

## Risk Assessment: Full School Return:

### Additional Measures to mitigate Covid 19 risk to Staff and Students at Bexhill Academy

The safety of the staff and students at Bexhill Academy is paramount. Bexhill Academy will endeavor through risk assessment and control measures to mitigate the threat of Covid19. This is a dynamic risk assessment; it will be updated regularly throughout the pandemic and on receipt of further government advice and guidance. As a responsible employer, we take our duty of care seriously and take every reasonable step to reduce risk. We also expect each and every employee, visitor and student to demonstrate personal responsibility and adhere to safe practice and report suggestions for ongoing revision to Covid safety measures.

Complete to 29<sup>th</sup> July2020 / August 28<sup>th</sup> / Sept 3<sup>rd</sup> / 20<sup>th</sup> October / 23<sup>rd</sup> November

- A requirement that people who are ill stay at home – On-going
- Robust hand and respiratory hygiene - On-going
- Enhanced cleaning arrangements – On-going - LK
- Active engagement with NHS Test and Trace - On-going
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable – On-going

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- Grouping children together – On-going PG
- Avoiding contact between groups – Key Stage groups - On-going T/T
- Arranging classrooms with forward facing desks – On-going LK
- Staff maintaining distance from pupils and other staff as much as possible- Inset July / September / Daily Bulletin- On-going

Risk Assessment –

Reviews –

1. Update 3 and 3<sup>rd</sup> September in response to a Positive Covid test for a member of staff, (Additional consultation on staff measures with Union rep) out to staff /Govs / parents for consultation
2. Update 20<sup>th</sup> October, on-going Covid measures. Approved by the Trust Board 23<sup>rd</sup> October 2020.
3. Update 23<sup>rd</sup> November – response to lock down and Positive cases in SEND.

Hazard	Who is at risk	ACTION TO MITIGATE RISK	Additional information	Comments
<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• A requirement that people who are ill to stay at home.</li> <li>• Minimize contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>• Staff and students with symptoms of coronavirus symptoms will seek advice from (<a href="http://111.nhs.uk/covid-19">http://111.nhs.uk/covid-19</a>)</li> <li>• Staff / students with coronavirus symptoms will obtain a test.</li> <li>• Anyone self-isolating with symptoms will access <u>testing</u> and engage with the NHS Test and Trace process.</li> <li>• Staff and students with symptoms of Coronavirus will follow NHS advice (<a href="http://www.nhs.uk/">www.nhs.uk/</a>) on self-isolation until test results have been received.</li> <li>• If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. In the case of a symptomatic pupil who needs to be supervised before being picked up:</li> <li>• Only in exceptional circumstances will staff take</li> </ul>	<p>Ensuring that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>,</p> <p>Individual staff with disabilities or needs, Pregnant staff, students with EHCP (2 wheel chair users in Year 7 from Sept) etc. will require updated RA's from September – and ongoing as situations change / arise. See Human Resources and LC. Need to consider new staff who are CV or CEV.</p> <p>Personal risk assessments and adaptations for Individual staff to be completed for staff with CV and CEV as family members, personal anxiety and / or mental health concerns via Human Resources. Set review T/T with HR. Set up HR Covid regular review for emerging concerns.</p> <p><b>“Close contacts” of a positive test must self-isolate for 14 days from the day of contact.</b></p> <p><b>Staff / Students who have symptoms and test negative return to work / class – Admin</b></p>	<ol style="list-style-type: none"> <li>1. <a href="#">System now in place to track and monitor this</a></li> <li>2. Working as planned? <a href="#">Works when we have full information</a></li> <li>3. Next Update</li> </ol>

