



Creative Education Trust – Caister Academy

Risk Assessment – Covid 19 Full Reopening from 8 March 2021

Reason for Risk Analysis: Government guidance and announcements relating to the full reopening of schools from 8 March 2021 Relates to September opening and subsequent term(s) only.	Description of the Reasonably Foreseeable Risks (RFR): Health, safety and well-being of staff, students, visitors, contractors, other adults and all stakeholders coming onto Caister Academy and controlling the spread of COVID-19.	Reason for the RFR: Response to Gov. guidance document first published 2.7.2020 which states schools are to reopen fully for all students (and hence all staff) at the start of September.
UPDATE: Risk assessment has been reviewed in light of the National Lockdown commencing January 2021. Remote and homeworking has been considered. The school is still open to vulnerable students and children of critical workers. Teaching and learning continues, mostly delivered through online and live lessons. When staff and students are in school the procedures as listed below will continue to apply. [19-1-21].		
Key Reference Documents and other useful links: <ol style="list-style-type: none"> 1. Updated government guidance related to the national lockdown, commencing 5.1.21 [January 2021]: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf 2. Restricting attendance during the national lockdown: schools [February 2021]: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957766/Restricting_attendance_during_the_national_lockdown- schools.pdf 3. Gov. Guidance on full opening [Updated 30-12-20]: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?priority-taxonomy=b350e61d-1db9-4cc2-bb44-fab02882ac25 4. Gov. Guidance for households with possible coronavirus infection [18th June 2020]: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 5. Gov. Guidance: safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) [16th June 2020] https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe 6. Gov. Guidance: cleaning of non-healthcare settings [15th May 2020] https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 		Hazards and Aspects Considered: <ul style="list-style-type: none"> • System of Controls; <ul style="list-style-type: none"> ○ Prevention ○ Response to any infection • School operations; <ul style="list-style-type: none"> ○ Transport (dedicated school transport) ○ Transport (wider public transport) ○ Attendance ○ School workforce ○ Supporting staff ○ Staff deployment ○ Safeguarding

7. Contacts: PHE health protection teams (local) [17th June]: <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>
8. NHS: Testing and tracing for coronavirus: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
9. Gov. Advice: Coronavirus: safer travel guidance for passengers [29th June 2020]: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
10. Gov. Advice: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 [23rd June 2020] <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
11. Research document: Covid-19: review of disparities in risks and outcomes [2nd June 2020]: <https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>
12. Press release: extra mental health support for pupils and teachers [10th June 2020]: <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>
13. Mental Health support website: <https://www.educationsupport.org.uk/>
14. Gov. Guidance: School workload reduction toolkit [11th October 2019]: <https://www.gov.uk/guidance/school-workload-reduction-toolkit>
15. Case studies: remove education practice for schools during coronavirus [12th June 2020]: <https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19>
16. Gov. Guidance: how to self-isolate when you travel to the UK [11th June 2020]: <https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>
17. Gov. Guidance: for food businesses on coronavirus [26th June 2020]: <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>
18. HSE: Legionella risks during the coronavirus outbreak: <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>
19. CIBSE: Emerging from lockdown: <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>
20. HSE: Air conditioning and ventilation during the coronavirus outbreak: <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
21. Gov. Advice: Protective measures for out-of-school settings during the coronavirus outbreak [1st July 2020]: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
22. Gov. Advice: the phased return of sport and recreation [30th June 2020]: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

- Staffing levels on-site in all service areas
- Lack of induction/briefing prior to coming back into school for staff and students
- Ensuring social distancing always
- Access and egress to/from site for all stakeholders
- Visitors to reception
- Movement around designated areas
- Wellbeing
- Lunch and break times
- Welfare facilities
- Biometric readers
- Reval machines
- Identify use and management of classrooms
- Use of ICT equipment
- PE Lessons
- Science & D & T Practical's
- Fire Evacuation; Inadequate fire marshals
- First Aid
- Contractors on site
- Daily cleaning regime
- Cross-Bubble working (Site team, IT team)

23. Outbreak Control Plan for Norfolk: <https://www.norfolk.gov.uk/care-support-and-health/health-and-wellbeing/adults-health/coronavirus/norfolks-response-to-coronavirus/outbreak-control>
24. Working from home infographic from CIEHF [19-1-21]: <https://www.ergonomics.org.uk/common/Uploaded%20files/Publications/CIEHF-Working-from-Home-Infographic.pdf>

- Regular on-site contractors (Catering team, cleaning team)
- Lettings

Dates [] indicate date of latest update of document or webpage, where available.

System of Controls - Prevention

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection:

- 10) The school will promote and engage with the NHS Test and Trace process.
 - 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
 - 12) Contain any outbreak by following local health protection team advice.
- Numbers 10 to 12 must be followed in every case where they are relevant.

