



COVID-19 OPENING OF SCHOOLS

January 2021

Current Community Tier: Tier 4

School Name: Etone College

Headteacher: Ian Smith

Head Caretaker: Andy Hollihhead

<p>Assessment conducted by: Gary Smart Andy Hollihhead; Head Caretaker</p> <p>Updated by Andy Hollihhead; Head Caretaker</p>	<p>Position: Trust Estates and Facilities Manager</p>	<p>In consultation with: Ian Smith; Headteacher Jacqui Newsome; Matrix</p>	<p>Date of Assessment: Monday 1st June 2020</p>	<p>Date Revised at Trust Level: Wednesday 10th June 2020</p>	<p>Date Revised: August 2020 Wednesday 2nd September 2020 Friday 23rd October 2020 05.11.20 (<i>new national guidance</i>) 08.12.20 (<i>updated national guidance 03.12.20</i>) 18.12.20 (<i>updated Schools, Colleges Testing Handbook V3.7: 17.12.20</i>) 03.01.21</p>	<p>Review Date: Weekly</p>
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IMPACT/SEVERITY

Very High (VH) Strong likelihood of fatality / serious injury occurring	High (H) Possibility of fatality/serious injury occurring	Medium (M) Possibility of significant injury or over 3-day absence occurring	Low (L) Possibility of minor injury only	
LIKELIHOOD				
5 (Almost certain) Will undoubtedly happen/recur, possibly frequently	4 (Likely) Will probably happen/recur, but it is not a persisting issue/circumstances	3 (Possible) Might happen or recur occasionally	2 (Unlikely) Do not expect it to happen, but it is possible it may do so	1 (Rare) This will never happen/recur

What are the hazards?	Who might be harmed?	Controls Required	Impact/Severity	Likelihood	Action by who?	Action by when?	Done
NET CAPACITY							
Rapid Coronavirus Testing	Staff Pupils Others	From January 4 th 2021 staff at school will be routinely tested and both staff and pupils will offered daily tests if they have been identified as a close contact of a positive case so that they can stay in school, rather than isolate. Information and guidance including completed 'workforce tool' to assist in the number of bays and staff required to administer mass testing, was	M	L	Head Rapid Testing Team	Jan 2021	

		<p>emailed to Headteacher's by R.Doidge on Thursday 31st December 2020.</p> <p>WORKFORCE TOOL: Etone minimum testing bays needed: 6 Total staff recommended: 13</p> <ul style="list-style-type: none"> • Swabbing and processing of these tests will be conducted at a dedicated testing site in school once a week either by trained personnel or as a self-test with supervision from trained personnel, with results in around 30 minutes. • Dedicated testing sites will need to be set up in schools and guidance on this is available from Schools, Colleges Testing Handbook V3.7. Webinars will also be available in January to support with setups. • Schools will need to consider specific roles to support the Rapid Coronavirus Testing. These roles are identified in the Schools, Colleges Testing Handbook V3.7. Guidance on roles has also been provided through the completed 'workforce tool'; issued to Headteacher's on 31st December 2020. 1,500 military personnel will provide virtual training and advice on establishing the testing process, with teams on standby to provide in-person support if required by secondary schools. • Participation is voluntary and active consent is required either by staff, parents /legal guardians, as appropriate. Consent needs to be for the weekly testing and for 			<p>Head Caretaker</p> <p>Head</p> <p>Head/ Admin</p> <p>Head</p>		
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		<p>the serial testing component of the programme.</p> <ul style="list-style-type: none"> Schools will operate a staggered return, offering all non-exam year groups full-time remote education, as close as possible to that which pupils would get in class, during the first week of term, with face-to-face education for all starting on 11 January. 					
Available capacity of the school is reduced when social distancing guidelines are applied	Staff Pupils Others	<ul style="list-style-type: none"> Agreed zoning of the premises on any given day to enable compliance with social distancing rules. (<i>Map</i>) Separate entrance and exits for cohorts as detailed in attached map. Separate zoned break and lunch areas for year group bubbles. Designated year group toilets to avoid mixing – cleaned regularly. Agreed new timetable and arrangements confirmed for each year group. Blocks introduced to minimise pupil movement. Staff rota in place for duties, including additional duties. Arrangements in place to support pupils when not at school with remote learning at home. Students arriving on site via bike, to store bike in bike zone as per map and cohort entrance. 	L	3	Head Head	Updated and review Sept 20	Yes
SCHOOL ACCESS							
The use of public and school	Staff Pupils Others	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This 	M	3	Head	Updated and	Yes

