



**RISK ASSESSMENT -6<sup>th</sup> January 2021**

**Premises:** ASTON ACADEMY

**Work Activity:** Full opening of Senior Academies

**Assessor(s):** J. Sanigar/ C. Arthur/ M. Arthur/ G. Shore

**Date:** UPDATED 6.1.21

**Review date:** Daily by Principal; Weekly by Estates/HR/ACET SLT

**In compliance with government guidance, from the 6<sup>th</sup> January 2021, ACET Senior Academies will only be open to vulnerable students and children of critical workers during the period of national lockdown ensuring effective infection protection and control measures are in place to support students, staff and parents/carers.**

1. Factors to consider	2. Who might be harmed?	3. Control measures at present	4. Further action required (if any)
<b>STAFF &amp; STUDENT ATTENDANCE</b>			
<p>Students and staff attending the academy are healthy and safe to do so.</p>	<p>Students and staff</p>	<ul style="list-style-type: none"> <li>Only children of critical workers and those identified as vulnerable students are to attend the academy from Wednesday 6<sup>th</sup> January, 2021 and for the duration of this period of national lockdown. All other students will access remote learning from home.</li> <li>Children, staff, parents/carers or visitors are not to enter the academy premises if they or anyone in their household are displaying symptoms of coronavirus and have not had a negative test result (following the COVID-19 guidance for households with possible coronavirus infection and NHS test and trace guidance).</li> <li>If anyone in the academy becomes unwell with a new continuous cough or high temperature or has a loss of, or change in their normal sense of taste or smell, they will be sent home and advised to follow 'Stay at home guidance.' They will be advised to self-isolate for 10 days and arrange to have a test. If they test positive, anyone who has been in close contact with them in school will be advised to self-isolate for 10 days from the last contact with them.</li> <li>Most children originally identified as clinically extremely vulnerable no longer need to follow the 'clinically extremely vulnerable' advice. Parents/carers should speak to their GP or specialist clinician to understand whether their child should still be classed as clinically extremely vulnerable. These students will require access to remote learning.</li> <li>Clinically extremely vulnerable staff who previously received a letter from the government advising them to shield should work from home from 6<sup>th</sup> January. Staff should refer to government guidance and speak with HR personnel to discuss their individual circumstances.</li> <li>Clinically vulnerable staff are able to attend work as required, and if they are working in the academy should be especially careful to follow the rules and maintain social distancing. Staff should refer to government guidance and speak with HR personnel to discuss their individual circumstances if they are concerned.</li> <li>Staff who are in the third trimester of pregnancy should work from home. Staff should refer to government guidance and speak with HR personnel to discuss their individual circumstances.</li> </ul>	<ul style="list-style-type: none"> <li><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></li> <li>Further guidance available in the attendance policy available on the academy website</li> <li>See guidance at <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>See guidance at <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> <li>See guidance at <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>See guidance at <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>See guidance at <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></li> <li><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></li> </ul>

