

Madeley Academy



Autumn 2020
Risk Assessment
& Staff Guidance

Edit 19 August 2020

Risk Assessment Madeley Academy – COVID - 19

Location / Site	Insert location and site where activity taking place
Castlefields Way Madeley Telford TF7 5FB	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Opening September 2020	
Assessment date	Insert date when assessment is being carried out
19/8/2020	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government Guidance for full opening: schools: (Extract 7 August 2020)

(<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>)

‘It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

Now, the circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased, our NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within schools.

Returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children’s future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

Lower academic achievement also translates into long-term economic costs due to having a less well-qualified workforce. This affects the standard of living that today’s pupils will have over the course of their entire life. For many households, school closures have also affected their ability to work. As the economy begins to recover, we need to remove this barrier so parents and carers can return to work.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19), and this guidance explains the steps schools need to take to reduce risks still further. As a result, we can plan for all children to return and start to reverse the enormous costs of missed education. This will be an important move back towards normal life for many children and families.

We are, therefore, asking schools to prepare to welcome all children back this autumn. While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance minimising any risks from coronavirus (COVID-19) by maximising control measures with

providing a full educational experience for children and young people. Schools should use their existing resources to make arrangements to welcome all children back. There are no plans at present to reimburse additional costs incurred as part of that process.

The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. If schools follow the guidance set out here and maximise control measures, they can be confident they are managing risk effectively.'

Public health advice to minimise coronavirus (COVID-19) risks: (Extract 7 August 2020)

'We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- 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

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

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible'

System of Controls (Extract 7 August 2020)

Prevention:

1) minimise 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

2) clean hands thoroughly more often than usual

3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products

Numbers 1 to 4 must be in place in all schools, all the time.

5) minimise contact between individuals and maintain social distancing wherever possible

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

6) where necessary, wear appropriate personal protective equipment (PPE)

Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students will be organised in year group “bubbles” and spend the majority of the week in the same suite of venues and only with other students from that bubble. 2. Teachers move to where students are located to teach unless teaching is taking place in specialist venues. 3. Students stay in the classroom for majority of the day and do not mix with other groups 4. Students in bubbles will be instructed to observe the 1m plus rule in relation to social distance from staff and to not touch or invade other students’ personal space at any time, including touching their belongings. 5. Remove furnishings that would need additional cleaning. 6. Social distancing charter created for the students and shared via mailshot and on website. 7. Charter linked to Academy behaviour system – lots of praise for adherence and sanctions for non-compliance. 8. Students isolated if they cannot adhere to the charter and spoken to re the need for social distancing. 9. Explicit, informing of the need to wash hands and importance around this. 10. Lessons planned for individual work (not pairings or group work). 11. Feedback – use interactive whiteboard not close interaction. 12. Mark out an area for the teacher – 1 metre plus minimum distancing at front of room. 13. Students will keep all personal items in their Academy bag including personal stationery. 14. Students are required to provide their own personal stationery which is not shared with others and wiped down at the end of each day. 15. Doors and windows to be left open where possible to allow for ventilation. 16. Any student or adult showing symptoms to be removed from the group and taken to the Medical Room by a member of SLT who should report the case to Sally Davies. Dependent on outcome government guidelines in relation to testing and self-isolation may be invoked for the individual or entire group. If test is positive all staff and students in group need to self-isolate for 14 days. Staff to be vigilant of students with SEND, those vulnerable or known to have behavioural conditions as they may have an impaired ability to communicate if they are feeling unwell. 17. At the end of the day, staff will escort their class off site by leading out of the building to the nearest designated exit. If there is a second adult, teaching assistant present, students should be monitored at the rear of the line and 1 metre plus distancing observed. 18. Cloakrooms will not be open. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Teachers to be vigilant of who they are sending to the toilet - only one boy and one girl allowed to go to the toilet at a time from a class. Toilets will be supervised at regular intervals. 2. A Corridor Pass system will not be used until further notice. 3. Importance of washing hands after visiting the toilets always reminded. 4. Extra signs in toilets to remind users to wash hands. 5. Toilets to be included in the high touch points cleaning regime. 6. The quality of cleaning will be monitored. 7. Availability of soap will be monitored to ensure we do not run out. 8. Low numbers in toilets. Socially distanced markers outside for queuing. 9. System in place for cleaner to be called at Reception for any event request from staff or student. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter the Academy or classroom in morning resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Year groups arrive and leave site at staggered times as published on the website and sent by mailshot. 2. Markers outside the entrances to the Academy for the students 2 metres apart. 3. One way system in place for Sixth Form students. 4. External access to rooms for Sixth Form students. 5. Students arrive and leave via nearest road safe pedestrian access. 6. Controlled supervised entry in to and exit from Academy. Students to move directly to teaching venue. 7. No visitors to enter site without permission from Reception/Security. Visitors' Video link on gate. 8. Instructions shared by Security re social distancing to visitors who may arrive at the Academy. 9. Signage for students will be displayed. 10. Social time after lunch to be closely supervised. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during lunchtimes and on hard standing areas resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered year group social time after lunch on hard standing areas. 2. No close contact on hard standing areas. 3. Shared use of lunchtime equipment is not permitted. 4. Staff supervision throughout insisting on social distancing. 5. Students practise talking 1 plus metres apart outside. 6. Doors into and out of hard standing areas facilitate one way movement. 7. Students to wash/sanitise their hands before and post lunch social time. 8. Students enter building at 1 metre plus distance using the markers on the playground as a guide before coming back into the Academy after a break. 9. Route to return to teaching area should be discussed with students before going on break. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Entry into Servery monitored and food served, pre-packaged in paper bags. 2. Cash prices modelled to reduce interaction with money. 3. The Restaurant and Theatre modified where students and staff must eat respecting social distancing. 4. 1 metre plus markings will assist queuing. 5. Maximum of one year group in the Restaurant and Theatre eating at one time at 1 metre. 6. If cups and cutlery needed, an adult wearing gloves will hand these to individual students so they are not touching crockery and cutlery. 7. Tables in Restaurant and Theatre cleaned regularly. 8. Entry in to (PA corridor) and out of the Theatre (rear doors) and Restaurant monitored carefully. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students must only move between designated timetabled lessons, breaks and toilets. 2. Students keep left on stairs and corridors. Stickers are in place to remind staff and students. 3. Report via Reception if a student does not return within expected time of break or toilet visit. 4. One male and or female student allowed to go to the toilet at a time. 5. Staff explain to students reasoning to minimise traffic around the Academy and keeping to bubble. 6. When moving a class around the Academy, 1 metre plus between students. 7. High staff presence when moving to and from breaks. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students provide their own individual items of stationery for personal use in the Academy. 2. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 3. Tables, door handles and other surfaces including hard chairs to be cleaned frequently by cleaners. 4. Children and adults to wash hands regularly throughout the day. 5. Doors and windows to be left open (wherever possible) to allow for ventilation. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress by students			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Small numbers of students may require support for their emotional or behavioural needs. 2. Refer all cases of concern to Mr D Marshall who will delegate referrals as appropriate. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff should share any concerns with their Line Manager who will, where appropriate, communicate with the Headteacher. 2. Regular well-being advice will be made available to staff as necessary. 3. No more than two teachers/teaching assistants in one classroom at any one time is best practice. 4. Monitor the numbers of persons in an office and keep to 1 metre plus as a minimum. 5. Business dress to be worn. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children, 1:1 and restraint			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Guidance from the Government is regularly updated and currently indicates prevalence is decreasing. 2. PPE clothing will be available for staff who may have to attend to a student or colleague requiring support or medical attention. 3. Advice currently states that there is no requirement for students to be wearing face masks whilst at the Academy – see guidance from government as it will continue to be reviewed. 4. Sixth Form Academy campus minibus students will be provided with a disposable face covering. 5. A good stock of disposable aprons, gloves and face masks has been ordered. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Soap order in large quantities. Regular hand washing to be undertaken. 2. No requirement to issue a Corridor Pass until further notice. 3. Sanitisers/hand gel in each corridor, entrances and on each floor level and monitored by staff. 4. Disinfectant spray on corridors, classrooms, entrances and monitored by staff. 5. Tissues on corridors, classrooms, entrances and monitored by staff. 6. Blue roll for wiping disinfectant on corridors, classrooms and monitored by staff. 7. Public signage to remind of the importance of good hygiene through Madeley Academy. 8. A good supply of hand gel will be maintained on entrances and on teachers' desks. 9. Children hand wash/sanitise hands on entry to the Academy, before lunch, after lunch, before leaving the Academy, using the toilet, and any time they cough or sneeze. 10. Washing hands posters, reminders in all washing areas and displayed around the Academy. 11. Explicit teaching & posters on how to cough/sneeze and then catch it, bin it, kill it. 12. Matt Lumby to monitor stock levels regularly and report any diminishing of stock to Jonathan Boyle. 13. Bins to be emptied regularly and high touch points cleaned. Cleaning and response team on call. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Surfaces, handles, and toilets will be cleaned each day by Cleaning Assistants. 2. First Aid - Gloves and aprons will be worn by all cleaning staff including masks to be worn when dealing with first aid due to the close proximity of anyone displaying symptoms. 3. High touch points including photocopiers, trimmers and other equipment to be cleaned. 4. Some resources will be rotated, left to de-contaminate for 3 or 4 days or thoroughly cleaned to reduce the risk of indirect transmission. 5. Areas to disinfect shared resources between bubbles meticulously. 6. IT equipment, after use, to be wiped down (including iPads, laptops and PCs) after use each day. 7. Students access hand gel after ICT use and clean equipment prior to use with wipes. 8. Deep cleaning of the whole Academy paying particular attention to areas that have been in use. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Vulnerable staff advised to socially distance in the Academy adhering to social distancing from colleagues and children. 2. Those living with those that are clinically vulnerable can attend the Academy and work with children or adults adhering to this and Government guidance. 3. Staff advised to discuss concerns with the Academy and measures to reduce risks further. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Student or member of staff becomes ill with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students who become unwell will be managed by specific personnel only until removed from site. The dedicated holding area is outside of the medical room (weather permitting) and there is adequate PPE following recommendations from the DfE. 2. If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. 3. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. 4. When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to get a test immediately and self-isolate for 10 days if positive. Household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. 5. Where a student or staff member tests negative, they can return to their setting and household members can end their self-isolation. 6. Where the child, young person or staff member tests positive, the health protection team will provide definitive advice on who must be sent home. 7. As part of the NHS Test and Trace process, if other cases are detected within the cohort or in the wider setting, health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Temporary Succession Management

