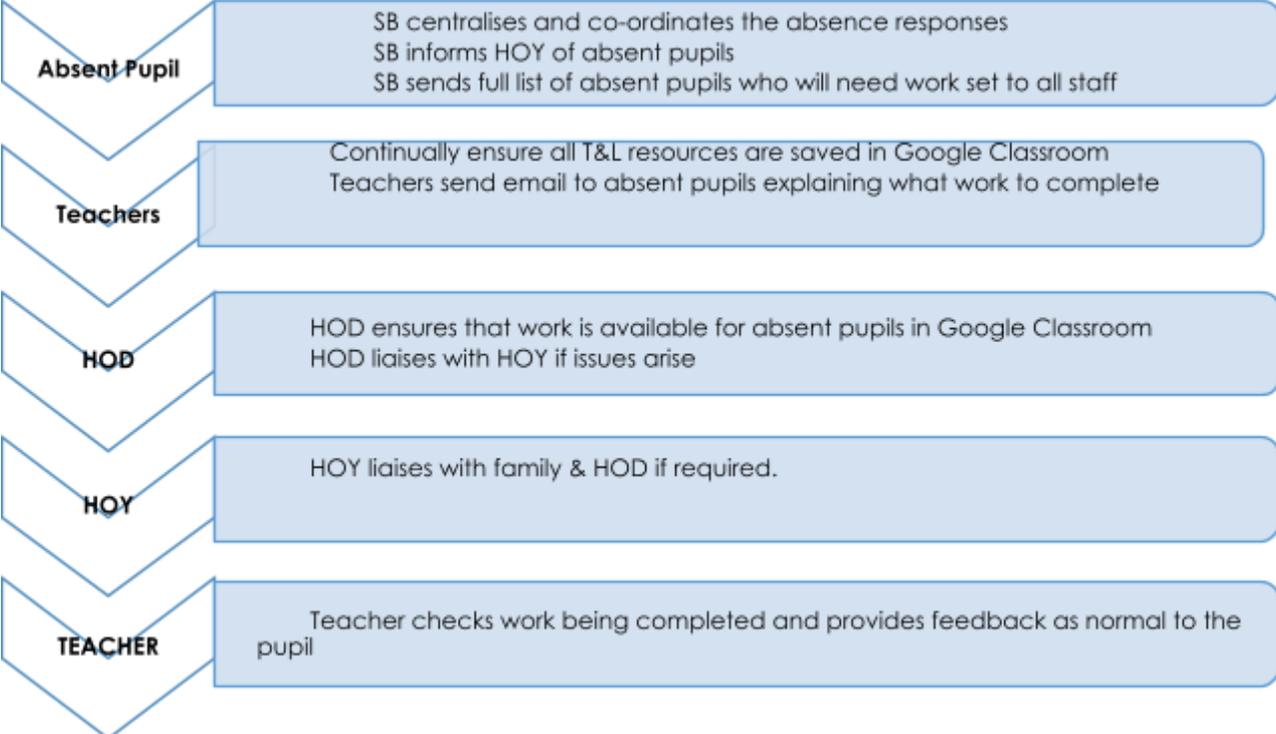


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Making the workplace COVID-secure	Control measures to reduce transmission	Responsibility	Risk Rating
To reduce risk of transmitting Covid-19	<ul style="list-style-type: none"> ● Risk assessment V16 is available on the website ● Individuals should still stay at home for Covid-related reasons if: <ul style="list-style-type: none"> they are symptomatic they have tested positive with a PCR or LFD <p>Main symptoms:</p> <ul style="list-style-type: none"> a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <ul style="list-style-type: none"> ● If a pupil has coronavirus symptoms whilst at school they are to self-isolate in the medical room, with the door outside left open, the window open but the internal door closed. Discretion will be used if the weather is poor. Parents/carers will be called immediately to collect. ● A member of staff in student services will inform LW and the medical room will then undergo a deep clean & so too will the classroom. ● If a member of staff has coronavirus symptoms whilst at school, they must inform SLT immediately and leave the school site ● Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended. ● From 21 February, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the NHS get tested for COVID-19) guidance. ● While you're no longer required by law to self-isolate if you have COVID-19, you should still stay at home and avoid contact with other people. ● On day 5 & 6 test to see if you are negative, if you have 2 consecutive negative days you can return to work. Regardless of test results you can return to work after 10 days of isolation 	JB All Student/Staff Site Staff	Medium

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Absent pupils	<ul style="list-style-type: none"> Please follow procedure: <div style="margin-left: 20px;">  </div> 	All	Low
Arriving at school	<ul style="list-style-type: none"> Pupils are encouraged to walk or bike to school All pupils can use either Spencer Gate or Hayway entrance/exit Pupils arrive in school uniform, staff in office dress. All staff must sign-in and out of school daily using lanyards Pupils/Students on site must be registered on G4S Leaders will be out and about ensuring orderly entry to school 	FT HOY SLT FT HOY SLT FT HOY SLT Staff Staff SLT & Leaders	Low
Attending school	<ul style="list-style-type: none"> Attendance is mandatory All clinically extremely vulnerable (CEV) children and young people should attend school, unless a specialist has advised not to 	Staff / Pupils All	Medium
Lateral Flow testing	<ul style="list-style-type: none"> We are no longer required to test 		

