



**James Elliman Academy**

**Covid 19**

**Risk Assessment**

## Approval

<b>Prepared by</b>	Tajinder Johal Academy Principal
<b>Supported by</b>	Jas Sohal Chief Operating Officer
<b>Approved by CEO and Federation Principal on behalf of the Board of Directors</b>	Dr. Martin Young
<b>Date of approval</b>	July 2020
<b>Date of review</b>	10/07/21 as a minimum but revised and updated as needed throughout the year.  Linked Operational Plan is revised as needed throughout the year in light of reviewed procedures and government/PHE guidance. Version history detailed for reference on front of document.  Last review of RA 11.01.2020
<b>Approved by CEO and Federation Principal on behalf of the Board of Directors</b>	Dr. Martin Young
This document has been produced in consultation with local union representation and also at Joint Negotiating Consultative Committee (JNCC) level by the Academy Trust. It has been shared with parents through our website and has been emailed out to all staff on an individual basis. The Operational plan is also produced in consultation with staff and our union representatives and is very regularly updated. Any updates are shared with all staff via email and the version history is clearly outlined.	
<b>Prepared by</b>	Tajinder Johal Academy Principal
<b>Supported by</b>	Jas Sohal Chief Operating Officer

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Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

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## 1. Introduction and Risk Assessment

As an academy we have opened our doors to all children and staff from September 2020, this has been based on Government Guidance released from 2 July 2020 to date and the needs and requirements of the academy for staff to support children and our operation of serving the community. As the nation has now entered national lockdown we are now open for the children designated as vulnerable and key workers, thus reducing the number of children attending the academy and we are moving to remote learning. We anticipate we will have up to 105 primary aged children on site and 25 adults on site. We are operating Year/classroom bubbles as the number of children attending the academy has reduced and Clinically Extremely Vulnerable children and staff are not to attend the academy. Staff and union representatives have been consulted on this document and it is shared with parents for comment via our website.

### **Extracts from Government Guidance**

*During the period of national lockdown, schools, alternative provision (AP), special schools, colleges and wraparound childcare and other out-of-school activities for children should allow only vulnerable children and young people and the children of critical workers to attend (recognising that the characteristics of the cohorts in special schools and alternative provision will mean these settings continue to offer face to face provision for all children, where appropriate). All other children and students should not attend and should learn remotely until February half term.*

As an academy, we are mindful of the need for:

### **System of controls**

This is the set of actions the academy must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail below.

**Prevention:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and the academy will put in place measures that suit our particular circumstances.

Number 6 applies in specific circumstances.

**Response to any infection**

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

## Guidance links

The following information and guidance was applicable at the 02 July 2020.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/causesofdeath/bulletins/coronaviruscovid19relateddeathsbyoccupationenglandandwales/deathsregistereduptoandincluding20april2020>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

<https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>

<https://www.gov.uk/government/news/extra-mental-health-support-for-children-and-teachers>

<https://www.gov.uk/guidance/school-workload-reduction-toolkit>

<https://educationendowmentfoundation.org.uk/tools/guidance-reports/making-best-use-of-teaching-assistants/>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

**The following updated guidance was reviewed at the time of issue and where necessary changes were made to this risk assessment or to the Operational Plan.**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Updated 03 December 2020

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm> Updated 03 December 2020

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care> Updated 13 November 2020

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19> Updated 03rd December 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers> Updated 14 October 2020

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> Updated 13 November 2020

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> Updated 16 October 2020

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> Updated 14th December 2020

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> Updated 18 December 2020

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/> Updated 18 December 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> Updated 30 December 2020

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> Updated 30 December 2020

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/943707/Symptomatic children action list schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf) Updated 30 December 2020

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> Updated 31 December 2020

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> Updated 06 January 2021

<https://www.gov.uk/guidance/national-lockdown-stay-at-home> Updated 06 January 2021

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf) Updated 07 January 2021

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/943707/Symptomatic\\_children\\_action\\_list\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf) Updated 07 January 2021

## Risk Assessment

The **purpose** of this **risk assessment** is to ensure that the academy is safe to work in and to attend by all individuals thus ensuring they are appropriately protected from hazards. The process of a **risk assessment** involves firstly identifying hazards within the academy, and then subsequently implementing control measures.