<p>transport by pupils poses risks in terms of social distancing</p>		<p>includes advice on the use of face coverings if pupils are travelling with children other than from their own class.</p> <ul style="list-style-type: none"> • Families informed only to use public transport as a last resort. • Parents to arrange transport and from school away from school site as no facility to drop off or pick up and to avoid gatherings. • Pupils in Year 7 and above to wear face coverings when travelling on dedicated school transport to secondary school in line with new national guidance. • Face coverings are to be worn by staff, pupils and visitors in communal areas outside of the classroom. • In the event of any student struggling to access a face covering, the school has access to a supply of face coverings (disposable). 				<p>review Sept 20</p>	
<p>Arriving to school</p>	<p>Staff Pupils Others</p>	<ul style="list-style-type: none"> • Entry protocol in place and shared with all staff, pupils and parents. • Staggered entrance via separate entrances by year group bubbles managed by Leadership staff. • 2-metre rule to be enforced while they are waiting for staff to receive their pupils • Staff and pupils to use antibacterial gel or wash hands using portable wash basins before entering the school building. This will take place on all entrances. • Masks will be encouraged for pupils and visitors for staff unless exempt. 	<p>L</p>	<p>3</p>	<p>Site/ Head Head Head</p>	<p>Updated and review Sept 20</p>	<p>Yes</p>

Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	Staff Pupils Others	<ul style="list-style-type: none"> No parents or visitors permitted on site without a prior appointment. Deliveries to be dropped off to a designated area by the main gates and collected by Site Team. All visitors will be required to wear face covering unless exempt. 	M	3	Site	Updated and review Sept 20	Yes
Secondary Pupils leaving at the end of the school day.	Staff Pupils Others	<ul style="list-style-type: none"> Staggered exit by year group bubbles managed by Leadership staff via separate exits. Pupils to be informed of the requirement to maintain 2-metre rule when leaving school. Pupils to be escorted from site via different routes. Face coverings will be permitted for pupils and visors for staff 	L	3	Staff Staff	Updated and review Sept 20	Yes
Parent wishing to talk to staff	Staff	<ul style="list-style-type: none"> Parents will be informed that conversations with staff will be either over the phone or email. Parents will not be permitted on site without a prior appointment. All parents will be required to wear face covering unless exempt. 	L	4	Staff Head/ Site	Updated and review Sept 20	Yes
CLEANING and COMPLIANCE							
Stock control	Staff	<ul style="list-style-type: none"> Head Caretaker to ensure stock levels of: <ul style="list-style-type: none"> <i>Toilet rolls</i> <i>Hand soap</i> <i>Hand sanitiser</i> <i>Bleach</i> 	L	2	Site	Updated and review Sept 20	Yes

		<ul style="list-style-type: none"> - <i>Anti-bacterial wipes</i> - <i>Refuge bags</i> - <i>Masks</i> - <i>Visors</i> 					
Cleaning while school open	Staff	<ul style="list-style-type: none"> • All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ✓ All door handles ✓ All tables and chairs used by staff and pupils ✓ Toilet flushes and regular cleaning of toilets. Toilet check recorded. • All classrooms in use to have anti-bacterial tubs with wipes. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • Additional cleaners employed between 10am and 2pm to clean all touchpoints during the school day. • Site Team to support with the cleaning of computers/keyboards at the end of each day. • The Trust has employed additional cleaners through the cleaning contract to support with daily enhanced cleaning regimes, such as touch points. 	M	2	Site Cleaning Contract Site	Updated and review Sept 20	Yes
Statutory Tests and Inspections	Staff Pupils	<ul style="list-style-type: none"> • Statutory inspections to continue but with social distancing in place always. With records maintained and checked by Headteacher. • In-house inspections should continue to ensure the school remains as safe as possible. 	M	1	Site Site	Updated and review Sept 20	Yes