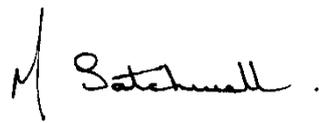
In the event of a requirement to implement succession management at Madeley Academy, due consideration has been given to colleagues who will act as Headteacher until further notice.

Headteacher	Lady Maria Satchwell
Temporary Succession Management acting as Headteacher 1	Mr Duncan Marshall
Temporary Succession Management acting as Headteacher 2	Mr Jonathan Boyle
Temporary Succession Management acting as Headteacher 3	Mr Ian Marshall

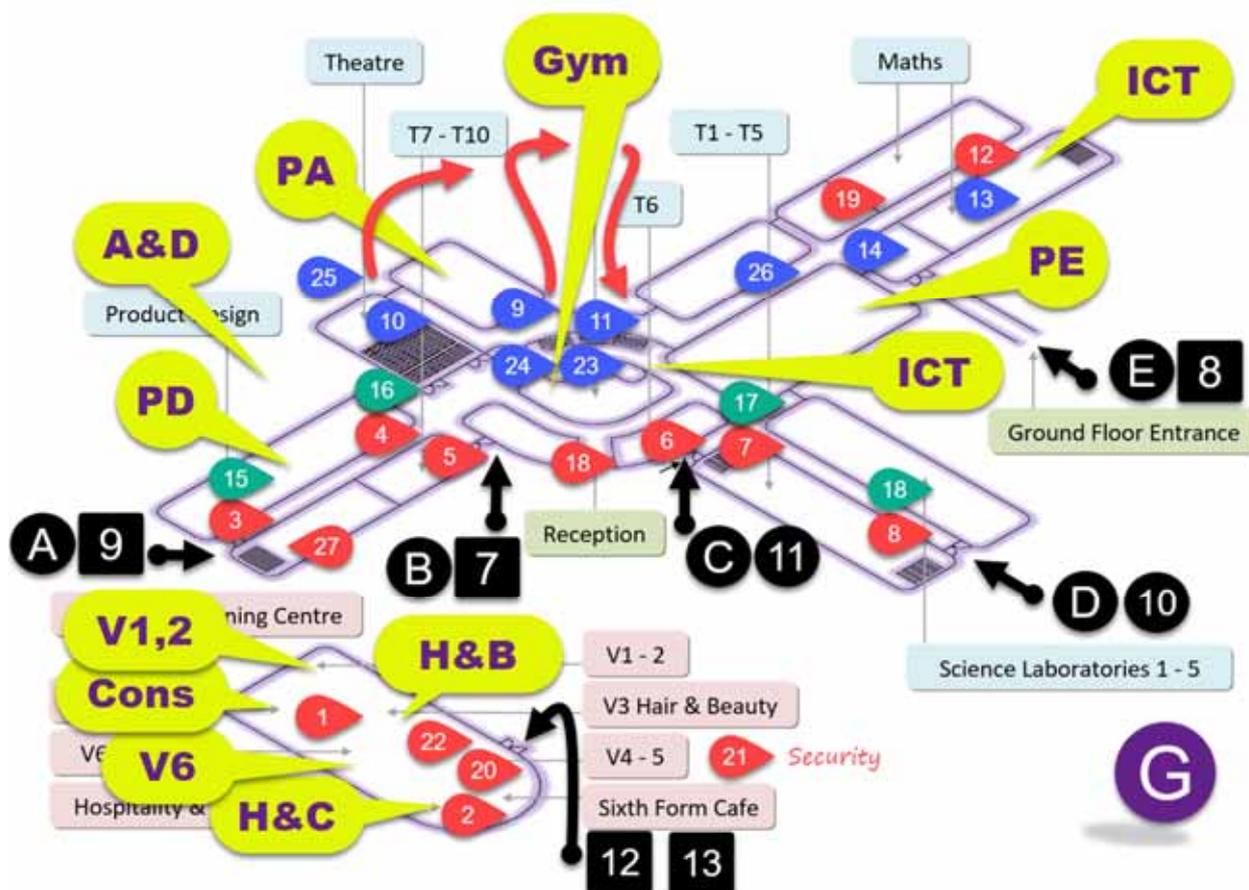
OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments	Insert comments relevant to findings as appropriate		
This risk assessment complies with advice offered by the DfE relating to COVID – 19. The measures taken will significantly reduce the risk of Covid 19 infection but the measures taken are not able to eliminate the risk entirely.			