We have used the concept “As Low As Reasonably Practicable (ALARP)”, to ensure we have considered all available Government and sector guidance. Where children do not have the capacity to adhere to the stringent social distancing we are encouraging parental support and we may need to consider supporting them with remote learning.

This document will be read in conjunction with the Operational Plan by staff, which provides detail on how risk management will be supported operationally. The operational plan provides a detailed guide in ensuring that all latest government guidance is outlined and met appropriately. Any changes to the operational plan in line with latest guidance is shared with staff and actions communicated with parents and children regularly. Only the risk assessment will be shared on the school website as the operational plan includes reference to specific staff members.

Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
2. General transfer of the Covid-19 virus, whether directly or indirectly	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>The virus is now in general transmission so cannot be eliminated</li> <li>Reduction is through following the relevant guidance from the Government, NHS, PHE and DfE for each element of the academy operation</li> <li>We have increased space where necessary in classrooms by removing furniture.</li> <li>All staff and visitors to the academy will be trained in the new practices and protocols, which will include using hand sanitisers or washing hands on arrival with regular reminders and signage displayed. We are discouraging parents from attending reception office areas and seeking parent</li> </ul>	Yes					

			<p>support by asking them to telephone the academy.</p> <ul style="list-style-type: none"> <li>• We have introduced staggered start and finish times.</li> <li>• PPE will be assessed for specific requirements and procured in accordance with risk assessments, PPE regulations and the Government guidance apply for key roles.</li> <li>• Public Health England does not (based on current evidence) recommend the use of face coverings in classrooms. This evidence will be kept under review. Therefore staff and children are not required to wear masks in the classroom as children and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.. Staff who support children with more specific needs may wear PPE if 2m distancing cannot be maintained.</li> </ul>						
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			<ul style="list-style-type: none"> <li>• The Principal has the discretion to ask parents, visitors and staff to wear face coverings in common areas.</li> <li>• Staff will be briefed on how to manage if they suspect anyone of developing symptoms during the day  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf</a></li> <li>• We have released a parent and staff Q &amp; A on what to do if anyone is feeling unwell before attending the academy or during their time at the academy and this will be shared with parents via the website or App.</li> <li>• We will, have a procedure in place for children and staff arriving at the academy with masks, with everyone either using hand sanitiser or washing their hands.</li> <li>• A procedure for informing staff and children who have</li> </ul>						
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			<p>close contact with a potential case will be in place and based on the latest advice provided by PHE. Guidance will be shared as per their advice.</p> <ul style="list-style-type: none"><li>• The academy will avoid large gatherings such as assemblies or collective worship with more than one group and reduce circulation around the academy as far as practicable.</li></ul>						
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Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
3. General controls to reduce transferring of Covid between persons	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>We will be guided by our risk assessments and Government advice to ensure we have a reduction of staff and children numbers in areas of the academy at any one time</li> <li>Guidance for restricted attendance during the National Lockdown will be followed regarding children and adult spacing.</li> <li>We will be reducing movement around the academy and children will be based in Year Group bubbles as per the Government guidance alongside making increased use of outside space.</li> <li>Consideration will be given to flow around the academy and Fire doors that are required to remain open</li> </ul>	Yes					

