

Bucklers Mead Academy: Risk Assessment: Covid-19 Phased return of students June 2020 - v1.2 REVIEW 30th June 2020

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This document is regularly reviewed. Version 1.1 was approved by Directors Wed 3rd June. (Check)

Establishment: Bucklers Mead Academy	Date of Assessment: 8th June 2020	Review date: (Complete once the action plan section below is addressed)
Assessed by: Please note all those involved should sign up to this assessment. Print below: NAME: <ol style="list-style-type: none">1. Mark Lawrence (Head teacher)2. Katie Royle (Safeguarding)3. Mark Povey (Premises Manager)	Staff signatures: 1. <u>ML</u> _____ Date: <u>30/06/2020</u> 2. <u>KR</u> _____ Date: <u>30/06/2020</u> 3. <u>MP</u> _____ Date: <u>30/06/2020</u> I/We have read and understood this RA and our role in its implementation.	
Director Approval:	3 rd June 2020	

BACKGROUND AND CONTEXT:

From Monday 1 June 2020 (at the earliest) academies are expected to reopen for students in the Nursery, Reception, Year 1 and Year 6 age groups. Secondary academies are asked to offer some face-to-face support to supplement the remote education of students in Years 10 and 12. This will be in addition to the existing full-time provision already in place for priority groups. Numbers accessing this provision are likely to increase as more parents and carers return to work.

This model risk assessment has been developed to support academies in:

1. Implementing government guidance for the reopening of academies first issued on 12 May
2. Continuing to provide provision for vulnerable children and other children who are still working at home
3. Facilitating home working for staff

Government Guidance (12 May 2020- updated 1 June)

https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings?utm_source=0e6da19a-f422-4893-af47-770e78e58269&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily

Guidance for Secondary Academies (25th May)

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-academies-from-1-june/planning-guide-for-secondary-academies>

In line with the above the following information is key:

Expectations from 15 June

From 15 June, secondary academies are able to offer face-to-face support for a quarter of the year 10 and 12 cohort at any one time. Alongside this the government is asking secondary academies to:

- *continue providing full-time provision for vulnerable students in all year groups (including year 10)*
- *continue providing full-time provision for children of critical workers in all year groups (including year 10)*
- *provide some face-to-face support to supplement the remote education of year 10 students, with a clear expectation that remote education will continue to be the predominant form of education delivery for these year groups and that this should be of high quality*
- *continue to use best endeavours to support all other students remaining at home, making use of the available remote education support and ensuring a high quality offer*

This risk assessment will be reviewed weekly in response to any updates to government guidance, examples of shared 'best practice' received. It will take into consideration, student numbers as they fluctuate/ grow as well as stakeholder voice.

Academies must adapt this risk assessment in consultation with relevant partners including trade union representatives where available.

The risk assessment takes into account the revised list of most common symptoms to look out for as updated on the 18th May 2020 as follows:

The World Health Organisation says along with the most common symptoms of fever, cough and tiredness, people may have:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis (red eye)
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes.

Part 1: Expanding provision for students in Years 10 from 1st June 2020

The government's latest update 25th May states: Academies should provide some face-to-face support to supplement the remote education of year 10 students, with a clear expectation that remote education will continue to be the predominant form of education delivery for these year groups and that this should be of high quality.

The rationale for academies re-opening for more groups of students is based on the implementation of the following infection protection and control measures as described in the guidance *Coronavirus (COVID-19): implementing protective measures in education and childcare settings*.

“There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, academies or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)”

Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	<i>High (frequent)</i>	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	<i>Medium (possible)</i>	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	<i>Low (unlikely)</i>	Not Likely to occur

Table 2: Risk rating matrix:

RISK RATING						High Risk
Likelihood	5	10	15	20	25	
	4	8	12	16	20	
	3	6	9	12	15	
	2	4	6	8	10	
	1	2	3	4	5	
Low Risk	Impact					

Table 3: Action required: Key to Ranking and what action to take.

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
LOW Risk	Monitor and review your rolling programme.

