




Risk Assessment:	Reopening of the Sutton Academy			 ST HELENS BOROUGH COUNCIL
Activity or site:	Coronavirus COVID-19: Reopening of Secondary Schools to all year groups from September 2020. The Sutton Academy			
Date of assessment:	31 Aug 2020	Approved by:	Paul Willerton – Principal  John Brian – Estate Manager 	Review date: As changes occur
<p>This risk assessment should be produced and read in conjunction with the latest guidance on school re-opening issued by the Department for Education as follows:</p> <ul style="list-style-type: none"> • Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 • Coronavirus (COVID-19): implementing protective measures in education and childcare settings • Preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools • Covid-19-decontamination-in-non-healthcare-settings • Actions for schools during the coronavirus (COVID-19) outbreak. • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations <p>and should be reviewed regularly to ensure you are still improving, or at least maintaining safety. If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it. This assessment must be communicated to all employees on a recorded basis.</p> <p>List any relevant HSE or industry guidance documents below. These should be used to consider if current control measures are adequate</p> <p>Infection at Work: Controlling the Risk (HSE) (https://www.hse.gov.uk/pubns/infection.pdf) INDG136 Working with substances hazardous to health: A brief guide to COSHH (https://www.hse.gov.uk/pubns/indg136.pdf) INDG173 Personal protective equipment (PPE) at work: A brief guide (https://www.hse.gov.uk/pubns/indg174.htm) HSG53 Respiratory Protective Equipment at Work: A Practical Guide (https://www.hse.gov.uk/pubns/priced/hsg53.pdf) HSG262 Managing Skin Exposure Risks at Work (https://www.hse.gov.uk/pubns/books/hsg262.htm)</p>				

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Inadequate planning and organising prior to opening	<ul style="list-style-type: none"> • Staff • Students • Parents & Carers • Visitors (i.e., Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable Groups <p><i>(may feel tension and stress as a result of poor planning and not having robust arrangements in place to protect all from contracting and spreading COVID-19)</i></p>	<ul style="list-style-type: none"> • Health and safety compliance checks will be undertaken by Principal/Site Manager before opening. • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Principal to keep up to date with the latest government guidance and adjust working practices as required. • Staff briefed on the control measures within this risk assessment and changes to policies and procedures. • Rigorous checks carried out by the Principal to ensure that all the necessary procedures are being followed. • Governing Body, Parents, Staff and Unions consulted when agreeing the best approaches for the circumstances, with regular opportunities for feedback on the new arrangements. • Close working with the Local Authority. • A member of the Academic Leadership Team to be present around the Academy during the school day to pick up on any issues and support and reassure staff and students. • Visitors including Specialists, therapists, clinicians and other support staff for pupils with SEND will be briefed on physical distancing and hygiene procedures for the school site on or before arrival. • Any extra curriculum activities at the start or the end of the academy day such as free breakfast, chess, sports etc. will be suspended from September. However, this will be reviewed on a regular basis. This includes external providers e.g. Brownies <p>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-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>	<ul style="list-style-type: none"> • Staff Handbook to be reviewed, revised and re-issued September 2020. • Contingency remote learning Plan to be reviewed to include possibility of local lock down. 	
Inadequate Communication of Plans	<ul style="list-style-type: none"> • Staff • Students • Parents and Carers • Visitors (i.e., Contractors, Suppliers and support 	<ul style="list-style-type: none"> • Staying COVID-19 Secure in 2020 poster displayed upon entrance to the school to confirm the premises have complied with the government's guidance on managing the risk of COVID-19 (Staying-covid-19-secure.pdf) • Staff briefed on the plans (for example, safety measures, timetable changes and staggered arrival and departure times). 		

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	<p>staff for pupils with SEND etc. Vulnerable Groups</p> <p><i>(may feel tension and stress, and may not trust and co-operate with management, as a result of poor communication and not knowing what arrangements have been put in place to protect all from contracting and spreading COVID-19)</i></p>	<ul style="list-style-type: none"> Plans for re-opening clearly communicated to parents and carers, including what protective steps the school/setting has taken to make it a low risk place for their child, with regular updates provided as necessary. Signage displayed at entrance points to the building asking individuals with symptoms not to enter the premises and to remind staff and students to always keep 2m from other people, wherever possible, and reiterating the kind of symptoms to look out for. Parents informed that if their child needs to be accompanied to the school/setting, only one parent should attend. Staff, parents and students informed of their allocated drop off and collection times and the process for doing so. Signage will be used to guide parents and carers to drop off/collection points. Staff, parents and students briefed and signage provided to identify which entrances, exits and circulation routes to use. Parents instructed that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which will be conducted safely). Parents and students will be provided with details of online education resources. Parents and students made aware of recommendations on transport to and from the school/setting (including avoiding peak times), following the Coronavirus (COVID-19): safer travel guidance for passengers. Early consultation and communication undertaken with contractors and suppliers that will need to prepare to support the school's/setting's plans for opening (e.g., cleaning, catering, food supplies, hygiene suppliers). Additional cleaning requirements discussed with cleaning contractors or staff, with additional hours agreed to allow for this. The need to follow the standard national Guidance for parents and carers on the kind of symptoms to look out for that might be due to Coronavirus (COVID-19), and where to get further advice re-iterated to parents and students prior to re-opening. 		

