

**GRACE ACADEMY DARLASTON RISK ASSESSMENT WHOLE SCHOOL RETURN - COVID-19**

**Last Updated 21/01/2021 by JAN/ PMI.**

The purpose of this risk assessment is to cover the period of lockdown beginning January 2021. The Academy will continue to provide on-site supervision for vulnerable students and children of critical workers.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- This should reflect relevant advice and guidance from the Department of Education and will be regularly updated to ensure any additional subsequent guidance issued to schools is considered.
- Phil Miles (Assistant Principal) and Julie Anstey (Associate Principal) will lead on updating when government advice changes or there is a change in circumstances resulting in the need to update the risk assessments.

Additional risk assessments for certain job roles such as cleaning and catering will explain in more detail measures outlined in this risk assessment (Kitchen/ Cleaning/ First Aid/ Contractors/Facilities Team etc).

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
General guidance	Staff Students Visitors	Contracting and spreading of infection	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. If no tissue is available, then sneeze or cough into the fold of your elbow instead of your hands.</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean (and reduce instances of touching these areas as far as is possible).</li> </ul> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <ul style="list-style-type: none"> <li>• <i>Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results (or either PCR or LFT reveal that the individual (staff/student/visitor/parent) has contracted COVID-19, action will be taken with the local health protection team (when needed) from Public Health England/Walsall on further steps the academy needs to take.</i></li> </ul>	Med	Yes	

Whole site adjustments	All	Spread of Infection	<ul style="list-style-type: none"> <li>• Students will mainly be in year group bubbles which will inform planning of cleaning schedules and how students arrive and leave the Academy. These bubbles will be in place at arrival/departure, break, lunchtimes and during lessons.</li> <li>• Visitors are to complete a track and trace form on arrival during each visit.</li> <li>• Year group bubbles will be used in the isolation room which will be divided into year group areas.</li> <li>• The site will be marked in key areas to enable the enforcement of the 2 metre social distancing from teachers/ staff rule as well as signage showing the 2 metre requirement (from teachers/staff) where possible and not to mingle with those outside of your year group bubble.</li> <li>• There is a one-way system in place in main routes which is clearly marked.</li> <li>• Face coverings will be worn inside the building in communal areas (not classrooms or lessons) unless staff/students/visitors do not need to wear these due to medical conditions/government advice.</li> <li>• A daily contact surface and deep cleaning schedule has been put in place to support infection control. This is part of a detailed cleaning plan.</li> <li>• Office desks should not be shared (hot desked) where possible- if this needs to happen, surfaces need to be wiped thoroughly before the next use.</li> <li>• There is a work space in the staff room which will be cleaned according to the facilities team. cleaning schedule and can be requested to be cleaned after use throughout the day.</li> <li>• If there is not appropriate staff to fill key roles such as Safeguarding/ Facilities/ Leadership/Class teacher/Cleaners each day, the Principal will close the Academy and arrange communication with all stakeholders.</li> <li>• There is a supply of face coverings available and may be worn by staff/students/visitors where appropriate and PPE can be made available for tasks such as for First Aid and cleaning staff (or where agreed with the Principal).</li> </ul>	Med	Yes	
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Awareness of policies / procedures / Guidance	Staff Pupils Visitors Others	Inadequate information	<ul style="list-style-type: none"> <li>All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. Staff will confirm they understand the risk assessment.</li> <li>Visitors should follow guidelines on social distancing and regular hand washing.</li> <li>All staff are able to access the following information on-line for up to date information on COVID-19               <ul style="list-style-type: none"> <li>Public Health England</li> <li>Gov.co.uk</li> <li>NHS</li> <li>DfE</li> <li>Department for Health and Social Care</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)</li> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, information video and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.</li> </ul>	LOW	Y	
Lockdown arrangements	Pupils Staff	Risk of contact	<ul style="list-style-type: none"> <li>Staff to be trained in testing or assisting in testing of pupils if they are displaying symptoms of COVID</li> <li>Only critical workers pupils, vulnerable pupils and students preparing for upcoming vocational exams to be in school week commencing 4<sup>th</sup> January 2021 and provide remote education to all other pupils. Phone contact with parents who are critical workers by an ALT member will ascertain whether this is needed (that the student cannot be educated safely at home).</li> </ul>	LOW	Y	
Lateral Flow Tests	Pupils Staff	Risk of Infection	<ul style="list-style-type: none"> <li>Please see Lateral Flow Testing separate risk assessment.</li> </ul>	LOW	Y	
Arriving to/leaving school on foot	Pupils Staff Visitors Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Pedestrian path marked with arrows showing one way system and social distancing</li> <li>2 metre rule to be enforced between all on site staff/students/visitors/parents.</li> <li>Any staff members outside enforcing the rules should maintain social distancing.</li> </ul>	LOW	Y	
Arriving to/leaving school by vehicle	Pupils Staff Parents	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>One way system in operation for cars picking up and dropping off</li> <li>Care to be taken of Pupils walking in car park</li> </ul>	LOW	Y	