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is affected or exposed to hazards? (Staff Students Visitors Contractors Etc.)	What Severity of Harm can reasonably be expected? (See Definitions Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (1-5)	What would be the likely impact of the accident? (1-5)	What is the Risk Rating? (Likelihood x impact)
Preparation for reopening							
Preparation of academy building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Low	<p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> • all fire doors are operational • the fire alarm system and emergency lights are operational <p>Sneeze screens installed at all reception areas (visitor reception, student reception, study centre reception). All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes. See: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p>	1	3	3

Preparation of wider Academy site	Use of leisure facilities by external visitors, leading to increased risk.	All premises occupants	Low	Liaison with L.E.D. leisure regarding their reopening strategy and risk assessment.	1	2	2
Preparation of learning spaces for students	Learning space not managed properly lead to potential spread of virus.	All premises occupants	Low	Students split into groups, one key learning base made available for each group. Staff and student to only use this area.	2	2	4
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Low	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.	1	2	2
	Use of air conditioning accelerates the spread of coronavirus	All premises occupants	Low	We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action: It's recommended that all ACU's are switched off to reduce the spread of infection. All staff are to be made aware of this. Action required. To be considered: Temperature in IT Rooms.	1	2	2
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Low	We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security. Here, for high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removable things - a weight or wedge - if there are people present who will be tasked with removing it if the alarm goes off and at the end of the day. Door guards etc., will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles). All staff have been reminded about the arrangements in place in the event of a fire evacuation and lockdown.	1	2	2

				<p>Fire doors should remain closed (when a room is unoccupied) as per LA Guidance.</p> <p>A revised emergency evacuation plan has been formalised based on changes to provision and limited use of the site.</p>			
Use of toilets by staff and students.	Toilet facilities are overused and risk the spread of infection	All members of the academy community	Low	<p>Each student group to be assigned toilet block.</p> <p>Toilets check regularly for soap/ anti-bacterial gel and cleanliness hourly while students are on site.</p> <p>Staff use clearly identified staff toilets in blocks.</p> <p>All toilets checked and cleaned on rotation every 20-40 minutes.</p>	2	2	4
Management of expectations within the academy community	Anxiety within academy community re: prevalence and effectiveness of infection control and social distancing measures	All members of the academy community	Medium	<p>Our communication with parents and children prior to reopening will include information about:</p> <ul style="list-style-type: none"> • Staggered arrival and departure times to and from academy and arrangements for parents to access the site • Students to arrive on time to avoid missing with other groups. • Not to bring bikes or scooters to school. • Year 10 students will be in summer uniform as much as possible. • Arrangements for infection control • Student groupings • What academy day will look like – structure of day and accommodation • Equipment required (to be taken home each day) • Attendance and non-attendance • The avoidance of travel to academy via public transport at peak times and measure the academy are taking to work with parents to alleviate this 	2	3	6

				<ul style="list-style-type: none"> • Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing • Arrangements for break and lunch times, and toilet visits. • What will happen if there is a case of coronavirus at the academy. • What will happen if there is a case of coronavirus at the academy. <p>We are using this as an opportunity to ensure that students' emergency contact details are up to date.</p> <p>Government guidance for parents is available at: https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june</p>			
After-academy and Breakfast Clubs	Arrangements for infection control, social distancing etc are not practised at Breakfast and After-academy Club thus increasing the risk of infection within the academy community.	All members of the academy community	Low	We note that there is no requirement for academies to run these at the moment. We will not be providing these for the time being.	1	1	1
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Medium	<p>Staff survey has taken place gathering information on staff Covid 19 status.</p> <p>Individual discussions will take place with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services (Care First), LA Weekly support.</p> <p>HR advice is available if required.</p>	2	2	4

