

Caldmore PRIMARY ACADEMY -MARCH RETURN - COVID-19

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to academy	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Academy to have a one-way system introduced when parents bring pupils to the academy Academy to operate entrances for each group and waiting areas outside of academy spaced 1M apart Collection and pupil leaving times will be staggered and the process outlined within Access/Egress procedure noted below. The years will arrive and leave at the following times No children to wear masks in school. Children to remain in Year group bubbles at all times. Staff can move but the children can't. Routes around school to be outside as much as possible No parents in the classrooms or near classroom doors. Any discussion will be by appointment only and over the 	HIGH	Yes	

			<p>phone unless there is a specific need for an arranged meeting. Social distancing rules will be applied.</p> <p style="text-align: center;"><u>Entrances and Exits</u></p> <ul style="list-style-type: none"> • EYFS – EYFS gate. Parents queue the left side of the ramp and follow the one-way system for exit. • Year 1 – They enter and exit by the library door. Parents queue the right side of the ramp and follow the one-way system. • Year 2 – They enter and exit the Fire exit door by Hilary’s office. Parents queue the right side of the ramp and follow the one-way system . • Year 3 and 4 – They enter and exit the gate off the bottom of the field. Parents follow the new path and exit through the main alley gate. • Year 5 and 6 – To enter, parents’ queue at the top of the steps and follow the one-way system, children fork off into classrooms. To exit, Parents use the one-way system and wait outside the Y5 area (markings on the floor) Y5 dismiss from classes and exit through main gate into alley way. 			
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			<p>Y6 dismiss from link corridor. Parents wait to the left and follow the route out to the alleyway.</p> <ul style="list-style-type: none"> • Entry lates – If children are 15 mins late for their own slot they will be marked as late on the register. If children miss their slot they will enter through the main entrance and sign in. TBC • Exits lates – If parents don't arrive to pick their child up at the correct time the child must be taken back to class to wait for a phone call from the Office to say they can be sent to the main entrance and be collected. <table border="1"> <thead> <tr> <th>Year group</th> <th>Group and Times</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>Normal morning & afternoon sessions</td> </tr> <tr> <td>Reception</td> <td>A 8:45-2:45</td> </tr> <tr> <td>Year 1</td> <td>A 8:45-2:45</td> </tr> <tr> <td>Year 2</td> <td>B 9:00 -3:00</td> </tr> <tr> <td>Year 3</td> <td>A 8:45 -2:45</td> </tr> </tbody> </table>	Year group	Group and Times	Nursery	Normal morning & afternoon sessions	Reception	A 8:45-2:45	Year 1	A 8:45-2:45	Year 2	B 9:00 -3:00	Year 3	A 8:45 -2:45			
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Year 5	C 9:00 - 3:00											
Year 6	B 8.50 – 2.50											
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff member collecting pupils should wear a face mask and gloves if 1M distance cannot be met • Staff will direct children to use the hand sanitiser on entry into their classroom (another member of staff supervise pupils) or they will be directed to the sinks within their rooms to wash their hands (member of staff will supervise) 	HIGH	Yes							
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The teacher will remain at a 2-metre distance from the children where possible. 	HIGH	YES							

			<ul style="list-style-type: none"> • The teacher's desk will be kept 2 metres away from the children's tables/desks. • Class bubbles will be no more than 30 • All desks will be forward facing • Where social distancing cannot be maintained, 1:1 staff working with children to ensure that they are to the side or behind a child, not in front. • Tissues available around the rooms for pupils to use when coughing or sneezing and they must go into a closed lid bin after one use. • Maximum number of pupils per room is 30 • Capacity reviews have been completed and plans detailing the arrangements are available to pupils/staff and parents via website • Soft toys to be removed from Classrooms • Hand sanitiser to be provided in every room. 			
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Teaching staff must keep that 2mtr at all times where possible when teaching. • Where children may require extra assistance a 2 metre rule must try to be enforced. • Where 2 metre rule cannot be met Staff members must use PPE available to them (masks, Gloves, Apron) for face to face teaching where side to side teaching is impossible 	HIGH	YES	