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<p>Inability to maintain social distancing to prevent/limit the spread of the COVID-19 virus</p> <p><i>(The most common symptoms are a high temperature (over 37.8°C), a new, continuous cough, and a loss of, or change in normal sense of smell or taste (anosmia))</i></p>	<ul style="list-style-type: none"> • Staff • Students • Parents & Carers • Visitors (i.e., Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable groups (Older people, people with existing underlying health conditions, pregnant females (28 weeks+) and those from a Black, Asian and Minority Ethnic (BAME) background) <p><i>(May become infected by coming into close contact with someone who has COVID-19, which is primarily spread from person to person, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p>	<p>To reduce contact between people as much as possible and the transmission risk:</p> <ul style="list-style-type: none"> • Students in classrooms and other learning environments will be seated side by side with desks positioned forward facing rather than face to face or side on. • Teachers' desks will be positioned at least 2 metres away from students desks. • Given the decrease in the prevalence of Coronavirus (COVID-19) and the resumption of a full range of curriculum subjects, students will be organised into full year group-sized groups, Staff will use their best endeavors to ensure classes within each year group will be kept together at all times in the day, to minimise contact and mixing with other year groups. Older students will be encouraged to keep distance within their year class group. • Staff will modify their teaching approach to stay at the front of the class and maintain a distance from students in their class as much as possible (ideally 2m), particularly close face-to-face support (noting that this is not possible at all times, which is why hygiene and hand cleaning is so important). Time spent within 1m of any adult/young person should be minimized. • Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by: <ul style="list-style-type: none"> ➤ Avoiding non-essential contact with others. ➤ Avoiding physical contact (e.g. hugs, handshakes, etc.). ➤ Keeping a safe distance of at least 2 metres from other adults and students ➤ Dedicated staff work rooms allocated to allow social distancing when staff are not teaching • Staff and students to be regularly reminded of the importance of social distancing both inside the school and outside of it, taking steps to minimise opportunities for the virus to spread by maintaining a distance of 2m between individuals, wherever possible. • Tape to be used for cordoning off areas and anti-slip adhesive tape for marking floors to help building users keep to a 2m distance and manage queuing, where required. 	<ul style="list-style-type: none"> • Schools/settings with specialist and technical work or learning areas such as Science, should refer to CLEAPSS information on how to manage these areas during this outbreak. 	

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		<ul style="list-style-type: none"> • Clear signage displayed throughout the school, including classrooms, promoting social distancing. • Wherever possible and to limit movement, students will use the same classrooms or area of the school throughout the day, with a thorough cleaning of the rooms at the end of the day. Wherever possible, students will be seated at the same desk each day if they attend on consecutive days. • One-way circulation in operation, or a divider placed down the middle of communal corridors to keep groups apart as they move through the school where spaces are accessed by corridors. Clear signage will be in place to depict the one-way system in operation. • Staggering of start and finish times/ to reduce mixing between groups and volume at entrance points. • Any students arriving early at the start of the day, will be asked to stay in the Arts Theatre where they will be kept apart from other year groups • Staggering of breaks to ensure that any corridors or circulation routes used have a limited number of students using them at any time, keeping contact to a minimum and avoiding pinch points and bottlenecks wherever possible. • Staggering of lunch breaks with students cleaning their hands beforehand. • Supervision levels enhanced at break/lunch times to support social distancing. • Limiting the number of students who use the toilet facilities at one time to ensure the toilets do not become crowded, together with identified and marked cubicles and queuing zones. These areas will be monitored closely by staff. • Use of outdoor space, wherever possible, for exercise and breaks and outdoor education, to limit transmission and more easily allow for distance between students and staff. External areas to be designated for different groups. • Assemblies will take place with individual groups in their allocated classroom spaces rather than bringing students from different classes together into one hall or large space. 		

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		<ul style="list-style-type: none"> • Where shared rooms such as halls, dining areas and internal and external sports facilities are used for lunch, exercise and breaks between lessons, there will be staggered use by different year group classes, they will not be allowed to mix, they will not play sports or games together and there will be adequate cleaning between groups. • Where lifts are installed for disabled persons, the maximum occupancy will be reduced, the lift operating controls will be frequently cleaned and hand sanitiser will be adjacent to lift landings/lobbies. Signage/floor marking to depict standing positions within any lift will be displayed as necessary. • Unnecessary items will be removed from classrooms and other learning environments where there is space to store it elsewhere. • Staggering the use of staff rooms and offices to limit occupancy. (Where it is not possible to move workstations further apart, barriers or screens will be used to separate staff from each other or staff will work side by side or facing away from each other rather than face-to-face). • Staff will work from same workstation and be instructed not to share equipment, wherever possible. • Only essential visitors/contractors will be allowed onto site by appointment. • Additional controls to be put in place where students need additional support to follow the measures implemented (e.g., routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules). • A separate risk assessment will be carried out if it is deemed that a students may not be able to follow instructions, to determine what mitigations need to be put in place and whether, in rare circumstances, they should stay at home. • Review of CLEAPSS information for specialist and technical work or learning areas such as workshops and science labs on how to manage these areas during this outbreak undertaken prior to opening, with additional controls implemented where necessary. 		