				<p>We are working with the trade unions. https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</p> <p>NB: Retain for future reference with this risk assessment as an appendix.</p>			
Staff training	Staff are not aware or do not understand the requirements for working safely when returning to work		Low	<p>Training if required and written instruction will be provided re: operating procedures to all staff. This includes:</p> <ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work • The importance of keeping teaching groups separate during the day. Use of different coloured lanyards for different groups. • Arrangements for break times and lunchtimes. Monitor and advise on social distancing • Safeguarding • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to academy behaviour policies • Curriculum adaptations required re: social distancing • Site security and fire safety including evacuation and lockdown procedures. 	2	2	4
Staff transport to and from work	Potential for increased exposure to coronavirus (and potential for introduction into the academy) through use of public transport at peak times.	All staff	Medium	Where staff would normally use public transport to travel to work, we will discuss options to alleviate this e.g.: provision of parking or parking permits, or facilities such as secure cycle storage to support people to walk, run or cycle to work where possible. If there is no option but to use public transport we will	1	2	2

				confirm the individual safety actions staff will take while travelling to and from work with them.			
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	High	Have been advised not to return to work and will work from home.	2	4	8
		Clinically vulnerable including pregnant women	High	Have been advised to take extra care in observing social distancing and will work from home where possible. Clinically vulnerable staff who cannot work from home will be offered the safest available on-site roles, staying 2m away from others etc. Individual risk assessment has been carried out.	2	4	8
		Those living in a household with a person who is extremely clinically vulnerable.	High	These staff will only attend if stringent social distancing can be adhered to and if we have found this is not possible the staff member is working from home.	2	4	8
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Medium	These staff members are attending work.	1	2	2
Staffing availability and ratios	Staffing ratios insufficient for student numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements.	Students and staff	High	Daily/ weekly review of staffing to ensure that we can cover each group of students. In our academy this will require: For 2 x Year 10 teaching groups and 1 group of vulnerable / key worker children: A minimum of 6 teachers	2	4	8

				<p>A minimum of 2 support staff</p> <p>No lunchtime staff</p> <p>In addition to admin, cleaning and senior leadership team and DSL/Deputy DSL availability.</p> <p>Where we are not able to maintain this provision, we will prioritise Vulnerable students and those whose parents are critical workers.</p> <p>We will use a rota system either on a daily or weekly basis.</p>			
	Daily variation in staffing means that the academy is unable to operate safely for all groups of students.		High	<p>Staff have been advised that they must inform the Headteacher as soon as possible if there are any changes in their circumstances that will affect their ability to work.</p> <p>The Headteacher will close parts of the provision if we have insufficient staff available to allow essential social distancing and infection control measures.</p> <p>We have prepared a contingency plan to inform affected members of the academy community if full or partial closure is required at short notice i.e. via email alert.</p>	2	4	8
Student Welfare	Student welfare - changing family circumstances likely to have an adverse effect of student's ability to reengage with the academy	Students and staff	High	<p>Contact with families has been made by academy staff to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for student groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc., for individual students. Plans will be reviewed regularly to ensure that student's needs are met.</p>	2	4	8
	Anxiety re: coronavirus and constraints of new learning environments		Medium	<p>Students will have been pre-warned about what to expect when they return to academy via letter.</p> <p>Behaviour expectations will be explained to all students and reinforced by all staff to support students in gaining an understanding that it is safe to be in the academy.</p>	2	3	6

				By requesting provision Students and Parents and Carers are agreeing to a set of basic expectations. (See attached)			
Individual student medical requirements	Students (or their family members) in identified groups.	Extremely clinically vulnerable students (shielded)	High	We have made clear these students are not expected to attend and will continue to be supported at home.	2	4	8
		Clinically vulnerable students	High	Parents have been advised to follow medical advice before sending their children to the academy.	2	4	8
		Students living in a household with a person who is extremely clinically vulnerable.	Medium	We will only invite these children to attend if stringent social distancing can be adhered to and the child or young person is able to understand and follow those instructions.	2	3	6
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Medium	These students have been invited to attend the academy.	2	3	6
Provision of first aid		Students and staff	High	<p>Qualified first aiders are available as required</p> <p>Reasonably practicable arrangements for accessing first aid ensures that the opportunity for anyone needing assistance does not come into contact with others who are not in their 'group'/opportunities are limited.</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE.</p>	2	4	8