			<p>have automatic stay open devices in place.</p> <ul style="list-style-type: none"> <li>• Where possible we will design lessons so that children and staff can use outdoor space if possible</li> <li>• We will ensure all windows are opened in classrooms and open corridor doors to classrooms to aid air circulation.</li> <li>• We will follow HSE Guidance on ventilation of spaces when considering the use of heating and Air Conditioning.</li> <li>• To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</li> <li>• We will open high level windows in preference to low level to reduce draughts and increase the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing.</li> </ul>						
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			<ul style="list-style-type: none"> <li>• rearranging furniture where possible to avoid direct drafts</li> <li>• Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> <li>• Children have assigned places in the room so they know where their classroom seat is throughout the day. Children to remain in seats and will not come up to the front of the classroom in close proximity where possible.</li> <li>• No carpet time unless we can manage cleaning of the space and children spacing appropriately.</li> <li>• Teachers will be teaching from the front of the classroom.</li> <li>• TAs supervise movement around the classroom, supporting learning from a suitable distance.</li> <li>• All children must bring in their own water bottles and take this home at the end of each day to be cleaned. No cups to be provided by teachers. Keep bottles on</li> </ul>						
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			<p>desks. In addition, bags and coats will be allowed in to the academy.</p> <ul style="list-style-type: none"> <li>• Appropriate staff ratios and emergency cover will be in place to manage the day.</li> <li>• Staff are allocated to their year group where possible unless school needs demand otherwise.</li> <li>• Staff training refreshed regularly and we will ensure we have a feedback mechanism in place using our current IT tools.</li> <li>• Communication to staff, children and parents sent regularly on processes via the App and Website</li> <li>• Ability to check temperatures as necessary and act appropriately by Welfare Staff subject to the guidance at the time allowing this.</li> <li>• Welfare staff will be issued with PPE inclusive of IIR masks.</li> <li>• Children will be supervised when they wash their hands and should they use alcohol based sanitisers.</li> </ul> <p>Supervision of hand</p>						
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			<p>sanitiser use given risks around ingestion. Small children and children with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p> <ul style="list-style-type: none"> <li>• Children will not share individual resources and all shared resources will be cleaned between uses.</li> <li>• Catch it bin it procedures will be in place with tissues and pedal bins available in classrooms and offices.</li> <li>• Cleaning colleagues are trained in how to remove this waste.</li> <li>• We will brief all adults. Ideally, adults should maintain 2 metre distance from each other, and from children. The government in its guidance recognises that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise</li> </ul>						
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			time spent within 1 metre of anyone. Similarly, it will not be possible when working with many children who have complex needs or who need close contact care. These children' educational and care support will be provided as near to normal as possible.						
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Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
4. Making worse the current condition in children and staff identified as “Clinically extremely vulnerable” (shielded)	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>The academy will discuss with staff and parents any concerns that they have.</li> <li>Measures will be put in place to maintain the appropriate social distancing in the academy.</li> <li>Shielding advice for all adults and children will be followed as per guidance available at that time. Inclusive of individual risk assessments as necessary.</li> <li>Shielding advice is currently in place, and so parents of all children still deemed clinically extremely vulnerable are advised to consult medical professionals and not to attend school.</li> <li>Shielding advice is currently in place, and so staff deemed clinically extremely vulnerable are advised to</li> </ul>	Yes					

			<p>consult medical professionals and not to attend school.</p> <ul style="list-style-type: none"><li>• Vulnerable or key worker children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should follow government guidance before attending the academy.</li></ul>						
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Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
5. Making worse the current condition in children and staff identified as “Clinically vulnerable”		Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>Staff and children identified in the government guidance to be in this category can meet with the Principal and discuss their concerns, however government guidance in place advises that where the measures in their guidance is in place then the risk is reduced. Each aspect of academy life will be reviewed within the Operational Plan to ensure compliance.</li> <li>For children, parents should consult their GP’s and reflect that we will be maintaining social distancing.</li> </ul>	Yes					

Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
6. The virus transfers to householders who are designated as clinically extremely vulnerable	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>Such individuals to be made known to the academy and will be assessed on a case by case basis</li> <li>Government guidance to be followed by all to never visit a clinically vulnerable person if you think you have coronavirus symptoms, however mild. Never visit a clinically vulnerable person if you have been advised to isolate by NHS Test and Trace because you have been in contact with a case.</li> </ul>	Yes					

Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
7. The virus transfers to the householders who are designated as clinically vulnerable (including pregnant women)	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>The academy will determine who falls within this staff group and review and work to relevant guidance.</li> <li>Individual assessment to be made through discussion with parents that make their circumstances known and staff</li> <li>Individuals may attend and must adhere to all the relevant social distancing protocols in place (as for all stakeholders) to reduce the risk of transference.</li> </ul>	Yes					

Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
8. Minimising contact with individuals who are unwell at home	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>Government guidance has been provided to the wider audience.</li> <li>Parents have been informed that if a child or anyone in the household is asymptomatic to isolate</li> <li>Testing is in place in line with government guidance.</li> </ul>	Yes					

Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
9. Contact with individuals who become unwell at the academy – children	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf</a></li> <li>Use of walkie talkie or classroom telephone to notify Welfare Officer – Welfare Officer goes to classroom</li> <li>No children to be sent to the medical room</li> </ul>	Yes					

			<ul style="list-style-type: none"> <li>• if a child, young person or staff member becomes unwell with symptoms of coronavirus while in the academy 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 and visor should be worn by the supervising adult.</li> <li>• 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 should be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2</li> </ul>						
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			<p>metres away from other people.</p> <ul style="list-style-type: none"> <li>• If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else or as advised by PHE.</li> <li>• The PPE available, to the welfare staff will be IIR masks, aprons, gloves, and if necessary and other bodily fluids are present, then a face mask and visor must also be available</li> <li>• In an emergency, staff will call 999 if they feel persons are seriously ill or injured or their life is at risk. Staff must not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other</li> </ul>						
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			<p>members of staff or children who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• the symptomatic person subsequently tests positive</li> <li>• they develop symptoms themselves (in which case, they should arrange to have a test)</li> <li>• they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)</li> </ul> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <ul style="list-style-type: none"> <li>• The children must be advised to self-isolate for 10 days while their fellow household members should also self-isolate for 10 days.</li> <li>• They will also be advised to be tested</li> </ul>						
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			<ul style="list-style-type: none"><li>• Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell</li><li>• If a positive test is returned, the academy will follow government guidance</li></ul>						
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Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
10. Coming in to contact with others who become unwell at school – staff/adults	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>Clean the affected area with appropriate cleaning materials which will be cleaning materials as per the guidance, including virucidal chemicals after someone with symptoms has left to reduce the risk of passing the infection on to other people. The room that a child has used in this circumstance (including bathrooms) should be fully cleaned before anyone else uses them.</li> <li>If a staff member becomes ill with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible</li> </ul>	Yes					

			<p>coronavirus infection guidance.</p> <ul style="list-style-type: none"><li>• They will be advised to self-isolate for 10 days while their fellow household members should also self-isolate for 10 days.</li><li>• They will also be advised to be tested. Principal to contact central HR to organise this is if the staff member requires us to</li></ul>						
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Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
11. Transfer of Covid following an individual becoming unwell	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>The academy will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact the academy directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the academy – as identified by NHS Test and Trace.</li> <li>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> </ul>	Yes					

			<ul style="list-style-type: none"> <li>The health protection team will work with the academy in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, the academy will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:  direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)  proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> </ul>						
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			<p>travelling in a small vehicle, like a car, with an infected person</p> <ul style="list-style-type: none"> <li>• The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of children and staff in each group, and any close contact that takes places between children and staff in different groups (see <a href="#">section 5 of system of control</a> for more on grouping children). This should be a proportionate recording process. Schools do not need to ask children to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</li> <li>• A template letter will be provided to the academy, on the advice of the health protection team, to send to parents and staff if needed. The academy will not share the names or details of people with coronavirus</li> </ul>						
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			<p>(COVID-19) unless essential to protect others.</p> <ul style="list-style-type: none"> <li>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>. They should get a test, and: <ul style="list-style-type: none"> <li>if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>if the test result is positive, they should inform their setting immediately, and must isolate for at least 10</li> </ul> </li> </ul>						
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			<p>days from the onset of their symptoms. Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></p> <ul style="list-style-type: none"> <li>• We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</li> <li>• Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</li> </ul> <p><b>Containing any outbreak by following local health protection team advice</b></p> <ul style="list-style-type: none"> <li>• If the academy has two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their</li> </ul>						
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			<p>local health protection team who will be able to advise if additional action is required.</p> <ul style="list-style-type: none"> <li>• In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</li> <li>• In consultation with the local Director of Public Health, where an outbreak in an academy is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on</li> </ul>						
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			the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.						
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Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
12. Failure to socially distance when accessing, egressing and moving around the academy	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>Non-essential visitors are not permitted on site</li> <li>We will review with the aim to reduce the numbers of staff/children on site and accessing at one time with detailed plans</li> <li>We will have clear routes of how movement should occur at all times both outside and inside the building</li> <li>Paxton swipe systems will be subject to periodic cleaning</li> <li>We will introduce staggered start and finish times for children. These are listed in the Operational Plan.</li> <li>We will demarcate areas for individual visitors waiting to sign in or see staff</li> </ul>	Yes					

