

## Covid Risk Assessment January 2022

<b>Name of Academy</b>	Reedswood
------------------------	-----------

### Introduction

The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 19<sup>th</sup> January that the temporary introduction of Plan B is to end. As a result, Plan B measures in this guidance for schools are being removed. The advice remains subject to change as the situation develops.

Covid-19 continues to be a virus that we learn to live with and the imperative to reduce disruption to children and young people's education remains.

The priority is for schools to deliver face-to-face high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

This risk assessment is based on government guidance prepared in accordance with the Department of Health and Social Care (DHSC) and United Kingdom Health Security Agency (UKHSA) to review this guidance.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1048357/220119\\_Schools\\_guidance\\_January.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1048357/220119_Schools_guidance_January.pdf)

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak) We must comply with health and safety law and put in place proportionate control measures. We must regularly review and update our risk assessments - treating them as 'living documents', as the circumstances in schools and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

School employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is

reasonably practicable and make the school compliant with guidance. General information on how to make a workplace compliant, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the [HSE guidance on working safely](#).

This risk assessment checklist/tool is based on Government guidelines on COVID-19 as at January 2022 [Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](#) and is provided to help schools to prepare and decide arrangements for an increased number of children attending/returning to school. Sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

The Risk Assessment below details specific measures but as an overarching summary:-

## **Core Principles**

### **Face Coverings**

From 20<sup>th</sup> January, face coverings are no longer advised for pupils, staff and visitors in classrooms. From 27<sup>th</sup> January, face coverings are no longer advised for pupils, staff and visitors in communal areas.

**However: PH Walsall still recommend face coverings due to high number of cases. Letter shared with HT and Parents. So we are advised to follow this guidance.**

From 27<sup>th</sup> January, staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. E-ACT continues to support staff and students who may choose to continue to wear a face covering

A director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). This will be covered by the Contingency Plan.

Where appropriate, you should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual. No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.

### **Mixing and “bubbles”**

We no longer recommend that it is necessary to keep children in consistent groups ('bubbles').

This means that bubbles will not need to be used in schools

As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

You should make sure your contingency plans/outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

### **Tracing Close Contacts and Isolation**

Close contacts in schools will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parents specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

From 14<sup>th</sup> December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with Covid-19 are strongly advised to take an LFD test every day for 7 days and continue to attend the setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:

- Fully vaccinated adults – people who have had 2 doses of an approved vaccine
- All children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- People who are not able to get vaccinated for medical reasons
- People taking part, or have taken part, in an approved clinical trial for Covid-19 vaccine

The latest guidance on when to and not to self-isolate can be found here.

[When to self-isolate and what to do - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/when-to-self-isolate-and-what-to-do-covid-19)

18-year-olds will be treated in the same way as children until 6 months after their 18<sup>th</sup> birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

**Stepping Measures Up and Down**The Academy contingency plan (sometimes called outbreak management plan), will be reviewed and updated in line with this updated Risk Assessment 19<sup>th</sup> January 2022 version.

Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the [contingency framework](#) (updated 21 January 2022)

The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and the UK Health Security Agency (UKHSA) health protection teams can recommend measures described in this guidance, in individual education and childcare settings as part of their outbreak management responsibilities.

## **Systems of Controls**

### **1. Ensure good hygiene for everyone**

- a. Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils and staff clean their hands regularly. This can be done with soap and water or hand sanitiser.
- b. The “catch it, bin it, kill it” approach continues to be very important.
- c. Most staff in schools will not require PPE beyond what they would normally need for their work.

### **2. Maintain appropriate cleaning regime, using standard products such as detergents**

- a. You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice a day) with a particular focus on frequently touched surfaces.

### **3. Keep occupied spaces well ventilated**

- a. When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.
- b. You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.
- c. Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.
- d. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). You should balance the need for increased ventilation while maintaining a comfortable temperature. CO<sub>2</sub> monitors have been provided to state-funded education settings, so staff can quickly identify where ventilation needs to be improved.  
The DfE has provided CO<sub>2</sub> monitors to help schools monitor poor ventilation along with access to Air Cleaning Units where schools qualify.

#### 4. Following Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19

When an individual develops COVID-19 symptoms or has a positive test. Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops [COVID-19 symptoms](#), however mild, you should send them home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they should be left in a room on **their own if possible** and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the [use of PPE in education, childcare and children's social care settings](#) guidance. Any rooms they use should be cleaned after they have left.