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Ineffective cleaning and hygiene during the outbreak •	<ul style="list-style-type: none"> • Staff • Students • Parents & Carers • Visitors (i.e., Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable groups (Older people, people with existing underlying health conditions, pregnant females (28 weeks+) and those from a Black, Asian and Minority Ethnic (BAME) background) <p><i>(may become infected by coming into close contact with someone who has COVID-19, which is primarily spread from person to person, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> • School to be routinely cleaned prior to re-opening. • Sufficient handwashing facilities available for the expected number of building occupants, with soap, hot and cold running water and means of drying hands, i.e. paper towels/hand dryer. • Alcohol-based hand sanitiser (containing at least 60% alcohol) will be placed at building entrance/exit points, in either wall mounted or fixed floor mounted dispensers. Additional hand sanitizer/hand rub will be located in classrooms and other learning environments where access to handwashing is not readily available. These will be replenished regularly. • 'Use hand sanitiser' safety sign and NHS 'alcohol hand rub hand hygiene technique – for visibly clean hands' posters displayed adjacent to hand sanitiser dispensers. https://www.sthelensccg.nhs.uk/media/1641/hands-with-gel.pdf • Objects and surfaces that are frequently touched (e.g., books, desks, chairs, door handles, light switches, sinks, toilets, etc.) will be cleaned more regularly using standard cleaning, following Public Health England (PHE) COVID-19: cleaning of non-healthcare settings guidance. • The use of high-touch items and equipment, for example, printers, photocopiers or whiteboards, will be limited/restricted and cleaned before and after each use. • All staff and students will be reminded to: <ul style="list-style-type: none"> ➢ Frequently wash their hands with soap and running water for at least 20 seconds and dry them thoroughly (or use alcohol hand rub or sanitiser ensuring all parts of the hands are covered, where hand washing is not readily available and hands are not visibly soiled). ➢ Clean their hands upon arrival at the school, after using the toilet, after breaks, after changing rooms, before and after eating – including snacks, after blowing their nose, sneezing or coughing and before leaving the school. ➢ Avoid touching their mouth, eyes and nose, and to use a tissue when coughing or sneezing, following the NHS 'Catch it, Bin it, Kill it' approach. <p>Signage/posters reinforcing these messages will be displayed throughout the school.</p>	<ul style="list-style-type: none"> • A separate risk assessment to be completed for any pupils with complex needs who would struggle to maintain as good respiratory hygiene as their peers ie, those who spit uncontrollably or use saliva as a sensory stimulant. 	

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		<ul style="list-style-type: none"> • Non-touch (lined and foot operated) lidded bins provided throughout the school for disposal of used tissues, which are emptied regularly throughout the day. • All spaces will be well ventilated using natural ventilation (opening windows) or mechanical ventilation units. • Monitoring arrangements in place to ensure sufficient supplies of soap, hand towels, hand sanitiser and tissues are maintained. • Disposable paper towels provided within kitchen areas for drying hands/dishes. • Pupils will be instructed to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery. Bags will be allowed. 		
Inappropriate use of offices and staff room	<ul style="list-style-type: none"> • Staff <p><i>(May become infected with COVID-19 through ineffective social distancing and hygiene control).</i></p>	<ul style="list-style-type: none"> • Staggering the use of staff rooms and offices to limit occupancy. • Re-configuring seating, tables and workstations to maintain spacing and reduce face-to-face interactions. • Where it is not possible to reconfigure/move seating, tables and workstations, barriers or screens will be used to separate staff from each other or staff will work side by side or facing away from each other rather than face-to-face. • Staff will work from same workstation and be instructed not to share equipment, wherever possible. • Staff will be encouraged to bring in their own food, cutlery and dishes for personal use. Dirty plates, cutlery etc. must not be left in sinks. Any items left may be disposed off • Communal objects will be regularly cleaned or removed from common areas, like coffee/tea containers. 		
Inappropriate cleaning methods adopted for cleaning and disinfection	<ul style="list-style-type: none"> • Staff • Students • Parents & Carers • Visitors (i.e., Contractors, Suppliers) • Vulnerable groups (Older people, people with 	<ul style="list-style-type: none"> • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids will be cleaned thoroughly as normal using standard cleaning products. • All surfaces that a symptomatic person has come into contact will be cleaned and disinfected, including: objects which are visibly contaminated with body fluids and all potentially contaminated high-contact areas such 		

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	<p>existing underlying health conditions, pregnant females (28 weeks+) and those from a Black, Asian and Minority Ethnic (BAME) background)</p> <p><i>(May become infected with COVID-19 by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<p>as bathrooms, door handles, telephones, grab-rails in corridors and stairwells.</p> <ul style="list-style-type: none"> • Cleaning will be undertaken in line with the Government's guidance on cleaning for non-healthcare settings. • Cleaning staff will be issued with suitable PPE, which will be worn at all times while cleaning. (see PPE section) 		
Inappropriate handling and disposal of waste	<ul style="list-style-type: none"> • Staff • Students • Visitors (i.e., Contractors, Suppliers and support staff for pupils with SEND etc.) • Vulnerable groups (Older people, people with existing underlying health conditions, pregnant females (28 weeks+) and those from a Black, Asian and Minority Ethnic (BAME) background) <p><i>(may become infected with COVID-19 through inappropriate handling, storage or disposal of infectious waste)</i></p>	<ul style="list-style-type: none"> • Waste will be disposed of in line with the Government's guidance on cleaning for non-healthcare settings. • Waste from possible cases and cleaning of areas where possible cases have been (including tissues, disposable cloths, disposable PPE) will be placed in a plastic rubbish bag and tied when full; then placed into a second bin bag and tied. It will then be stored in a suitable and secure location, away from children and separated from communal waste areas, and marked for storage for at least 72 hours and put in with the normal waste. • Where storage of such waste for at least 72 hours is not appropriate, the waste will be placed into a clinical waste bag and a Category B infectious waste collection will be arranged via the school's usual specialist Clinical Waste Collection Service, so the waste can be sent for appropriate treatment. 		
Inadequate provision, handling or use of Personal	<ul style="list-style-type: none"> • Staff • Students 	<ul style="list-style-type: none"> • Existing routine use of PPE will continue for care of non-symptomatic students who have intimate care needs or who present behaviours which may increase the risk of droplet transmission (such as spitting). 		