Contractors in school	Staff Pupils Visitors	<ul style="list-style-type: none"> Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the COVID-19 must be included within their Risk Assessments and Method Statements. School to ensure no pupils or staff are in the area where contractors are working. Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. They must ensure no workers are displaying any signs or symptoms of COVID-19 prior to entering the school site. School will screen contractor's in-line with site specific COVID-19 protocols. Symptomatic contractors will not be allowed into the building. All visitors/ contractors will be required to wear a face covering and/ or a visor. 	M	2	Estates Manager/ Site Site	Updated and review Sept 20	Yes
VENTILATION							
Ventilation on site		<ul style="list-style-type: none"> Mechanical ventilation systems <ul style="list-style-type: none"> Should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (<i>if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as</i> 	L	2	Site Team	Updated and review Oct 20	YES

		<p><i>they are within a single room and supplemented by an outdoor air supply)</i></p> <ul style="list-style-type: none"> • Natural ventilation <ul style="list-style-type: none"> - Opening windows (<i>in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space</i>). - Opening internal doors can also assist with creating a throughput of air. - If necessary external opening doors may also be used (<i>as long as they are not fire doors and where safe to do so</i>) 	L	2	Site Team Staff		
FIRE SAFETY							
Fire procedures are not appropriate to cover new arrangements	Staff Pupils Others	<ul style="list-style-type: none"> • The National Fire Chief's Council emphasises the importance of drills but does acknowledge that familiarisation and a desktop drill might be acceptable in the current circumstances. • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> ✓ Reduced numbers of pupils/staff. ✓ Possible absence of fire marshals. ✓ Social distancing rules during evacuation and at assembly points. ✓ Possible need for additional muster point(s) to enable social distancing where possible. 	M	2	Estates Manager/ Head Head Caretaker	Updated and review Sept 20	Yes

		<ul style="list-style-type: none"> • Staff and pupils to be briefed on any new evacuation procedures. • All pupils have a walkthrough of new fire procedures as part of first day return to school. • Pupils to line up in year groups rather than Houses. • Fire doors can be left open to support ventilation but must be monitored and closed in the event of a fire. • Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained. • Full fire drill to take place in September dependent on social-distancing guidelines. 			Staff Site Head		
FIRST AID PROVISION and PPE							
PPE	Staff	<ul style="list-style-type: none"> • PPE to be available for First Aiders. <ul style="list-style-type: none"> - <i>Masks</i> - <i>Gloves</i> - <i>Aprons</i> - <i>Thermometer</i> <p>Head Caretaker to ensure all items in stock and checked daily.</p> <ul style="list-style-type: none"> • Visors will be available for all staff • Staff will be encouraged to have their own reusable mask. If forgotten or unobtainable, a disposable replacement will be provided for the day. • Pupils will be encouraged to have their own reusable mask. If forgotten or unobtainable, a disposable 	M	2	Site Estates Manager	Updated and review Sept 20	Yes

		replacement will be provided for the day.					
Signs of Covid-19	Staff Pupils Others	<ul style="list-style-type: none"> Staff, pupils, parents and carers are informed of the symptoms of possible COVID-19 infection, e.g. a cough, loss of taste and smell, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of COVID-19. 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 COVID-19, 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 ill pupils are contacted 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 2-metres away from others. Designated isolated area (<i>Conference Room 2</i>) is used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant. 	M	3	Staff Head/ Staff Staff Admin Admin Staff	Updated and review Sept 20	Yes