		<p>symptomatic children home using the Blue Bexhill Academy Mini Bus. This vehicle has a Perspex Screen behind the driver.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <u>local health protection team</u> and Public Health England and follow their procedures. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"><li>• The pupils and staff in each group</li><li>• Any close contact that takes place between children and staff in different groups</li></ul> <p><b>Close contact means:</b></p> <ul style="list-style-type: none"><li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:<ul style="list-style-type: none"><li>○ Being coughed on,</li><li>○ A face-to-face conversation, or</li><li>○ Unprotected physical contact (skin-to-skin)</li></ul></li><li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li><li>• Travelling in a small car with an infected person</li></ul>	<p><a href="#">maintains register of cases both staff and students</a></p> <p>The medical room will be used to isolate any symptomatic person. If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask. If contact is necessary supervising staff will also wear disposable gloves and a disposable apron. If there is a risk of splashing to the eyes, such as coughing, supervising staff will wear a facemask and visor.</p> <p>Supervising staff will wash their hands for 20 seconds after the pupil has been picked up and dispose of PPE in the Yellow bins.</p> <p>A home testing kit will be provided to the household if available.</p> <p>The Blue Bexhill Academy Minibus registration RE09 WKX must be used. This vehicle has a Perspex Screen behind the driver, larger doors and more seats for distance from driver.</p> <p>The driver and passenger will maintain a distance of 2m from each other; or</p> <p>The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</p>	
--	--	---	---	--

		<ul style="list-style-type: none"> <li>• If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team and Public Health England to decide if additional action is needed. Any advice given by the team will be followed.</li> <li>• Staff who are concerned that a child in their class is exhibiting Symptoms of Covid 19 (For example excessive coughing) should email admin and request that a First Aided in PPE collects the student from the class for assessment.</li> <li>• Masks or visors will be work by students and staff in public areas around the Academy. (Unless exempt) This includes the all of the balconies and walkways.</li> </ul>	<p>Passengers will wear gloves and put possessions in a disposable bag.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <u>decontamination guidance</u>.</p> <p>Additional staff member enforces mask wearing for visitors to the building, ensuring that they remain outside for meetings where possible</p> <p>Badges and lanyards to be created for those staff and students exempt from wearing a masks for clinical reasons. Lanyards must be visible.</p> <p>No external visitors to the building unless they are part of the support services. E.g. Social Services. Staff in place on school entrance to secure this.</p>	
<p>Contact with coronavirus when getting to and from school.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be encouraged to walk or cycle to school and asked to avoid using public transport where possible.</li> <li>• Students in different key stages will start / finish at different times of the day</li> <li>• Students in different Year groups will use different entrances / exits to the building.</li> </ul>	<p>Bike sheds will be allocated to different key stages.</p> <p>Year 7 arrival. 7.50 – 8.15. Entrance via South Gate / South door. Finish 2.30</p> <p>Year 8 arrival 7.50 – 8.15. Entrance via North Gate / North door. Finisg 2.40</p>	

		<ul style="list-style-type: none"> <li>The school site will be closed to visitors / parents during the start finish times to give space for students to enter / exit the site</li> <li>Students will be required to <a href="#">Sanitise</a> hands on entry to the building and between lessons</li> <li>Social distancing measures implemented in the car park, Car Park entry to staff only, Entranceways are clearly marked. Social distance signage is in place</li> <li>Students will be advised on social distance and community gatherings (max group of 6 – current Government advice)</li> <li><b>Students will leave the school premises and not stay in the car park area at the end of the day.</b></li> <li><b>Staff travelling with colleagues in the same car must wear a mask</b></li> </ul>	<p>Year 9 arrival 8.20 – 8.40. Entrance via North Gate / North Entrance. Finish 2.50</p> <p>Year 10 arrival 8.20 – 8.40. Entrance via main entrance. Finish 3.00</p> <p>Year 11 arrival 8.20 – 8.40. Entrance via Entrance via South Gate / South door. Finish 3.10</p> <p><b>2 Students in Year 7 in wheel chairs need access via North Entrance. Permanent ramp to be installed on South entrance (Oct 2020)</b></p> <p><b>SEN staff will require gloves to support the students in wheel chairs and to support students in class / small group sessions.</b></p> <p><b>Additional assembly for all year groups on “how” the virus can spread</b></p>	
Spreading infection due to touch, sneezes and coughs	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Contractors</li> <li>Visitors</li> </ul>	<p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>,</li> <li>Clean their hands on arrival, after breaks, when students / staff change rooms, before and after eating, and after sneezing or coughing</li> <li>Be encouraged not to touch their mouth, eyes and nose</li> </ul>	<p>Hand washing facilities are provided throughout the Academy</p> <p>Hand sanitizer stations are now in place in computer suits and located on walls within the building. <a href="#">Hand sanitizers are wall mounted behind the teachers desk in every classroom</a></p> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p>	<ol style="list-style-type: none"> <li>Effective?</li> <li>Working as planned?</li> <li>Next Update</li> </ol>