			<ul style="list-style-type: none"> • Where children may require extra assistance the staff member should use the PPE available to them (Visors, masks, Gloves, Apron) if this is needed. • Hand sanitiser in every classroom and must be used every time a pupil enters the room • Soft toys to be removed from Classrooms • All children to have their own bag of resources. • If children need to move rooms, they will take their resource pack with them (including a dictionary). • Any books such as dictionaries/ reading books to remain in children's positions • Once children are finished with the book, class teachers will quarantine the books for 72 hours between bubbles • Children to be seated forward facing. • Children are not to sit in any other seating arrangements from Y1-y6 including circles. • If children are required to sit on the carpet they will sit in row, forward facing, 1m+ apart. <p><u>In the Classroom</u></p> <ul style="list-style-type: none"> • Y1 – Y6 desks must all face the front with children sitting in twos. Pairs of children to remain the same as much as possible. 			
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			<ul style="list-style-type: none"> • Each child to be provided with a plastic wallet containing their own resources e.g. pencil, whiteboard, pen, ruler, glue stick, scissors, crayons etc. A line can be taped down the centre of the table, so children know to keep their own resources on their side of the desk. Plenty of stationery orders have gone in. • Children can share resources such as textbooks, Guided Reading books etc. but they should be wiped down after use. • Children are allowed to move around the classroom to give out equipment. They should sanitize their hands first. • Children are allowed to take reading books home. When they are brought back in they need to be quarantined for two days in a plastic wallet or tub, then wiped before they are put back in boxes for another child to use. Friday would be a good day to collect in. • All resources that are not cleanable on site e.g. cushions in reading areas, are not to be out. • An area should be marked out at the front of the classroom as a Teachers area and a no-go zone for the children. This can be applied to a TA working area as well. 			
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			<ul style="list-style-type: none"> • There will be an increase in hand washing and sanitizing throughout the day, the children will need constant reminders of this. Handwash, sanitizers and lidded bins will be in all classrooms and toilets. • Science equipment, musical instruments etc. are all ok to be used as long as they are wiped down afterwards. • No children to leave the classroom other than to go to the toilet, for lunch or for RWI purposes (see separate plans). • No children to be sent to deliver messages around the school but can between year group bubbles. • First Aid – No children to be sent over to the office. Class based staff to fetch first aiders. Where possible use the first aiders in your bubble/area in school. • PPA will be as normal. Timetable to follow. • Library out of use for all children (apart from RWI group) and reading areas out of use • Routes around school to be outside as much as possible • Rooms used by more than one-year group e.g. the purple room, reading hub, library etc. to be cleaned in between use. • Lost property must be kept in year group bubbles and not stored centrally 			
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Intervention s and breakfast clubs and assemblies	Staff children	Spread of infection due to close contact	<ul style="list-style-type: none"> • Children receiving speech and language therapy will be collected from outside the classroom door. • Adult will sit to the side of the child for 1-1 session for language • Teacher will use her plastic screen to place in front of the child when working on speech sounds. • Resources, table and chairs to be cleaned after every session. • Children and staff to sanitise hands before entering the room • Sessions can be run with children in the same year group bubble. • Children to be forward facing with adult 2 metres away • Children to sanitise hands before entering the room • Resources to be cleaned at the end of each session. • Adult 1m+ away, 2m where possible. • Children to bring their own resource pack to the session. This includes their own book and dictionary. • Room to be cleaned by the cleaner before being used by another group. 	High	Yes	
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			<ul style="list-style-type: none"> • Children are walked back to their classroom by an adult. <p><u>Outside agencies-</u></p> <ul style="list-style-type: none"> • Adults to have their temperature checked before entering the academy. • Risk assessment shared before visit (relevant sections) • Children to sanitise hands before entering the room. • Parent meetings to be organised via phone or teams. • Where this is not appropriate 2 metre social distancing must be adhered to. Parents will require a temperature check before entering the building. Room to be cleaned after use. <p>NO BREAKFAST CLUB UNTIL FURTHER NOTICE</p> <ul style="list-style-type: none"> • No breakfast club in September. Children can have bagels in the classroom as usual. Please use your first day back with your class to gauge how many bagels you are likely to want each day from Monday 7th 			
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			<p>September. Bagels will be delivered to classes by an adult.</p> <p>ASSEMBLIES</p> <ul style="list-style-type: none"> • There will be no mixing of year groups for assemblies. These will take place in classrooms. Details of timings and content of class assemblies to follow. • SLT will deliver Praise Assemblies through TEAMS 			
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> • HAND DRYERS CAN NOW BE USED AND DISPOSABLE HAND PAPER ALSO USED IF REQUIRED • Inform the child of the importance of washing their hands after using the toilet and on their return to the classroom use the hand sanitiser on entering the classroom. • Posters placed around site to reinforce this issue • Toilet breaks to take place at designated times throughout the day and staggered across year groups • All years to use toilets closest to their classrooms. • Pupil will use hand sanitiser within classrooms every time they enter. • Cleaning rota to be laminated and placed in the toilets to monitor the frequency of the cleaning. • EYFS to keep to their area. Nursery only to use Nursery toilets and Reception only to use Reception toilets. 	MEDIUM	YES	