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Outbreak Management	<ul style="list-style-type: none"> • Face masks may be reintroduced • Bubbles may be reinstated • Assemblies and social gatherings will be cancelled • Some staff will be required to wear PPE especially for deep cleaning tasks • Bespoke risk assessments may be reinstated • Educational visits may be suspended/cancelled, please seek advice from trip specialist before booking any trips • If the academy cannot function safely there may be times where we have to partially or fully close. • The academy will seek public health support if numbers increase significantly. • The academy will refer to DFE guidance and consult with TLT, trade unions and other H&S legislation where appropriate to make informed decisions in order to keep the community safe. • Other precautions may be reinstated as advised 	Leaders Leaders	Low
Face masks	<ul style="list-style-type: none"> • Face masks are no longer required 	All	
Classrooms & movement between lessons	<ul style="list-style-type: none"> • When moving around school, please stay close to the left • Where possible pupils enter classrooms via external doors • Staff must keep seating plans updated on G4S • Staff have available wipes/sprays/sanitisers/tissues/bins 	All All All All	Medium
Science Labs	<ul style="list-style-type: none"> • Pupils must not use their own sanitisers when in labs only those provided by the school due to health and safety reasons 	Teachers	Medium
Homework	<ul style="list-style-type: none"> • Set as normal and mark as normal 	Teachers	Low
Communal events	<ul style="list-style-type: none"> • Assemblies as normal in LT or MH • Changing rooms to be used as normal • Extra-curricular events continue as normal • Booking trips – leaders to check adequate financial protection in place before booking, avoid international trips, speak to LB before confirming booking 	Leaders/FT PE All All	Low
Control measures:	<ul style="list-style-type: none"> • All to ensure good hygiene • To maintain cleaning regimes as planned • Ensure occupied spaces are well ventilated. • Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. 	All	
Toilets	<ul style="list-style-type: none"> • There is a robust toilet cleaning programme in place throughout the day to ensure regular cleaning • Toilets will have a regular supply of hot and cold water along with soap and disposable hand towels • Staff will use staff toilets and they will be regularly cleaned • Everyone is expected to wash hands regularly as per guidance 	Site Site Site All	Medium

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Lockers	<ul style="list-style-type: none"> Available 	Pupils	Low
Breaks & lunches	<ul style="list-style-type: none"> Breaks & lunches are now at the same time Pupils are not required to use certain eating areas Water taps are reinstated Staff will be punctual for duties 	All Pupils Pupils Staff	Low
Communication / Consultation	<ul style="list-style-type: none"> LW is the H&S Officer. All issues reported to LW who disseminates according to severity of risk Consultation continues with staff to ensure the risk assessment is robust and the team feel safe Clear written guidance will be shared with staff, parents, and pupils and located on the website Weekly feedback will be shared via SLT log, school bulletin and in virtual briefings The risk assessment will be revisited continuously and amended according, this is version 16 	Site All JB JB JB	Low
Arrival of visitors including deliveries	<ul style="list-style-type: none"> Visits to school should be appointment only Main reception is fitted with an intercom system & the screen will always be closed Student services has a screen fitted Large deliveries will go via the site team Small deliveries will be left in the main reception 	All Site Site Site Site	Low
Attendance	<ul style="list-style-type: none"> Attendance is mandatory Staff & pupils to follow absence reporting procedures for illness and accidents Leaders will support families to ensure pupils are back in school 	All All SLT & leaders	Low
Departing from school	<ul style="list-style-type: none"> All pupils will leave at the same time and can use either Spencer Gate or Hayway Leaders will be out and about ensuring orderly exit from school 	SLT & leaders SLT & leaders	Medium
Removal of waste	<ul style="list-style-type: none"> Site to follow the guidance of rubbish removal company 	Site / LW	Medium
Sixth form centre	<ul style="list-style-type: none"> To be used as normal, keep well ventilated 	Site	Low
SEND area	<ul style="list-style-type: none"> To be used as normal, keep well ventilated 	Site	Low
Hub	<ul style="list-style-type: none"> To be used as normal, keep well ventilated 	Site	Low
Lecture Theatre	<ul style="list-style-type: none"> To be used as normal, keep well ventilated 	Site	Low
Library	<ul style="list-style-type: none"> To be used as normal, keep well ventilated Click and delivery service on offer along with E -platform, electronic and audible books 	Site Librarian	Low
Meetings	<ul style="list-style-type: none"> As normal, keep well ventilated 	All	Low
Performing Arts Practice Room	<ul style="list-style-type: none"> To be used as normal, keep well ventilated To produce risk assessments for special events especially if visitors will be attending the site 	Site	Low
Remote T&L	<ul style="list-style-type: none"> Teachers to set work in Google Classroom for long-term absent pupils 	Teachers	Low
Exams	<ul style="list-style-type: none"> Refer to revised Exam Protocol for updated guidance 	All	Low
Evacuation Procedures	<ul style="list-style-type: none"> All staff and pupils to congregate behind Creative Arts & tennis courts and follow normal procedures 	RM LW	Low

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Medical Room	<ul style="list-style-type: none"> As normal, keep well ventilated 	First Aider	Medium
Mental Health & Wellbeing	<ul style="list-style-type: none"> Ethos Team are available for all All staff received training to support and give advice on mental health & wellbeing Regular Google Hangouts virtually or face to face with staff WB Committee set up with many activities available Access to well-being and mental Health support communicated and shared with staff on a regular basis 	Ethos leader Staff Leaders Ethos Team	Low
Behaviour	<ul style="list-style-type: none"> As normal, all to follow the Behaviour & Exclusion Policy 	All	Low
Fire Safety checks	<ul style="list-style-type: none"> Fire risk assessment complete Fire alarms, emergency lighting, fire extinguishers are working Fire escape routes are clearly marked Fire safety equipment is in good working order Stock is safely and securely stored Staff are clear re: fire procedures 	LW & LB	Low