			<ul style="list-style-type: none"> <li>• See guidance at <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></li> <li>• Staff should speak with HR representatives if they have concerns.</li> </ul>
		<ul style="list-style-type: none"> <li>• Staff who are pregnant should have an individual risk assessment, in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).</li> <li>• Staff who live with family members who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> <li>• Supply/peripatetic staff to be only engaged when critical to the running of the academy, with every effort being made to deploy the same individuals consistently, to minimise the number of visitors to the academy</li> <li>• Supply/peripatetic staff to be issued with a copy of the risk assessment and a summary of procedures prior to commencing work</li> <li>• Supply/peripatetic staff advised to take particular care to maintain social distancing from other staff and pupils</li> <li>• Short term supply staff to complete self-declaration form on arrival, including basic contact details to comply with test and trace</li> <li>• Long term supply staff (who do not work in other schools/academies) to follow guidance as though they are ACET employed staff.</li> </ul>	<ul style="list-style-type: none"> <li>• See guidance at <a href="https://www.rcog.org.uk/globalassets/documents/guidelines/2020-10-14-coronavirus-covid-19-infection-in-pregnancy-v12.pdf">https://www.rcog.org.uk/globalassets/documents/guidelines/2020-10-14-coronavirus-covid-19-infection-in-pregnancy-v12.pdf</a></li> <li>• See guidance at <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> </ul>
Up-to-date information held by HR.	Students and staff	<ul style="list-style-type: none"> <li>• Staff to update HR if they are clinically extremely vulnerable or in their third trimester and unable to attend work from 06.1.21</li> </ul>	<ul style="list-style-type: none"> <li>• Email communication via HR personnel</li> </ul>
Staff or students displaying Covid-19 symptoms awaiting collection.	Students and staff	<ul style="list-style-type: none"> <li>• Where a student or member of staff displays symptoms of COVID-19, the student/staff member must be sent home.</li> <li>• If awaiting collection, the student will be isolated (with supervision) from any other students or staff, in S7. If the student cannot be isolated, they should be moved to an area at least 2 metres away from other people. Should the child need to use a bathroom while waiting to be collected, they should use a separate toilet area if possible. Parents/Carers will be advised to collect students from the external door near S7 to avoid them entering the academy.</li> <li>• PPE (A disposable medical grade facemask, wipe-able face shield, disposable apron, disposable vinyl gloves) must be worn by the member of staff caring for the child.</li> <li>• Staff who have helped anyone displaying symptoms must wash their hands thoroughly for 20 seconds with soap and running water. They do not need to isolate unless they develop symptoms themselves, or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</li> <li>• Isolation area and toilet area, if used, to be thoroughly cleaned once the student has been collected.</li> </ul>	<ul style="list-style-type: none"> <li>• Student to access a different toilet area to other students if they need it.</li> </ul>

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<b>SOCIAL DISTANCING</b>			
<p>Student/staff interaction where a distance of 2m can be maintained throughout.</p>	<p>Students, staff, Governors and Trustees</p>	<ul style="list-style-type: none"> <li>• Identified, planned route into the academy – students directed by staff. 2m distance markings on pathways.</li> <li>• Student groupings must have a designated exit/entrance to the academy and outside areas.</li> <li>• Class sizes to be reduced to a maximum of 15 students per class/group</li> <li>• Students should sit socially distanced facing forward.</li> <li>• Students to stay in the same consistent groupings throughout the day. Students from different groups are not to mix at break and lunchtime.</li> <li>• Students to stay in the same classroom all day to minimise movement around the academy.</li> <li>• Staff to maintain a 2m distance from other adults and ideally students. Students to be encouraged to maintain 2m distance and not touch staff and visual reminders in classrooms to be referred to at the start of each day.</li> <li>• Unnecessary furniture has been removed in order to facilitate students’ seating arrangements.</li> <li>• More than one group of students may be outside at the same time in separate zoned areas. Outside areas to be zoned for different groups of students to use throughout the day.</li> <li>• Staggered lunchtimes to reduce the proportion of students moving at the same time at the beginnings and end of lunchtimes and in order that only one group is in the dining area at any one time, where dining halls are being used. Tables to be wiped down between groupings. Hot food will always be available.</li> </ul>	<ul style="list-style-type: none"> <li>• Addendum added to ‘Behaviour &amp; Rewards Policy’ relating to students COVID-19.</li> <li>• Entrances/exits have been shared with staff and students</li> <li>• Risk assessment to be completed for any vulnerable students in need of 1:1 support. Discussions with parents/carers/external agencies to mitigate risk.</li> <li>• Classrooms to be prepared in accordance with guidance</li> <li>• Principals to liaise with premises team to ensure appropriate signs are located in all rooms where groups of students will be working</li> <li>• Principal to liaise with premises manager to zone the outside area to establish the maximum number of groups who can be outside at any given point</li> <li>• Principal to liaise with the cook on site re timetable of lunch sittings. Information shared with staff.</li> </ul>