		<ul style="list-style-type: none"> • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents. Parents told to contact NHS 111 or 999 if the pupil becomes seriously ill. • Any members of staff who display signs of infection are sent home. • School to contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. • Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. • If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team. • All DfE guidance, together with guidance from PHE to be followed at all times. • Any confirmed case of COVID-19 in a member of staff or pupil will result in internal contact tracing and 14-day isolation for all staff and pupils who have been in contact with the confirmed case. 			Staff		
					Staff		
					Head		

		<ul style="list-style-type: none"> If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required. 					
First Aid – minor treatment	Staff Pupils Others	<ul style="list-style-type: none"> Ensure that First Aiders are available for a rota. A rota in place for qualified First Aiders. A room will be allocated for the treatment of First Aid and those showing signs of Covid-19. Where minor first aid treatment is required First Aiders must ensure they wear gloves, aprons and a face covering when dealing with injuries. Where possible (<i>age and maturity of pupil</i>) ask them to wipe away any blood or hold cold compresses etc. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands after contact 	M	2	Head Site Staff Staff Staff Staff	Updated and review Sept 20	Yes
First Aid – Life threatening	Staff Pupils Others	<ul style="list-style-type: none"> In the event of a serious injury or incident call 999 immediately. Wear face covering, aprons 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. Always wash hands after contact 	VH	2	Head/ Staff	Updated and review Sept 20	Yes

First Aid & Medication	Staff Pupils Others	<ul style="list-style-type: none"> • First Aiders must always wear gloves, aprons and a mask when administering first aid procedures. • Any dressings used to be double bagged. • Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (<i>always refer to up to date information from Gov.UK</i>) 	H	2	Staff	Updated and review Sept 20	Yes
Spread of infection	Staff Pupils Other	<ul style="list-style-type: none"> • Staff, pupils, parents and carers informed of the “catch it, bin it, kill it” approach. • Increased signage around school. • Briefings and assemblies used to reinforce the importance of hygiene. • Reception area redesigned to include screen. • Sanitisation station installed for pre booked visitors. • Increased number of sanitisation stations installed around school site. • All classrooms issued with gel and tissues. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their Pupils to school or on the school premises if they show signs of being unwell and believe they have been exposed to COVID-19. • Staff and pupils do not return to school before the minimum recommended self-isolation period in line with Public Health England. 	M	3	Site Staff Staff Staff Parents	Updated and review Sept 20	Yes

		<ul style="list-style-type: none"> • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school 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 Headteacher, in liaison with the pupil's parents where necessary. • Face coverings will be encouraged for pupils and visors for staff unless exempt within indoor spaces. • All other out of school activities, not being primarily used by parents for wraparound childcare, should close for face-to-face provision for the duration of the national restrictions. 			Head		
TRACK AND TRACE							
<u>Engagement in NHS Track and Trace</u>		<ul style="list-style-type: none"> • Leadership understand the NHS Test and Trace process. • Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ Book a test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to sense of smell or taste. 	M	3	Leadership All staff Pupils Carers	Updated and review Oct 20	YES

		<ul style="list-style-type: none"> ○ Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. ○ All pupils can be tested <u>if they have symptoms</u>, including children under 5, but children aged 11 and under will need to be helped by their parents / <u>or</u> carers if using a home testing kit. ○ Provide details of anyone they or their child have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. ○ Self-isolate if they have been in close contact with someone who tests positive for COVID-19, or if anyone in their household develops symptoms of COVID-19. ● <u>All schools have been sent an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out. Schools should call the Test and Trace helpdesk on 119 if these have not arrived</u> 					
CLASSROOM SOCIAL DISTANCING & PREVENTION							
Classroom set up	Staff Pupils	<ul style="list-style-type: none"> ● Classroom size and numbers reviewed. ● Timetable rewritten to accommodate year group zones and block lessons to minimise movement and mixing. ● Classrooms re-modelled, with chairs and desks facing forwards. 	M	3	Head/ Site Site Site	Updated and review Sept 20	Yes