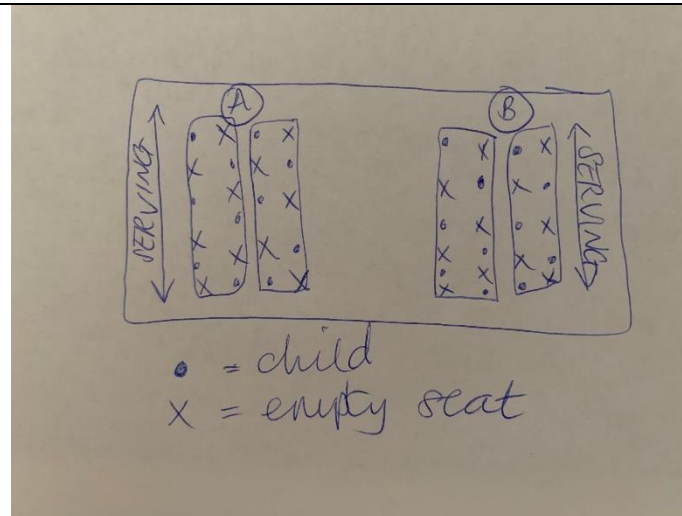
			<ul style="list-style-type: none"> • Year 1 and 2 to keep to their side of the building and only use Year 1 and 2 toilets. • Year 3 and 4 to keep to their corridor, use Y3 and 4 toilets and only use the hall for those children who are having hot dinners. • Year 5 and 6 to keep to their corridor, use the Y5 and 6 toilets and only use the hall for those children who are having hot dinners. • TA's may have to monitor toilet use during lessons to ensure bubbles aren't mixing • Staff to monitor toilet use at busy times ie playtimes and lunchtimes 							
Break times	Children	Spread of Infection due to close contact	Year group	Group and Times	Playtime	Lunchtime	Afternoon Play time	MEDIUM	YES	
			Nursery	Normal morning & afternoon sessions						
			Reception	A 8:45-2:45	Arranged to suit	11:30- 12:15				
			Year 1	A 8:45-2:45	10:20-10:35 small playground	11:45-12:30	1:40 -1:50 small			

						playground			
			Year 2	B 9:00 - 3:00	10:25-10:40 playground	11:45-12:30	1:50 – 2:00 playground		
			Year 3	A 8:45 - 2:45	10:40-10:55 small playground	12:30-1:15			
			Year 4	C 9:15- 3:15	10:40 -10:55 playground	12:30- 1:15			
			Year 5	C 9:00- 3:00	11:00-11:15 playground (1 half)	12:45 – 1:30 (small playground)			
			Year 6	B 8.50- 2.50	11:00-11:15 playground (1 half)	12:45-1:30			
			<ul style="list-style-type: none"> • Pupils will remain in their bubble group when outside for breaks/lunch/activities. • Pupils informed again of the importance of social distancing whilst outside. • Dedicated area of playground/field to be marked out for each bubble group to use during breaks and same are used each time. 						