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Protective Equipment (PPE)	<i>(may become infected with COVID-19 due to a lack of suitable PPE when undertaking direct care, incompatibility of PPE, lack of instruction and training on its proper use)</i>	<ul style="list-style-type: none"> • Appropriate PPE will be provided and worn by supervising staff should a student become unwell with symptoms of Coronavirus while in the school and need direct personal care until they can return home. These include: <ul style="list-style-type: none"> ➢ a fluid-resistant surgical face mask, if a distance of 2m cannot be maintained; ➢ A fluid-resistant surgical face mask, disposable gloves and a disposable plastic apron if physical contact with the student is necessary. ➢ Eye protection (i.e., face visor or goggles) where a risk assessment determines that there is a risk of splashing fluids entering the eyes (e.g., from coughing, spitting, or vomiting). • Cleaning staff will be issued with and wear disposable gloves and aprons for general cleaning. However, if an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected Coronavirus (COVID-19), the use protection for the eyes, mouth and nose, will also be worn. • Guidance on safe working in education, childcare and children's social care referenced for preventing and controlling infection, including the use of PPE. <p>Relevant staff trained on how to put PPE on and take it off safely and the need for scrupulous hand hygiene in order to reduce self-contamination. https://youtu.be/-GncQ_ed-9w</p> <ul style="list-style-type: none"> • Local supply chains established and maintained for the obtaining of PPE. • Only PPE that is CE marked and purchased from a reliable source will be used by staff. • The wearing of face masks will be voluntary for staff and students, but anyone choosing to wear one must use it correctly and it must cover their mouth and nose. Anyone seen misusing a mask will be asked to remove it. This includes constantly touching it or taking it on and off frequently • Staff to be reminded: <ul style="list-style-type: none"> ➢ To avoid touching their face, eyes, nose or mouth when wearing PPE (i.e., gloves). ➢ That torn or otherwise damaged PPE is not to be used and removed immediately if this occurs during use. ➢ To cover any cuts and abrasions with a waterproof dressing. 		

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		➤ That the wearing of gloves is not a substitute for good hand washing protocols.		
Contact Dermatitis, skin irritation, exacerbation of existing skin conditions	<ul style="list-style-type: none"> • Staff <i>(May suffer contact Dermatitis, skin irritation or exacerbation of an existing skin condition, such as Eczema or Psoriasis, as a result of frequent hand washing and use of hand sanitisers).</i>	<ul style="list-style-type: none"> • Staff encouraged to regularly use moisturising hand cream to prevent skin from drying and cracking, and to report any skin conditions or new skin symptoms (i.e., Psoriasis or Dermatitis) affecting the hands as a result of frequent handwashing. • Mild, non-scented, moisturising soaps and hand sanitisers provided and used, wherever possible. • Access to the Council's Occupational Health Advisor for further advice on skin care/monitoring (where signed SLA established). 		
Inappropriate use of Alcohol-based Hand Sanitisers or Hand Rub that contains at least 60% alcohol	<ul style="list-style-type: none"> • Staff • Students • Parents & Carers • Visitors (i.e., Contractors, Suppliers and support staff for pupils with SEND etc.)) <i>(may cause alcohol poisoning if ingested and may be ineffective against the virus if used incorrectly)</i>	<ul style="list-style-type: none"> • COSHH Risk Assessment completed for use of hand rub/sanitiser within the school. • Non-perfumed, moisturising hand sanitisers provided wherever possible. • Hand sanitiser/hand rub will only be used where access to hand washing with soap and running water is not readily available and where hands are not visibly soiled. • Use of hand sanitizer by students monitored by staff. • Staff and students encouraged to report any adverse effects experienced with the use of hand sanitizer/hand rub, with advice sought from GP where serious reactions occur. 		
Vulnerable Groups at higher risk of severe illness from Coronavirus (COVID-19)	<ul style="list-style-type: none"> • Older People • People with underlying health conditions (such as: chronic respiratory/heart/kidney/liver diseases, chronic neurological conditions, problems with their spleen, a weakened immune system, 	<ul style="list-style-type: none"> • Principal to identify and be aware of Staff who fall into one of the vulnerable risk groups as determined by Public Health England or who are from a BAME background, to ensure they are given adequate protection and support to enable them to comply with Government Health recommendations. Separate individual risk assessments will be completed for such Staff who are more susceptible to severe illness or poor outcomes from COVID-19. Occupational health will be contacting staff who have completed the relevant form in order to assist with their return to work • Separate individual risk assessments will be completed for any students determined by a medical practitioner as being clinically extremely 		

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	<p>Diabetes, being seriously overweight (BMI of 40+)</p> <ul style="list-style-type: none"> • Pregnant females in the later stages of pregnancy (28 weeks+ gestation) • People from a Black, Asian and Minority Ethnic (BAME) background <p><i>(who are at potentially increased vulnerability to infection, or adverse outcomes from Coronavirus COVID-19)</i></p>	<p>vulnerable and more susceptible to severe illness or poor outcomes from COVID-19.</p> <ul style="list-style-type: none"> • All reviews of staff roles and safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, e.g., disabled staff. • Reasonable adjustments will be made to avoid workers with disabilities or physical and mental health conditions being put at any substantial disadvantage, where necessary, for example: allowing someone with social anxiety disorder to have their own desk instead of hot-desking, installing a ramp for a wheelchair user, provided ground floor accommodation for a wheelchair user, etc. • A separate individual risk assessment will be undertaken for pregnant women over 28 weeks gestation, or under 28 weeks with an underlying health condition, which may make them more susceptible to more severe symptoms or effects from the disease. 		
Use of Shared Equipment and Resources	<ul style="list-style-type: none"> • Staff • Students <p><i>(May become infected by touching equipment and resources that have the COVID-19 virus on them, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> • The use of shared resources will be reduced by: <ul style="list-style-type: none"> ➢ minimising the number of shared resources in use within the classroom; ➢ Limiting the amount of shared resources that are taken home and limiting exchange of take-home resources between students and staff. ➢ Seeking to prevent the sharing of stationery and other equipment where possible. Staff and pupils will be provided with their own individual frequently used items such as pens and pencils. ➢ Frequently cleaning any shared resources and equipment between class groups, such as sports and art equipment • Soft furnishings and equipment that are hard to clean (such as those with intricate parts) will be removed from use. • Shared materials and surfaces will be cleaned and disinfected more frequently. • Classroom resources such as books and games shared within the designated groups will be cleaned regularly, along with all frequently touched surfaces. • Any resources that are shared between classes, such as sport, art and science equipment, will be cleaned frequently and meticulously and 		