	Others		<ul style="list-style-type: none"> <li>Any staff members outside enforcing the rules should maintain social distancing and use face coverings where possible</li> </ul>			
School Uniform	Pupils	Infection Control	<ul style="list-style-type: none"> <li>During lockdown non uniform can be worn by students (apart from for vocational exams) when wished and staff can wear smart casual clothes in order to aid regular cleaning as required.</li> </ul>	LOW	Y	
Dedicated School Transport (Route 700 bus and school minibus where appropriate)	Pupils Driver	Risk of Infection	<ul style="list-style-type: none"> <li>The school bus will not be in operation during national lockdown.</li> </ul>	LOW	Y	
Wider Public Transport	Pupils Driver Public	Risk of Infection	<ul style="list-style-type: none"> <li>Students are to be encouraged to walk to school or use alternative transport i.e. cycle, where possible.</li> <li>Staggered entrance times and designated entrance areas to be allocated to students to reduce congestion on arrival.</li> <li>Pupils encouraged to wash hands as soon as arrive at school</li> </ul>	MED	Y	
Face Coverings	Pupils Staff Visitors	Risk of Spread of Infection	<ul style="list-style-type: none"> <li>Staff/ students and visitors to wear face coverings in communal areas such as the corridors and canteen when queuing and going to/from seating.</li> <li>Staff/ students and visitors do not need to wear coverings in office spaces/classrooms/lessons unless permitted by the Principal to due medical conditions or specific reasons.</li> <li>Staff and Students to ensure they remove face coverings correctly and remove without touching the front of the face covering (remove by loops on ears).</li> <li>If disposable face coverings these must be disposed of in a closed bin which is available outside the school main entrance.</li> <li>Re-usable face coverings should be placed inside a disposable bag and taken home to re-wash before reusing. Spare bags available on reception.</li> <li>Staff/students/parents to speak to Principal if concerns regarding face coverings.</li> </ul>	MED	Y	
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Staff receiving children to remember the 2-metre rule (or 1 metre + if not viable)</li> <li>Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise)</li> <li>All pupils to be directed to wash their hands on arrival to school.</li> </ul>	LOW	Y	
Class / Year Groups	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>Where possible children are to be kept in their year bubbles and not to mix with other bubbles.</li> <li>Designated times for students to use canteen as part of their year group bubble.</li> </ul>	MED	Y	
Classroom Lessons/ Grouping pupils	Staff Pupils Visiting staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Teaching staff must keep that safe distance at all times where possible when teaching or supervising classes.</li> <li>Where children may require extra assistance a 2 metre rule must try to be enforced where at all possible.</li> </ul>	MED	Y	