		<ul style="list-style-type: none"> • Spare furniture removed to increase available space to facilitate distancing. • Clear signage displayed in classrooms promoting social distancing. • Year group stays together and does not mix with other pupils. • The teacher's desk must be kept 2-metres away from the pupil's tables/desks. • Where possible, windows to be opened to provide ventilation. • Pupils will not bring any personal belongings to school. Own stationery will be used supplemented by the school and will be used by the same pupil each day. Shared equipment will be cleaned each day and between groups. • Shared teaching resources (such as science equipment) to be cleaned prior to and after use. • Site staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use. • Shared telephone handsets, particularly in offices to be cleaned with anti-bacterial wipes before and after each use. • All offices to be issued wipes and tissues. • Anti-bacterial wipes available for staff to clean tables after use and computers. 			<p>Site</p> <p>Site</p> <p>Site</p> <p>Science Technicians</p> <p>Technicians Estates Manager/ Site</p>		
Classroom Lessons	Staff Pupils Others	<ul style="list-style-type: none"> • Teaching staff must keep that safe distance at all times where possible when teaching. • Where pupils may require extra assistance a 2-metre rule must try to be enforced. • All pupils are to be sat forward facing. 	M	3	Staff	Updated and review Sept 20	Yes

		<ul style="list-style-type: none"> • Staff are to follow all guidance re: sharing of equipment and books. To be kept to a minimum and 48hrs fallow between year groups. • All pupils to bring their own equipment to avoid sharing. • All classrooms to have additional equipment box for any pupil who does not bring their own • PP pupils to be issued with their own equipment on their first day. • Schools are able to work with external coaches, clubs and organisations for <i>curricular</i> activities where they are satisfied that it is safe to do so. • Competition between different schools should not take place. 					
Large spaces need to be used as classrooms	Staff Pupils Others	<ul style="list-style-type: none"> • Limits set for large spaces (<i>e.g. hall, sports hall, dining hall</i>) • Large gatherings other than year group assemblies are prohibited. • Design layout and arrangements in place to enable social distancing. 	M	3	Estates Manager Site	Updated and review Sept 20	Yes
Pupils requiring using the toilet in lesson times	Staff Pupils Others	<ul style="list-style-type: none"> • Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. 	L	3	Staff	Updated and review Sept 20	Yes
<u>School performances</u>	Staff Pupils Visitors	<ul style="list-style-type: none"> • Schools in local restriction tier 3 areas should not host performances with an audience. Where schools are unable to put on live performances to parents, they may wish to consider alternatives such as live streaming and recording performances, subject to the usual 	L	2	Leadership	Updated Dec 20	YES

		safeguarding considerations and parental permission.					
CORRIDORS and MOVEMENT							
Movement around the school risks breaching social distancing guidelines	Staff	<ul style="list-style-type: none"> • Large gatherings prohibited - other than year group assemblies • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Lesson change overs are staggered to avoid overcrowding. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. • Face coverings will be encouraged for pupils and visors for staff unless exempt within indoor spaces. • Hand cleaning will take place after consumption of food/ drink prior to pupils putting their face coverings on. 	M	3	Head	Updated and review Sept 20	Yes
	Pupils				Site		
	Others				Site		
					Staff		
					Staff		
Break Times – Staff Room	Staff Pupils	<ul style="list-style-type: none"> • Staff informed of the need to distance and minimise use. 	L	2	Staff	Updated and	Yes