The household (including any siblings) should follow the UKHSA [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). Pupils and staff should return to school as soon as isolation rules allow.

### *Asymptomatic testing*

Testing remains important in reducing the risk of transmission of infection within schools.

Staff and secondary students should continue to test twice weekly at home, with lateral flow devices (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged.

Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.

There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a close contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.

### Confirmatory PCR Tests

You should follow the latest government guidance on confirmatory PCR tests in Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) 12 infection following a positive LFD test.

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

### Other Considerations

You should ensure key contractors are aware of the school's control measures and ways of working.

Those formerly considered to be Clinically Extremely Vulnerable

Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice

### Vaccinations

We recommend all school staff and eligible pupils take up the offer of a vaccine.

### Mandatory Certification

From 27 January 2022, mandatory certification is no longer in place and so venues and events are not required by law to use the NHS Covid Pass as a condition of entry. You should not use the NHS Covid Pass as a condition of entry for education or related activities such as exams, teaching, extra curricular activities or any other day-to-day activities that are part of education or training.

### Version Control

Version No.		Date Published
1	V4 Updated Jan 2022	7/2/22
2		
3		
4		

### Consultation

Consulted With	Date and How	Comments
Staff	7/2/22 – emails changes and new RA. Staff newsletters used for regular Covid updates	
Parents	15/2/22 Website updated and LA letter shared – re: face coverings	
Unions	Reps offered a meeting to follow up any updates re: changes	

**Government Guidance**

## Links to related published guidance notes to be referred to alongside the Model Risk Assessment

### Links to DfE Guidance

As new guidance is produced weekly, please refer to [www.gov.uk](http://www.gov.uk) for updates

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)

[Public health guidance to support exams for 2021 to 2022 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/public-health-guidance-to-support-exams-for-2021-to-2022)

[https://e-bug.eu/eng\\_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)

<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/covid-19-decontamination-in-non-healthcare-settings>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>

<https://www.cibse.org/coronavirus-covid-19>

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

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

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

	<p><a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p> <p><a href="https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3">https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</a></p> <p><a href="https://www.gov.uk/government/publications/school-attendance">https://www.gov.uk/government/publications/school-attendance</a></p> <p><a href="https://www.legislation.gov.uk/ukxi/2021/582/contents">https://www.legislation.gov.uk/ukxi/2021/582/contents</a></p> <p><a href="https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england">https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</a></p> <p><a href="https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries">https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries</a></p> <p><a href="https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note">https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note</a></p> <p><a href="https://get-help-with-remote-education.education.gov.uk/safeguarding">https://get-help-with-remote-education.education.gov.uk/safeguarding</a></p> <p><a href="https://www.gov.uk/government/publications/education-recovery-support">https://www.gov.uk/government/publications/education-recovery-support</a></p> <p><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p> <p><a href="https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents">https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools">https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</a></p> <p><a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits</a></p>
--	--

	<p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures">https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures</a></p> <p><a href="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/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>
--	---

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<p><b>Number of staff available is lower than that required to teach classes in school</b></p>	<p>The health status and availability of every member of staff is known and is regularly updated including the initial review of staff who had previously been identified as vulnerable including clinically extremely vulnerable, clinically vulnerable and pregnant staff.</p>	y	<p>Health records up to date: AS and LB Individual RA offered to staff – following guidance from DfE and Trust documentation</p>	AS LB
	<p>CEV people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take and be encouraged to update/complete a personal risk assessment,</p>	y	<p>CEV individual RA to reflect any concerns and staff can opt to continue taking additional precautions</p>	MLC and DJ
	<p>All staff who have received previously a 1:1 risk assessment are offered a review especially where they have previously been identified as someone who was to work from home.</p>	y	<p>All previous RA reviewed by line manager in light of new DfE guidance – offered a review Dec 21</p>	MLC & DJ and line managers
	<p>All staff have been offered a new or updated Wellness Action Plan</p>	y	<p>All staff offered wellness plan</p>	MLC
	<p>Flexible and responsive use of professional services and pastoral staff to supervise classes is in place.</p>	y	<p>All classes covered by HLTAs at present – review in light of staff absence (possible cover)</p>	HLTAs
	<p>Contingency planning in place and additional resource identified and budgeted.</p>	y		
	<p>Support all staff in attendance for vaccination sessions even during term time</p>	y	<p>We continue to support this – staff vaccination during the day</p>	MLC
	<p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. The school should be able to explain the measures they have in place to keep</p>	y	<p>Face covering advised – see Walsall PH Attendance monitoring daily – responsive to local outbreaks (management plan in place)</p>	MLC