Use of Personal Protective Equipment (PPE)	Incorrect use exacerbates the risk of further infection.	Students and staff	High	<p>We are taking into account that Government guidance (11/05/20) does not recommend the use of a face covering or face masks in educational settings as follows:</p> <p>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn” <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and when there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p> <p>Eye protection recommended for certain staff to reduce the risk of splashing to the eyes from</p>	2	4	8
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				<p>sneezing/coughing. This will be mainly First Aiders and possibly Caterers/Receptionists.</p> <p>PPE is available to staff on request.</p> <p>Design Technology have manufactured sneeze screens locally once materials have been sourced.</p> <p>We will ensure that, regardless of the 2m social distancing guidance staff who are likely to have to support students in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal. We will also provide PPE equipment to any member of staff who requires it for any other duty they perform.</p> <p>See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</p>			
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or illness.	Students and staff	High	<p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.</p> <p>A revised emergency evacuation plan has been formalised based on changes to provision and limited use of the site.</p> <p>We will brief staff about the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p>	2	4	8

Contact with those with symptoms of coronavirus (including testing)							
Contact with infected persons/ exposure to the virus within the academy building	Person contracts COVID 19 as a result of direct contact with an infected person (or a symptomatic person)	Students and staff	High	<p>Guidance has been issued to the entire the academy community as follows:</p> <p>Those affected must follow government stay at home guidance as follows https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections</p> <p>Those who feel unwell should stay at home, should not attend work or any education or childcare setting and make arrangements to be tested for coronavirus. (see below).</p>	2	5	10
			High	<p>When we expand our provision to the wider cohort of Year 10 students, all those eligible to attend and members of their households will have access to testing if they display symptoms of coronavirus.</p> <p>Where a student or staff member tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days. The other household members of the wider class or group do not need to self-isolate unless the student or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national track and trace programme if other cases are detected within the academy or cohort or wider setting Public Health England will be contacted to carry out a rapid investigation and advise on the appropriate course of action to take.</p> <p>We will ask for evidence that students recommended to have a test have done so and that the test is clear before they return to the academy.</p>	2	5	10

				<p>We will book tests for staff requiring them under the category of essential workers.</p> <p>Staff can and are advised to organise their own tests via the government website.</p>			
	Contact with those developing symptoms of the virus during the working day.	Students and staff	High	<p>If anyone becomes unwell with a new, continuous cough or a high temperature we will send them home and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>Public Health England will be contacted and the PHE Flow chart (05/06/2020)- See Appendix 2. will be followed.</p> <p>Students will not be temperature tested on arrival; however, non-touch thermometers have been bought in case the need to take a temperature arises.</p> <p>If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the toilet while waiting to be collected, we endeavour that they will use a separate toilet if possible (old first aid room). The room will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	2	5	10

				<p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive ('What happens if there is a confirmed case of coronavirus in a setting?' refers set out below). They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>			
Cleaning and hygiene							
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Students and staff	High	<p>Our cleaning specification has been reviewed to ensure we comply with requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning Staff PPE has been sourced and is available. Additional stock has been sourced to cover other areas such as servery points, reception desks and medical staff. This includes Hand Sanitising stations, classroom/office hand sanitiser, face masks</p>	2	3	6

				<p>should they be requested, and disposable aprons and gloves.</p> <p>In addition to toilet areas (to be cleaned every 20-40 minutes), we have identified cleaning of other high-risk areas to be undertaken throughout the academy day to include:</p> <p>Door handles</p> <p>Kettles</p> <p>Taps</p> <p>Switches</p> <p>Phones</p> <p>Laptops /</p> <p>Printers and photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that students are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p>			
	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by students.</p>	Students and staff	Serious	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p>	1	4	4
	Use of hand sanitiser potential for improper use and ingestion.	Students and staff	Medium	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our students, they could use their own/ours under supervision through to it being 'dispensed' so</p>	1	3	3

				<p>the young, or over enthusiastic don't get carried away.</p> <p>We have obtained the Safety Data Sheet for the product(s) detailing the actions to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building(s).</p>			
	Hand hygiene	Students and staff	Medium	<p>Opportunities are provided for staff and students to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at the academy • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving the academy • after sneezing/coughing. <p>Bin emptying in used classrooms will be undertaken more frequently during the day to reduce any contamination spread. Action required.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced with students.</p> <p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with the students.</p> <p>Cleaning spray and cloths are available in classrooms for cleaning equipment and surfaces during the day.</p>	1	4	4