		<ul style="list-style-type: none"> <li>• Students to follow planned routines for accessing designated toilets in order to limit number of students in a toilet area at any one time and the sharing of facilities between year groups.</li> <li>• Assemblies to be delivered remotely to avoid large gatherings.</li> <li>• Meetings and training sessions involving staff to be delivered remotely.</li> <li>• Governor/Trustees meetings to be delivered remotely via google meet.</li> <li>• Principal should plan to alleviate busy corridors. Where necessary, one-way routes can be used but this is not compulsory if student traffic can be minimised.</li> <li>• Students informed of corridor routes/ where one-way movement is in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Students to be made fully aware of toilet arrangements. Principal to make arrangements for students with additional needs, e.g. braille.</li> <li>• Assembly arrangements to be shared with staff and students.</li> <li>• Staff and students informed of any changes to movement direction. Signage to support.</li> </ul>
	Students and staff	<ul style="list-style-type: none"> <li>• Staff to be notified of any updates to the risk assessment by the Principal.</li> <li>• Staff assigned to the same class grouping each day.</li> <li>• In the event of staff absence, Principal/SLT will consult with staff at the earliest opportunity to arrange cover.</li> <li>• 2m markings outside main office area to support staff arriving &amp; signing in at the start of the day.</li> <li>• Staff and students to wash hands for 20 seconds with soap and running water or apply hand sanitiser on arrival.</li> <li>• Staff and students to wear face coverings in all public areas within the academy. Individuals who may be exempt from wearing face coverings e.g. due to a specific medical condition should discuss this with a member of the HR Team or the Principal.</li> <li>• Routes through the academy to be planned and where a safe social distance cannot be implemented on corridors, one-way systems to be implemented.</li> <li>• Staff to be responsible for reporting any concerns or issues arising to the Principal.</li> <li>• Where possible, staff to work remotely if they can do their work from home to limit the number of people in the academy.</li> <li>• Staff breaks to be staggered ensuring staffroom areas enable social distancing.</li> <li>• Staff and students leaving the premises at lunchtime must ensure social distancing measures are adhered to when out in public areas.</li> <li>• Premises/IT Teams to support movement of monitors/work stations to ensure 2m distancing in office spaces.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk assessment reviewed daily by Principal in light of issues reported by staff. Concerns documented, attached to risk assessment and feedback provided to staff informing them of action taken. Actions shared with Estates Team/ACET SLT.</li> <li>• <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></li> <li>• See guidance at <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></li> <li>• See guidance at <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></li> </ul>

	Parents/Carers	<ul style="list-style-type: none"> <li>Parents/carers will be notified by the academy of any updates to risk assessment.</li> <li>Planned routes for parents/carers to drop-off/collect their child/ren without entering the academy building.</li> <li>Staggered start and end to school day implemented where a one-way system cannot be implemented; where there is only one entrance to the premises or where the number of pupils attending cannot ensure safe social distancing at arrival and departure times.</li> <li>Principal/SLT to disperse any gatherings on the academy premises.</li> <li>Signage and floor markings to encourage social distancing outside the main office area – one parent/carer in the office at any time.</li> <li>Parents/Carers are asked to pay for lunches via the online payment system.</li> </ul>	
	Students/staff and visitors	<p>Visitors</p> <ul style="list-style-type: none"> <li>Delivery visitors to follow social distancing measures in main office area.</li> <li>All visitors asked to apply hand sanitiser when entering the building and wear face coverings at all times.</li> <li>Risk assessment shared with any visitor entering the academy building.</li> <li>All visitors to sign in and provide contact details for test and trace.</li> <li>Specialists/Therapists and other support staff for students with SEND should provide interventions as usual. They should wear face coverings at all times.</li> <li>For other visitors such as contractor's visits should happen out of school hours, where possible. They should wear face coverings at all times when inside the building.</li> <li>Volunteers and trainees are able to attend the academy provided they are not attending any other workplaces and they must follow the COVID-19 guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Office staff to alert the Principal/SLT should any difficulties with visitors arise.</li> </ul>

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<b>HYGIENE AND HAND WASHING ROUTINES</b>			
Academy environment to be clean and hygienic.	Students and staff	<ul style="list-style-type: none"> <li>Students/staff to wash their hands for 20 seconds with soap and running water and dry them thoroughly on arrival at the academy, before and after eating and after sneezing or coughing. Where sink facilities cannot accommodate the number of students, hand sanitiser to be available.</li> <li>Children who have difficulty cleaning their hands independently to be identified and receive additional support.</li> <li>Students will be assigned a toilet area.</li> <li>Students reminded daily not to touch their mouth, eyes or nose.</li> <li>Students encouraged to use tissues or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li> <li>Signage for visual prompts and reminders in students' toilet areas.</li> </ul>	<ul style="list-style-type: none"> <li>All staff to follow the <a href="#">'COVID-19: Cleaning of Non-Healthcare Settings' guidance</a></li> <li>See further guidance <a href="#">'Coronavirus-COVID-19 Information for the Public'</a>.</li> <li>Principal/ premises manager to inform their academy Estates Lead when hand washing products are running low.</li> <li>Soap dispensers and hand towels/hand dryers in toilet areas are checked at the start of each day to ensure that they are fully stocked/operational. Cleaner to regularly check stocks throughout the day.</li> </ul>