			<ul style="list-style-type: none"> • Teachers to provide activities which can abide by the rules. • Supervising staff must keep a 2-metre distance from each other at all times. PPE available for staff to use where this is not possible. • Each class given time for toilets and hand washing-children must be taken by staff in bubble • Allocated classroom snack time • Room cleaned whilst in toilets • Each class bubble allocated area to play outside • Supervised by staff from own bubble 			
Break Times – staffroom	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff must sit at least 1.5 metres apart from each other whilst eating their lunch. • Staff must make their own drinks using their own cup • The staffroom can accommodate 10 people at any one time • Staff are permitted to bring their own lunch and store this in the fridge. • Fridge will be emptied and cleaned each night. • Microwave/Kettle will be available, but this must be cleaned after use. • No sharing of cutlery or food items. • Staffroom to be cleaned after use by onsite cleaner 	Medium	Yes	

			<ul style="list-style-type: none"> • Hand washing before/after use of everything 			
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<p>Member of cleaning staff working through out day to thoroughly clean all touch points</p> <ul style="list-style-type: none"> • During breaks they will clean tables and door handles with a disinfectant or disinfectant spray. • If a child releases bodily fluid in class space, affected area to be cleaned with anti-bacterial spray and wiped with blue paper towels by staff member • A designated member of Staff to supervise pupils in classroom or outside area. When doing so they will socially distance by 2m. • Breaks to take place during Lunch when pupil bubble groups are taken outside to designated area and supervised by Midday Supervisor's/TA <p><u>Playtimes</u></p> <ul style="list-style-type: none"> • Children will either use the small playground (car park), outside Y2 or one of the halves of the main playground. If two-year groups are on the main playground they will have to enter and exit at opposite ends. • Children are allowed to use the play equipment and apparatus, but they must be wiped down between uses. 	MEDIUM	YES	

			<ul style="list-style-type: none"> • Staff allocated to each year group will have to timetable their own playground duties therefore there will be no whole school playground rotas. • Two members of staff on duty per year group bubble. • Staff can also contact the onsite cleaner if they need a space cleaning 			
Lunch breaks	Staff Children	Spread of Infection due to close contact	<p><u>Lunchtimes</u></p> <ul style="list-style-type: none"> • Children can bring a packed lunch, drink and their own water bottles. If children are eating their own packed lunch or a school provided packed lunch it will be eaten in one of their year group classrooms. The other classroom will be kept free in case of wet lunchtimes. • Hot dinners will be eaten in the hall. All food will be served by adults. It will be separated into 2 sections with a serving hatch at each end, with 2-year groups in at a time and two separate entrances. No man's land in the middle. Children must not face another child so they will be seated like this: 	MEDIUM	YES	



- Ensure no cross-over in corridors on route
- Tables will be wiped between sittings
- There will be a dedicated First Aid station in the Treehouse area
- For the smooth running of dinner times it is essential that numbers for who are packed lunches from home, who want a hot dinner and who want a sandwich provided by the dinner staff are communicated with the office as soon as possible during registration.

			<ul style="list-style-type: none"> The main playground will be separated into 2 halves with a no man's land section in the middle. Children are allowed to use the play equipment, but they must be wiped down between uses. All dietary requirements reviewed before re-opening and details recorded for new pupils receiving onsite catering Catering staff to wear PPE if they feel necessary when delivering lunches 			
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering Mask/Visor/Gloves/Apron and follow ATT procedure when dealing with injuries. Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. Where this is not possible Staff members to wear PPE and dispose of items within closed lid bin immediately after use. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands after contact PPE used for first aid must be disposed of after use Staff to wash hands and sanitise after removal of PPE 	HIGH	YES	
Staff receiving	Staff	Risk of infection	<ul style="list-style-type: none"> All schools should offer regular twice weekly testing to their staff and to carry out LFT at home. 			

LFD Tests on site			<ul style="list-style-type: none"> • Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school, although participation in testing is strongly encouraged. • Anyone with a positive result will be required to go home immediately. • The person is required to isolate for 10 days from the date of the positive LFT (with the test date being day 0). The legal duty to self-isolate is triggered by a positive LFT. It is also necessary for the setting to isolate any close contacts of the case for the 48 hours prior to the LFT test being conducted. This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines 			
Staff receiving LFD Tests at home	Staff	Risk of infection	<ul style="list-style-type: none"> • Anyone with a positive result will need to take a confirmatory Polymerase Chain Reaction test, • If the confirmatory PCR test is positive, the person is required to continue to isolate for the 10 day period. If the confirmatory PCR test is negative, the person can end isolation and return to their normal routine. • It is necessary for the setting to isolate close contacts of the case for the 48 hours prior to the LFT being conducted. A negative PCR would allow the close contacts to end isolation so we would advise that the wording used allows this to be an option. 			

