b>Facilities and Premises Team</b>  <b>Principal</b>  <b>Vice Principal</b>   <b>Principal / SLT</b>	<b>06.20</b>          <b>Sept 20</b>	M



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<p>Testing Location</p> <p>The testing location may increase virus transmission</p>		<ul style="list-style-type: none"> <li>• Welfare checks are made to ensure student wellbeing with regularity being based on student risk assessments</li> <li>• Asymptomatic Weekly Routine Testing - Staff: All staff will be able to have routine testing once a week. The aim is to identify asymptomatic staff to reduce the level of potential infection within schools. An individual will only be told if they test positive on a 'lateral flow' test and will be advised that if they do not hear anything further to assume it was negative. A small number of individuals may need to repeat the test if the first test was invalid or void for some reason.</li> <li>• Any pupil or member of staff who tests positive on the lateral flow test will need to leave school, self-isolate and take a further Polymerase Chain Reaction (PCR) test on the same day (or as soon as possible).</li> <li>• The school has been able to utilise time within the first week of term (week commencing 4th January), if required, to put the specified arrangements in place.</li> <li>• A Senior Leader, The Vice Principal, has been identified to lead and oversee the school-based testing program.</li> <li>• The school has put in place a quality management system, in line with DfE/NHS requirements, and has a designated Quality Lead who has accountability for quality and risk management of the testing program. The Quality Lead has a clear escalation and decision mechanism process.</li> <li>• The school has a quality management plan in place prior to the start of the testing that meets the requirements of DfE guidance and includes the following elements: <ul style="list-style-type: none"> <li>• Training</li> <li>• Observation of the testing process</li> <li>• Monitoring</li> <li>• Risk Assessment</li> <li>• Recording and Reporting</li> </ul> </li> <li>• The school has not been required to put in place testing ahead of pupil return to onsite learning. Testing is to start from 11th January</li> </ul>	Y	Principal / Vice Principal	Week Beginning Monday 11 <sup>th</sup> January 2021	

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		<p>and guidance, including template communication material and consent forms, have been provided by the Trust and DfE.</p> <ul style="list-style-type: none"> <li>• Mass testing will commence once the correct logistical arrangements have been put in place to ensure a safe and effective testing facility.</li> <li>• Testing Staff have been provided with the DfE/NHS training modules and will be followed as required by applicable personnel – detailed further later. <ul style="list-style-type: none"> <li>• Guidance documentation has been provided by the Trust and the DfE / NHS and will be followed in the establishment of the testing program.</li> <li>• Schools have been provided with full details of the KIT that will be supplied within the NHS Test &amp; Trace deliveries and the Kit that is required to be sourced locally. All required Kit has been secured.</li> <li>• First starter packs of up to 1,000 test kits, along with PPE and PCR tests will arrive at all secondary schools from 8am on 4th January – a member of staff has been identified to be on site to receive the delivery. Further deliveries will be received on 5th and 6th January.</li> <li>• The school has identified a secure location for the safe storage of new testing kits (with a temperature of between 2°C and 30°C) and for the separate storage of clinical waste prior to collection.</li> <li>• The school has identified a testing location, 'The House', that meets the minimum space requirements. The room can accommodate testing bays and maintain social distancing requirements for all movements within the room, including the integration of a one-way system of movement for those attending testing (incorporating separate entrance and exits). Layout Options, as detailed within the NHS guidance document, will be used.</li> <li>• The location identified for testing has been calculated to have sufficient capacity to facilitate the scheduled program (based upon NHS guidance of 11 tests per testing desk per hour).</li> </ul> </li> </ul>				