			<ul style="list-style-type: none"> <li>Pupils will be informed not to touch staff and their peers where possible.</li> <li>Staff should avoid close face to face contact and minimise time spent within less than 2 metres of anyone.</li> <li>Removal of unnecessary furniture and clutter in classrooms.</li> <li>Pedal bins with double bagged bin bags will be available either in each classroom or near to each classroom for used tissues to be disposed of. These will be also available in key areas around the school.</li> <li>Each classroom will have hand sanitiser, gloves for teaching staff, and cleaning materials.</li> <li>A facilities staff member is on call throughout the school day if any specialist cleaning is needed.</li> </ul>			
Use of school resources in individual bubbles	Staff Pupils Visitors	Infection Control	<ul style="list-style-type: none"> <li>Where possible the use of resources will be kept to each allocated year group bubble.</li> <li>Pupils should use their own pencils and pens and not share. A pencil case with pens and rulers is allocated to each student throughout the day.</li> <li>Packs of resources for use only by individual bubbles can be created (glues/highlighters etc)</li> <li>Where possible online textbooks can be used and projected on the screen and visualisers are available for each teacher to reduce need for books.</li> <li>All classroom based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces.</li> </ul>	LOW	Y	
Use of school resources shared between bubbles or classes	Staff Pupils Visitors	Infection Control	<ul style="list-style-type: none"> <li>Shared resources between bubbles or classes 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> </ul>	LOW	Y	
Taking items/resources home	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>Unnecessary taking home of equipment / resources discouraged</li> <li>Homework booklets allowed if not shared with other students</li> <li>Cleaning as above if items are taken home.</li> </ul>	LOW	Y	
Ventilation	All	Infection control/ transmission	<ul style="list-style-type: none"> <li>Facilities manager to ensure each room/work space has appropriate ventilation in line with government guidance.</li> <li>Concerns regarding ventilation can be raised with Facilities Manager (Jim Ashfield).</li> <li>Air conditioning units which recycle air are to be turned off by facilities team.</li> <li>Leadership and facilities to look at additional measures needed by staff/students to ensure rooms are of appropriate temperature.</li> </ul>	LOW	Y	
Educational Visits	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>No offsite school trips permitted during lockdown.</li> <li>No trips currently planned during the Spring Term. This will be monitored by the EVC and Principal as the Spring Term progresses (if out of lockdown).</li> <li>No overnight trips will be allowed in Spring Term.</li> </ul>	LOW	Y	

SEND Pupils	Staff Pupils Visiting support staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Pupils who have complex needs or who need close contact care, will continue as normal.</li> <li>• A risk assessment can be completed to ensure staff who care for these pupils do not have any medical conditions which may put them in an at risk category.</li> <li>• Support staff to work across year group bubbles rather than in departments. To be monitored by SENCO.</li> <li>• Face visors can be used by SEND staff to work with individual students where needed.</li> </ul>	LOW	Y	
Music Lessons	Pupils Staff Visiting staff	Singing Playing an instrument	<ul style="list-style-type: none"> <li>• Online lessons to be used where possible (following the home learning policy)</li> </ul> <p>EVEN THOUGH ONSITE MUSIC LESSONS ARE NOT SCHEDULED, IF LESSONS TAKE PLACE IT SHOULD:</p> <ul style="list-style-type: none"> <li>• Look at reducing risk of using particular instruments and allowing large groups using instruments.</li> <li>• Equipment to be sanitised between usage by students from different bubbles</li> <li>• If able can lessons take place outside</li> <li>• No more than 15 pupils singing back to back or side to side</li> <li>• No sharing of woodwind instruments</li> <li>• Good Ventilation required</li> <li>• Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> <li>• Separate policy provided by Walsall Music Education Hub &amp; Service covering any lessons they perform with students during lockdown.</li> </ul>	LOW	Y	
Physical Activity (including during lessons/break/lunchtime)	Pupils Staff Visiting staff	Infection Control	<ul style="list-style-type: none"> <li>• Outdoor sports/activities to be done rather than indoor sports/activities where possible and contact sports avoided.</li> <li>• Maximise distance between pupils</li> <li>• Equipment used must be scrupulously cleaned after each use</li> <li>• Encourage activities such as active mile.</li> <li>• Indoor sports should be small groups only and social distancing carried out and all equipment cleaned after each group use.</li> <li>• CHANGING ARRANGEMENTS: Students to line up in hall before P.E lessons where possible. The changing rooms will be cleaned in between usage by different year group bubbles. Usually during lockdown students won't need to change for any physical activity but can change footwear if needed.</li> </ul>	LOW	Y	
Technology Lessons	Pupils Staff	Infection Control/ Health and Safety	<ul style="list-style-type: none"> <li>• Equipment to be wiped down between usage.</li> <li>• Technology technician available to assist with cleaning if needed.</li> <li>• Reduce sharing of groups by different student bubble (year groups) where possible.</li> <li>• Kitchen areas are spaced out and staff to ensure social distancing is maintained where possible.</li> </ul>	LOW	Y	