	Others	<ul style="list-style-type: none"> Staffroom issued with wipes and tissues. Face coverings can be worn if an individual wishes. 				review Sept 20	
Break Times - Classrooms	Staff Pupils Others	<ul style="list-style-type: none"> Whilst pupils are on breaks clean tables and door handles with a disinfectant or disinfectant spray. Wear gloves whilst carrying out this task and wash hands after cleaning. 	L	2	Site/ Staff Staff	Updated and review Sept 20	Yes
PUPIL SUPPORT							
Pupils who are upset	Staff Pupils Others	<ul style="list-style-type: none"> Where a pupil is upset, it is advised still trying to maintain a safe distance whilst offering comfort to pupil. Encourage pupil to use a tissue to wipe eyes/nose etc. If contact is required, consider wearing a face covering. Wash hands after contact. 	L	3	Staff Staff Staff	Updated and review Sept 20	Yes
Pupil Wellbeing	Pupils	<ul style="list-style-type: none"> Where a pupil is demonstrating unusual/different behaviour to pre-COVID-19: <ul style="list-style-type: none"> Conversations to take place with pupils. Discussions with parents. Ensure resilience is developed through PSHE programme. School Councillor support if necessary. Referral to appropriate external agencies if necessary. Where BAME pupils indicate anxieties an extended offer of support is made. 	L	3	Staff	Updated and review Sept 20	Yes
Pupils with behavioural issues	Staff Pupils	<ul style="list-style-type: none"> Students to follow Behaviour Policy including addendum. 	L	3	Staff Staff	Updated and	Yes

						review Sept 20	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Staff Pupils	<ul style="list-style-type: none"> • Appropriate planning in place to support the mental health of pupils returning to school. • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are supported.</p>	L	3	Staff Staff	Updated and review Sept 20	Yes
Increased number of safeguarding concerns reported following lockdown	Staff Pupils	<ul style="list-style-type: none"> • Agree safeguarding provision to be put in place to support returning children. • Ensure that key staff (<i>Pastoral & DSL</i>) have capacity to deal with arising concerns. • Additional staff trained at appropriate level to increase safeguarding capacity. • If referrals made by staff, these are followed up appropriately and swiftly and social distancing practice maintained. <p>As a result, safeguarding remains of the highest priority and practice.</p>	L	3	Head Head DSL	Updated and review Sept 20	Yes
Clinically extremely vulnerable pupils	Pupils	<ul style="list-style-type: none"> • Shielding advice is currently in place in Tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised to shield and not to attend school. 	M	2	Head HR	Updated Jan 21	YES

STAFF SUPPORT							
Staff Well-being	Staff	<ul style="list-style-type: none"> • Staff counselling service available. This service will run Monday to Thursday during the hours 9am-3pm where you will be able to book in up to 1-hour sessions via chat, phone or video call. • Requests to counsellor@matrixacademytrust.co.uk • Requests are expected to be answered within 48 hours Monday to Thursday. • The counselling service would remain confidential at all times (<i>unless life or death situation</i>). • Staff to have regular communication with line managers and colleagues via phone, email, face-to-face. • Fortnightly bulletin promotes well-being by sharing good practice and providing contact numbers of support agencies. 	M	3	Head/ Staff	Updated and review Sept 20	Yes
BAME Black, Asian and Minority Ethnic	Staff Students	<ul style="list-style-type: none"> • A risk assessment will be offered to BAME staff if requested, so that a personalised risk assessment can be devised where appropriate which may include personal protection equipment (PPE). • Staff testing: There is now a national testing process for England which is available for all staff including BAME staff. The Trust is registered as a priority employer, so, staff requesting a test should contact central Matrix HR. • Redeployment: BAME staff may be considered for redeployment to lower risk work areas or home working. 	M	3	Trust		
			M	3	Head		
			M	3	Staff		

		<ul style="list-style-type: none"> • Other infection prevention and control measures: Social distancing in all work areas including staff rooms, classrooms and dining areas and hand washing should be undertaken as described in national guidance and should be strictly maintained. 	M	3	Head		
			M	3	Head		
Pregnant staff		<ul style="list-style-type: none"> • Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees. • A risk assessment will be carried out for pregnant staff. • Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). 	M	2	Head HR	Updated Jan 21	YES
Clinically extremely vulnerable staff (CEV)	Staff	<ul style="list-style-type: none"> • In local restriction Tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. 	M	2	Head HR	Updated Jan 21	YES

		<ul style="list-style-type: none"> • Staff should talk to their employers about how they will be supported, including to work from home where possible. • All other staff in local restriction Tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. 					
Clinically vulnerable staff (CV)	Staff	<ul style="list-style-type: none"> • Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. • This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. 	M	2	Head HR	Updated Jan 21	YES
HEALTH & SAFETY							