			<ul style="list-style-type: none"> <li>• Agree parent pick up area and procedures (demarcation of area) and request they socially distance at all times</li> <li>• We will reduce door use and use hold open devices, these remain open when safe to do so and close on the fire alarm sounding.</li> <li>• Signage will be visible and serve as an aide</li> <li>• Training will be provided to staff and children</li> <li>• Reminders/Briefings will be held weekly</li> <li>• Staff will be reminded to monitor site access and movement within the academy</li> <li>• We will provide PPE where individual assessments warrant them (Welfare, first aiders etc.)</li> </ul>						
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Hazards  What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
13. Failure to socially distance during breaktimes	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>We will stagger breaks and have suitable supervision levels</li> <li>We will use outdoor spaces if possible</li> <li>We will limit use of play equipment, ensuring it is cleaned if provided. Soft toys will be removed from all areas.</li> <li>Schedule for handwashing and toilet use, allowing a child at a time to attend the toilet.</li> <li>Children to wash hands before and after play, staff to monitor this process</li> <li>Where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in</li> </ul>	Yes					

			staffrooms, Principals will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.						
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Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
<p>14. Failure to socially distance during lunch</p> <p>Direct contact during lunch service</p>	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>• If children bring in packed lunches, they are stored under their base table.</li> <li>• Teams will eat their lunch outside or in their designated area.</li> <li>• Cleaning of tables after eating using disinfectant</li> <li>• The caterer will ensure compliance with government guidance</li> <li>• Schedule for handwashing and toilet use before entering the diner</li> </ul>	Yes					

Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
15. Failure to socially distance during assembly/shared use spaces/staff room	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>No assemblies or other gathering of groups to take place</li> <li>Children to sit with their classes. We will have cleaning between sessions/periodic cleaning, Year Groups will attend the dining hall, seating, and tables cleaned after each Year Group.</li> <li>Reduced/Stagger numbers</li> <li>Limit occupancy of staff rooms and we will remove unnecessary furniture</li> <li>Protocol for items in fridge</li> <li>No shared direct contact items i.e. milk/protocol to make safe</li> <li>Wipes for hot water dispenser handles in staff room</li> </ul>	Yes					

			<ul style="list-style-type: none"><li>• Signage to remind all</li><li>• Staff bring cutlery/crockery from home and do not store in staffroom. All previously shared items stored away.</li></ul>						
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Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
16. Failure to socially distance during classroom-based lessons	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>Lining up spaces will be in place</li> <li>Seating spaces will be facing forward, side by side</li> <li>Access to seating – one way</li> <li>Use of individual only IT and other equipment</li> <li>Spacing of desks</li> <li>Access to handwashing facility</li> <li>Appropriate ratio of staff to children</li> <li>Signage in place, Removal of unnecessary furniture</li> </ul>	Yes					

Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
17. Failure to socially distance during practical based lessons	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>Limited number of practical based lessons to take place</li> <li>Lining up spaces and Allocated seating</li> <li>Workstations to be apart as the guidance suggests</li> <li>Access to seating – one way</li> <li>Spacing of practical spaces</li> <li>Each child to have individual set of resources pens, pencils etc) provided by school or brought in from home</li> <li>Protocols for use of shared equipment</li> <li>Access to handwashing facility</li> <li>Wipes available in every classroom</li> </ul>	Yes					

Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
18. Indirect contact via surfaces	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>Workstations and equipment allocated to one person or cleaned between sessions.</li> <li>Alcohol sanitisers can be used with disposable wipes to clean telephones or keyboards, in addition to normal cleaning if staff require this</li> <li>Teachers and all office staff will be provided with additional wipes for use or they can request a cleaner colleague to support them.</li> <li>Limit shared resources to be taken home Limit sharing of items such as stationary</li> <li>All shared areas are subject to cleaning such as handrails and handles</li> </ul>	Yes					