Water Fountains	All	Infection Control	<ul style="list-style-type: none"> <li>All student water fountains will be not be in use.</li> <li>Parents/ students will be informed to bring sufficient water for the day with them.</li> <li>Sealed water bottles can be provided where appropriate for individual students.</li> </ul>	LOW	Y	
Break times	Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Students informed again of the importance of social distancing whilst outside.</li> <li>Staggered break times for year group bubbles with designated areas for each bubble.</li> <li>Look at providing activities which can be done in bubbles and following Physical Activity guidance.</li> <li>Supervising staff must keep a 2-metre distance from each other and students where possible</li> </ul>	LOW	Y	
Break Times – Staff Room	Staff Visitors	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>The number of tables in the staff room is reduced and staff are directed to ensure social distancing takes place in the staff room (or other areas when speaking to other staff).</li> <li>Staff can eat food in their work area/breakout spaces where appropriate and wipes are available when needed.</li> <li>Staff must sit at least 2 metres apart from each other</li> <li>Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils.</li> <li>Staff must be able to heat food and make a warm drink.</li> <li>Hand sanitiser, cleaning spray and wipes are available for staff to wash hands, clean tables before use when needed. Tissues are also available in the staff room.</li> </ul>	LOW	Y	
Lunch breaks	Staff Pupils Visitors	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Rota system in place for children to be supervised to eat/ have breaks.</li> <li>Year group bubbles to sit away from other year group bubbles and students to sit 2m away from each other.</li> <li>Tables and chairs to be cleaned between each session of using the dining hall.</li> <li>Lunchtime staff and kitchen staff to maintain social distancing from children and each other.</li> <li>Kitchen staff are in one bubble organised by Catering provider. They will provide relief staff if this bubble is compromised.</li> <li>Wet break and lunch plan to include year group bubbles being located in different inside areas.</li> <li>Physical activity to follow guidelines in the physical activity section.</li> </ul>	LOW	Y	
First Aid – minor treatment	Staff Pupils Visitors	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>All First Aid information to be communicated to first aiders by Helen Allport.</li> <li>Try to assist at a safe distance from the casualty as much as you can and minimise prolonged face to face contact when dealing with injuries.</li> <li>Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face to face contact when dealing with injuries.</li> <li>Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> </ul>	LOW	Y	

			<ul style="list-style-type: none"> <li>Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.</li> <li>Ensure you safely discard disposable items and clean reusable ones thoroughly.</li> </ul>			
First Aid – Life threatening	Staff Pupils Visitors	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>All First Aid information to be communicated to first aiders by Helen Allport.</li> <li>In the event of a serious injury or incident call 999 immediately. Tell the call handler if the patient has any COVID-19 symptoms</li> <li>Wear face covering and gloves when in close contact or dealing with bodily fluids</li> </ul> <p><b>ADULTS</b></p> <ul style="list-style-type: none"> <li>In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth.</li> <li>Use of a defib if available.</li> <li>Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.</li> <li>Ensure you safely discard disposable items and clean reusable ones thoroughly.</li> </ul> <p><b>CHILDREN</b></p> <ul style="list-style-type: none"> <li>In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions.</li> <li>Use of a defib if available.</li> <li>Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.</li> <li>Ensure you safely discard disposable items and clean reusable ones thoroughly.</li> </ul>	LOW	Y	
First Aid & Medication	Staff Pupils Visitors Others	First Aid Procedures	<ul style="list-style-type: none"> <li>All First Aid information to be communicated to first aiders by Helen Allport.</li> <li>First Aiders must always wear gloves when administering first aid procedures.</li> <li>It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK)</li> <li>Any dressings used to be double bagged.</li> <li>Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK)</li> <li>Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.</li> <li>Ensure you safely discard disposable items and clean reusable ones thoroughly.</li> </ul>	LOW	Y	
Intimate Care	Staff Students	Lack of Infection Control	<p>PLEASE NOTE CURRENTLY NO STUDENTS CURRENTLY REQUIRE INTIMATE CARE. HOWEVER WE HAVE A DESIGNATED STAFF MEMBER TRAINED IF NEEDED.</p> <ul style="list-style-type: none"> <li>When staff are carrying out any intimate care they must: (as per their usual requirements)</li> <li>Wear gloves</li> </ul>	LOW	Y	