Version	Sept2020-draft (29.7.20)	
Update:	23-2-21	
School:	Caister Academy Windsor Road Caister on Sea Great Yarmouth Norfolk NR30 5LS	Additional Site Information: Number of students expected: 689 Year Groups: 7, 8, 9, 10, 11

Who may be harmed?	Staff, Students, visitors, contractors.	How many people:	Up to 1000 individuals: 689 on roll Approx 80 staff Contractors & visitors
Site Health & Safety Contacts:	Mr Luke Delderfield 01493 720542 Mr Dean Burrell 01493 720542 Mrs Louise King 01493 720542	Trust Contact: Health & Safety Trustee.	Mr Jon Ward (CET) 07894 535038
Risk rating for this activity:	4 (Medium-High)	Date of Assessment: Reviewed: Reviewed: Reviewed: Reviewed: Reviewed: Reviewed: Reviewed: Date of next review	23.7.2020 10.9.2020 6.10.2020 17.11.2020 4.1.2021 19.1.2021 4.2.2021 23.2.2021 13.5.2021 14.6.2021 (or sooner if required)

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
<p>System of Control - Prevention</p>	<p>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.</p> <p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or live in a household with someone who does or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of</p>	<ul style="list-style-type: none"> If anyone in the school becomes unwell with a new and persistent 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 guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19). <p>Other members of their household (including any siblings) should self-isolate starting from the day the individual’s symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.</p> <p>This guidance also applies to people in a support bubble or childcare bubble with the individual.</p>	<p>Letters to be sent home to parents and pupils.</p> <p>Information to be posted on the website.</p> <p>Government posters displayed throughout the school containing the latest information</p> <p>Staff and student absence telephone lines in operation, reception staff trained to record any suspected coronavirus symptoms.</p> <p>Mandatory instruction</p> <ul style="list-style-type: none"> All parties referred to Gov. Guidance for households with possible coronavirus infection (2, above) Communication to households must be clear and agreed (scripted) in advance to include: <p>“Do not attend school if you are displaying a change in taste and smell, a new persistent cough or an increased temperature”</p> <p>People should stay at home if they:</p> <ul style="list-style-type: none"> have virus symptoms, or live in a household with someone who does have tested positive, even if asymptomatic have been advised by NHS Test and Trace to do so are household members of a positive case, even if that case is asymptomatic are required to quarantine having recently visited countries outside the Common Travel Area <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a <u>legal obligation to self-isolate</u>, but you may leave home to avoid injury or</p>	<p>All staff, students and other visitors SLT / CR</p> <p>Site Team</p> <p>SLT / HR</p>

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
	coronavirus (COVID-19).	<p>If the individual has a negative test result, they can stop isolating as long as:</p> <ul style="list-style-type: none"> - They are well. - No-one else in the household has symptoms or has testing positive for Covid-19. - They have not been advised to self-isolate by NHS Test and Trace. <ul style="list-style-type: none"> • Staffing to be managed in line with illness, absence and attendance policies are currently in effect. 	illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.	
System of Control - Prevention	Anyone developing symptoms during the Academy day or has a positive test result from LFT are immediately isolated.	<ul style="list-style-type: none"> • Person to be moved to a room where they can be isolated <ul style="list-style-type: none"> ○ Behind a closed door ○ With appropriate adult supervision ○ Ideally with a window open for ventilation • Separate area made available for use – First Aid room, central block • Cleaning and sanitising to be completed before use by anyone else. • Wherever possible, the person should avoid using public transport and be collected by a 	<p>Any student who has a positive test result/displaying symptoms will be moved to the Medical room. Remote supervision will be undertaken by a member of staff wearing appropriate PPE, who will make regular checks until pupil/adult collected.</p> <p>If there are more than two students, they will be isolated in a classroom. When they need to use the bathroom, they will be escorted to the medical room facilities.</p> <p>Thorough clean will follow for any classroom/medical room used following their departure.</p> <p>Where parents/carers cannot arrange to have their child collected, if age-appropriate and safe to do so, the child should walk, cycle or scoot home following a positive test result or developing one or more symptoms.</p>	All staff Cleaning team

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		<p>member of their family or household.</p> <ul style="list-style-type: none"> Do not advise anyone with symptoms to visit the GP, pharmacy or urgent care centre or hospital, unless they are seriously ill, injured or their life is at risk. Routinely taking the temperature of students is NOT recommended, as this is an unreliable method for identifying Covid-19. 	<p>Where this is not possible, alternative arrangements may need to be organised by the school.</p> <p>In an emergency, that someone is seriously ill or injured or their life is at risk – usual emergency practices (999 etc.) will continue to apply.</p>	
System of Control - Prevention	Staff close contact with some with Covid-19 symptoms	<ul style="list-style-type: none"> Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do NOT need to go home to self-isolate unless: <ul style="list-style-type: none"> the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) 	<p>If staff are contacted by NHS Test and Trace or the local health protection team and told to self-isolate because of a close contact of a positive case, there is a legal obligation to do so.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned after they have left, to reduce the risk of passing the infection on to other people.</p> <p>Staff will be informed of cases where students/staff have been sent home to establish any cases of potential contamination.</p>	All staff SLT