			<ul style="list-style-type: none"> Should the person go on to develop symptoms during the isolation period, the isolation period will restart from the first day symptoms appear. 			
Testing Staff who have recently returned after a positive result	Staff	False Positives	<ul style="list-style-type: none"> If staff have recently (within 90 days) tested positive for COVID-19, they are likely to have developed some immunity. These people are exempt from testing by both PCR and LFT within 90 days of a positive test, unless they develop new symptoms. However, they may choose to take a LFT after the isolation period. If found positive on LFT, they will be required to self-isolate for 10 days or longer if symptomatic. This should only be done after completion of the required self-isolation period A new LFT must not be taken whilst the person is still within a period of isolation. If symptoms (other than cough or a loss of, or change in, your normal sense of taste or smell) persist for longer than 10 days, this isolation period could be longer. Further PCR tests, within 90 days of a positive test result, should only be obtained where the person develops a new incidence of symptoms. 			

Face covering	Pupils Staff	Risk of spread of infection	<ul style="list-style-type: none"> • Signs or posters in place on how pupils remove face masks correctly or information given in newsletters prior to start of new term. • Removal of face masks at the school gate for pupils and staff. • Staff and pupils to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears). • If disposable masks these must be disposed of in a closed bin. • If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing. • Consider wearing face coverings when in communal areas and moving around the school site. • Wear face coverings when speaking with parents. • Wear face coverings when out of your social bubble. • It is advised a face shield is not worn unless medical reasons prevent from wearing or a valid reason is given (it is safer to use a mask) or for communication reasons • Children in primary school do not need to wear a face covering. 			
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. 	HIGH	YES	

			<ul style="list-style-type: none"> • Wear face covering visor, mask and gloves when in close contact or dealing with bodily fluids • In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. • Always wash hands and sanitise after contact 			
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • Staff must wear a face covering mask and/or visor if having to deliver close contact first aid and follow ATT procedure for administering first aid (always refer to up to date information from Gov.UK) • Any dressings used to be double bagged. • Where any medications are administered try and encourage the pupils to self-administer or staff member must wear a face covering visor, mask, apron and gloves which must be disposed of immediately after use (always refer to up to date information from Gov.UK) • Staff to wash hands and sanitise after first aid procedures have taken place and PPE removed • Special Attention must be applied for pupils with specific needs including administering of Insulin and safe storage of this medication. 	HIGH	YES	

			<ul style="list-style-type: none"> Inhalers will be administered based on the guidelines in the child's H&C plan. Brown inhalers are not to be administered in school All medication provided by parents must be signed off at the office 			
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> When staff are carrying out any intimate care they must: Wear Gloves Wear an apron Wear a mask Wear a visor Nappies, wipes etc. must be double bagged and placed into a closed lid bin Soiled clothes to be double bagged and given to Parents on collection of child. Staff must wash their hands once gloves and masks are removed and dispose of single use PPE ATT procedure to be displayed outlining instructions which must be followed. Record all intimate care carried out. 	HIGH	YES	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. Encourage child to use a tissue to wipe eyes/nose etc. If contact is required, consider wearing a face covering visor or mask. 	MEDIUM	YES	

			<ul style="list-style-type: none"> Wash and sanitise hands after contact 			
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where possible allow the child to vent their frustrations Where possible allow child to be in a room on their own or outside If team teach techniques are required, it is advised face covering mask and or visor, apron and gloves are worn. Pupil may need sperate care and attention in another space, area to be designated by academy and PPE used at all times 	HIGH	YES	
Children leaving at the end of the academy day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Collection and pupil leaving times will be staggered and the process outlined within Access/Egress procedure that is mention above in the “arriving at academy” 	HIGH	YES	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged, and social distancing rules observed. PPE will be available for staff to use if social distancing requirements cannot be met Parents will be not be allowed onto the academy site and 2 metre spaces clearly marked outside the academy gates 	HIGH	YES	