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>staff CEV staff safe at work and should be recorded in appropriate 1:1 risk assessment;</p> <p>Absences should be logged with E-ACT Absent email to assist in monitoring numbers and any impact on staffing structures</p>	y	<p>CEV can wear face coverings as additional protection</p> <p>Policy followed</p>	DJ
<b>Testing capacity and reporting is in place in line with guidance</b>	<p>Ensure staff and students have access too or are aware of where they can access testing kits</p> <p>Ensure awareness of calling NHS Test and Trace on 119 for issues and queries about the supply, ordering and delivery of test kits.</p> <p>Confirm t testing facility has been set up and established on the school site</p> <p>Ensure asymptomatic testing site is maintained in secondary schools to support student testing for those who cannot do this at home</p> <p>Ensure appropriate staffing identified to support the testing site. Liaise with ROD if this will require external staffing resource.</p> <p>Ensure consent is obtained for all new students. Consent is not required for existing students if previously provided from September 21</p>	<p>Y</p> <p>Y</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>Existing procedures remain in place – twice weekly staff testing in place. Collection of test kits from DJ/JH. Reporting to DJ – system established. DJ reporting to Trust – absent@E-ACT</p> <p>DJ aware and monitors stock and re orders and distributes</p> <p>Covid updates on newsletter</p>	DJ and JH

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Ensure secondary pupils and all staff continue twice weekly home testing</p> <p>In the case of a positive Lateral Flow Test people should be advised to isolate and take a PCR test if symptomatic. If the PCR test is taken within two days of the positive LFT and is negative, it overrides the LFT and the person can return to school as long as no Covid symptoms. From 11<sup>th</sup> January 2022 individuals who are not symptomatic can start isolating immediately without the need for a PCR.</p> <p>Ensure understanding of the new Track and Trace requirements through the NHS. If some exceptional circumstances schools may be required to support with tracing</p>		<p>Staff briefed &amp; reminded</p> <p>Staff briefed &amp; reminded</p>	<p>MLC</p> <p>MLC</p>
<p><b>Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance</b></p>	<p>Clear signage displayed across the Academy promoting hygiene</p> <p>Hand washing and sanitiser facilities identified for each learning area. Additional items required installed.</p> <p>Ensure offices/classrooms and large occupancy venues are well ventilated and occupancy remains limited, where required:</p> <ul style="list-style-type: none"> <li>▪ Mechanical ventilation systems adjusted to increase ventilation rate where possible</li> <li>▪ Natural ventilation – opening windows (these should be opened more fully during breaks)</li> <li>▪ Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>JM – maintain existing signage re: hygiene.</p> <p>JM – to maintain the existing sanitisers and additional equipment in each room in the academy. As previously agreed.</p> <p>JM to open all windows and vents first thing in a morning. Staff to open at break times to allow air flow.</p> <p>Ventilation – follows gov guidance ( CO2 monitors will be used as and when issued by and in accordance with Government guidance, date tbc)</p> <p>JM – open skylights Y1 and NS office each day.</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<p>All staff briefed on ventilation in classrooms – expectation shared</p> <p>Staff and pupils briefed re: additional clothing due to ventilation</p>	JM
<p><b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b></p>	<p>As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A standard guide to the risk assessment and operating procedures pre opening will be provided by the Trust to complement local communications.</p> <p>A parental version of the final Risk Assessment (above) is made available, published on the web site and a mechanism to record and implement any parental feedback is in place.</p> <p>Consider parent and pupil handbooks or briefings reflecting changes to usual school policy</p> <p>Advice is made available to parents on arrangements testing for COVID-19</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>y</p>	<p>Trust brochure shared with staff and parents 2/9/21</p> <p>Letter sent July 21 re: reopening, attendance, expectations. Text and reminders sent as necessary.</p> <p>RA is uploaded to website and text to inform parents. 6/9/21</p> <p>Trust brochure shared 3/9/21</p> <p>Trust brochure shared 3/9/21. Regular parent communication is in place via the website, email, Group call, telephone and face to face.</p>	MLC