			<ul style="list-style-type: none"> <li>• Wear an apron</li> <li>• Wear a face covering (provided by the academy)</li> <li>• Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin)</li> <li>• Soiled clothes to be double bagged and given to Parents on collection of child.</li> <li>• Staff must wash their hands once gloves and face coverings are removed</li> <li>• A poster to be displayed of instructions which must be followed.</li> <li>• Record all intimate care carried out.</li> </ul>			
Children who are upset	Staff Students Visiting staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where a child is upset it is advised still trying to maintain a safe distance whilst verbally offering comfort to child.</li> <li>• Encourage child to use a tissue to wipe eyes/nose etc.</li> </ul>	LOW	Y	
Children with behavioural issues	Staff Students Visiting staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where possible allow the child to vent their frustrations</li> <li>• Where possible allow child to be in a designated room on their own or outside</li> <li>• If restraint techniques are required, it is advised face coverings and gloves are worn.</li> <li>• Leadership Team members are available throughout each day to assist where needed.</li> <li>• Year group bubbles will be used in the isolation room which will be divided into year group areas.</li> <li>• The Parking System has been adapted to ensure that children are kept in year group bubbles.</li> </ul>	LOW	Y	
Pupils who are extremely clinically vulnerable.	Pupils	Ill Health Concerns Worry	<ul style="list-style-type: none"> <li>• Those who are clinically extremely vulnerable should not attend school and should remain at home and continue with on-line education.</li> </ul>	LOW	Y	
Pupils who are vulnerable.	Pupils	Ill Health Concerns Worry	<ul style="list-style-type: none"> <li>• Pupils who are classed as vulnerable will continue to access face to face learning on the school site if required.</li> <li>• Conversations can be arranged with parents/carers to discuss arrangements when needed.</li> </ul>	LOW	Y	
Staff who are extremely clinically vulnerable.	Staff	Ill Health Concerns Worry	<ul style="list-style-type: none"> <li>• Those who are clinically extremely vulnerable are advised not to attend work, and are advised to work from home.</li> <li>• When a staff member cannot work from home, alternative options can be explored.</li> <li>• A risk assessment must be put in place (see separate risk assessment)</li> </ul>	LOW	Y	
Staff who are clinically vulnerable	Staff	Concerns Worry Ill health	<ul style="list-style-type: none"> <li>• Advice for those who are clinically-vulnerable, including pregnant women, is available.</li> <li>• School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> </ul>	LOW	Y	
Pregnant Staff	Staff	Concerns Worry	<ul style="list-style-type: none"> <li>• As a general principle, pregnant women are in the '<b>clinically vulnerable</b>' category and are advised to follow the relevant guidance available for clinically-vulnerable people.</li> </ul>	LOW	Y	

		Ill health	<ul style="list-style-type: none"> <li>Staff and pregnant Pupils who are 28 weeks pregnant and beyond are at an increased risk</li> <li>Expectant mothers risk assessments must be carried out and risk control measures put in place.</li> <li><a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</a></li> </ul>			
Staff who may otherwise be at increased risk from COVID 19	Staff Visiting staff Visitors	Concerns Worry COVID 19 Ill Health	<ul style="list-style-type: none"> <li>Some people with particular characteristics (including BAME members of staff) may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.</li> <li>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> <li>Risk assessments are available for BAME staff/staff with additional concerns to complete with the administration manager where appropriate.</li> </ul>	MED	Y	
Staff working from home	Staff	Ensuring staff health and safety is considered and acted upon	<ul style="list-style-type: none"> <li>Staff invited to complete a risk assessment to assess their home working environment (or confirm update of risk assessments completed in the first lockdown from 2020.</li> <li>Principal and ALT to encourage staff to look after their mental and physical health through taking regular exercise, regular screen breaks and the rest breaks they're entitled to, and by managing their work-life balance, for example by having clear start and finish times and switching off their work equipment at the end of the working day. This will be done through briefings and e-mail communication (and direct communication with individuals where needed).</li> </ul>	LOW	Y	
Families/Staff anxious returning pupils to school	Pupils/ Parents/ Staff/ Visitors	Concerns Worry	<ul style="list-style-type: none"> <li>Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious and put the right support in place to address this.</li> <li>Arrange telephone, Zoom/Team or face to face meetings with Parents</li> <li>School staff will aim to provide reassurance and positive solutions.</li> <li>The school will encourage students designated as vulnerable to attend school.</li> <li>Support with online access (including laptop and network access) can be provided where needed.</li> <li>Designated Wellbeing Plan in place led by DSL and Assistant Principal for Ethos.</li> <li>Family support worker can work alongside anxious families and provide support and signposting where needed.</li> <li>Counselling available to staff and other support can be explored.</li> </ul>	LOW	Y	
Children leaving at the end of the school day.	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Pupils to be informed of the requirement to maintain social distancing when leaving school.</li> <li>Staff on duty outside to ensure pupils leave in a safe manner.</li> </ul>	LOW	Y	