Name of assessor	Signature of assessor	Date
Simon Topper		15 July 2020

Headteacher's comments	Insert comments relevant to assessment as appropriate

Name of Headteacher	Signature of manager	Date
Lady Maria Satchwell		19 August 2020

Risk assessment reviews	This document has been reviewed and updated regularly
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Floor Plan Key

	Lower Ground		Ground Floor		First Floor		Specialist Venue
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Regular Staggered Entry and Start times until further notice

A9	Year 9 8.40 am	B7	Year 7 8.30 am	C11	Year 11 8.40 am	D10	Year 10 8.30 am	E8	Year 8 8.30 am
12	Year 12 8.30 am	13	Year 13 8.40 pm						

Regular staggered Exit and End times until further notice

A9	Year 9 3.10 pm	B7	Year 7 2.50 pm	C11	Year 11 3.10 pm	D10	Year 10 3.00 pm	E8	Year 8 3.00 pm
12	Year 12 3.10 pm	13	Year 13 3.20 pm						

Figure G explanatory notes

1. VTC – All rooms have access to disinfectant, blue roll, tissues and hand gel
2. 2 – 27 Disinfectant, blue roll, tissues and hand gel station within 15 seconds walk
3. Every classroom - disinfectant, blue roll, tissues, hand gel on teacher desk
4. V1, V2, Construction, ICT, H & C, H & B, PD, A & D, PA, Gym, PE areas have specialised Risk Assessments and additional cleaning products between lessons. These are negotiated between specialist areas and Site Manager, Matt Lumby.

Additional cleaning materials comprising of the following items:

- Multiple disinfectant spray bottles
- Multiple blue rolls
- Hand gel

Colleagues in specialist venues are responsible for their enhanced Risk Assessment and have clearly communicated their intentions for stock requirements with Site Manager and safe use of resource in rooms between lessons.

Infection Control Measures

- Risk Assessment conducted per area and stored in Risk Assessments folder on network.
- Focused Risk Assessments on specialist venues managed by area team
- Additional cleaning of areas where classes different are timetabled through the day out of bubble.
- Classroom tables rearranged with forward facing chairs where possible
- Line Managers identify unnecessary furniture/items to be removed from rooms with Site Manager
- Students and staff hand gel stations on corridors with regular checks
- Doors and windows opened for ventilation
- Students provide own stationery and must not share with anyone else
- Students attend with their Academy bag and keep their coat, resources and personal items inside whilst in the classroom
- The Academy bag is the only item allowed to be brought into the Restaurant
- A PE bag may be brought in on PE day, but left in bubble classroom until PE lesson
- Fire doors closed on leaving areas
- Promote and check that hand gel and/or hand washing has been done before each lesson
- Disinfectant spray and blue roll in each classroom on teacher desk
- Additional tissues accessible on every corridor within target 15 seconds walk
- ICT equipment and other equipment for use can be cleaned prior to use by staff and students
- Catch it, bin it, kill it wall signage reinforcing coughing or sneezing into tissues
- Signage applied to stairs and carpets reinforcing walking to the left
- If tissues are not immediately on person, use of elbow is acceptable following government guidance

- Vending machines are in use, but hand gel required to be used after use. Frequent cleaning of glass touch screen and buttons will be actioned
- Observe markings in Restaurant to secure respectful personal space when queueing and eating
- Restaurant tables designated for 4 or 8 persons for 2 or 4 persons respectively
- Theatre eating area provided with examination desks and exit onto hard standing areas
- Prepacked food with some options served at breakfast and lunch. Details on website.
- Simple Restaurant pricing with correct change required to prevent excessive money handling
- Return of trays by students respecting personal spaces
- Classrooms regularly checked by cleaning assistants. Staff report issues immediately
- Staff wipe surfaces and equipment used before departure
- Temperature checks available. Refer to Jan Dudley
- Any staff with concerns regarding infection control or health to discuss with Senior Management