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		<ul style="list-style-type: none"> <li>• The school will facilitate a significant element of Mass Testing prior to all year groups returning to onsite learning so enabling a suitable location to be identified that is not required for timetabled learning.</li> <li>• The school will facilitate weekly routine testing for staff during non-timetabled core hours and close contact serial testing prior to the start of timetabled lessons, so enabling a suitable location to be identified that is not required for timetabled learning.</li> <li>• The location identified for testing has been calculated to have sufficient capacity to facilitate the scheduled program (based upon NHS guidance of 11 tests per testing desk per hour).</li> <li>• The school will facilitate a significant element of Mass Testing prior to all year groups returning to onsite learning so enabling a suitable location to be identified that is not required for timetabled learning.</li> <li>• The school will facilitate weekly routine testing for staff during non-timetabled core hours.</li> <li>• The identified location will be able to meet cleaning requirements, i.e. non-porous floor and fully wipeable contact surfaces.</li> <li>• The identified location has all required cleaning materials accessible, which have been secured to ensure sufficient supply.</li> <li>• Any additional Supplies costs will be reclaimed from the additional DFE funding for testing.</li> <li>• Cleaning of all surfaces, in line with COVID-19 protocols, will be undertaken between each test.</li> <li>• The DfE/NHS online training modules that are required to be undertaken and have successful assessments by all testing staff, include the following applicable modules which are applicable to reduce virus transmission: <ul style="list-style-type: none"> <li>• Infection prevention and control measures</li> <li>• Cleaning protocols</li> <li>• Appropriate use of PPE</li> <li>• Test kit storage</li> </ul> </li> </ul>				

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		<ul style="list-style-type: none"> <li>• How to deal with any contamination or other incidents</li> <li>• Waste management</li> <li>• All staff supporting the testing will be required to maintain social distance whilst pupils and staff self-administer the tests</li> <li>• Full PPE will be worn by all staff who are supporting testing. The wearing and changing of PPE will be undertaken in line with NHS guidance and training provided.</li> <li>• All waste generated within the testing location will be disposed of in line with NHS guidance, including the use of yellow and Tiger bags (provided within the testing kit) for the identification of healthcare waste.</li> <li>• The schools waste collector has been contacted and confirmed their ability to collect the healthcare waste from the school site.</li> <li>• Spillages – any spillages are cleaned up immediately and thoroughly by staff in appropriate PPE. Testing in the affected area is paused until it is safe to continue.</li> <li>• Only Asymptomatic pupils and staff can be tested. Symptomatic pupils and staff will be referred to offsite testing options.</li> <li>• All staff and pupil attending tests will be required to maintain social distance and wear face masks in line with existing requirements for communal areas.</li> <li>• All staff and pupils will be required to use hand sanitiser on arrival at the testing location.</li> <li>• All staff and pupils attending tests will use the identified one-way system as well as the distinct entrance and exit of the testing location.</li> <li>• Existing Year Group Bubbles will have distinct testing times. Staff social distancing and conduct will not impact upon bubble contamination.</li> <li>• Transfer of pupils from class to test location will be carefully supervised with socially distanced queuing.</li> </ul>				