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		always between different class groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). Practical lessons will only be undertaken if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same students in one day, or properly cleaned between cohorts.		
Travelling to School during the outbreak	<ul style="list-style-type: none"> Staff Students <p><i>(May become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> Travel arrangements will be revised in consultation with the School Bus/Home to School Transport Service, where required, for relevant students. This will include the measures being put in place to reduce contact. Unnecessary non-essential work travel will be avoided/minimised wherever possible. Staff and students are requested to avoid public transport if at all possible – where use of public transport is necessary, they are to conform to all requirements, e.g., wearing mandatory face coverings, social distancing, etc. This is important for students who will be travelling with people from outside of their year bubble Staff and students are supported to walk, cycle or drive to work wherever possible, with the provision of safe bike storage, free parking, etc. Flexible/staggered start and finish times enabled so that staff can avoid travelling at peak times. Staff have been requested not to share cars, wherever possible. Where travelling cannot be avoided for work purposes and staff have to travel together in one vehicle, the following mitigation methods have been implemented: <ul style="list-style-type: none"> ➢ Use of fixed travel partners; ➢ Avoidance of sitting face-to-face; Refraining from playing music or radio broadcasts that may encourage shouting or raising of voices above normal conversation levels. 	<ul style="list-style-type: none"> 	
Inadequate Induction of New and Temporary Staff	<ul style="list-style-type: none"> Staff (including Supply Teachers and other temporary workers) 	<ul style="list-style-type: none"> Induction of staff will continue either remotely or in school in line with social distancing guidelines. New and Temporary staff will be provided with clear instructions and information, and adequate training, on how to work safely, including 		

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	<i>(may suffer injury or ill health through a lack of understanding on the hazards and risks they may face, the control measures in place and emergency procedures to be followed)</i>	arrangements for infection control, social distancing, first aid, fire and evacuation.		
Inadequate First Aid Facilities, Personnel and Equipment and Information for First Aiders	<ul style="list-style-type: none"> • Staff • Students • Visitors • Designated First Aiders <i>(may not receive immediate first aid treatment due to insufficient first aid facilities, personnel and equipment; and First Aiders may become infected through close contact with casualties infected with COVID-19 or spread infection through poor hygiene practices)</i>	<ul style="list-style-type: none"> • First aid needs assessment reviewed to determine adequate and appropriate equipment, facilities and personnel to ensure staff, and students receive immediate attention if they are injured or taken ill. • There will always be at least one person with a valid First Aid at Work or Emergency First Aid at Work certificate available within the school. • Standard Infection Prevention and Control Procedures (i.e., maintaining good hand, respiratory and personal hygiene, cleaning of potentially contaminated surfaces) followed at all times by First Aiders to protect themselves and others and limit the risk of spread of COVID-19. • Contact and time sharing a breathing zone with casualties potentially infected with COVID-19 to be limited as much as possible, with casualties directed to do things for themselves where possible avoid touching them, their immediate environment and any waste • PPE provided and used by first aiders as necessary (i.e., fluid resistant surgical mask, disposable gloves, disposable apron (and goggles or visor where the risk of splashing is present). • The use of chest compressions only will be performed by First Aiders should cardiopulmonary resuscitation (CPR) be required. No rescue breaths or mouth-to-mouth ventilation will be performed. Where First Aiders have access to an AED, then this will be used, as using these carry no risk of virus spread. • Principal to share with first aiders the latest NHS advice on how to respond to a first aid incident and the Resuscitation Council's guidance on COVID-19 in relation to CPR and resuscitation in first aid and community settings, when dealing with first aid incidents during the outbreak. https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with- 	<ul style="list-style-type: none"> • First Aiders to complete the free online refresher training course offered by St John Ambulance prior to resuming duties in the workplace. 	

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		<p>potential-2019-ncov and https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/.</p> <ul style="list-style-type: none"> Guidance provided to first aiders on how to respond to a first aid incident during the Coronavirus COVID-19 pandemic, including specific instructions on giving Cardiopulmonary Resuscitation (see Guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov and specific guidance on giving cardiopulmonary resuscitation (CPR) from the Resuscitation Council UK Medical Room, where provided, re-organised in line with social distancing provisions and cleaned after each use. Higher risk activities have been suspended, where required... 		
Individuals displaying Symptoms of Coronavirus (COVID-19) whilst attending the school/setting <i>(The most common symptoms are a high temperature (over 37.8°C), a new, continuous cough, and a loss of, or change in normal sense of smell or taste (anosmia))</i>	<ul style="list-style-type: none"> Staff Students Parents & Carers Visitors (i.e., Contractors, Suppliers) Vulnerable groups (Older people, people with existing underlying health conditions, pregnant females (28 weeks+) and those from a Black, Asian and Minority Ethnic (BAME) background) <p><i>(May become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it,</i></p>	<ul style="list-style-type: none"> Staff, students, parents, carers or any visitors, such as contractors, suppliers, etc., will be instructed not to attend or enter the school if they or someone within their household has is displaying any symptoms of Coronavirus to avoid spreading infection to others. If a student or staff member develops symptoms compatible with Coronavirus (whilst at the school/setting, they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students attending the school will have access to a test if they display symptoms of Coronavirus, as will members of their household, and will be encouraged to do so. Where the student or staff member tests negative, they will be allowed to return to the school/setting and their fellow household members can end their self-isolation. Where the student or staff member tests positive, any member of the class/group who they have been in close contact with, will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the student or staff member they live with in that group subsequently develops symptoms. <ul style="list-style-type: none"> ➤ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including 		