Notify SLT if a student is displaying symptoms

Isolate in Medical Room

Student displaying symptoms to be sent home immediately following NHS guidance

Academy to inform and follow Public Health strategy

Notify SLT if you are showing symptoms

SLT register employee or student information with Sally Davies

Self-isolate, follow guidelines

Register to be tested

Academy to inform and follow Public Health strategy

Observing Social Distancing Requirements

- Students move to their classroom on arrival to site
- Students do not wait or queue outside classrooms and go to their seat
- Teachers and support staff have a floor marked area to use for movement in rooms whilst teaching
- Keep 1 metre plus away from staff and students, 2 metres better where possible
- Cloakrooms will not be opened.
- Reiterate importance of respecting personal space and distancing
- Reinforce social distancing throughout the Academy
- Observe social distancing markers on floors
- Consideration and respect of personal spaces in offices
- Toilets are open and some relaxation on numbers that can access with respect for personal space and management of demand.
- Accessible toilets all open
- Two adults permitted per teaching area including Library is best practice
- One adult permitted in a small office at a time

- Student desks used by the same student each day whilst working in their year bubble
- Door entries remain marked out to support colleagues and students preventing possible bottle necks into and out of rooms
- Students walk to and return from lunch at 1 metre plus intervals in single file
- Toilet supervisors on duty all day reminding persons of social distancing
- VTC Café is open to Year 12 for break and lunch
- VTC V5 is open to Year 13 for break and lunch
- Staff escort students out of building and to exit at end of Academy Day
- Reinstatement of marking policy minimising any risks when collecting in work for assessment
- Consider alternative forms of assessment to underpin learning and monitoring progress

Common Room Format

Recommended room fill sequence and reverse when leaving area

Staff to clean their own station on arrival

Staff to clean their own station on departure

Where possible students face the front

Where possible additional furniture has been removed

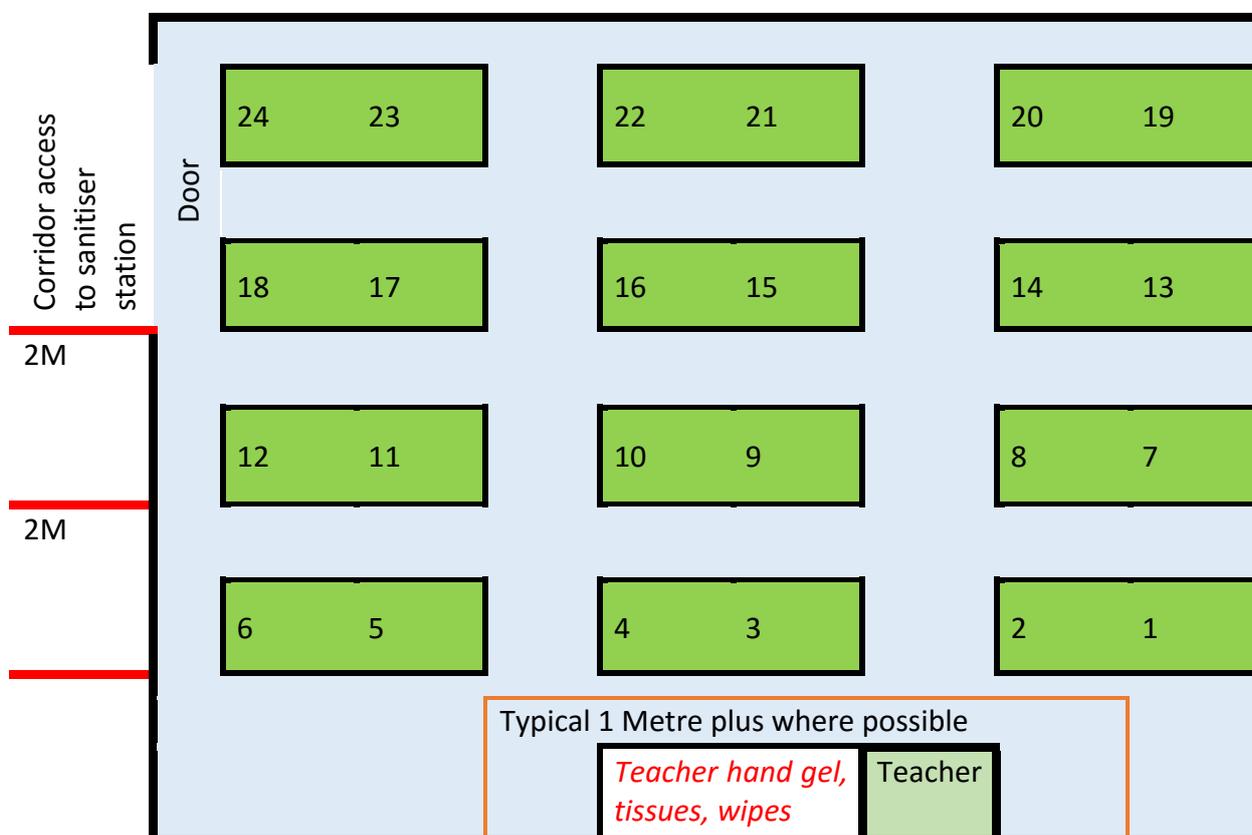
Where possible teacher zones have been marked on the floor for exclusive access