		<ul style="list-style-type: none"> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste. A box of tissues will be provided in each classroom.</li> <li>• Heart Space vents will be open a much as possible.</li> <li>• External classroom now have opening windows and should be used for ventilation where possible</li> <li>• Hand gels provided in all classrooms (in dispensers for staff use)</li> </ul>	<p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues have been purchased; will be emptied throughout the day.</p> <p>Signage reminders in place to remind staff and students.</p> <p>Additional signage in place outside the building for information for visitors – re Masks</p> <p>Deep clean on 21<sup>st</sup>/22<sup>nd</sup> November by with Zoono Microbe Shield Surface Sanitiser. 21 day shielding on all surfaces. .</p>	
<p>Spreading infection through contact with coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Students will bring their own equipment to school – essential stationary for work including pens, pencils, rulers, calculator, reading books.</li> <li>• Additional day cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: <ul style="list-style-type: none"> <li>○ Banisters</li> <li>○ Hand Rails</li> <li>○ Glass Panels</li> <li>○ Door Handles</li> <li>○ Bathroom facilities (including taps and flush buttons)</li> </ul> </li> </ul>	<p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will sanitize hands after using the photocopier, fridge and coffee making facilities in the staff room and all other communal areas.</p> <p>All classrooms will be equipped with Blue wash roll, A spray sanitizer for desks and a hand sanitizer. These will be replenished</p>	

		<ul style="list-style-type: none"> <li>○ Heart Space tables and seating</li> <li>○ Light / window switches</li> <li>○ Student fingerprint scanners / Payment machines</li> <li>• The Heart Space and The Sports Hall will be cleaned between different Key Stages or year groups using them.</li> <li>• Students will clean desks and chair backs after use and before leaving the classroom.</li> <li>• Students will clean Computer equipment (including keyboards and mouse) between uses</li> <li>• Staff will clean desks, equipment, work stations that they come into contact with.</li> <li>• Students will clean surfaces used in Food Technology areas. Food Technician will support additional cleansing as required</li> <li>• Students in Engineering / Ceramic will clear surfaces. Equipment will be operated by Technician (see additional RA)</li> <li>• Students in Drama (see additional RA)</li> <li>• Students and PE support staff will clean Sports equipment between uses (see PE Dept. RA)</li> <li>• Science technicians will maintain hygiene of Science equipment between uses or rotated so they can be unused and out of reach for</li> </ul>	<p>daily is required and immediately by request.</p> <p>Teachers will wash / sanitise their hands, surfaces before and after handling pupils' books.</p> <p>Hand sanitizers are wall mounted behind the teachers desk in every classroom</p> <p>Additional lidded bins to be placed in the Heart Space.</p> <p>Create additional socially distanced work space / lunch space for colleagues</p> <ol style="list-style-type: none"> <li>1. Removal of material seats from the Staff Room and SLT corridor for ease of sanitising / cleaning. Replace with exam desks</li> <li>2. Open up Conference Room 2 as a staff work room. Remove existing furniture, replace with exam desks.</li> <li>3. Remove excess furniture in room next to F12. Replace with additional desks.</li> <li>4. Offer the use of the Art work room for additional space.</li> </ol> <p>In all areas, masks must be worn if more than 1 person is present.</p>	
--	--	---	---	--

		<p>48 hours (72 hours for plastics) between different groups. (See Science CLEAPPS)</p> <ul style="list-style-type: none"> <li>• Items that need laundering (e.g. towels, flannels,) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting, these items will not be shared between children between washes.</li> <li>• In addition, areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</li> <li>• Areas of the school not in use will be shut off to make cleaning more manageable.</li> <li>• Staff will model good practice to demonstrate a culture of safe practice</li> <li>• Staff will helpfully remind each other and students to follow procedures if they lapse.</li> </ul>		
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons, <b>offices and rooms.</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils will be taught and reminded to <b>maintain their distance</b> and not touch staff or peers. This is key.</li> <li>• Pupils will be seated side-by-side and facing forwards, unnecessary furniture will be moved out of classrooms to allow for this.</li> <li>• Staff will approach students from the side or behind the student chair – all classrooms where possible configured to this.</li> </ul>	<p>Music lessons - Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible. Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared Singing / instrument playing won't take place as choirs or in assemblies.</p> <p>PE Lessons- contact sports will be avoided until further notice. Outdoor</p>	<ol style="list-style-type: none"> <li>1. Effective?</li> <li>2. Working as planned?</li> <li>3. Next Update</li> </ol>