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	<p><i>and then touching their mouth, nose, or eyes).</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p>	<p>being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none"> ➤ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ➤ travelling in a small vehicle, like a car, with an infected person <ul style="list-style-type: none"> • • An Isolation Room (a clean, well-ventilated room, with opening window, closable door and minimal non-fabric furniture) will be identified, in a location away from staff, students and other visitors, for the isolation of any potentially infectious individual who cannot be immediately leave the setting. Appropriate adult supervision will be provided for students, where required. (Where it is not possible to isolate the individual, they will be moved to an area which is at least 2 metres away from other people). • Protocol in place for responding to a suspected case of Coronavirus within the school. • PPE will be worn by staff caring for any symptomatic student whilst they await collection, if a distance of 2m cannot be maintained. • Temperature monitoring or asking parents to report young people's temperature at the start of the day will not be undertaken, as this is an unreliable method for identifying Coronavirus COVID-19. • The PHE's Flowchart describing the Return to Work Process for a Symptomatic Worker following a SARS-CoV-2 (COVID-19) Test will be followed prior to allowing workers back into the workplace. <p>NHS Test and Trace</p> <ul style="list-style-type: none"> • A temporary record of all staff, students, and visitors using the workplace (and of any mixing of class groups) will be held for a period of 21 days, in a manageable way, to assist with NHS Test and Trace requests for data, if needed, to stop the onward spread of the virus in the workplace and wider society. • A St Helens Council Outbreak Management Plan has been developed to rapidly respond to help contain any clusters of infection 		

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		<p>or outbreaks, with contingency plans put in place should several people in the school be asked to self-isolate or the school is put in lockdown.</p> <ul style="list-style-type: none"> Managers instructed to notify the local Test and Trace Team (Tel: 01744 676789), who will liaise with PHE where required, should there be more than one case of COVID-19 associated with the school (reported as a suspected outbreak). Staff instructed that they must self-isolate whenever they receive a notification from the NHS Test and Trace service asking them to do so, following the <u>NHS Test and Trace Workplace Guidance</u>. If this happens on multiple occasions, Principal shall review social distancing arrangements to identify where improvements can be made. Where staff believe the contacts that have triggered these notifications are school contacts, they should discuss with the Principal what further mitigating actions could be taken to reduce the risk of COVID-19, such as using screens. 		
Lack of testing, inspection and maintenance of Building-Related Systems	<ul style="list-style-type: none"> All building occupants <p><i>(may be exposed to increased risk of injury or ill health from a lack of testing, inspection and maintenance of building related systems not being operational due to the school/setting being completely or partially closed, or having reduced occupancy during the Coronavirus (COVID-19) outbreak)</i></p>	<ul style="list-style-type: none"> Member of staff identified with responsibility for managing the premises (with cover arrangements put in place in case of staff illness), reviewing risk assessments and implementing any measures to ensure that safety is maintained for wider opening. All systems within school buildings that have been completely or partially closed, will be re-commissioned before re-opening, as would normally be done after a long holiday period. This will be undertaken in consultation with the school's Competent Person(s)/Property Support Officer, but in particular: <p>Hot and Cold Water Systems (i.e., tanks, sinks, basins, showers, drinking water outlets – taps and water fountains, calorifiers, direct-fired water heaters)</p> <p>➤ Water systems which have not been maintained or remained partly operational at a reduced capacity during the lockdown, will be disinfected, flushed and certified by a competent contractor before the school re-opens.</p>		

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		<p>Gas safety</p> <ul style="list-style-type: none"> ➤ Gas services remain in normal operation and planned gas safety checks including gas detection and/or interlocking continue to be undertaken. <p>Fire Safety</p> <ul style="list-style-type: none"> ➤ Fire safety management and evacuation plans reviewed and updated in line with operational changes, as necessary, and communicated to all staff, children and young people. ➤ Fire assembly point re-organised to meet social distancing requirements. ➤ Regular testing of fire alarm and detection systems, call points, emergency lighting and other fire safety systems undertaken to ensure they remain fully operational. ➤ Regular hazard spotting carried out to identify escape route obstructions. ➤ Daily checks to ensure that all fire doors are operational. ➤ Following advice from Merseyside fire brigade, each year group can to be shown to the fire lines separately to prevent cross contaminations. The alarm may be sounded at a given date/time to ensure that everyone is aware of how it sounds, but a full evacuation will not take place ➤ Staff instructed not to wedge open self-closing fire doors to avoid the need to touch door handles/locks. These doors must remain closed to prevent the risk of uncontrolled fire spread and smoke should a fire occur. <p>Security including access control and intruder alarm systems</p> <ul style="list-style-type: none"> ➤ All areas of the school kept secure in line with current security arrangements. ➤ Key holder information updated, as necessary. <p>Ventilation</p> <ul style="list-style-type: none"> ➤ All systems remain energised in normal operating mode. 		