Keep rooms ventilated

Call Reception for support for any classroom issues and a daytime supervisor will be called

Disinfectant spray to be applied to blue roll and then applied to keyboard rather than spraying directly onto the keyboard

Disinfectant spray can be sprayed directly onto hard surfaces



Sanitisation Stations – Always subject to review

To support measures to control the virus, 27 corridor tables are in place with tissues, blue roll, disinfectant and hand sanitiser gel. Students will be directed to use the alcohol hand gel on corridors and at entrances when entering the building, leaving learning areas and returning to classrooms. Teachers and colleagues request the regular use of hand sanitiser to be used by students.

Posters reminding students of their requirement to sanitise (or wash) their hands and use tissues will be profiled throughout the building.



Sanitisation Stations and Locations

Stations are supervised for student entry into the building. Departure and use of stations is managed and observed by teaching staff.

Daytime Cleaning Assistants will check on stock levels. Staff must report any stock issues to Reception at any time.

1. Wall poster information throughout the Academy
2. Bottle of sanitiser
3. Tissues
4. Blue roll for touch points or hard surfaces
5. Disinfectant
6. Student Charter for every student has been posted to students in the summer mail shot, but copies will be shared with staff electronically
7. Bin for tissues and waste are throughout the building



Disinfectant – Always subject to review

The disinfectant purchased for use on the classroom tables in a spray is called Ultra AX and contains a Coronavirus killer. This has been decanted in to spray bottles in the classrooms and is used for hard surfaces. It may be necessary to use an alternative disinfectant as required.

A spray onto blue roll or hard surfaces is used on departure from the classroom. Always spray onto blue roll before applying to keyboards and mice.

COSHH sheets available via Matt Lumby.

Physical Modifications

2200 metres of indoor and outdoor duct tape has been purchased and has been deployed around the premises. Please request replacement if you witness wear and tear or have an area of need.



Signage

Signage promoting hygiene measures have been printed and laminated in plentiful quantities for use in the Academy. This includes detailing external doors in the VTC that will be used for outer classrooms, rather than using internal routes. Please observe the signage and remind students to do the same.

Additional signage always available on request.



Toilets

Frequent cleaning of toilets is part of the daily schedule. Any issues regarding toilet hygiene should be reported immediately to Reception. A cleaner will be called.

Signage reminding all persons to wash their hands is in place.

More than one person may use toilet facilities from September. More than one person can occupy a toilet, but tape remains in place to socially distance persons where possible including sinks.

All toilets in a cubicle may be used.

Students may use toilet facilities in the Academy on demand and where required geographically. Frequent monitoring by Cleaning Assistants is in place all day.



Modification of Corridors

Keep left systems have been marked on corridors. Two metre markings remain to assist with social distancing.



Teaching Room Sanitisation Tables for Staff

Every classroom and teaching location has a **blue roll, disinfectant spray, alcohol hand gel** and **tissues** at the front of the class. There are many sanitising arrangements in use in the Academy where you need them. If there is a need to replace, restock or guidance on use, please contact Reception and a Cleaning Assistant will be called. COSHH data available from Matt Lumby. Staff in the Academy are asked assist with identifying any issues and reporting them to Reception immediately so that remedial action can be taken to replenish any stock.



Typical Modification to Queuing for Toilet Facilities

If busy, students will be requested to queue sensibly and respecting social distancing.

- Numbers in toilets will be more than one, but not congested.
- Queuing is strongly encouraged by students when more than one persons are using the toilets.
- Daytime Cleaning Assistants will be working around the building.
- Please support students in their social distancing obligations prior to sending to the toilet.



Example Girls Toilet closest to Design and Technology

In this example, the cubicles are available, but the central sink prevents close proximity between students. Each set of toilets will be assessed on their capacity and frequency of use. Always subject to change.



Modified Restaurant (including one way system)

Four designated (*diagonally opposing*) seats in every eight will be available for students in the Restaurant. An example for the start of the new term is shown below.

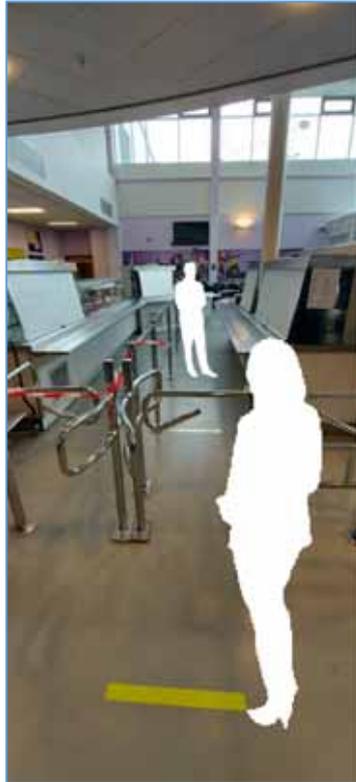


The Theatre will be used to provide additional distance eating space for students and staff.