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		<ul style="list-style-type: none"> they have tested positive from an LFD test as part of a community or worker programme 		
System of Control - Prevention	<p>Clean hands thoroughly more often than usual.</p> <p>Covid-19 is an easy virus to remove when it is on skin.</p>	<ul style="list-style-type: none"> Students must clean their hands regularly, including <ul style="list-style-type: none"> When they arrive at the Academy When they return from breaks When they change rooms Before and after eating This can be done with soap and running water or hand sanitiser. 	<p>Every classroom to be equipped with hand sanitiser on wall for pupils to use upon entering the classroom and throughout the day.</p> <p>Break and lunchtime locations to be equipped with hand sanitiser.</p> <p>Hand sanitation provision in the Reception, free standing sanitation stations in dining hall and assembly hall.</p> <p>Wall sanitisers around school.</p>	<p>All staff, students and other visitors.</p> <p>Site team.</p> <p>Cleaning teams.</p>
System of Control - Prevention	Using face coverings in recommended circumstances	<ul style="list-style-type: none"> Staff and students should wear face coverings in communal areas and whilst moving around corridors. Face coverings do not need to be worn when outdoors on the premises at break and lunch times. From 17-5-21 – students do not have to wear face coverings in class. From 17-5-21 – staff do not have to wear face coverings in class. It is recommended for staff to wear face coverings when working 1-2-1 with students, or where social distancing cannot be maintained. 	<p>From 17 May 2021, the Government guidance will change to no face coverings in class. Caister Academy has decided that, in order to minimise risk of spread of infection, that staff, students and visitors should continue to wear face coverings whilst moving around the school and in internal communal areas.</p> <ul style="list-style-type: none"> Teaching staff to guide pupils how a face mask should be worn, how it is removed and either stored or disposed of. Hand sanitisers available in all classrooms. Pedal bins available in all classrooms. Caister Academy will hold stock of face coverings – they are NOT medical grade, NOT PPE and Caister Academy will not take responsibility for the quality. <p>Exemptions Some individuals are exempt from wearing face coverings. This applies to those who:</p>	<p>ALL STAFF</p> <p>SLT</p>

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		<ul style="list-style-type: none"> • Face visors/shields should only be used in conjunction with a face covering, not as an alternative to face coverings, as they are not effective in reducing aerosol transmission when used without an additional face covering. • Students and staff should bring a spare face covering to wear if theirs becomes damp during the day. • Staff and pupils should provide their own, appropriate, face coverings and resealable plastic bags for storage. All hygiene precautions must be taken, ie. Not touching mask or face, washing hands before wearing and after removing. • Face covering should cover the nose and mouth and fit securely against the side of the face, secured with ties or ear loops. • Face coverings should not be worn on the neck or forehead, and wearers should avoid touching the part of the mask that is in contact with the mouth and nose, and should be replaced if they become damp. • Face coverings must not be distracting or offensive by 	<ul style="list-style-type: none"> • cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability. • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate. <p>The same exemptions will apply in education settings, and we would expect staff to be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.</p> <p>No student should be denied education on the grounds that they are not wearing a face covering.</p>	

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		displaying gang-related or offensive words, images, phrases, symbols or graphics.		
System of Control - Prevention	Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach	<ul style="list-style-type: none"> • Ensure sufficient tissues and bins are available in the Academy • Ensure that all rooms have a pedal bin for tissues only. 	<p>All classrooms to be provided with tissues and lidded pedal bins.</p> <p>Posters displaying the latest Government advice to be displayed in all classrooms.</p> <p>Mandatory instruction</p> <ul style="list-style-type: none"> • Support for students with complex needs 	All staff, students and other visitors. Cleaning teams.
System of Control - Prevention	Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.	<ul style="list-style-type: none"> • More frequent cleaning of rooms and shared areas • More frequent cleaning of frequently touched surfaces • Regular cleaning of toilets • Encouragement to wash hands after using toilet • Staff room etiquette – staff will clean desk and other areas, such as whiteboard, upon arrival and departure in teaching room. • All areas should be kept as uncluttered as possible, especially classroom staff desks. • Books/resources should be kept in labelled boxes. • In staff work areas/staff rooms, individuals will ensure that the areas are kept clear and tidy, 	<p>Cleaning supervisor and day time cleaners will continue to maintain high standards of cleanliness in share corridors, stairwells, toilet facilities as well as regular cleaning of door handles.</p> <p>Timetable of cleaning of shared specialist classrooms to be followed to allow pupils as full a curriculum as possible.</p> <p>Toilet blocks have been allocated to year groups on different breaks to allow for cleaning between groups.</p> <p>Staff should try to minimise students use of toilets during lesson times to avoid crossing of bubble groups.</p>	<p>ALL STAFF Site and Cleaning Team.</p> <p>All Staff / SLT / Site / Cleaners</p>