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		<ul style="list-style-type: none"> ➤ Natural ventilation via windows or vents will be used as far as possible and where available occupied room windows will be opened. ➤ Where centralised or local mechanical ventilation is present, recirculation systems have been adjusted to full fresh air. (If this is not possible, systems will be operated as normal). Where ventilation units have filters present, enhanced precautions must be taken when changing filters. <p>Electrical Systems</p> <ul style="list-style-type: none"> ➤ Building-related electrical systems remain in use and are tested as appropriate. <p>Drainage Systems</p> <ul style="list-style-type: none"> ➤ Checks on traps undertaken to ensure they have not dried out and water seals are in place to prevent smells within the building, for example, hygiene rooms, and sports hall showers. ➤ Where toilets are put back into use, flushing of toilets to be undertaken with the lids down and toilet ventilation systems working. <p>Plant and Equipment</p> <ul style="list-style-type: none"> ➤ Plant and equipment continues to be maintained in line with manufacturer's instructions. ➤ Scheduled thorough examination and testing of lifting and pressure equipment to continue to be undertaken during the Coronavirus outbreak, following the updated HSE Guidance during the Coronavirus outbreak. https://www.hse.gov.uk/news/assets/docs/loler-pssr-during-outbreak.pdf. ➤ School will agree safe access and working arrangements with the contractor prior to commencing work on site. ➤ Should problems be experienced in arranging scheduled thorough examinations, due to demands on inspection services, the school will adopt a risk based process, in consultation with their Competent Person, to determine the whether there are steps that can be taken to safely continue to use equipment (that has not had its scheduled thorough examination and testing) or decide to stop using the equipment. 		

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Inadequate arrangements for School Meal provision	<ul style="list-style-type: none"> • Staff • Students <p><i>(May become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p>	<ul style="list-style-type: none"> • School will continue working with their Catering Service provider to ensure food is available for students and young people who attend and ensure staff are able to prepare, serve and work safely. • Lunch times (and any 'snack' times for early years) arranged so that children eat their lunch in their assigned bubbles and do not mix with children from other groups, by either: having several lunch sittings or serving lunch in more than one location, including (if appropriate) in their assigned classroom. • Students will clean their hands before eating their lunch. • Tables will be cleaned between each group. • Dining area layouts configured to ensure social distancing with tables and chairs cordoned off or removed where this is not possible. • Dining area layouts configured to ensure distance is maintained with tables facing forwards and side by side. 		
Stress, Mental Health and Wellbeing adversely affected during the outbreak and upon return to school/setting	<ul style="list-style-type: none"> • Staff • Students <p><i>(May be suffering with stress, mental health or wellbeing difficulties as a result of feeling disconnected, isolated from others or abandoned due to being/working at home for a long period of time; and through lack of social interactions with friends/peers/teachers and other adults in the school. Also, having experienced bereavements in their immediate family or wider circle of friends, or had increased caring responsibilities)</i></p>	<ul style="list-style-type: none"> • Access to PHE online resources to promote and support mental wellbeing of children whilst learning at home. This includes wider guidance on supporting children and young people's mental health • Digital support includes: <ul style="list-style-type: none"> ➢ An educational resource for adults about children and young people's mental health. ➢ The PHE Every Mind Matters platform about looking after your own mental health ➢ Rise Above, targeted at young people, which also has schools-facing lesson plans. • Students will be provided with opportunities to talk about their experiences over the past few weeks, one-to-one conversations with trusted adults, where this may be supportive. • Positive opportunities will be provided for students to renew and develop friendships and peer groups and other enriching developmental activities. • Regular communication of mental health information and resources, and an open-door policy in place for those staff who need additional support. 	<ul style="list-style-type: none"> • The Council's 'Adapting to the New Norm' guidance to be issued to all staff. 	

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		<ul style="list-style-type: none"> • Trained Workplace Mental Health First Aiders available for staff who may be experiencing a mental health issue or emotional distress. • A counselling service will be provided by the Academy one day a week to any staff or students who requires support • Staff workload monitored by management and adjusted as necessary. • Member of the Senior Leadership Team to keep in touch with home workers and ensure regular contact is made with them to make sure they are healthy and safe, recognising any signs of stress as early as possible. • Staff encouraged to speak regularly with their colleagues. • Subject Leads will have access to the DfE's training module on teaching about mental wellbeing to assist in the training of Teachers who will be teaching pupils about mental health and wellbeing. • Teaching staff will have access to the free MindEd learning platform for professionals, which includes a Coronavirus (COVID-19) Staff Resilience Hub with materials on peer support, stress, fear and trauma and bereavement, to support vulnerable pupils upon return to school. 		
Altered behaviours when returning to the school/setting which may affect social distancing guidelines	<ul style="list-style-type: none"> • Staff • Students <p><i>(may become infected by coming into close contact with someone who has COVID-19, through disregard of the new arrangements)</i></p>	<ul style="list-style-type: none"> • Behaviour Policy to be reviewed and updated to reflect the new protective measures and new rules and routines. This includes appropriate consequences (such as sanctions and rewards), so that staff can ensure students understand them and can enforce them rigorously. • Clear messages given to students on the importance and reasons for social distancing in reinforced throughout the day by staff and through posters and floor markings. • Senior Leaders monitor areas where there are breaches of social distancing measures and the arrangements are reviewed. 		
Educational Visits	<ul style="list-style-type: none"> • Staff • Students • Parent Volunteers 	<ul style="list-style-type: none"> • Domestic (UK) overnight and overseas educational visits have been temporarily been suspended and will be reviewed as the pandemic reduces in accordance with the HFE and the latest Government advice on Coronavirus travel advice for educational settings. Please see coronavirus: travel guidance for educational settings. • All trips will be undertaken in line with protective measures, such as keeping students within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. 		