		<ul style="list-style-type: none"> <li>• Front desks in all rooms will be at least 2 metres from the front. Teachers will teach from the front.</li> <li>• Staff will not allow students to touch or use their (staff) personal or other equipment.</li> <li>• Pupils will clean desk surfaces and back of chairs at the end of each lesson prior to leaving</li> <li>• Students will not share equipment.</li> <li>• Students will operate the hygiene practices identified above.</li> <li>• Staff will work across different groups in order to deliver the school timetable, but they will keep their distance from pupils in class and other staff as much as they can (ideally 2 metres apart).</li> <li>• Close face-to-face contact will be avoided. Staff will support students from the side, not from in front.</li> <li>• Staff will not approach within the metre from the front.</li> <li>• Any pupils with complex needs or who need close contact care will have the same support as normal. Support staff will remain in Key Stage Bubbles. Staff will be rigorous about hand washing and respiratory hygiene.</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual. The same support as normal. Staff will be</li> </ul>	<p>sports will be prioritized. Distance between pupils will be maximised as much as possible.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff.</p> <p>The number of temporary staff entering the school premises will be kept to a minimum</p> <p>Staff will maintain at least 1 metre distance when having a discussion.</p> <p>Face to face conversations must be 1 – 2 metres apart and must not exceed 10 minutes.</p> <p>Separate Risk Assessments for Drama, Art, Music, Technology, PE and Science are now in place.</p> <p>Create additional socially distanced work space / lunch space for colleagues</p> <ol style="list-style-type: none"> <li>5. Removal of material seats from the Staff Room and SLT corridor for ease of sanitising / cleaning. Replace with exam desks</li> <li>6. Open up Conference Room 2 as a staff work room. Remove existing furniture, replace with exam desks.</li> <li>7. Remove excess furniture in room next to F12. Replace with additional desks.</li> </ol>	
--	--	---	---	--

		<p>rigorous about hand washing and respiratory hygiene.</p> <ul style="list-style-type: none"> <li>• Main internal fire doors will have contact locks fitted to enable automated closing.</li> <li>• All doors will be hooked to reduce contact with door surfaces where possible. Staff and students to sanitise after touching / opening doors.</li> <li>• Classrooms are all close to or adjacent to washing facilities.</li> <li>• Classrooms will be deep cleaned each evening.</li> <li>• Hand sanitizing units have been placed in all computing spaces. Students will clean keyboards after use</li> <li>• Hand sanitizer and cleaning equipment available in key locations such as staff room, library, admin offices and reception.</li> <li>• Students on the ground floor will exit classrooms at the end of lessons via Fire Doors to relieve number movement in the Heart Space</li> <li>• All staff will maintain upto date Class Charts – checked regual</li> <li>• School dog visits will not be allowed to limit the risk of spreading through contact with petting.</li> </ul>	<p>8. Offer the use of the Art work room for additinoal space.</p> <p>In all areas, masks must be worn if more than 1 person is present.</p> <p>Completed end of Aug 2020</p> <p>Hooks on Classroom doors around the Heart Space – doors open when not affected by break / Lunch</p>	
--	--	---	--	--

<p>Spreading infection due to excessive contact and mixing between pupils and staff around the building.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils will be taught and reminded to <b>maintain their distance</b> and not touch staff or peers. This is key.</li> <li>• Year group and key stage bubbles have staggered timetables, for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time. See start/ finish times and timetable</li> <li>• A one way system has been implemented in the building to secure reduced cross over of students.</li> <li>• “Up Stairs” and “Down Stairs” implemented and clearly marked</li> <li>• Movement around the school site will be kept to a minimum.</li> <li>• Staff will escort students off the school site at the end of the day.</li> <li>• Pupils will be supervised at all times at break / lunch / beginning / end of day to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</li> <li>• Ground floor rooms will be exited directly to the outside via fire exits where possible,</li> <li>• All shared rooms, such as the Sport Hall and Heart Space will be kept at least, half capacity to allow groups to keep apart when using them.</li> </ul>	<p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. Visits through necessity will need to be outside of the staggered arrival / exit of students from the building.</p> <p>A record will be kept of all visitors. No overnight domestic educational visits are planned until July 2021 at present.</p> <p>Breakfast clubs can only take place within the timing of the current staggering of the morning.</p> <p><b>Additional seating for lunch and break to be constructed and placed outside between the Building and the Astro – Done</b></p> <p><b>Additional staff member enforces mask wearing for visitors to the building.</b></p>	<ol style="list-style-type: none"> <li>1. <b>Additional member of staff employed in the mornings to support visitor mask wearing</b></li> <li>2. Working as planned?</li> <li>3. Next Update</li> </ol>
--	---	--	---	---