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Mass Testing-Staff Resources		<ul style="list-style-type: none"> <li>• During Serial Testing for close contacts – Arrangements are in place for close contacts to attend a separate room each morning while waiting for test results, before joining their class (if negative).</li> <li>• A Senior Leader has been identified to lead and oversee the school-based testing program to enable them to direct staff accordingly.</li> <li>• Schools will facilitate a significant element of mass testing prior to all year groups returning to onsite learning, so enabling pastoral and support staff not required to support either onsite or remote learning to support the testing program.</li> <li>• The required testing roles identified by the NHS to support the testing program will be allocated to staff. Staffing will be adequate to undertake the program safely.</li> <li>• The small team required for the testing has been identified without the need to divert teaching staff from learning.</li> <li>• The testing team is made up of volunteers recruited from non-teaching staff or from the school community as a supporting 3rd party workforce. Testing roles will be allocated in line with DfE/NHS guidance to ensure identified responsibilities are with school staff only.</li> <li>• Where existing staff agree to undertake a testing role checks are made to ensure this is in line with agreed terms and conditions of employment.</li> <li>• Screening/risk profiling of staff and volunteers on the testing team is undertaken to ensure suitability for the role (e.g., age, underlying health conditions, vulnerable family members).</li> <li>• Staffing levels are sufficient to allow breaks for staff to reduce risk of errors due to fatigue.</li> <li>• All testing staff will either be DBS checked, through their school roles or work under direct supervision. Pupils will be supervised at all times by DBS cleared staff.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Additional remote logistical support is provided, as appropriate, by the Trust, Local Authority, NHS, DfE and Army.</li> <li>• The school will contact the RSC regional delivery directorate, in consultation with the Trust, if additional support is required from the allocated 1,500 military personnel identified for in-person support.</li> <li>• Additional resources of £15 per pupil have been identified by the DfE and will be accessed as required in line with the published DfE criteria.</li> <li>• The rapid testing type used requires low technical skills but is supported with training modules and guidance documentation from the DfE/NHS.</li> <li>• Prior to starting testing, all staff with roles will be specifically trained for the role they will execute using DfE/NHS resources via the online training and assessment platform, that has been provided in line with stated requirements.</li> <li>• Only staff who have passed the assessments will be permitted to commence testing. A record of testing staff and their passing of the required modules will be kept by the school.</li> <li>• After the completion of training testing staff are allowed time to practice onsite using the testing devices provided.</li> <li>• The DfE Competency Assessment has been completed for all staff roles to ensure their effective operation of the criteria within their role. Any areas of concern have been addressed with a review date set. The Assessments are filed and securely stored.</li> </ul>				
Mass Testing- Legal Considerations		<ul style="list-style-type: none"> <li>• All pupil, parent and staff communication has clearly communicated the legal position of the testing programme.</li> <li>• The sharing of health data under the testing program is being facilitated within Safeguarding powers under Section 175 of the Education Act 2002. This is referred to within the Trust Privacy Notice and DfE Testing Program Privacy Notice that has been made</li> </ul>	Y	SLT	Jan 7 <sup>th</sup> 2021	

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		<p>available to pupils, parents, and Staff. A copy of this is available for viewing at the testing location reception.</p> <ul style="list-style-type: none"> <li>• The testing program is recommended and supported, but not mandated.</li> <li>• Pupils and staff will not be required to participate in the Mass Testing program.</li> <li>• Staff will not be required to participate in the Weekly Routine Testing program.</li> <li>• Pupils and staff will not be required to participate in the Close Contact Serial Testing program but may instead be required to self-isolate and not attend onsite teaching for 10 days after identification as a close contact.</li> <li>• Testing will not be undertaken on pupils or staff without their consent.</li> <li>• All pupils aged 16 years and under who are tested will also be required to have parental or legal guardian consent.</li> <li>• Tests will be self-administered, under adult supervision, to a participant's own throat and nose.</li> <li>• Specific arrangements have been put in place for children with SEND to mitigate risk of harm through parental or legal guardian consent for adult assistance.</li> <li>• Positive test results will be communicated individually in a location that provides privacy to pupils and staff.</li> <li>• Positive test results will also be communicated to the parents or legal guardians of those aged 16 or under.</li> <li>• Guidance on safe travel and additional precautions (regarding self-isolation, further testing, and family access to benefits) will be provided to those testing positive.</li> <li>• During the testing process anonymity will be provided through digital registration and the use of barcodes against samples. Positive tests will be matched against the digital record and known only to the COVID-19 Coordinator, Registration Assistant and Results Recorder. These roles are all required to be School staff and not 3rd party workforce.</li> </ul>				

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		<ul style="list-style-type: none"> <li>The use of barcodes and the following of guidance regarding their correct use will prevent the miscoding of samples and results.</li> <li>All electronic and paper record Personal Data associated with testing will be destroyed after 14 days, in line with Trust Data Protection policy requirements.</li> </ul>				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> <li>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Senior Leadership Team.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>The Principal is informed by pupils' parents when pupils return to school after having coronavirus – the Principal informs the relevant staff.</li> <li>Staff who are suspected of having coronavirus will be directed to arrange a virus test as soon as is possible and will be asked to follow official isolation guidance around this</li> <li>The Parents/Carers of students who are suspected of having coronavirus will be requested and supported to arrange a virus test for them as soon as is possible</li> <li>Staff inform HR and/or the Principal when they plan to return to work after having coronavirus.</li> <li>School report any confirmed cases to the DfE helpline <b>0800 046 8687</b> by selecting the option 'reporting a positive case'. Lines are open Mon-Fri 8am-6pm and 10am-4pm on Saturdays and Sundays.</li> <li>Details of any child or staff member who potentially has symptoms or illness that could potentially be COVID related needs to be shared and discussed with the Public Health Nurse immediately.</li> </ul>	Y	<p><b>Chief Executive</b></p> <p><b>Principal</b></p> <p><b>HR</b></p> <p><b>Principal / SLT</b></p>	<b>March 2020</b>	<b>M</b>