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<p><b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b></p>	<p>Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website and verbally. Community languages are considered.</p> <p>Clear procedures in place where a child falls ill whilst at school in line with this guidance.</p> <p>Ensure isolation room identified which is in a location close to the main exit to limit transmission risk when transporting students.</p> <p>Ensure contact details of families are up to date.</p> <p>Immediate notification to <a href="mailto:absent@e-act.org.uk">absent@e-act.org.uk</a> in every case where a student/staff is symptomatic</p> <p>In the case of a positive Lateral Flow Test people should be advised to isolate and take a PCR test if symptomatic. If the PCR test is taken within two days of the positive LFT and is negative, it overrides the LFT and the person can return to school as long as no Covid symptoms. From 11<sup>th</sup> January 2022 individuals who are not symptomatic can start isolating immediately without the need for a PCR.</p> <p>Ensure understanding of the new Track and Trace requirements through the NHS. In some exceptional circumstances schools may be required to support with tracing.</p> <p>If a parent or carer insists on a pupil who has tested positive or should be isolating, attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Regular parent communication is in place via the website, email, Group call, telephone and face to face. Comms for school on website, letter. The child would be isolated and parents contacted immediately.</p> <p>Covid protocol shared with all staff. 2/9/21</p> <p>School House - isolation room upstairs and PPE</p> <p>All contacts up to date for parents. SIMS - JH in school office ensure details are up to date.</p> <p>ALL staff notify MLC and DJ if they are symptomatic. DJ to report immediately to absence</p> <p>MLC to inform all staff – new guidance. 2/9/21</p> <p>MLC to be informed should that come to light. MLC to action and liaise with RED</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.			
<b>Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place</b>	<p>Ensure message around staying home if ill is reinforced.</p> <p>Clear communication around hygiene guidance.</p> <p>Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Parent comms on website, letter, staff and SLT</p> <p>Letter and text reminders. MLC and pastoral team</p> <p>Comms to parents re face coverings and Trust brochure &amp; PH letter from Walsall LA – Jan 22</p>	MLC & LP
<b>Removal of face coverings (where staff/students choose to continue wearing a face covering)</b>	<p>Clear process communicated to adults/pupils on removal of face coverings</p> <p>Ensure access for adults/pupils to clean hands after touching and safe storage in sealable plastic bag</p> <p>Ensure adults/pupils are aware not to touch front of face when removing, dispose in “black bag” waste bins, use sealable plastic bag for storage</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Reminder to staff Via parent communication routes – parent newsletter/website/conversation etc.</p> <p>Sealable plastic bags are available in all areas.</p> <p>Staff update Newsletter Class teachers will update all pupils on the day of return with subsequent reminders.</p>	MLC
<b>Daily attendance registers for new cohorts are not in place</b>	<p>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</p> <p>Completion of school daily attendance registers</p> <p>Regular reporting and monitoring of attendance</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Attendance Strategy in place. CB attendance officer – links to MLC daily updates and checks. CB/MLC/pastoral/SEND weekly re: vulnerable pupils (Mon meeting)</p>	MLC and CB

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with the relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.</p> <p>Ensure appropriate checks and balances in place to ensure no code X students are on site during morning registration. This includes ensuring supply teachers are made aware and supported in identifying students.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Staff complete registration accurately each sessions following attendance policy expectations.</p> <p>CB to complete all weekly returns</p> <p>CB to complete all checks on registers and ensure correct coding. MLC checks re: coding.</p> <p>CB to feedback attendance each week and SLT to monitor – CB to update MLC by 9.30am daily as agreed process.</p> <p>JH and CB inform supply on arrival</p>	
<b>Meals are not available for all children in school</b>	<p>Catering provider must complete separate risk assessment for catering staff and kitchens</p> <p>School must risk assess any of their own staff involved with catering provision.</p> <p>Alternative arrangements in place for provision of school meals if necessary</p> <p>Usual considerations in place for dietary requirements</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Lunch time arrangements: Timing Expectations Eating in hall Staffing Cleaning (allocation 15 mins in between)</p> <p>MLC update Aspens and school kitchen staff. NS and KW timetable for lunchtime – staggered each key stage</p>	MLC & Aspens