		<ul style="list-style-type: none"><li>• Heart Space and Sports Hall will be cleaned between each use.</li><li>• Toilet use will be directed to those closest to each classroom area.</li><li>• Staff use of staff rooms is staggered as a byproduct of the timetable.</li><li>• Where possible and practicable all necessary visitors will be limited to the meeting rooms at reception. Areas will be sanitized immediately before and afterwards</li><li>• Meetings can take place under the canopy outside the front of the building; maintain social distance of at least 1 metre. Face to face meetings should be limited by time and distance.</li></ul>	<p>Meetings can take place under the canopy outside the front of the building; maintain social distance of at least 1 metre. Face to face meetings should be limited by time and distance.</p> <ol style="list-style-type: none"><li>1) Where possible these should be done by phone. This is not always possible but certainly many pastoral and teaching issues can be followed up this way</li><li>2) If a meeting has to be held face to face, this should where possible be done with one member of staff. This may not always be possible (ie if the member of staff does not know the family, complex issues). In this case careful consideration should be given to who attends. These meetings should slo be held outside and if possible kept to under 15 minutes</li></ol>	
--	--	--	---	--

			<ul style="list-style-type: none"><li>3) Where meetings in school have to take place, if they cannot be done outside a meeting room must be booked in advance</li><li>4) Reception must be informed if there is to be a meeting so they know who to allow on site</li><li>5) Outside meeting areas – 3 areas spaced out along the front of the building with grey, light weight barriers in-between each area</li><li>6) Meeting Room 1 (In reception area) –Maximum occupancy of 3 with masks on and for no longer than 15 minutes – used for outside visitors</li><li>7) Meeting Room 2 (school side) – 1 staff member only – no visitors allowed.</li><li>8) Meeting Room 3 (school side) – 1 staff member only – no visitors allowed.</li><li>9) Conference Room 1 (Administration Area) – Maximum occupancy of 8, windows open, meeting for no longer than 15 minutes – used for outside visitors</li><li>10) New Conference Room 2 (near Student Reception)– Internal staff use only, maximum occupancy of 8, door open</li></ul> <p>Update – No visitors except school support services. Meeting Room 1 – 1 student, + 1 external agency. Masks On,</p>	
--	--	--	--	--

			<p>New Conference Room converted to staff space for work and lunch/break. (Update see 10)          Conference Room 1 = not external meetings except School Services e.g. Social Services. (update on 9)</p> <p>Student 2m exclusion zone to be “stuck” on the floor around all teachers desks. Students to stay outside of the zone. Staff to stay inside.</p> <p>When approaching students from behind in class to speak – staff will wear masks.</p>	
<p>Spreading infection due to lack of classroom hygiene</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• All rooms will have enhanced cleaning prior to each day.</li> <li>• All classrooms will be equipped with Blue wash roll, a spray sanitizer for desks and a hand sanitizer. These will be replenished daily is required and immediately by request</li> <li>• Students will clean desks and chair backs after use and before leaving the classroom.</li> <li>• Staff will clean desks, equipment, books, workstations that they come into contact with and sanitise after contact.</li> <li>• All doors will be hooked to reduce contact with door surfaces where possible. Staff and students to sanitise after touching / opening doors.</li> <li>• Students will not share equipment</li> </ul>	<p>Where Covid symptoms are suspected, classrooms are immediately cleaned.</p> <p>Daily reminders on the daily bulletin remind and enforce the daily routine.</p> <p>Daily update to remind staff of new routines.</p>	