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		<ul style="list-style-type: none"> <li>• The Facilities and Premises Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> <li>• The Academy can refer essential workers for testing if they are self-isolating because either they or member(s) of their household have coronavirus symptoms.</li> <li>• They can do this by uploading the names and contact details of self-isolating essential workers to secure employer referral portal.</li> <li>• Referred essential workers will then receive a text message with a unique invitation to book a test for themselves (if symptomatic) or their symptomatic household member(s) at a regional testing site.</li> <li>• To get a login to the employer referral portal, employers of essential workers should email <a href="mailto:portalservicedesk@dhsc.gov.uk">portalservicedesk@dhsc.gov.uk</a> with the following information: <ul style="list-style-type: none"> <li>-Organisation name</li> <li>-Nature of the organisation's business</li> <li>-Region</li> <li>-Names (where possible) and email addresses of the 2 users who will load essential worker contact details. (2 users -Principal and Head of HR)</li> </ul> </li> <li>• Once employer details have been verified, 2 login credentials will be provided for the employer referral portal.</li> </ul>				
Lack of communication	<b>H</b>	<ul style="list-style-type: none"> <li>• School staff report immediately to the Principal about any cases of suspected coronavirus, even if they are unsure.</li> <li>• The Principal liaises directly with the Chief Executive.</li> <li>• The Principal contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</li> </ul>	<b>Y</b>	<b>Staff</b>	<b>March 2020</b>	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Schools put into place any actions or precautions advised by their local HPT. This is to be quickly and clearly communicated to stakeholders, including parents/carers</li> <li>Schools contact their local Health Protection Team (HPT) for specific recommendations for their school, e.g. boarding schools.</li> <li>Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> <li>The Principal/Chief Executive contact the DfEs helpline number where required</li> <li>Welfare checks are made to ensure student wellbeing with regularity being based on student risk assessments</li> <li>Where required, maintain contact with social workers or key family support workers around safety of students. If in place use LA SPOC system - <a href="mailto:earlyhelpadmin@stockton.gov.uk">earlyhelpadmin@stockton.gov.uk</a> or 01642 528474</li> <li>Details of any child or staff member who potentially has symptoms or illness that could potentially be COVID related needs to be shared and discussed with the Public Health Nurse immediately.</li> </ul>		<p><b>Chief Executive</b></p> <p><b>Principal</b></p> <p><b>HR</b></p>	<b>On-going</b>	
Disruption to the running of the school and exams	<b>H</b>	<ul style="list-style-type: none"> <li>The school has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary.</li> <li>The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required.</li> <li>Where required, maintain contact with social workers or key family support workers around safety of students</li> </ul>	<b>Yes</b>	<b>Exams Officer</b>	<b>20.03.20</b>	<b>M</b>
Preparing for a school closure – If required	<b>H</b>	<ul style="list-style-type: none"> <li>The school communicates with parents via letter and text message as soon as possible about a school closure, the cancellation of any school trips or extra-curricular activities and plans for re-opening.</li> </ul>	<b>YES</b>	<p><b>Principal /SLT</b></p> <p><b>IT Team</b></p>	<b>20.03.20</b>	<b>L</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Pupils are informed via tutors about the school closure and what is expected of them should they need to work from home.</li> <li>• The Principal puts a plan in place to manage staff workload during school closure and during the re-opening phase. Support is offered for staff to manage their own wellbeing.</li> <li>• The Principal puts a plan in place for pupils' continued education during a school closure to ensure there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school.</li> <li>• The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.</li> <li>• Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue.</li> <li>• The Principal ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure.</li> <li>• The Principal works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.</li> <li>• A clear system is in place to identify how work is provided for students who have to self-isolate</li> <li>• The Principal liaises with the relevant organisations to ensure adequate provision is in place for all pupils to be able to work from home, e.g. learning support for Looked After Children</li> <li>• The Facilities and Premises Manager arranges for the school to be deep cleaned in the event there is a school closure.</li> <li>• The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to the pupil.</li> </ul>			<b>20.03.20</b>	