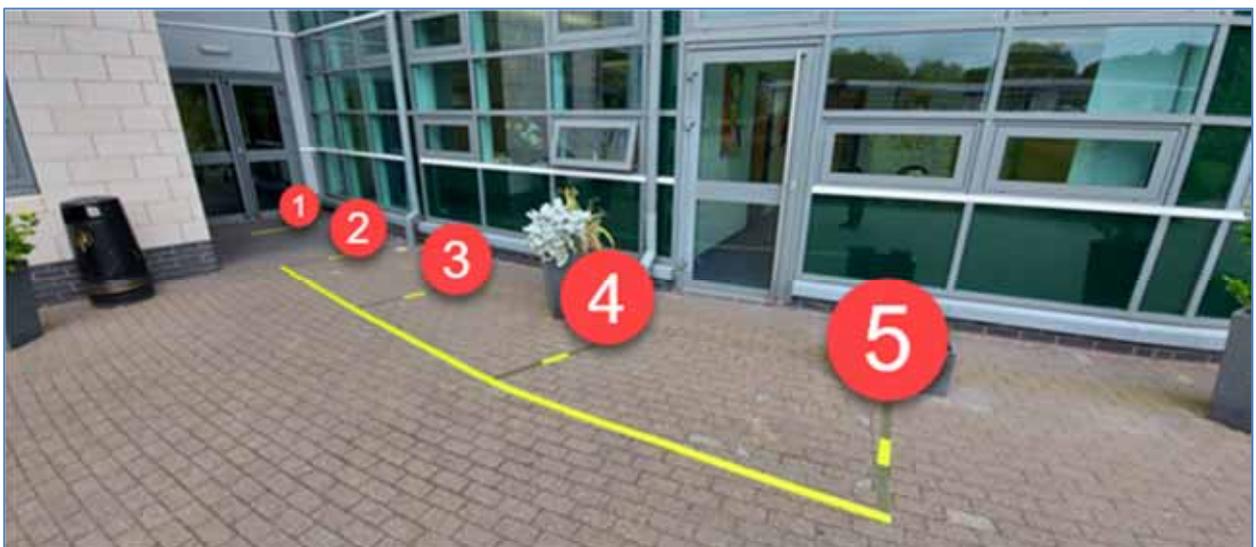
Restaurant Queues

Students managed by staff to queue in a single file and be respectful of personal space in their year bubble. Students will pick up a breakfast and lunch bag with some selection of foods available. Menu options have been shared with students and staff.

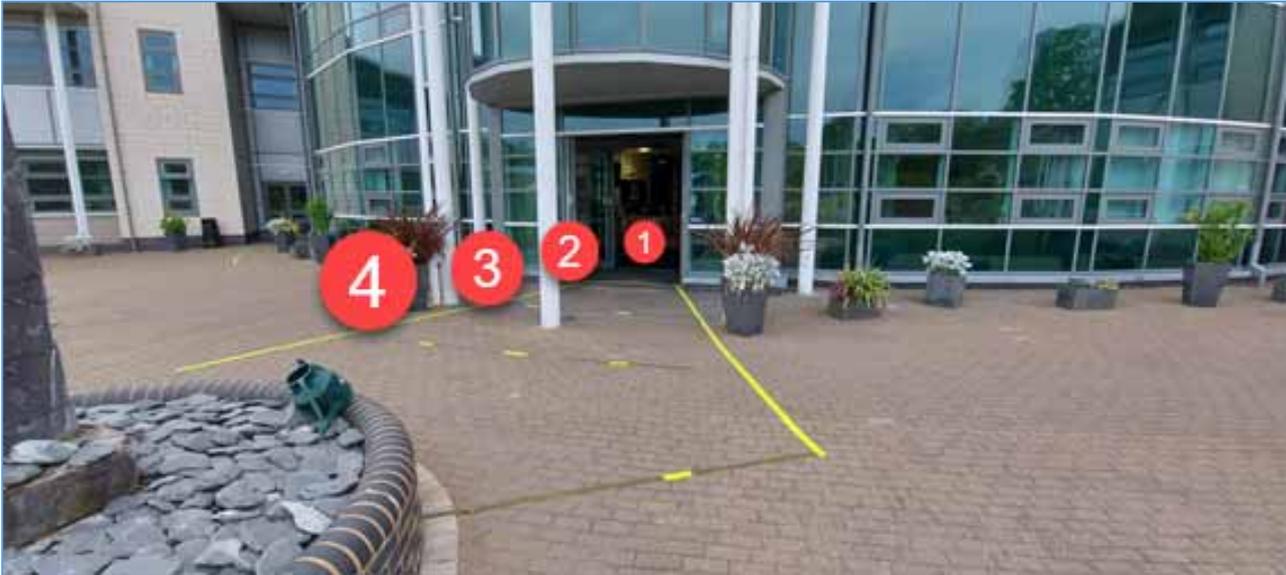


Typical Modifications to Entrances

Year groups will enter the building via entrances A, B, C, D and E at staggered intervals. Entrances will be managed by Daytime Cleaning Assistants. Students must use sanitising hand gel on entry to the building. Students go straight to timetabled lesson and sit down in class. Students will not queue up for any lesson unless for social distancing on entry. Teachers and designated colleagues in position to receive children. Students will not visit locked cloakrooms as these will be closed until further notice.