<p>Spreading infection due to lack of student / staff hygiene</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and students to wash their hands / sanitise and dry thoroughly as often as is practical</li> <li>• Staff and students to clean their hands on arrival in the building, before and after lessons and eating, and after sneezing or coughing</li> <li>• Clean / sanitise hands when contacting surfaces and equipment</li> <li>• Students will not share equipment with their peers e.g. pens, pencils,</li> <li>• <b>Staff and students will wear masks in communal areas, unless exempt and bring a bag to store their mask when not in use.</b></li> </ul>	<p>Daily reminders on the daily bulletin remind and enforce the daily routine of mask wearing, teaching from the front and distancing from staff and students and hand sanitising.</p>	<ol style="list-style-type: none"> <li>1. Effective?</li> <li>2. Working as planned?</li> <li>3. Next Update</li> </ol>
<p>Spreading infection due to lack of awareness of the building</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Floor markings, one-way markings, stairwell markings, signage, seat markers, wall / door reminders in place.</li> <li>• All external rooms now have opening windows, to maintain ventilation. Windows and hooked doors should be used for ventilation where possible</li> <li>• Air conditioning areas (internal spaces) will be set to acceptable levels where they are not switched off.</li> <li>• Downstairs main Heart Space doors to remain open for</li> </ul>	<p><b>Staff to add opening of external windows to normal class routine set up. Reminders in bulletin</b></p> <p>Senior staff walk the building to open up doors and window as required. Reminders in the daily bulletin.</p> <p>Staff moved from areas that lack ventilation where possible. (Art –</p>	

		<p>through ventilation where possible.</p> <ul style="list-style-type: none"> <li>• Protocol for washing hands in each toilet area.</li> <li>• Hand dryers will be cleaner regularly to support hand washing.</li> <li>• Signage to remind staff and students to sanitise having made contact with doors, equipment, resources.</li> <li>• Signage at the entrances and exits to support Year group entrance and exit strategies</li> <li>• Lanyards and Badges for staff and students who are exempt from wearing masks,</li> </ul>	<p>now has opening windows) Work programmed for SMU1 and 2.</p> <p>Students and Staff will be allowed to wear a coat, scarf to cope with the cold, due to the windows and doors remaining open for air flow.</p>	
<p>Spreading infection due to frequently touching objects</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Kit and equipment checks for students secure reduction in attempted sharing.</li> <li>• All classrooms will be equipped with Blue wash roll, a spray sanitizer for desks and a hand sanitizer. These will be replenished daily is required and immediately by request</li> <li>• Students will clean desks and chair backs after use and before leaving the classroom.</li> <li>• Staff will clean desks, equipment, books, workstations that they come into contact with and sanitise after contact.</li> </ul>		<ol style="list-style-type: none"> <li>1. Need to maintain the focus on the cleaning of these materials?</li> <li>2. Working as planned?</li> <li>3. Next Update</li> </ol>

		<ul style="list-style-type: none"> <li>• All doors will be hooked to reduce contact with door surfaces where possible. Staff and students to sanitise after touching / opening doors.</li> <li>• Frequently touched objects in practical activities will be assessed for risk. Curriculum alterations will be adopted and objects still required will be maintained via department technicians. E.g. will be deep cleaned (Science)</li> <li>• Protocol for washing hands in each toilet area.</li> <li>• Additional keys to specific multi use classrooms will be provided.</li> <li>• Equipment required for classroom use to be maintained in <b>Bubble trays</b>. Sanitiser to be used following usage.</li> </ul>		
Spreading infection due to staff working in the same building	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will wear protective equipment in public areas. (Unless exempt)</li> <li>• Staff will not share personal equipment</li> <li>• Staff encouraged to wash hands thoroughly between lessons</li> <li>• Staff will wash /sanitise after using communal /public spaces e.g. Photocopier / kettle</li> </ul>	<p>Daily reminders on the daily bulletin remind and enforce the daily routine of mask wearing, teaching from the front and distancing from staff and students,.</p> <p>Increase measures for staff in the building in office, work and social spaces. All staff to wear masks in these areas unless exempt.</p>	<ol style="list-style-type: none"> <li>1. Constant reminders necessary</li> <li>2. Working as planned?</li> <li>3. Next Update</li> </ol>