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Where required, maintain contact with social workers or key family support workers around safety of students</li> <li>Welfare checks are made to ensure student wellbeing with regularity being based on student risk assessments</li> </ul>				
Preparing for the Re-Opening of Schools	<b>H</b>	<ul style="list-style-type: none"> <li>Provision is preliminary made for vulnerable students and those children of critical workers.</li> <li>Over time, the provision is increased, with students accessing specific areas of the school in line with government guidance, with full capacity expected in September 2020</li> <li>Regular communication is shared via email and text message to parents and carers.</li> <li>The school communicates with parents via letter and text message and website as soon as possible about any plans to reopen the school.</li> <li>The Principal ensures communication with the transport service as early as possible. The Principal to work with the LA Transport services with regards to their procedures to ensure social distancing and robust hygiene.</li> <li>Arrangements are made to ensure students accessing specific areas of school at any one time are reduced.</li> <li>Handwashing and hand gel will be readily available upon entry to the site.</li> <li>Each classroom and other teaching/social areas will be risk assessed to ensure that social distancing can take place where this is possible.</li> <li>Students are timetabled with fixed groups at all times, though teachers and staff will be changing</li> <li>In higher risk areas, extra cleaning will be carried out to minimise risk</li> <li>Staff have been asked to use the staffroom sparingly and use other areas where possible</li> <li>In order to keep to the requirements of social distancing the dining hall will not be open.</li> </ul>	<p>On going but in all in place</p> <p>On going but in all in place</p>	<p>Principal Facilities and Premises Finance</p> <p>Principal / SLT</p> <p>Principal / SLT</p>	<b>July 2020</b>	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• During lunch, students will eat their meal within the classroom.</li> <li>• The canteen will be providing pack lunch and cold meals in September to reduce visits and time spent in the dining hall</li> <li>• The Principal puts a plan in place to manage staff workload during the re-opening phase. Support is offered for staff to manage their own wellbeing.</li> <li>• The Principal puts a plan in place for those pupils' who continue to be home educated so that there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school.</li> <li>• The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.</li> <li>• Student presence on site will continue to be risk assessed based on their likely behaviours and the impact this will have on <ul style="list-style-type: none"> <li>- Their ability to adhere to expectations around social distancing</li> <li>- Their ability to manage and regulate their behaviours so they do not pose a risk to other students and staff</li> </ul> </li> <li>• Where emergency physical intervention is used, support colleagues to put PPE on, including face shields if there is a risk of bodily fluid transmission (ie spitting) and take over the physical intervention.</li> <li>• Provisions will be made with the timings of the school day and the areas used to enable social distancing measures at break and lunchtimes</li> <li>• Communication lines are kept open between staff whether they are on site or continuing to work from home– staff know to report to their line manager if there is an issue.</li> <li>• The Principal works with the ICT technicians to ensure that relevant staff have access to Microsoft Teams. Webcams are placed in communal areas such as the staff room and main hall.</li> <li>• Tissues and suitable places for their disposal are made available in all areas of the school site. Separate pedal bins to be sourced and</li> </ul>	Y	Principal / SLT		