Walking home alone or not being collected by Parent			<ul style="list-style-type: none"> <li>• Staff member to supervise school bus queue and ask students to wear face coverings in onsite bus queue.</li> <li>• Staggered times/entrances will be given for students to leave site safely.</li> </ul>			
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged, and social distancing rules observed.</li> <li>• Parents will be discouraged in congregating around the school site.</li> </ul>	LOW	Y	
Poor hygiene practice	Staff Pupils Visitors Others	Ill Health	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>• Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> <li>• Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.</li> <li>• Pupils are forbidden from sharing cutlery, cups or food.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England</li> </ul>	LOW	Y	
Track and Trace	Staff Pupils Visitors Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>• If a pupil or member of staff or others are showing symptoms they must go home immediately to self-isolate.</li> <li>• The school to inform staff and parents they must be willing to take a test if they are displaying symptoms.</li> <li>• All children can be tested (including children under 5)</li> <li>• They should provide details of close contacts if they test positive or if asked by NHS track and Trace</li> <li>• Self-isolate if they have been in close contact with someone who has tested positive for coronavirus.</li> </ul>	MED	Y	
Testing Negative	Staff Pupils Visitors Others	COVID 19	<ul style="list-style-type: none"> <li>• If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> </ul>	MED	Y	

Testing positive	Staff Pupils Visitors Others	COVID 19	<ul style="list-style-type: none"> <li>If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</li> <li>Other members of their household should continue self-isolating for the 10 days.</li> </ul>	MED	Y	
Manage positive cases amongst the school community	School Head Teacher	COVID 19	<ul style="list-style-type: none"> <li>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</li> <li>Identified contacts of those testing positive for covid-19 will be sent home and asked to self-isolate for 10 days.</li> <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 and then they would need to take a PCR test.</li> <li>If the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms and when symptoms have ended (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</li> <li>Schools should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation.</li> <li>Further guidance is available on testing and tracing for coronavirus (COVID-19).</li> </ul>	MED	Y	
Contain an outbreak	School Head Teacher	Not following advice	<ul style="list-style-type: none"> <li>If schools have 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 local health protection team/public health Walsall who will be able to advise if additional action is required.</li> <li>In some cases, health protection teams may recommend that a larger number of other pupils 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> </ul>	MED	Y	
Ill health	Staff Pupils Visitors	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> </ul>	MED	Y	

	Others		<ul style="list-style-type: none"> <li>Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in the designated area where they will not come into contact with others and are supervised at all times.</li> <li>The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> <li>The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others such as the drop in room. Extra areas can be used if needed.</li> <li>Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li> <li>Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Procedures.</li> </ul>			
Spread of infection	Staff Pupils Visitors Others	Lack of infection control	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> <li>Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. Please note trips are no currently being operated. This will be reviewed.</li> <li>Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> </ul>	LOW	Y	

			<ul style="list-style-type: none"> <li>Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal: Mrs Anstey/Mr Salt, in liaison with the pupil's parents where necessary.</li> </ul>			
Poor management of infectious diseases	Staff Pupils Visitors Others	Lack of infection control	<ul style="list-style-type: none"> <li>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. This will be communicated with parents and students will be spoken to in targeted assemblies.</li> <li>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Principal: Mrs Anstey/Mr Salt or Academy Leadership Team as soon as possible.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>The school runs the school's testing service (but does NOT currently run the 7 day contact testing service as per government advice).</li> <li>The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.</li> <li>Staff inform the Principal: Mrs Anstey/Mr Salt when they plan to return to work after having coronavirus.</li> <li>A nominated person (Jim Ashfield) monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	LOW	Y	
Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> <li>The school staff reports immediately to the Principal: Mrs Anstey/Mr Salt about any cases of suspected coronavirus, even if they are unsure.</li> <li>The Principal: Mrs Anstey/Mr Salt contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken.</li> <li>Schools put into place any actions or precautions advised by their local HPT.</li> <li>Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	LOW	Y	
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> <li>Hard surfaces to be cleaned on a regular basis, this will include               <ul style="list-style-type: none"> <li>All door handles</li> <li>All tables and chairs used by staff and pupils</li> <li>Toilet flushes and regular cleaning of toilets.</li> </ul> </li> <li>All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.</li> <li>Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin.</li> </ul>	LOW	Y	
Estates	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>Sally Barnes/Jim Ashfield to lead on making sure site is compliant and fit to be open.</li> <li>All statutory testing and in-house testing carried out.</li> </ul>	LOW	Y	