Entrance Modification to Reception Area



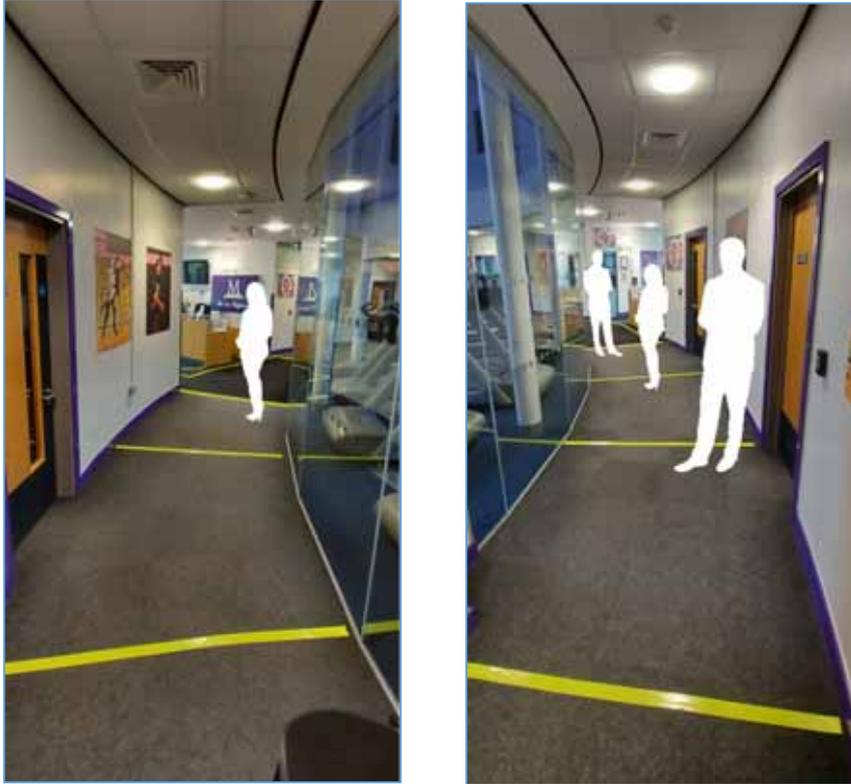
Single Person Access to Reception *(with 2 metre social distance space remaining in place)*

Signage in Reception requests one person at a time.
Acrylic protection surrounds the Receptionist on duty.
Parents, carers communicate with Reception via the video link at the gate, telephone or email.
Appointments must be made to visit the Academy if necessary.
Strict adherence to protocols must be taken when visitors come onto site for appointments.



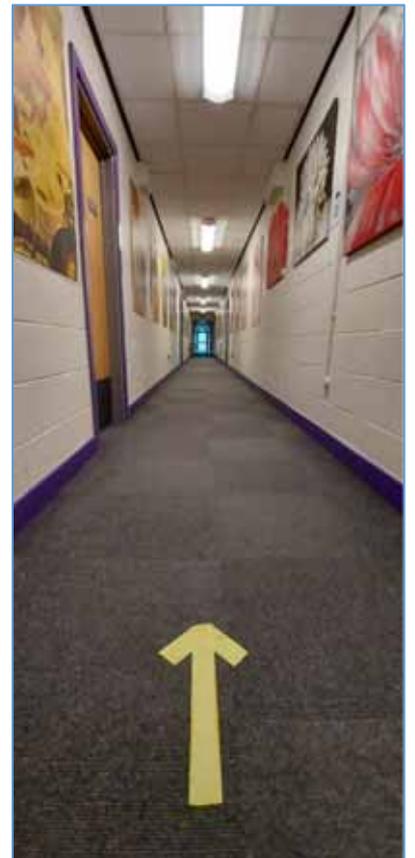
Modification to Internal Corridors to Reception Area

Staff to maintain social distancing when entering the Reception area.



VTC One Way System

The one way system will continue to be used throughout the term from September until further notice. Access from outside doors to be encouraged and strict protocols on way movement in place on corridor. Movement to breakfast and lunch will also require movement out of the building and return through front entrances.



Movement to Inside classrooms via external doors for Sixth Form students.

End of document

J C Boyle