				Where sinks are not easily accessible from the room used by a 'group' of students hand sanitiser will be available.			
Measures to reduce contamination	Use of shared resources	Students and staff	Medium	<p>Staff will not allow shared resources to be taken home.</p> <p>Students are not required to bring items in from home other than stationary eg: for 'showing' etc. Reading books will be cleaned/ quarantined when they are returned to the academy.</p> <p>The academy will provide stationery where students do not bring their own. Students bringing their own stationary will not be permitted to share.</p> <p>Shared modelling equipment eg: plasticine, play dough etc will not be available</p> <p>Shared use of stationery and other equipment has been stopped where possible.</p> <p>Shared equipment and surfaces are disinfected more frequently.</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling students' books.</p>	1	3	3
	Harder to clean items	Students and staff	Low	<p>We have removed soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection.</p> <p>The THRIVE base will be under constant review, in Phase One of reopening 25% of Year 10 only- THRIVE base will be closed)</p>	1	2	2
Minimising contact (social distancing)							

Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Students and staff	Medium	<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>Advising parents that they should remain in the car when collecting or dropping off.</p> <p>Erected signage, floor markings and barriers to remind those visiting the site of social distancing requirements.</p> <p>Limiting movement around the academy by keeping students in one area.</p>	2	3	6
	Social distancing for large groups of students		Low	Assemblies, performances, sports day, visiting groups etc will not take place until further notice. (September at the earliest)	1	1	1
	Exposure to infection Classroom teaching Secondary	Students and staff	High	<p>Classes will have no more than 16 students per group in the hall, and 10 students per group in classrooms.</p> <p>We will ensure students and staff, where possible, only mix in a small, consistent group and that that group stays away from other people and groups. Different groups will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible (subject to subject specialism requirements). Groups will use the same room or area of the academy. We will seek to achieve the sitting of students at the same desk each day.</p> <p>Classrooms and workshops are rearranged so sitting positions are 2m apart.</p> <p>Activities for students will be non-contact and will not involve more than one temporary group.</p> <p>Teaching assistants may lead a group working under the direction of a teacher.</p> <p>We are referring to CLEAPS/DATA/ afPE guidance available for specialist areas.</p>	2	4	8

	Exposure to infection from inadequate social distancing	Students and staff	High	<p>We will arrange for students to access rooms directly from outside where possible.</p> <p>Circulation routes around the academy have been reviewed. Where possible there are one-way circulation routes in corridors and stairways.</p> <p>Arrangements are in place to stagger break times and lunchtimes to reduce numbers accessing circulation routes.</p>	2	4	8
Circulation within the building	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Students and staff	Medium	<p>Liaison with catering contractors is in place.</p> <p>Only vulnerable and critical worker group will be permitted in the dining room.</p> <p>Our own catering staff arrangements for social distancing have been implemented.</p> <p>2m gaps will be enforced when queueing for food.</p>	2	4	6
Lunchtimes	Payment for food (secondary)	Students and staff	Low	<p>During Phase One, no students except for the vulnerable and critical workers will be on site for lunchtimes.</p> <p>Potential actions for further reopening.</p> <p>Finger recognition points will not be used.</p> <p>Student codes to be verbalised and typed in by Aspens staff.</p> <p>No cash to be brought on site.</p> <p>Regular sanitation and cleaning.</p> <p>Food only served from windows.</p>	1	2	2
	Exposure to infection from inadequate social distancing; Collection of food by students and eating arrangements	Students and staff	Medium	<p>Students will enter the lunch area in their existing groups.</p> <p>Groups of students will need to be kept apart as far as possible.</p> <p>Eating areas outside of classroom bases will be used and we will review the potential for eating in</p>	2	4	8