	<ul style="list-style-type: none"> <li>• Surfaces that students touch such as desks/books/door handles/ chairs/bannisters to be cleaned more frequently.</li> <li>• Toilets cleaned following lunchtime break, once all students are back in class.</li> <li>• Key coded doors (where a fob cannot be used) to be left unlocked, unless locked for safeguarding purposes.</li> <li>• Staff to wipe any landline telephone handset/photocopier keypads with sanitising wipes after use.</li> <li>• Any staff who have a role which involves handling money should wear disposable gloves when doing so.</li> <li>• Bins containing tissues to be emptied throughout the day and double bagged if staff suspect bins contain waste from a student/staff member who is unwell or displaying COVID-19 symptoms. Any suspected contaminated waste should be kept secure for 72 hours before being disposed of with normal waste.</li> <li>• Windows to be open to allow natural ventilation. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:             <ol style="list-style-type: none"> <li>1. Opening high level windows in preference to low level to reduce draughts</li> <li>2. Increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)</li> <li>3. Providing flexibility to allow additional, suitable indoor clothing.</li> <li>4. Rearranging furniture where possible to avoid direct drafts</li> </ol> </li> <li>• Doors to be wedged open to limit students/staff touching handles/push plates (with the exception of fire doors).</li> <li>• Air conditioning may be used but natural ventilation should be used as first priority and mechanical ventilation as a secondary option.</li> <li>• Staff are not permitted to bring in their own personal cleaning products.</li> <li>• Procedure in place to support students who arrive wearing face masks or coverings– not to touch the front of their face mask or covering; dispose of temporary face masks or coverings in a covered bin or place reusable face masks or coverings in a plastic bag they can take home with them and wash their hands with soap and running water for 20 seconds and thoroughly dry them before going to the classroom. Where sink facilities cannot accommodate the number of students, hand sanitiser to be available.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal to contact Estates Lead and ACET SLT immediately if there are any suspected or confirmed cases of COVID-19 among pupils or staff.</li> <li>• Principal to ensure all toilet areas have signage present.</li> <li>• <u><a href="#">Safe working in education, childcare and children’s social care - GOV.UK</a></u></li> <li>• <u><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></u></li> </ul>
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<b>EQUIPMENT &amp; RESOURCES</b>			
Equipment and resources used by students and staff are clean and safe to use.	Students and staff	<p>Students</p> <ul style="list-style-type: none"> <li>Students should have access to their own stationery items and not share with other groups.</li> <li>Classroom-based resources can be shared within the grouping.</li> <li>Multiple groups must not use the same equipment simultaneously-resources should be group specific each day and cleaned after use.</li> </ul>	
		<p>Staff</p> <ul style="list-style-type: none"> <li>Staff to bring their own cutlery/crockery/utensils for personal use and take home each day, ensuring that any such items are not left in classrooms or shared spaces during the day or overnight.</li> <li>Unnecessary furniture items have been removed from classrooms and other learning environments.</li> </ul>	

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<b>PERSONAL PROTECTIVE EQUIPMENT</b>			
Student/staff interaction where distance of 2m can be maintained throughout	Students and staff	<ul style="list-style-type: none"> <li>Close adherence to hand and respiratory hygiene protocols.</li> <li>Face coverings to be worn by staff and students in public areas but not in classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>Ordering of PPE equipment in advance of it being required.</li> <li><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></li> </ul>
Student/staff interaction where momentary physical contact is required and cannot maintain 2m distance.	Students and staff	<ul style="list-style-type: none"> <li>Close adherence to hand and respiratory hygiene protocols.</li> <li>Surgical facemask to be worn by member of staff. Sessional use is adequate in these circumstances.</li> <li>Staff are discouraged from physical intervention if students are fighting. De-escalation techniques should be used to try and calm situations. If the situation escalates then staff must- wear PPE if restraint is required.</li> </ul>	<ul style="list-style-type: none"> <li>Principal to assess the risk on an individual student basis – where necessary, students to have their own risk assessment which is shared with parents/carers and staff.</li> <li>May be relevant to administration of medicines where the child cannot self-medicate or in some instances of first-aid where self-administration is not possible.</li> </ul>