			and monitored by staff to discourage parents from congregating together.			
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. • All staff are able to access the following information on-line for up to date information on COCID-19 <ul style="list-style-type: none"> ➢ Public Health England ➢ Gov.co.uk ➢ NHS ➢ DfE ➢ Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection available on ATT LMS and delivered online including: <ul style="list-style-type: none"> ○ Infectious diseases ○ COVID19 ○ First aid at Work ○ First Aid Appointed person ○ First Aid/Riddor • Staff are made aware of the academy's infection control procedures in relation to coronavirus via website, email and staff information packs provided during pre-opening meetings 	MEDIUM	YES	

			<ul style="list-style-type: none"> • Staff to contact the academy as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the academy’s infection control procedures in relation to coronavirus via Website, letter, posters or social media – they are informed that they must contact the academy as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the academy’s infection control procedures in relation to coronavirus via academy staff and are informed that they must tell a member of staff if they feel unwell. • Any unwell pupil will be separated from their group and have their temperature recorded immediately. • Risk assessments are completed for any high risk staff or staff who are part of the BAME group. 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the academy reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the academy. • Pupils, staff and visitors are expected to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance. 	HIGH	YES	

			<ul style="list-style-type: none"> • Sufficient amounts of soap and hand sanitiser available in classrooms, clean water and paper towels are supplied in all toilets and kitchen areas. • Hand sanitiser dispensers have been fixed to the walls of key traffic areas around school. I.e. entrance to playground doors. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary using sinks in classrooms • Pupils are forbidden from sharing cutlery, cups or food or from bringing these items from home. • Children can bring in packed lunches from home. See above. • Air con can be used with windows and doors (Where appropriate) opened to provide natural ventilation • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • Central ATT Estates team to arrange enhanced cleaning prior to opening which will be undertaken where required – ATT Cleaning provider to provide guidance, risk assessments and cleaning specification prior to re-opening 			
Ill health	Staff Pupils	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high 	HIGH	YES	

	Others		<p>temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> • Forehead temperature gun in place at academy to take temperature and minimise contact between staff and pupils. Staff and pupils to have temperature checks. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a 			
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			<p>disinfectant and care to be taken when cleaning all hard surfaces.</p> <ul style="list-style-type: none"> • Room to be taken out of circulation for 72 hours and pupils/staff to self-isolate in confirmed cases of COVID19. • Fogging treatment to be carried out to affected area in confirmed cases. To be arranged at ATT estates on notification. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the academy to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable but separated from bubble group, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
Spread of infection	Staff Pupils	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using anti-bacterial 	HIGH	YES	

	Others		<p>spray and blue paper towels provided within class space in line with guidance, using PPE at all times.</p> <ul style="list-style-type: none"> • Cleaning staff on site during opening hours to meet hygiene standards • Parents are informed not to bring their children to the academy or on the academy premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to the academy before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • All pupil trips are to be on hold during this period of re-opening • Parents notify the academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The academy in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents where necessary. 			
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			<ul style="list-style-type: none"> • In extreme cases involving significant risk the decision not to return to academy can be taken in conjunction with the pupils' parents. 			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns koi about their own, a colleague's or a pupil's symptoms to the Principal or SLT as soon as possible. • The Academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus and follows the ATT procedure. • The Academy is informed by pupils' parents when pupils return to academy after having coronavirus – the Academy informs the relevant staff. • Staff inform the principal when they plan to return to work after having coronavirus. • Central Estates monitors the cleaning standards of the academy cleaning contractors and additional measures required with regards to managing the spread of coronavirus are being implemented with cleaning arrangements and specification outlined for Academy. 	HIGH	YES	

Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> • The academy staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure. • Temperature to be taken should any pupil show signs of illness • The principal contacts the senior ATT officer (Deputy Estates Director/Estate Director/RED/Senior Operation Officer) and follows the advice given from and discusses if any further action needs to be taken. • Academy puts into place any actions or precautions advised by the above discussion with ATT officer (Deputy Estates Director/Estate Director/RED/Senior Operation Officer) • The Academy follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace flow chart in RA 9 for further guidance • Academy keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 	Medium	YES	
Cleaning while Academy open	Staff	Infection Control	<ul style="list-style-type: none"> • Cleaning staff deployed during daytime opening hours 08:30 – 15:30 in addition to regular cleaning hours. • All touchpoints and hard surfaces to be cleaned on a regular basis throughout the day, this will include <ul style="list-style-type: none"> ➤ All door handles 	MEDIUM	YES	