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		<ul style="list-style-type: none"> • Outdoor spaces in the local area to be made use of to support delivery of the curriculum. • A full and thorough risk assessment in relation to all educational visits to ensure they can be done safely will be carried out, consideration will be given to control measures that need to be used to ensure they are aware of wider advice on visiting indoor and outdoor venues. • The school will consult the <u>health and safety guidance on educational visits</u> when considering visits. 		
Home working (Working with Display Screen Equipment (DSE))	<ul style="list-style-type: none"> • Staff (working at home on a long-term basis) <p><i>(may suffer pain in their necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain as a result of incorrect use of DSE or poorly designed workstations or work environments)</i></p>	<ul style="list-style-type: none"> • Staff for whom it is feasible and appropriate and can work from home, will continue to do so, in line with government policy. • Staff working at home with DSE will be encouraged to ensure that they set up their workstation to avoid : <ul style="list-style-type: none"> ➢ avoid awkward, static postures by regularly changing position; ➢ get up and move or do stretching exercises; ➢ avoid eye fatigue by changing focus or blinking from time to time. • Basic home workstation self-assessment to be completed by staff working at home on a long-term basis and who use DSE daily, for an hour or more at a time, using the HSE's practical workstation checklist https://www.hse.gov.uk/pubns/ck1.pdf • Additional DSE equipment provided or allowed to be taken home by staff to support prolonged use of portable DSE at home (e.g., separate monitor, keyboard, mouse, monitor riser, ergonomic chair) as required. 		
Face to face meetings	<ul style="list-style-type: none"> • Staff • Students • Parents & Carers • Visitors <p><i>(May become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or</i></p>	<ul style="list-style-type: none"> • Remote working tools (i.e., video/tele-conferencing) utilised instead of face to face meetings, wherever practicable. • Where a face to face meeting cannot be avoided and is the only option, participants will be kept to the absolute minimum with only essential persons present and social distancing will be maintained throughout. • Meetings will be held outdoors, wherever possible, or in well-ventilated room (i.e., opening window) of sufficient size. • The sharing pens and other objects will be avoided to prevent transmission during meetings. • Hand sanitiser will be provided in meeting rooms. • Meeting room thoroughly cleaned after each use. 		

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	<i>object that has the virus on it, and then touching their mouth, nose, or eyes).</i>			
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	<ul style="list-style-type: none"> • Staff • Students • Parents/Carers • Contractors <p><i>(May become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g., estates related) have been designated as essential work by the government and will continue. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Arrangements in place for contractors to use a different entrance to staff and students, where possible, and classes organised so that contractors and staff/students are kept apart. • Contractors will be monitored to ensure social distancing is being maintained throughout any such works. • Normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction, where required) in consultation with Estate manager 		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	<ul style="list-style-type: none"> • Staff • Students <p><i>(failure to ensure controls are implemented may result in infection)</i></p>	<ul style="list-style-type: none"> • The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 		

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Spread of infection through singing, chanting, playing wind/ brass instruments or shouting.	<ul style="list-style-type: none"> • Staff • Students (May be at risk of infection where singing, chanting, playing wind or brass instruments or shouting is occurring - even where individuals are at a distance).	<ul style="list-style-type: none"> • Music lessons will be limited to group sizes of no more than 15 pupils when teaching singing, brass and or woodwind • Physical distancing will be maintained when pupils are playing instruments or singing in small groups such as in music lessons. • Playing musical instruments and singing outside wherever possible. • Positioning pupils back-to-back or side-to-side. • The sharing of brass and woodwind instruments will not take place. • Students will/should be assigned their own instrument. • Ensuring good ventilation within the room. • Support and guidance on musical learning during the COVID-19 pandemic is available via the Council's Music Service. Contact - NicolaSkrzypczak@sthelens.gov.uk or JeremySleith@sthelens.gov.uk 		
Spread of infection through participating in physical education and school sport activities.	<ul style="list-style-type: none"> • Staff • Students (May be at risk of infection through close contact sport and the way in which people breathe during exercise)	<ul style="list-style-type: none"> • Pupils kept in consistent class groups during PE lessons. • Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports are avoided. • Use of outdoor space prioritised, where possible, for exercise and breaks and outdoor education, to limit transmission and more easily allow for distance between students and staff. External areas to be designated for different groups. • Where large indoor spaces must be used, maximising distancing will be ensured between pupils and scrupulous attention will be paid to cleaning and hygiene • Physical Education lessons will be strictly non-contact and not involve more than any one class group (i.e., supervised non-touch running games). This will be reviewed on a regular basis • PE risk assessments will be reviewed in line with the latest COVID-19 advice from the Association for Physical Education (AfPE) and the Youth Sport Trust. Reference will also be made to the Government's guidance on 'Coronavirus (COVID-19): Phased Return of Sport and Recreation' and guidance from Sport England for Grassroots Sport. • Work with external coaches, clubs and organisations for curricular and extra-curricular activities will only be undertaken where the school is satisfied that this is safe to do so and suitable risk assessments have 		

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		been completed operating within the wider protective measures of the school.		
Staff hurting themselves whilst moving around site	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • Staff must wear suitable footwear, as they may be walking around site more than they have done previously • Use the trolley provided to carry books and equipment • Wash or sanitise hands regularly when moving between different areas 	Trolleys provided for staff	