			<ul style="list-style-type: none"> <li>• Ensure there are plenty of wash areas for staff and pupils to wash hands</li> <li>• Ensure Legionella risks have been managed and all appropriate testing carried out.</li> </ul>			
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>• Statutory inspections to continue but with social distancing in place at all times.</li> <li>• In-house inspections should continue to ensure the school remains as safe as possible.</li> <li>• Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments.</li> </ul>	LOW	Y	
Contractors in school	Staff Visitors	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>• Where contractors are coming into school they must have up to date Risk Assessments and Method Statements and must sign GAD track and trace documents.</li> <li>• Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>• School to ensure no pupils or staff are in the area where contractors are working.</li> <li>• Contractors will be designated a toilet they can use whilst on site.</li> <li>• Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> <li>• They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</li> <li>• If they become aware of a contractor coming down with symptoms within 10 days of being at the school they must inform the school immediately.</li> </ul>	LOW	Y	
Emergencies	Staff Pupils Visitors	Infection Control	<ul style="list-style-type: none"> <li>• The Academy will endeavour that all staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> </ul>	LOW	Y	
Mental Health	Staff	Issues affecting wellbeing	<ul style="list-style-type: none"> <li>• Staff wellbeing team to be available if staff need to talk informally. <ul style="list-style-type: none"> <li>• It may be appropriate for an ALT member/line manager to complete a stress risk assessment.</li> <li>• If the staff member is unwilling to talk to their manager/ALT member or may want additional support, it may be appropriate to signpost them to some external support that can be provided through an Employee Assistance Programme (EAP) service or specialised group or charity. Details of these are contained within the Employee Wellbeing Factsheet.</li> </ul> </li> <li>• Line managers to have regular keep in touch meetings/calls with people working at home to talk about any work issues</li> <li>• Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</li> <li>• Involve workers in completing risk assessments so they can help identify potential problems and identify solutions</li> <li>• Keep workers updated on what is happening so they feel involved and reassured</li> </ul>	LOW	Y	

			<ul style="list-style-type: none"> <li>Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</li> </ul>			
Staff taking leave	Staff	Short staffed Isolating	<ul style="list-style-type: none"> <li>School leaders discuss leave arrangements with staff before periods of holiday/leave.</li> <li>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</li> <li>Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</li> </ul>	LOW	Y	
Volunteers in school	Visitors Pupils	No DBS checks	<ul style="list-style-type: none"> <li>Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.</li> <li>Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</li> </ul>	LOW	Y	
Safeguarding	Pupils Staff Visitors	Incidents	<ul style="list-style-type: none"> <li>Always follow the statutory safeguarding guidance</li> <li>Designated safeguarding leads and deputies to monitor regularly student concerns using CPOMS and ensure all staff aware that students may need more support on return to school.</li> <li>Communication with other agencies and school nurse for pupils not seen in school prior to return where appropriate.</li> </ul>	LOW	Y	
Contingency Plans for Outbreaks	Pupils Staff	School shutting	<ul style="list-style-type: none"> <li>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</li> <li>The Academy will follow the Business Continuity Plan of Grace Academy in consultation with all appropriate agencies.</li> <li>This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.</li> </ul>	LOW	Y	
Hand driers	All users	Potential airborne spread of infection.	<ul style="list-style-type: none"> <li>Disposable hand towels are made available in all open toilet areas and hand driers are turned off in open toilet areas.</li> <li>Individual toilet areas have signage to show whether they contain switched on hand driers or paper towels.</li> </ul>	Med	Yes	
Daily Health and Safety Checks	Facilities staff	Reducing spread of infection.	<ul style="list-style-type: none"> <li>Checks to the premises will be done before opening up each day by the duty member of facilities staff to ensure the academy is up to health and safety standards each day and cleaning has been completed.</li> </ul>	Low	Yes	
Mental Wellbeing	Staff/students/parents/visitors	Negative of impact to mental health and wellbeing as a result of the Covid-19.	<ul style="list-style-type: none"> <li>Counselling is available to staff. Contacts detail to be sent out.</li> <li>Mental wellbeing information regularly sent out to families using social media.</li> <li>Student concern system in using cpoms and usual referral procedures apply.</li> <li>Bereavement courses and referrals available where needed.</li> </ul>	Low-med	Yes	