			<ul style="list-style-type: none"> ➤ All tables and chairs used by staff and pupils ➤ Toilet flushes and regular cleaning of toilets. ➤ Separate specification to be issued by cleaning contractor • All classrooms to have spray disinfectant and disposable cloths to clear any spillage during occupation. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All used cloths thrown away to be double bagged and then placed in a secure area/closed lid bin. 			
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • Regional Manager review of Site Health and Safety will be completed prior to re-opening. • Statutory inspections to continue but with social distancing in place at all times and completed outside of opening hours (prior to 09:00, after 15:30 and weekends) • In-house inspections will continue to ensure the academy remains as safe as possible. • Property software regularly updated to show compliance 	MEDIUM	YES	
Contractors in the academy	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • Contractor visits will be completed outside of opening hours unless in case of emergency required to keep academy open. • Where contractors are coming into the academy, they must complete academy waiver stating they are free from symptoms and do not have COVID19. 	MEDIUM	YES	

			<ul style="list-style-type: none"> • ALL Contractors must have up to date Risk Assessments and Method Statements and provide copies along with COVID19 safety measures prior to entry to site. • Control measures regarding the Coronavirus must be included within their RAMs. • Academy to ensure no pupils or staff are in the area where contractors are working • Contractors will be designated a toilet they can use whilst on site if out of hours which will then be cleaned or advised not to use on site facilities. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. Area will then be thoroughly disinfected • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the Academy site and complete academy waiver form. • If they become aware of a contractor coming down with symptoms within 14 days of being at the academy, they must inform the academy immediately. 			
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up to date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. 	HIGH	YES	

			<ul style="list-style-type: none"> Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 			
EYFS Seating Snack time	Staff Pupils	Infection Control	<p><u>EYFS</u></p> <ul style="list-style-type: none"> Reception Induction: <ul style="list-style-type: none"> 2-9-20 – 8:45-12:15: 6 original nursery children 3-9-20 – 8:45-12:15: Yesterday's 6 + 6 more 4-9-20 – 8:45-12:15: Yesterday's 12 +remaining original nursery children Afternoons used to invite new parents to meet the teacher on a one to one, timetabled basis W.C.7-9-20 Original Children in plus 3 new children per day. By Friday all Reception children will be in. Nursery: 2nd-4th September all parents will be given the opportunity to visit nursery with their child, on a one to one, timetabled basis. W.C 7-9-20 Nursery children that were with us before school closure will do their normal hours. (Once settled new nursery children will be introduced) 	MEDIUM	YES	

			<ul style="list-style-type: none"> • Staff will wear PPE when children are coming into school. PPE will be given to parents of children who are reluctant to leave them and the parents can come into the playground. • Some equipment will be restricted to family groups. • Cleanliness needs to be maintained and equipment cleaned as often as possible. • A timetable needs to be given to cleaners, indicating what needs cleaning and when. • Outdoor apparatus can be used – needs to be built into the cleaning routine. • A steamer will be purchased to aid with cleaning of equipment. • EYFS to have their own Risk Assessment. 			
PE	Pupils Staff		<ul style="list-style-type: none"> • There will be one PE lesson a week, most sessions will be taken by WFC. • Take advantage of playtimes to encourage fitness and exercise with the children • Children must wear a Caldmore PE kit • Year 5 and 6 will be encouraged to come to school dressed in PE kit for their designated day as there will 	MEDIUM	YES	

			<p>be no other room for children to change. Other year groups can decide if they want to do this as well.</p> <ul style="list-style-type: none">• Avoid contact sports• Equipment e.g. balls, rackets etc are ok to be used as long as they are wiped down afterwards. If WFC are running your PE lessons it is their responsibility.• It is ok to run After School Sports Clubs as long as they are in year group bubbles.			
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