<p>Close physical/intimate contact is required between student/staff.</p>		<ul style="list-style-type: none"> <li>• Close adherence to hand and respiratory hygiene protocols.</li> <li>• PPE required - disposable gloves, disposable apron, sessional surgical facemask (include eye protection if student is coughing or sneezing).</li> <li>• 'Donning and doffing' according to standard protocols (see Public Health England guidance).</li> <li>• Disposing of clinical waste appropriately. Should any waste be from an individual suspected of having COVID-19 symptoms inform the Estates Team immediately and;             <ol style="list-style-type: none"> <li>1). Put the waste in a plastic rubbish bag which should be tied when full.</li> <li>2). The plastic bag should then be placed in a second bag and tied.</li> <li>3). It should be put in a suitable and secure place and marked for storage until the individual's test results are known.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• '<u>Guide to Donning and Doffing Standard PPE</u>' to be shared with all staff using PPE.</li> <li>• Anyone who is symptomatic should not be in a childcare or school setting. However, if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of serious injury. If that child were coughing or spitting, this should include eye protection.</li> </ul>
		<p>Waste will be stored safely and kept away from children. Waste should not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>-If the individual tests negative, this can be put in with the normal waste.</p> <p>-If the individual tests positive, then store it for at least 72 hours and put in with normal waste.</p> <ul style="list-style-type: none"> <li>• If storage of waste for 72 hours is not possible, premises staff will liaise with the Estates Team for further guidance relating to arranging a collection for Category B infectious waste.</li> </ul>	
<p>Life-threatening emergency first-aid situation</p>	<p>Students and staff</p>	<ul style="list-style-type: none"> <li>• Lead first aiders (Donna Jebson, Lynne Schofield, Mark Arthur, Chris Arthur) alerted immediately by phone, to assess casualty.</li> <li>• SLT alerted when casualty assessed and after emergency services contacted.</li> <li>• Review risk assessment for students with life-threatening conditions (e.g. anaphylactic shock) and ensure any life-saving medication/equipment is suitably located/accessible.</li> <li>• One complete set of PPE to be carried by Lead first aiders.</li> <li>• Government guidance followed by Lead First Aid staff.</li> <li>• For CPR emergency dynamic or on the spot risk assessment carried out.</li> <li>• Emergency services 999 contacted immediately.</li> <li>• Resuscitation shield used where available if mouth to mouth being carried out.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff briefing-reminders of students at risk-those who carry epi-pens.</li> <li>• <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></li> </ul>
<p>Caretakers and cleaners undertaking cleaning duties</p>	<p>Students and staff</p>	<ul style="list-style-type: none"> <li>• Government guidance to be followed in relation to cleaning and disposal of PPE.</li> <li>• <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• If there is a confirmed case of COVID-19 and there is a risk the individual has left a splash of bodily fluids, cleaning staff to follow government guidance. '<u>COVID-19: Cleaning of Non-Healthcare Settings</u>' guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Mask/visor not required if someone with COVID-19 has passed through if there is no-risk of splash of bodily fluids.</li> </ul>
<p>Student becomes upset as a result of staff wearing PPE.</p>	<p>Students and staff</p>	<ul style="list-style-type: none"> <li>• Where a risk assessment is in place for individual students, parents/carers will be asked to support with explaining the use of PPE to their child.</li> <li>• Staff to show the student the equipment and explain the situation before wearing the PPE.</li> </ul>	<ul style="list-style-type: none"> <li>• If a student is over-anxious about the use of PPE, Principal/SLT to discuss the situation with parents/carers and review the individual risk assessment.</li> </ul>