Awareness of policies / procedures /	Staff Pupils Others	<ul style="list-style-type: none"> • All staff, parents, carers, pupils and volunteers are aware of all relevant policies and procedures (via website) including, but not limited to, the following: <ul style="list-style-type: none"> ✓ Health and Safety Policy ✓ Behaviour Policy ✓ Safeguarding Policy • All staff, returning to work must ensure they are aware of the current guidelines regarding safe distancing and washing hands on a regular basis. • All staff can access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> ✓ <i>Public Health England</i> ✓ <i>Gov.co.uk</i> ✓ <i>NHS</i> ✓ <i>DfE</i> ✓ <i>Department for Health and Social Care</i> • Support staff to access FLICK COVID-19 training, especially First Aiders and Site staff. • Staff are made aware of the school's response to COVID-19. They contact the school as soon as possible if they believe they have symptoms or have been exposed to anyone with Covid-19. • Parents are made aware of the school's response to COVID-19. They contact the school as soon as possible if they believe that their child has symptoms or have been exposed to anyone with Covid-19. • Pupils are made aware of the school's response to COVID-19. They inform staff as soon as possible if they believe they 	M	2	Site/ Staff Staff Staff Head Head Staff	Updated and review Sept 20	Yes
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		have symptoms or have been exposed to anyone with COVID-19.					
Poor hygiene practice	Staff Pupils	<ul style="list-style-type: none"> • All staff and pupils to gel on entry to the site. • Face coverings will be encouraged for pupils and visors for staff unless exempt within indoor spaces. • Hand cleaning will take place after consumption of food/ drink prior to pupils putting their face coverings on. • Posters are displayed throughout the school reminding pupils, staff to wash their hands, e.g. before entering and leaving the school. • Pupils and staff are encouraged to wash their hands with soap or alcohol-based sanitiser (<i>that contains no less than 60% alcohol</i>) and follow infection control procedures in accordance with the DfE and Public Health England guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups or food. 	M	3	Site Staff Site Staff Staff Catering Cleaners/ Site Trust Estates Manager/ Site	Updated and review Sept 20	Yes

		<ul style="list-style-type: none"> • Staff cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance in line with COSHH and the Health and Safety Policy. Door handles, doors and toilets are cleaned 3 times a day and paper/hand towels are checked and refilled 3 times a day. • Trust Estates Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England. 					
Poor management of infectious diseases	Staff Pupils Other	<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 COVID-19. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or Leadership as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of COVID-19. • The school is informed by parents when a child contracts COVID-19 and when they return to school. • Staff inform the Headteacher when they plan to return to work after having COVID-19. • The Trust Estates Manager monitors the cleaning standards of school cleaning 	M	2	All Staff All Staff	Updated and review Sept 20	Yes

		contractors and discusses any additional measures required with regards to managing the spread of COVID-19.			Estates Manager		
Emergencies	Staff Pupils	<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. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	L	2	Admin Admin Admin	Updated and review Sept 20	Yes
Lack of communication	Staff Pupils Other	<ul style="list-style-type: none"> Headteacher to share this Risk Assessment with all staff, parents and carers (<i>via website</i>). Staff reports immediately to the Headteacher about any cases of suspected COVID-19, even if they are unsure. The Headteacher contacts the Central Trust Team or the Estates Manager for additional support. Public Health England can also offer guidance. Schools keep staff, pupils and parents informed of any changes. 	M	1	Head Head	Updated and review Sept 20	Yes
Insufficient staff to run face-to-face sessions for pupils.	Staff Pupils Other	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school. Protocols for staff to inform leaders if they need to self-isolate clearly in place. Teachers and support staff identified and cover rota in place for cover in the instance that planned staff have to self-isolate. 	M	3	Head Trust HR Head	Updated and review Sept 20	Yes

		<ul style="list-style-type: none">• As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.						
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