			<ul style="list-style-type: none"><li>• All office spaces organised for 2 metre distancing.</li><li>• It is still recommended that children limit the amount of equipment they bring into the academy each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Children and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</li></ul>						
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Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
19. Sports activities	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>This will be very restricted but subject to review of the PE and cleaning risk assessment, we will only allow sports activities to take place, avoiding activities and games that involve physical contact.</li> <li>This will include social distancing and cleaning of any individual play equipment.</li> <li>Non touch running activities delivered and planned by PE coach</li> <li>Outdoor equipment should not be used unless the academy is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple</li> </ul>	Yes					

			<p>groups do not use it simultaneously</p> <ul style="list-style-type: none"> <li>Classroom based resources, such as books and games, will be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>Outdoor playground equipment will be frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</li> </ul>						
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Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
20. Poor cleanliness	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>• Timetable/protocol for washing hands thoroughly and regularly and including before starting the day and at the end of the day</li> <li>• Restriction on the number of people using toilet facilities at any one time</li> <li>• Staff and children to wash hands before and after using the toilet facilities</li> <li>• Provision of additional hand washing facilities to the usual welfare facilities if required</li> <li>• Access and use of soap and water for at least 20 seconds or access and use alcohol-based if soap and water are not available</li> <li>• Provision of suitable and sufficient designated pedal rubbish bins for hand</li> </ul>	Yes					

			<p>towels and tissues with regular removal and disposal.</p> <ul style="list-style-type: none"> <li>• We will have in place enhanced cleaning regimes for toilet facilities and hand washing facilities particularly door handles, locks and the toilet flush</li> <li>• Provision of an additional member of cleaning staff on site all day</li> <li>• Replenishment timetable for soap and sanitiser</li> <li>• Training and reminders to avoid touching face/eyes/nose/mouth with unwashed hands and cover for cough or sneeze with a tissue then throw it in the bin</li> <li>• We have an on-going procurement process to ensure we have sufficient stock of sanitiser and soap</li> <li>• Use of Catch It, Bin It, Kill It signage and bins</li> </ul>						
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Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
21. Contact or transmission via delivery drivers	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>• Agree access points</li> <li>• Protocol for parcels/mail</li> <li>• Socially distanced checking/signing off</li> <li>• Hygiene point for drivers loading/unloading</li> <li>• Boxes to remain unopened for 72 hours where practicable or treated with virucidal chemicals</li> </ul>	Yes					

Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
22. Transmission where social distancing is not possible such as welfare emergency	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>PPE has been identified, procured, will be issued and training given for staff in the form of disposable gloves, aprons, face masks and visors:</li> </ul> <p>“children, young people and children 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”</p> <p>“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. PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with</p>	Yes					

			<p>the child or young person is necessary, then gloves, an apron and a face mask and visor should be worn by the supervising adult”.</p> <p>Additional guidance from St Johns Ambulance for First Aiders has been circulated.</p> <p>We will introduce any further guidance that is released.</p>						
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Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
23. Poor housekeeping and inappropriate cleaning standards	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>Cleaning teams have received on-going training to reduce the risk to themselves and others especially when using PPE.</li> <li>Cleaning teams to follow guidance issued by the Trust alongside Government advice and that of the most up to date version of the document <a href="#">Covid-19: Cleaning of non-healthcare settings guidance</a>. Additional day time cleaning hours, extra toilet cleaning will be in place. Cleaning procedures to be followed at all times</li> <li>Bin will be emptied daily and clinical waste management (tissues) will be removed</li> <li>Increased monitoring to take place</li> </ul>	Yes					

Hazards  What are the specific sources of harm?	At Risk  Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures  List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures  What further control measures are needed if risk level is too high?	Action  Who will act and when?	Target Date
				Yes	No	Further action required			
24. Poor facilities management of systems	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> <li>We have protocols for contractors who maintain all academy systems. They will not attend the academy if they feel unwell and will use hand sanitiser on arrival.</li> <li>All relevant mandatory and statutory testing and recording is completed</li> <li>Good ventilation maintained</li> <li>Water system maintained in good health in line with our Water Safety Management System</li> <li>We will monitor false fire signals.</li> </ul>	Yes					

## Risk Assessment Communication

The Principal has communicated with staff and parents the measures that are being put in place.

All employees undertaking the activity must have read and understood the risk assessment. If there are any questions or concerns, these must be raised with the Principal before the activity begins.

All parents have the opportunity to contact the academy to discuss any elements.

Employee Name	Signature	Date