<p>Adequate provision &amp; storage of PPE.</p>	<p>Students and staff</p>	<ul style="list-style-type: none"> <li>• Principal to liaise with the Estates Team in order to organise provision of PPE.</li> <li>• PPE to be stored with First Aid equipment. SLT liaise with premises team on a weekly basis to ensure that there is sufficient stock.</li> <li>• Face masks to be disposed of after each use.</li> <li>• Safety goggles to be disinfected after each use.</li> <li>• Aprons/gloves to be disposed of with medical waste.</li> </ul>	<ul style="list-style-type: none"> <li>• Where a child has an individual risk assessment in place, the parent/carer must be aware that should PPE not be available on site, staff will not be able to provide intimate care arrangements. Principals need to review the administration arrangements for any student's in need of liquid medication or applied creams.</li> </ul>
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<b>CURRICULUM ACTIVITIES</b>			
<p>Limit high-risk activities.</p>	<p>Students and staff</p>	<ul style="list-style-type: none"> <li>• All students to stay on the academy site and no planned visits to take place</li> <li>• Activities planned are low risk, for example, no invasion games/climbing</li> <li>• Students work in small groups promoting social distancing</li> <li>• Students complete work set by their teacher on-line and under the supervision of staff in the academy</li> <li>• Individual and very frequently used equipment such as pencils and pens should not be shared – all pupils and staff should have their own.</li> <li>• Classroom-based resources can be shared within the grouping.</li> <li>• Resources that are shared between groupings should be cleaned frequently and always between different groupings using them, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).</li> <li>• Outdoor equipment can be used but needs to be cleaned more frequently.</li> <li>• Students participating in Music, Dance and Drama group activities should maintain a distance of 2m between themselves and their teacher at all times and adhere to guidance on safe delivery of performing arts.</li> <li>• Singing, chanting, playing wind or brass instruments or shouting should not take place in large groups such as academy choirs and ensembles or assemblies.</li> <li>• In Music where singing and playing instruments are an essential part of an examined course these activities should be restricted to small groups of no more than 15 in larger spaces or outside where sufficient physical distancing is possible. In this instance students should be positioned back-to-back or side-to-side, avoiding sharing instruments, and ensuring good ventilation at all times.</li> <li>• Peripatetic Music teachers attending the academy must maintain social distancing at all times and adhere to all hygiene protocols that the academy has in place. In addition, they will need to wear face coverings at all times. Lessons must be delivered in well ventilated rooms maintaining at least 2m social distancing at all times. Where possible lessons should be delivered virtually via GSuite.</li> <li>• In PE no contact sports and equipment to be thoroughly cleaned between use by different groups. Where possible outdoor sports should be prioritised or large indoor spaces where distance between students is maximised. Physical activity in school to be delivered in line with government guidance-see separate PE Risk Assessment.</li> <li>• In Science restrict practical activities to demonstrations by the class teacher-see separate Science Risk Assessment.</li> <li>• In DT restrict practical activities to demonstrations by the class teacher unless there is a compulsory practical component of an externally examined course and</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></li> <li>• For further guidance on the phased return of sport and recreation <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</a></li> </ul>

		<p>then an individual risk assessment will need to be completed prior to the practical activity taking place-see separate DT Risk Assessment.</p> <ul style="list-style-type: none"> <li>• Equipment such as pencils and pens should not be shared – all pupils and staff</li> <li>• A remote learning contingency plan is in place to ensure pupils not able to attend the academy are able to continue their learning at home.</li> <li>• Extra-curricular activities will not take place during the lockdown period.</li> </ul>	<ul style="list-style-type: none"> <li>• Further guidance available in the remote learning policy on the academy website</li> </ul>
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<b>TRAINING &amp; SUPPORT</b>			
Supporting staff work-life balance and staff and student well being	Staff and students	<ul style="list-style-type: none"> <li>• Principal to ensure all staff and students understand the measures that are in place to protect them.</li> <li>• Principal to ensure staff and students are aware of additional mental health support available to them</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing">https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing</a></li> <li>• <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></li> </ul>
Pastoral support for students and staff on return to school / setting regarding bereavement / loss / trauma and impact of the new normal.	Students and staff	<ul style="list-style-type: none"> <li>• Principal to ensure students/staff/parents/carers are aware of the support available through the trust and Local Authority.</li> <li>• Support from ACET commissioned services to be readily available to all ACET employees.</li> <li>• Staff reminded through email communication and briefings of the need to speak out and seek support.</li> </ul>	<ul style="list-style-type: none"> <li>• Links to agencies offering support on academy websites.</li> <li>• Links shared with parents/carers via website/twitter.</li> <li>• Links shared with staff via email.</li> <li>• Appropriate links shared with students/ used in lessons.</li> </ul>
Access to lateral flow and serial testing on the school site	Students and Staff	<ul style="list-style-type: none"> <li>• Staff and students in secondary settings will be eligible for onsite lateral flow testing should they wish to participate in the program.</li> <li>• Staff and students in secondary settings will be eligible for onsite serial testing should they have been in contact with a positive COVID-19 case and wish to participate in the program.</li> </ul>	<ul style="list-style-type: none"> <li>• See separate risk assessment for lateral flow/serial testing.</li> </ul>