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Provisions agreed for FSM students who may not attend academy due to self-isolating or shielding	y	<p>Lunchtime supervisors briefed on RA during INSET</p> <p>CB to inform Aspens – kitchen staff where absent pupil needs lunch providing.</p> <p>Clear procedures are in place for children with allergies.</p> <p>If FSM children are self-isolating or shielding, a weekly hamper will be provided.</p>	
<b>Vulnerable Children</b>	<p>In the event of partial closure Children the children of key workers and pupils considered vulnerable must continue to be offered face-to-face education and should be prioritised</p> <p>Children were previously considered vulnerable if they had a social worker, an education, health and care plan or if they were considered by schools or councils to be “otherwise vulnerable”.</p> <p>But the definition has now been expanded to include children who have been known to children’s social care services in the past, and those whose circumstances might be “particularly challenging” because of “domestic abuse, parental offending, adult mental health issues, and drug and alcohol addiction”.</p>	Y	<p>Rota would be put in place to support face to face teaching for vulnerable children. List in place ready.</p> <p>Tracker created in safeguarding folder ready.</p>	MLC and pastoral team

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>However, the assessment should be based on local assessment and knowledge of family and community risk. Guidance here; <a href="https://www.gov.uk/guidance/children-of-critical-workers-and-vulnerable-children-who-can-access-schools-or-educational-settings">Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk)</a></p>			
<p><b>School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19</b></p>	<p>Safeguarding remains highest priority and policy is updated to reflect changes</p> <p>All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school</p> <p>School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures,</p> <p>Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>y</p>	<p>Updated Safeguarding policy and expectations shared with all staff NS INSET 2/9/21 4/1/22 MLC – Safeguarding CPD all staff</p> <p>MLC Week 2 Spring Term commencing Fire drill will take place for all year groups. Lockdown MLC /JM</p> <p>Following Policy – staff briefing to pupils</p>	<p>MLC NS JM</p>
<p><b>Staff are insufficiently briefed on expectations</b></p>	<p>A member of staff per academy is identified as the point of contact for this risk assessment (could be union rep or another that is selected by the staff) to collate staff feedback and engage with SLT.</p> <p>All staff made aware prior to of the proposed operating plan and content of this risk assessment. Feedback invited and where relevant the risk assessment is updated.</p>	<p>Y</p> <p>Y</p>	<p>CG – as point of contact</p> <p>RA shared and staff newsletter used for updates</p>	<p>MLC &amp; CG</p> <p>MLC</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable.</p> <p>Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders</p> <p>Staff have access to new/updated Wellness Action Plan</p> <p>Staff workload expectations are clearly communicated</p> <p>Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school</p> <p>Staff should continue to undertake twice weekly home tests whenever they are on site.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>y</p>	<p>Staff briefing and newsletter used for info sharing. Staff meetings opportunity to share feedback</p> <p>Continue with wellbeing activities daily activities in the academy. MM planning and staff meeting</p> <p>Most staff are now mental health first aid trained. Pastoral team AS lead support.</p> <p>Continue with wellbeing activities daily activities in the academy. MM planning and delivery in staff meetings</p> <p>Support on a daily basis from the pastoral team led by NS</p> <p>MM/LB and LS (mental health support) MH shed up and running Sept.</p> <p>All staff briefed re; offer of Wellness plan. SLT linked to support writing of Wellness Action Plans (AS support for individuals too as necessary)</p>	<p>MLC &amp; pastoral team</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>Staff rooms and offices do not allow for observation of ventilation guidelines</b>	<p>Ensure offices, staff rooms and large occupancy venues such as halls are well ventilated:</p> <ul style="list-style-type: none"> <li>▪ Mechanical ventilation systems adjusted to increase ventilation rate where possible</li> <li>▪ Natural ventilation – opening windows (these should be opened more fully during breaks)</li> <li>▪ Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used</li> <li>•</li> <li>▪ Ensure maintenance records have been updated and reviewed for all mechanical ventilation systems</li> <li>▪ Ensure room capacities have been checked with ventilation contractors in line with guidance</li> <li>▪ Where air filters and CO2 monitoring devices are in situ, ensure these are always in use and maintained. Ensure academy staff understand how the systems work.</li> <li>▪ Academy staff to record and monitor CO<sub>2</sub> readings in respective rooms and take action when required as identified in government guidance. (See CO2 monitoring in Core Principals above.)</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>As above. JM to open windows first thing across school. Skylights opened in NS and Y1 room first thing too. Checks lunchtimes – open windows as needed –JM</p> <p>Rooms with no natural ventilation limited to one person</p> <p>Co2 monitors – checked regularly – JM reports</p> <p>Staff advised not to prop open fire exit doors</p> <p>Records held in cloud and to be checked</p> <p>Records held in cloud and to be checked</p> <p>Where installed staff trained on use and positioning once Government guidance issued.</p> <p>JM and Regional checks JN/WP</p> <p>JM/WP and AC checks during GRD</p> <p>JM/WP and AC checks during GRD MLC</p>	<p>JM/WP and AC checks</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<p><b>Cleaning capacity is reduced so that an initial deeper clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required</b></p>	<p>A cleaning schedule is agreed and implemented which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school.</p> <p>Daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces.</p> <p>Introduce cleaning of shared resources where required and consider role of our staff (e.g. technicians) in this.</p>	<p>Y</p> <p>Y</p> <p>y</p>	<p>JM and WP – liaise with contractors and MLC.</p> <p>Schedule agreed and shared with JM and MLC share with staff</p> <p>Increased scheduling of cleaning across all areas of the academy. Additional cleaning everyday through Site Team in accordance with Govt Guidance. WP actioned and shared JM – liaison with cleaning company.