			<ul style="list-style-type: none"> <li>A designated member of Pastoral Staff will be on site each day to assist with concerns. The Designated Safeguarding Lead (DSL) or a Deputy (DDSL)/ Advanced Safeguarding Trained member of the Leadership Team is available on site each day.</li> </ul>			
1:1 mentoring sessions	Staff Students Visitors	Spread of Infection due to close contact	<p>Teaching staff (or visiting staff) must aim to keep 2 metre distance from students at all times. There will no eating in these sessions.</p> <p>Mentoring to take place under usual safeguarding policy and procedures.</p>	Med	Yes	
Fire Evacuation	All	Spread of infection/ Danger of fire.	<p>The normal fire safety and lockdown procedures will be followed and communicated to students during on return in September. Senior members of the leadership team will act as the fire controller (if PMI is not onsite).</p> <p>Fire safety evacuation will maintain social distancing but not follow the one way system as all staff and students will evacuate through the nearest exit. This will be communicated to staff and students.</p> <p>Staff and students will evacuate to the Muga (usual fire evacuation area) and line up in their allocated groups where registers will be taken.</p> <ul style="list-style-type: none"> <li>Students in the designated area for suspected Covid-19 will be evacuated but kept separate from others.</li> <li>When facilities staff and the fire controller have deemed the site as safe, students and staff will re-enter following the protocols for entering the building during this time, including hand sanitiser.</li> </ul>	Low	Yes	
Contact with packages (food, stationary, post deliveries) or items handled by persons who have been exposed to coronavirus	Staff	Spread of Infection	<p>All existing procedures will be maintained and followed.</p> <p>There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <ul style="list-style-type: none"> <li>Posters promoting good hand hygiene are displayed around site.</li> </ul>	Low	Yes	
Planners	Staff/ students	Spread of infection	<p>Staff to minimise contact with student planners and to ensure staff are not getting close to students when looking at planners.</p> <p>Planners can be left on an adjacent desk for the staff/student to step back from whilst the other is at the desk looking at the planner. A student in the correct bubble can stamp other student' planners if needed but the stamp must be sanitised before and after use.</p> <p>Head sanitiser is available in rooms for staff to use after they have touched a student planner.</p>	Low	Yes	
Badges and Photocopier use	Staff	Spread of infection	<p>Staff asked to regularly clean identification badges.</p> <p>Staff reminded that badges can hover over photocopiers and door SALTO pads rather than need to be pressed against them.</p> <ul style="list-style-type: none"> <li>Staff advised to use sanitiser before and after using photocopiers.</li> </ul>	Low	Yes	

Use of Lift	Staff Students Visitors Others	Spread of Infection	<ul style="list-style-type: none"> <li>● If a student has a specific need and they are unable to use the stairs, they will be issued with a lift pass</li> <li>● Only one student will be allowed in the lift at any one time if they have a specific need to use this</li> <li>● Only one staff member will be using the lift at one time.</li> <li>● Hand gel and wipes are available on the lift.</li> <li>● This will be treated as a touch point and will be cleaned regularly by duty cleaners.</li> </ul>	Low	Yes	
Practical Subjects	All	Spread of infection/ Correct procedure	Meetings with Academy Leadership to look at ways of ensuring subjects not using traditional classrooms are risk assessed and student movement/ staff and student contact is minimised.	Low	Yes	
Computer Rooms	All	Spread of infection	Computers need to be sanitised after use by students. Work with Head of I.T and Computer Science to space moveable desks where possible so students aren't directly facing each other under 2m as computer rooms cannot be put into rows.	Low	Yes	

Date reviewed	Amendments made	Reviewed by	Next review
9/7/2020	Draft finalised after consultation with staff, department leaders, Chair of Governors, Elite.	PMI/JAN/JAS	12/7/2020
14/7/2020	Draft reviewed and sent to Tove Trust/ NEU local representative/ Elite for further consultation.	JAN/PMI	When feedback received from Tove/ Elite/NEU.
15/07/2020	Document agreed to be sent out by CEO. Sent to all staff/ added to school website.	JAN/PMI	13/8/2020
28/08/2020	Current document for usage starting 1 <sup>st</sup> September 2020	JAN/PMI	20/9/2020
20/09/2020	Updated. Sent to Tove CEO.	JAN/PMI	5/10/20
5/10/2020	Updated following information sessions from Walsall Council.	JAN/PMI	23/10/20

06/11/2020	Updated following latest government advice	JAN/PMI	04/11/20
04/11/2020	Updated to reflect latest government advice with partial school opening and testing arrangements.	JAN/PMI	07/1/20
10/1/2021	Updated to reflect latest government advice including January lockdown arrangements.	JAN/PMI	21/01/21
21/01/2021	Updated following staff consultation (after January lockdown updates)	JAN/PMI	9/02/21