Access to COVID-19 testing	Students and staff	<ul style="list-style-type: none"> <li>• Staff and students in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households.</li> <li>• Staff displaying symptoms or otherwise needing to book a test (for example, after a positive LFD test) are advised to use the quickest option available to them. Appointments at drive-through testing centres or postal test at home kits should be booked at: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>• Principals to provide emergency test kit if parent/carers are unable to obtain a testing kit for a child displaying symptoms.</li> <li>• Alternatively, staff can request that ACET refers them for a test.</li> <li>• Principal to ensure parents/carers inform them immediately of the results of a test</li> <li>• Principal to inform Estates Team immediately if they a student/member of staff has tested positively. They will then support with contacting the Local Health Protection Team.</li> <li>• Staff/students who test negative can return to the academy providing they feel well, do not have confirmed coronavirus case in their household and have not been told to self-isolate by the NHS Test and Trace.</li> </ul>	<ul style="list-style-type: none"> <li>• All students attending a childcare/education setting from 1<sup>st</sup> June will be able to access COVID-19 testing.</li> <li>• <u><a href="#">Apply for a coronavirus test if you're an essential worker - GOV.UK</a></u></li> <li>• <u><a href="#">Contacts: PHE health protection teams - GOV.UK</a></u></li> <li>• ACET to register with government website to enable employer to refer employees for testing.</li> <li>• <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/</a></li> </ul>
Staff fully trained in safe disposal of PPE	Students and staff	<ul style="list-style-type: none"> <li>• Handling of medical waste training for all appropriate staff</li> </ul>	<ul style="list-style-type: none"> <li>• Estates Team to liaise with Principal and provide training as required.</li> </ul>

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<b>OTHER CONSIDERATIONS</b>			
Fire drill and lock down procedures.	Students and staff	<ul style="list-style-type: none"> <li>• Fire drill procedures, incorporating social distancing measures, to be shared with staff and students</li> <li>• Fire drill to take place during the first full week of lockdown and then each half-term.</li> <li>• Lock down procedures have been reviewed and staff and year groups have been briefed about arrangements for this.</li> </ul>	<ul style="list-style-type: none"> <li>• Fire drill points to be reviewed and re-aligned as necessary.</li> </ul>

Staff and student travel to work/academy.	Students and staff	<ul style="list-style-type: none"> <li>• Staff to be advised not to car share.</li> <li>• Staff and students advised to use alternative forms of transport to public transport or designated school transport wherever possible e.g. cycling or walking where possible.</li> <li>• Where public or designated school transport is an essential use, students will be advised not to board home to school transport if they, or a member of their household, has symptoms of coronavirus.</li> <li>• Where public or designated school transport is an essential use, staff and students advised to maintain a social distance of 2m from people outside their household.</li> <li>• Where students are accessing public or designated school transport organised queuing and boarding measures will be put in place.</li> <li>• Staff and students will also be advised that they need to wear a face mask or face covering on public or school designated transport. They will be advised not to touch the front of the face covering during use or when removing.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul>
Students' personal belongings	Students and staff	<ul style="list-style-type: none"> <li>• Students will be advised to limit the equipment they bring into the academy to include only essentials such as lunch bag/ coat/books/mobile phone.</li> <li>• Bags are allowed.</li> </ul>	
Taking home shared resources	Students and staff	<ul style="list-style-type: none"> <li>• Students and staff can take home books and other shared resources although unnecessary sharing should be avoided if it has no educational benefit.</li> <li>• Resources must be cleaned when they are returned to the academy, particularly if the resources are to be used by other student groupings.</li> <li>• Where appropriate, homework should be submitted online to avoid the use of handling books etc.</li> </ul>	
Uniform	Students	<ul style="list-style-type: none"> <li>• Students to adhere to normal uniform policy as it is no longer necessary for uniform to be cleaned any more often than usual.</li> </ul>	