				classrooms if necessary, as long as suitable levels of supervision can be achieved.			
	Exposure to infection from inadequate social distancing: break times	Students and staff	Medium	<p>We will use external areas at half capacity. Areas will not be shared, each class will have designated break out space. Students will remain in their distinct groups. Different groups of students must not play sports or games together.</p> <p>Outdoor equipment will not be used unless we ensure that it is appropriately cleaned between groups of children using it and multiple groups of children do not use it simultaneously.</p>	2	4	8
Academy Reception areas	Violence and aggression towards academy staff causes injury and distress		Low	<p>We will maintain transparency and regular contact with all members of the academy community.</p> <p>Regular briefings/updates for all staff so that they are aware of the academy response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site.</p>	1	3	3
	Exposure to infection from inadequate social distancing: other work areas	Staff	Medium	<p>We are continuing the opportunity for working from home for PPA time/ office staff where work does not involve direct contact with students, etc.</p> <p>Furniture reconfigured in staff areas to allow 2m distancing.</p> <p>All areas are cleaned regularly,</p> <p>No tea towels or hand towels are to be used.</p> <p>ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p>	1	4	4
Other work areas	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Medium	All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after academy hours.	2	3	6

				For areas where there are larger scale building projects in place, contractors will remain entirely separate from the academy community.			
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Part 2: Maintaining educational provision for students who are still working at home

Maintaining contact with students staying at home	Safeguarding concerns are not reported; student/ student is placed at risk.	All	High	Concerns may become apparent during interaction in the community, online communication etc All academy staff to be aware of arrangements in place for contact academy DSL/ Deputies during the closure period. Emergency helpline number circulated to vulnerable families and all staff.	2	5	10
	Enhanced risks to students re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and the academy	Students	High	The Academy to provide information to parents and students re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse. The academy to make parents aware of sites they are asking their children to use and academy staff their child will interact with.	2	5	10
	E-Safety. Inappropriate staff contact with students/ students	Students	Low to High	Academy E-Safety Policies continue to apply. Communication must only take place through academy channels approved by the senior leadership team. Staff must not make informal arrangements to contact students using their own phones/ devices etc.	1	5	5
	Injury or contamination of staff undertaking home visits.	Visiting staff	Medium	Staff to follow government guidance on social distancing. This will be an important part of role modelling for students.. Speak to families on the	1	4	4

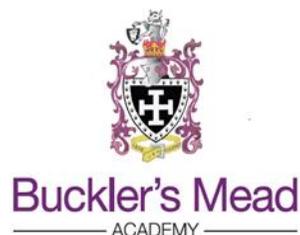
	Vulnerable students/ students are 'missed' through lack of contact etc.			<p>door step or through a window if they are self-isolating.</p> <p>Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile.</p> <p>Academy Lone Working Procedures to be followed (including the maintenance of academy contact during the visit).</p> <p>Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals.</p> <p>If phoning families we will speak to the child as well.</p>			
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PART 3: Arrangements for staff working from home during the academy closure period (from 23 March 2020)

Use of display screen equipment eg: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Medium	<p>We follow guidance from HSE (March 2020) as follows:</p> <p>For those people who are working at home, the risks associated must be controlled. This includes doing home workstation assessments. However, there is no increased risk for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdf</p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p>	1	3	3
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				<ul style="list-style-type: none"> breaking up long spells of work with rest breaks (at least 5 minutes every hour) or changes in activity avoiding awkward, static postures by regularly changing position getting up and moving or doing stretching exercises avoiding eye fatigue by changing focus or blinking from time to time. 			
Data protection	Data breach exposes staff or students to risk of harm. Data breach is undetected.	All	Medium	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.</p> <p>Academy Data Protection Policies and Procedures apply.</p> <p>Staff are aware of their responsibilities for reporting a data breach to relevant staff at the academy. Our DPO is involved if required.</p>	1	5	5
Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	High	<p>Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.</p> <p>Access to counselling services is provided by Care First. All staff have been provided with details of this for use at home.</p>	2	4	8

APPENDIX 1: Expectations document



Reopening to Year 10 Students and for Vulnerable/ Critical Worker Families.

The following are the basic expectations that parents/carers agree to when requesting a place for their student to attend Buckler's Mead Academy during the COVID 19 pandemic. These expectations are in place to ensure the safety of the whole Bucklers Mead Academy Community.