		<ul style="list-style-type: none"> <li>• Social distance to be maintained (over 1 meter) when having professional discussions. Max 10 minutes,</li> <li>• Staff to engage in Covid training and maintain vigilance in following procedure</li> <li>• Inform CD or VNW immediately if experiencing symptoms of Covid 19 or have come into close contact with someone experiencing symptoms</li> <li>• Not attempt to come to the Academy if experiencing symptoms of Covid 19</li> <li>• Staff to inform LK, Line Management or Senior staff where actions to mitigate risk are insufficient, and / or additional / more protective measures are possible</li> <li>• Staff to support each other (well being) by sharing concerns / anxieties or suggestions for further enhanced procedures if they identify relevant areas</li> </ul>	<p>Staff to wear masks in offices and whenever students are in offices.</p>	
<p>Spreading infection due to students learning in the same building.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Students will wear facemasks in public areas. (Except when seated and eating)</b></li> <li>• Students will learn in Key Stage bubbles</li> <li>• Students may choose to wear gloves – they must make their own provision for this</li> </ul>	<p>Students with additional needs will be supported through meetings prior to the beginning of term to help understand and action covid control measures.</p> <p>Following outbreak: Rotation of specific Bubbles of Remote Learning / In School to</p>	<p>1.Challenging. Costs of masks for students who are forgetting?</p> <p>2. Working as planned?</p>

		<ul style="list-style-type: none"> <li>• Students will wash their hands with soap and water for 20 seconds and dry thoroughly as often as is practical</li> <li>• Clean their hands on arrival in the building, sanitise after lessons and eating, and after sneezing or coughing</li> <li>• Students will not share equipment</li> <li>• Students will clean their workspace and chair backs after use and before leaving the classroom.</li> <li>• Students will respect the Covid rules and procedures of the Academy.</li> </ul>	<p>secure safety of students (Covid and staffing) and coherence of learning. Outbreak Year group to rotate.</p> <p>Update weekly based around student / staff number testing positive.</p>	3. Next Update
Spreading infection due to poor student behavior	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Students will follow the BA covid practices to mitigate Covid risk.</li> <li>• Staff will follow the Academy – Engagement for Learning Policy and The Engagement for Learning – Covid 19 Appendix.</li> </ul>		1. Effective? 2. Working as planned? 3. Next Update
Spreading infection due to lack of safe practice when having lunch	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be encouraged to bring their own lunch and snacks from home. Canteen areas will provide all food in wrapped materials.</li> <li>• Students will be able to access food at 3 different locations within the building to maintain Bubble distance</li> </ul>		1. Effective? 2. Working as planned? 3. Next Update

		<ul style="list-style-type: none"> <li>• See Food Company “Annette’s” RA</li> </ul>		
Positive Covid 19 contact.	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Following a suspected or positive covid symptoms a deep clean will be undertaken of the relevant areas</li> </ul>	<p>Deep clean on 21<sup>st</sup>/22<sup>nd</sup> November by with Zoono Microbe Shield Surface Sanitiser. 21 day shielding on all surfaces. .</p>	<ol style="list-style-type: none"> <li>1. Effective?</li> <li>2. Working as planned?</li> <li>3. Next Update</li> </ol>

Original Version – March 2020 (liaison with Governors) then update 1.

Update 2: August 2020 new format following lock down format

Update 3: Sept 3<sup>rd</sup> 2020

Update 4; Oct 20<sup>th</sup> 2020 Half term updates

Update 5. Nov 23<sup>rd</sup> 2020: Following SEN outbreak + Rother increases.

Next Update: Dec /Jan 2021

## **What do we mean by a 'contact'?**

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- People who spend significant time in the same household as a person who has tested positive for COVID-19
- Sexual partners
- A person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
  - being coughed on
  - having a face-to-face conversation within one metre
  - having skin-to-skin physical contact, or
  - contact within one metre for one minute or longer without face-to-face contact
- A person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- A person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.

Medical advice is clear: contacts of a person who has tested positive for COVID-19 must self-isolate at home because they are at risk of developing symptoms themselves in the next 14 days and could spread the virus to others before the symptoms begin.

If you are a contact of someone who has tested positive for COVID-19, then you will be notified by the NHS Test and Trace service via text message, email or phone. If you are notified, please follow the guidance in this document closely.

If you have not been notified that you are a contact, this means you do not need to self-isolate and should follow the general guidance, for example, social distancing, hand washing, and covering coughs and sneezes.