</p> <p>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible</p> <p>Enhancing cleaning for busy areas -Site team during day and cleantec before/after school</p> <p>Providing more waste facilities and more frequent rubbish collection –lidded bins all rooms.</p> <p>Site staff will clean frequently touched surfaces in accordance with Govt guidance</p>	<p>JM/Cleantec</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<p>using standard cleaning products (e.g. detergent), including: Classroom desks and tables, bathroom facilities (including taps and flush buttons, door and window, handles, furniture, light switches, desks and tables, teaching and learning aids, computer equipment (including keyboards and mouse), sports equipment, hard toys, telephones – Cleantec - and JM to do top up cleaning as discussed</p> <p>Changing facilities in EYFS should be sanitised after each group use · Enhancing cleaning for busy areas. · Providing more waste facilities and more frequent rubbish collection. Cleantec and JM</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<p><b>Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school</b></p>	<p>Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u></p> <p>Plans are in place to identify and clean all areas with which the symptomatic person has been in contact</p> <p>Sufficient and suitable equipment is available for the required clean</p> <p>Adequate disposal arrangements are in place to dispose of contaminated waste</p> <p>Cleaning of the area where staff or students are held when falling ill with symptoms during the day.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>MLC and regional FM regularly meeting with cleaning supplier to ensure we are compliant to the <u>COVID-19: cleaning of non-healthcare settings guidance</u></p> <p>MLC to continue to direct the site/academy staff to the isolation room once a child has left it for a full clean and disposal of waste.</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas here they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> <li>1.Should be put in a plastic rubbish bag and tied when full</li> <li>2.The plastic bag should then be placed in a second bin bag and tied</li> <li>3.This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ol> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p>	<p>MLC, JM and Cleantec</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ol style="list-style-type: none"> <li>1. keep it separate from your other waste</li> <li>2. arrange for collection by a specialist contractor as hazardous waste</li> </ol>	
<p><b>Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established</b></p>	<p>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</p> <p>Appropriate measures to supervise effective hand washing of young children are in place</p> <p>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day</p> <p>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on arrival at school.</p> <p>Reinforce 'catch it, kill it, bin it' message</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>y</p>	<p>Handwashing facilities are available to all staff. These include those in the following locations: staff room and toilets.</p> <p>Hand sanitisers have been made available at the following locations: all classrooms, hall, entrance, and offices.</p> <p>Signs and posters to build awareness of good handwashing technique in all wash areas, the need to avoid touching your face and the need to cough or sneeze into your arm. Communication in print symbols added to all areas with posters catch it bin it message LS</p>	<p>JM</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<p>Signage is pupil friendly and ensures that it is suitable for anyone with a disability within the school, e.g., Braille or pictorial LS</p> <p>Providing regular reminders and signage to maintain hygiene standards</p> <p>Providing hand sanitiser in multiple locations in addition to washrooms</p> <p>Providing tissues, bins and sanitiser within each group area to encourage pupils to 'Catch it, Bin it, Kill it'</p>	
	<p>Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</p> <p>Plan for equipment and resources per child where possible and avoid the sharing of stationery and other equipment where possible.</p> <p>Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups)</p> <p>Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is either cleaned between cohorts or occupied by the same children or young people in one day</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>y</p>	<p>All pupils have personal resource packs, class reader, reading books</p> <p>All pupils have pencil case and own resources labelled – year group staff – Sept 21</p> <p>Cleaning in between sessions as appropriate eg: music, PE</p> <p>Class is given own cleaning products JM 2/9/21</p>	<p>Class teachers</p> <p>JM as needed</p> <p>Class teachers/TAs</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Y  y	<p>Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products</p> <p>The Regional operations Director/Regional Business Lead made aware of any additional financial commitments</p>		JM top up cleaning as discussed with WP	JM
	<p>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school and to <b>stay at home if unwell.</b></p> <p>Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice.</p> <p>This guidance has been explained to staff and pupils as part of INSET training and through regular staff briefings (and the induction process for new starters).</p> <p>Staff are aware of the location of the emergency PPE pack and the situations where its use is mandatory – when dealing with symptomatic students or staff or for close intimate care / first aid.</p> <p>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p> <p>Report cases immediately to ROD and email <a href="mailto:absent@e-act.org.uk">absent@e-act.org.uk</a> Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Setting up guidelines for parents to contact the school and specific teachers; including, telephone, website and social media contacts – website and letter MLC and PH Walsall letter, PH Walsall staff letter Jan 22</p> <p>An isolation room has been identified in – the school house - windows opened for ventilation and PPE equipment available at all times in this room. Daily cleaning of this isolation room from 6/9/2021 - Cleantec</p> <p>MLC shared guidance DfE and PPE access</p> <p>MLC shared PPE details – INSET 2/9/21 DJ email details of PPE and Reporting a case. 2/9/21</p> <p>MLC to update</p> <p>MLC to inform KH and DW should anyone display signs of infection DJ to report through <a href="mailto:absent@eact">absent@eact</a></p>	MLC