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>made available. Bins to be emptied at the end of each day by the cleaning team.</p> <ul style="list-style-type: none"> <li>• The Principal liaises with the relevant organisations to ensure adequate provision is in place for all pupils to be able to return to school e.g. Virtual School for CYPIOC and Transport.</li> <li>• The Facilities and Premises Manager arranges for the school to be regularly deep cleaned.</li> <li>• The school continues to manage the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to the pupils</li> </ul>				
Shielded and clinically vulnerable adults	H	<ul style="list-style-type: none"> <li>• Clinically extremely vulnerable individuals were previously advised not to work outside the home, therefore any staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow risk assessments and social distancing measures in order to keep themselves safe.</li> <li>• Clinically vulnerable individuals who are at higher risk of severe illness were previously advised to take extra care in observing social distancing and should work from home where possible.</li> <li>• Clinically vulnerable and extremely vulnerable individuals who return to school, should stay 2 metres away from others wherever possible. For those not returning, support measures should be put in place for them to access education/work remotely.</li> <li>• If the individual chooses to take on a role that does not allow for this distance and they have to spend time within 2 metres of other people, the individual must carefully assess and discuss it with senior management whether this involves an acceptable level of risk. This discussion will be recorded and put in the staff member's personnel record.</li> </ul>	Y	Principal Head of HR VP	On-going	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Vacant premises	H	<ul style="list-style-type: none"> <li>• Access to the school is restricted – additional security is arranged and put in place in line with the Security Practices</li> <li>• The Principal and site manager remain on-call in case of an emergency or if access to the school is required.</li> <li>• External signage is visible to show that the school is closed and that access is restricted.</li> <li>• Valuable school property and equipment is identified and reasonable measures are in place to ensure security.</li> <li>• The site manager ensures the school premises is safe to return to before school activity resumes.</li> <li>• Any hazards are reported to the Principal as soon as possible and issues are resolved prior to staff and pupils returning to school.</li> <li>• The Principal ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</li> </ul>	If required	Principal Facilities and Premises Manager Site Manager		M
Emergencies	H	<ul style="list-style-type: none"> <li>• All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> <li>• The school has an up-to-date <b>First Aid Policy</b> and <b>Emergency plan</b> in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> <li>• Fire Drill to be actioned as per usual arrangements.</li> <li>• A member of the Senior Leadership Team and Designated Safeguarding Officer are on site every day.</li> </ul>	Y	Principal / SLT / Office staff	20.03.20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Mental Health		<p>Leadership will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hse.gov.uk/stress">www.hse.gov.uk/stress</a></p> <p>Staff will have access to Alliance Counselling Services anonymously. Regular updates will be shared to offer reassurance to staff. The opportunity to speak to a member of SLT to be available each day. Initial bubbles are based in tutor groups so that the very best pastoral support can be offered by skilled and knowledgeable staff who liaise with families at least weekly.</p> <p>Open access resources to support individual's emotional health and wellbeing</p> <p>Qwell – provides an online emotional wellbeing service for school staff including self-help resources, peer support communities and virtual counselling.</p> <p>Kooth – provides an online emotional wellbeing service for children and young people aged 11-18 years including self-help resources and virtual counselling.</p> <p>If School feel that a child, young person or their parent/carer's emotional health and wellbeing has been impacted by COVID 19 (including grief, loss, anxiety, resilience etc) and would benefit from the support School will contact our Early Help Support Officer or the Early Help Single Point of Contact to have an initial discussion regarding the child, young person, family or group's needs. This can be as part of your regular and ongoing discussions around vulnerable children and young people or outside of this process if a faster response is needed. On School's behalf, they will liaise with services to establish the appropriate intervention and coordinate their response, whilst maintaining communication with school</p>	Y	Principal/SLT Head of HR	On-going as required	L



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>to ensure that needs are met. To ensure a rapid response to securing support, School will not need to complete a referral form but will need to seek verbal consent from parents/carers prior to any therapeutic intervention commencing.</p> <p>Single Point of Contact (SPOC) 01642 524188/01642 526123            Email Address: earlyhelpadmin@stockton.gov.uk            North Stockton &amp; Norton – Vikki Meynell            01642 526123/ 07384 797822</p>				

To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealthengland.gov.uk/covid-19-coronavirus>

### Resources

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>

<https://www.nhs.uk/conditions/emollients>

[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)