When a request for a place is made parents / carers and students are agreeing to adhere to the following expectations.

Should this not be the case the provision for the student will be withdrawn.

- Students will arrive on time adhering to social distancing rules on their arrival in the academy.
- Parents/ Carers driving their sons/ daughters to the academy will adhere to the 2m social distancing rules when dropping off and collecting. Parents/ Carers using a car will not leave their vehicle.
- All students will adhere to the system in operation on the paths at the front of the academy.
- Parents will not be allowed onto the academy site or into the academy building unless there is a medical emergency.
- Students will be taught in groups of no more than 16 students
- My son/daughter will not be able to mix with students or adults from the other groups in the academy.
- Once placed in a particular group, my son/daughter will not be able to move into a different group.
- The social distancing rules will apply to all interactions between staff and students at our academy.
- I will collect my son/daughter if he/she deliberately and consistently fails to adhere to the social distancing rules and the offer of a place for my son/daughter will be withdrawn.

- Whilst academy staff will endeavour to reduce the risk of the spread of COVID-19 through the measures outlined in the Risk Assessment, they cannot guarantee our academy will be risk-free.
- My son/daughter will be asked to wash their hands using soap and water regularly throughout the day and will use hand sanitiser with an alcohol content of above 60%.
- Students are expected to adhere to the Behaviour for Learning policy, including academy uniform, mobile phone and Fizzy drink policy.
- Students will only bring stationary items (pens, pencils, etc) from home into the academy, other than a snack and a water bottle.
- To reduce the chances of the transmission of COVID-19 to the home, we strongly recommend students change their clothes and wash thoroughly e.g bath, shower, hair washing, hand washing on their return from the Academy
- To reduce the chances of the transmission of COVID-19 to the academy and to the home, parents/ carers will support my son/daughter to ensure the maintain 2m social distancing measures when walking to and from the academy.
- Parents/ Carers will NOT send their son/daughters to the academy if they, or ANYONE in the household, displays ANY of the symptoms of COVID-19. If this is the case, the whole household will isolate for 14 days or until an official COVID 19 test has been taken with a negative result. I will inform the academy immediately.
- Parents/ Carers will not send their son/daughter into the academy if they are feeling unwell in any way and will inform the academy immediately.
- On entering the academy my students will wash their hands, using the Alcohol sanitiser provided. Staff may wear PPE equipment to support this.
- If a student is due to attend and is absent for any reason, Parents/ Carers will inform the academy by phone or email before 9.30am on the first day of absence.
- If a student needs any other form of medication, Parents/ Carers will complete a Medication Form as per the academy's usual policy. Please make this known to the academy office.
- Parents/ Carers will inform the academy staff if they have given their son/daughter any medication, e.g. paracetamol, prior to coming to the academy.
- If a student becomes unwell while attending the academy, he/she will be placed in isolation, in accordance with government guidance, and Parents/ Carers will be contacted as soon as possible.
- Academy staff will not be required to prove or justify their decision about a student's illness. If they believe a student to be unwell, they will act on it.
- If the staff believe a student to have fallen dangerously ill, they will contact the emergency services for help.
- If any of the adults or students in the allocated group show symptoms of COVID-19, all students in the group will need to isolate for 14 days, or until an official COVID 19 test has been taken with a negative result.
- If a student requires intimate care, first aid or any intervention at close proximity, the staff will be required to wear PPE to administer it.
- Parents/ Carers will support all staff in their efforts to create a safe as possible environment during the COVID-19 outbreak.
- Parents/ Carers will encourage their sons/ daughters to use the toilet at home to reduce use in the Academy.

Parents/ Carers agree to:

- Read all letters/messages/emails that are communicated.
- Inform the academy of any changes to contact information and emergency details.
- Read and understood the academy's Risk Assessment. (Available on the website)
- Read and understood the Plan for the Phased Re-Opening of Buckler's Mead Academy

PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19

Version 3.0 Date 05.06.2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases.

If you have any infection control concerns or questions please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk.

GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance

TESTING: Visit nhs.uk/ask-for-a-coronavirus-test