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>PHE can be contacted on the DFE Helpline via 0800 046 8687 and Option 1</p> <p>Monday to Friday 08:00-18:00 Saturday to Sunday 10:00-18:00</p> <p>PHE will engage and advise on steps to take following reports by us to them AND if they contact us from wider test and trace in the community.</p> <p>Note trigger of 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19, within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period may result in them taking closer interest in the situation at the Academy as a potential outbreak. This does not include any positive results within the initial LFT at the start of term.</p> <p>Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust.</p> <p>Nominate a coordinator in the academy who the Trust can regularly liaise with.</p> <p><b>It is a critical system of control that we respond to any infection in line with the detailed PHE guidance and we report every potential case to absent@e-act in order that we can prepare for the potential implications of a subsequent positive result.</b></p> <p>Academies will be sent home test kits that can be handed to staff / parents as required. This stock to be managed and records kept of who it has been provided to.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. Always refer to the Regional Operations Director.	Y		
<b>Contractors/Visitors unaware of school's procedures</b>	Contractors and visitors, including parents, must continue to complete Covid-19 screening form before entering the premises. Access must be restricted where the form suggests risk of infection	Y	All regular visitors to carry our weekly Covid 19 tests in line with Reedswood staff All contractors to be made aware of academy policy JM	MLC & JM
<b>Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place</b>	<p>School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised</p> <p>Ensure isolation room is in a location close to main exit to reduce transmission risk when transferring symptomatic cases</p> <p>Immediate notification to absent@e-act in every case where a student/staff is symptomatic</p> <p>Must contact Regional Operations or Education Director or Chief Operating Officer in the event that someone in the Academy needs to be isolated</p> <p>Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. in line with the COVID-19: cleaning in non-healthcare settings outside the home</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>y</p>	<p>If a staff member becomes unwell whilst at work they should be advised immediately to go home and to contact the NHS services (moved to isolation area – The school House)</p> <p>DJ reports to absent@eact</p> <p>Isolation room in place upstairs in Community Hub.</p> <p>Follow the government guidance for staff with symptoms: this can be found at: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>In the event of any staff member is identified as having symptoms of COVID 19 the school contact ROD &amp; RED and DCEO</p>	MLC/SLT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<p>Walsall Health Protection Team on 01922 658065 – when outbreak. (follow outbreak plan – trust document and gov guidance)</p> <p>Whilst waiting collection by a parent/guardian the pupil should be moved to an isolated room where a window can be opened to provide fresh air. Isolation room in – The Community Hub upstairs - set up.</p> <p>If they need to use a bathroom they must use one dedicated bathroom and this must be thoroughly sanitised following the use (downstairs school house)</p> <p>Suitable PPE including Apron, Goggles, moisture resistant face mask and gloves in isolation room</p> <p>Staff and pupils who engage with the person showing symptoms should be encouraged to wash their hand immediately following the min washing of 20 seconds and using the correct technique</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<p>(including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> <li>1.Should be put in a plastic rubbish bag and tied when full</li> <li>2.The plastic bag should then be placed in a second bin bag and tied</li> <li>3.This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ol> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ol style="list-style-type: none"> <li>1.keep it separate from your other waste</li> </ol>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			2.arrange for collection by a specialist contractor as hazardous waste	
<b>Provision of PPE for staff where required is not in line with government guidelines</b>	<p>Government guidance on wearing PPE is understood and communicated</p> <p>Sufficient PPE has been procured through normal stockist</p> <p>PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist</p> <p>Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely.</p> <p>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</p> <p>Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance</p> <p>Face Coverings to be worn by Pupils Yr 7 and above and by all individuals in busy communal spaces except when dining until 27 January</p> <p>For those staff/students who may not have a face covering, ensure small contingency supply of face coverings for people who are struggling to access a face covering, unable to use their face covering or forgotten face covering.</p> <p>Ensure small contingency supply of sealable plastic bags to support storage of face coverings</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>As Walsall PH guidance. Staff letter and parents letter website. 1/1/22</p> <p>PPE in all classrooms (checked daily JM)</p> <p>PPE for 1:1 support staff and screens as required for those staff wishing to continue using</p> <p>Spare PPE for visitors in front office (should generally wear their own if chosen to wear)</p> <p>PPE – for SEND intimate care</p> <p>PPE cleaning – visors, masks and screens</p> <p>PPE visors for staff who request to continue due to Personal RA, face covering for staff in corridors and around building if they chose to continue due to personal RA or choice - staff briefed email and INSET day</p> <p>Children can choose to wear face coverings – plastic bags available for storage. Guidance shared on video previously.</p> <p>Parents informed via text and website – re face covering</p> <p>JM to order a supply of sealable plastic bags – storage of face covering as needed for classes.</p>	MLC

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home</b>	<p>Requirements for PPE have been assessed in line with DfE guidelines</p> <p>Sufficient stock ordered using school's usual suppliers</p> <p>Regional Operations Director must be satisfied that arrangements are in place and in line with DfE guidelines</p>	<p>Y</p> <p>Y</p> <p>y</p>	<p>PPE ordered by JM. Daily checks of all classrooms and isolation room JM</p> <p>See above....</p> <p>All staff to follow gov guidance re: PPE</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> <li>1.Should be put in a plastic rubbish bag and tied when full</li> <li>2.The plastic bag should then be placed in a second bin bag and tied</li> <li>3.This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ol> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ol style="list-style-type: none"> <li>1. keep it separate from your other waste</li> <li>2. arrange for collection by a specialist contractor as hazardous waste</li> </ol>	
<b>Fire marshals absent due to self-isolation</b>	<p>A staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</p> <p>Sufficient staff appropriately trained in fire marshal duties as required including completion of dedicated Educare module</p>	Y  y	<p>All TAs fire marshals and DJ lead fire marshal. Procedures agreed and in place as Summer term</p> <p>Educare module completed. DJ check and update. New staff trained. Fire drill first week back. JM agreed with MLC</p>	MLC DJ
<b>Dedicated School Transport</b>	<p>Where an academy has dedicated school transport please refer to the full guidance on how this should be managed.</p> <p>You will need to also engage with the dedicated transport provider on their own risk assessment / prevention control.</p>		NA	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>School Visits</b>	<p>Ensure visits have appropriate financial insurance protection in place in circumstances of COVID-19 related cancellation.</p> <p>. From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future,</p> <p>Ensure awareness of travel lists and broader international travel policy to identify any risk associated with green, amber and red listing and potential quarantine restrictions. Contingency plans must be in place to account for any changes.</p> <p>Ensure robust risk assessments are in place for all planned visits, domestic and/or international and that they incorporate a section on managing COVID-19 risks. These risk assessments must be done on Evolve.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>y</p>	<p>EVC lead to liaise with company and venue re: trips All school visits and follow current Government advice. Academy will seek advice regards financial insurance protection ahead of travel in addition to other measures in place from Government.</p> <p>Non planned</p> <p>Non planned</p> <p>EVC – lead and MLC to ensure all trips have RA and Covid RA Follow trust guidance and share with ROD prior to trip or even</p>	<p>MLC NS</p>