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		and wiped upon arrival and departure.		
System of Control - Prevention	Minimise contact between individuals and maintain social distancing wherever possible – general	<ul style="list-style-type: none"> • Reduce number of contacts between children and staff through • The use of year group bubbles AND • Maintaining distance between individuals • Year group bubbles are consistent, limiting the number of pupils and staff in contact with each other. • Bubbles do not mix • Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. • Staggered start and end of day to reduce students and maximise distancing • Utilise all entrances/exits • Large gatherings, such as assemblies or collective worship, with more than one group should be avoided. • Staff work areas are the staff room, C9 and English 7. 	<p>Each year group has been separated into different areas of the school using separate entrances and toilet facilities as much as possible.</p> <p>Where toilet facilities are shared by two different year groups, they are in different break/lunch sessions.</p> <p>External areas have been provided for each year group, so that bubbles do not cross.</p> <p>Additional toilet provision enabled by reclaiming of staff toilets.</p> <p>Staggered start and finish times as well as break and lunch times has reduced contact between year groups.</p> <p>Years 7 and 8 commence lessons at 8.40am, arriving at Main Gate (7) and West Gate (8).</p> <p>Years 9, 10 and 11 commence lessons at 9am, arriving at Main Gate pedestrian entrance (10), Main Gate vehicle entrance* (9) and West Gate (11).</p> <p>*barrier to vehicles entering site at this time.</p> <p>Break and Dining – 2 sittings: 1st – year 7 and 8 – Dining Hall (7) and Theatre (8) 2nd – Years 9, 10 and 11 – Dining Hall (10), Theatre (9) and Drama Studio (11).</p> <p>Unless they are accessing the breakfast club, available from 8am, parents should be reminded that their children should not arrive on site more than 15 minutes before the start of their lesson to minimise potential contact with other year group bubbles.</p>	<p>SLT</p> <p>SLT / Site</p> <p>SLT / HoY / All staff</p> <p>SLT</p>

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
System of Control - Prevention	Minimise contact between individuals and maintain social distancing wherever possible – within the classroom	<ul style="list-style-type: none"> Adults to remain 2m away from each other and children wherever possible. Avoid close face-to-face contact Minimise time spent within 1m of anyone. Children to be supported to maintain distance, not touch staff or their peers. Pupils sat side by side, facing forwards in all rooms. Remove unnecessary furniture to make more space to support distancing. 	<p>Rooms laid out to allow 2m between teacher and pupils.</p> <p>TA's given specific instructions on supporting individuals</p> <p>All classrooms will be tidied before re-opening removing any unnecessary equipment, furniture, personal items and wall displays.</p>	<p>Site Team</p> <p>SLT / SENDCO</p> <p>All staff</p>
System of Control - Prevention	Minimise contact between individuals and maintain social distancing wherever possible – travelling to, arriving at and leaving school	<ul style="list-style-type: none"> Staggered start and finish times to keep groups apart Students and staff may use public transport but should be encouraged to walk, cycle or scoot to and from school wherever it is possible and safe to do so. Parents to not come onto school site without a prior appointment. Parents bringing their children to school by car should not enter the school site, unless the child has mobility issues. Gathering at school gates is not allowed – students should not 	<p>Staggered start and finish times as well as break and lunch times will reduce contact between year groups.</p> <p>Year groups assigned different entrance gates.</p> <p>Letter to parents with instructions and FAQs also posted on the school website page.</p> <p>Pupils arriving early due to bus timetables to be directed to breakfast club in the dining hall</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT / All staff</p>

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		<p>arrive on site earlier than 15 minutes before lessons commence.</p> <ul style="list-style-type: none"> No parents are to “walk on” to site to collect students. 		
System of Control - Prevention	SEND Medical	<ul style="list-style-type: none"> Students with SEND (either with EHC plans or on SEN support) may need specific help and preparation for the changes to routine that these measures will involve. Staff should plan to meet these needs/make sure pupils with medical conditions are fully supported, by working with: <ul style="list-style-type: none"> Local authorities Health professionals Regional schools’ commissioners Other services We will use individual healthcare plans to help pupils receive an education in line with their peers. Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. We will contact to engage with immunisation programmes, ensuring that they will be 	<p>Specialists, therapists, clinicians, supply teachers, peripatetic teachers and other relevant temporary staff can move between settings, ensuring that they minimise contact and maintain as much distance as possible from other staff.</p> <p>All such staff must be made aware of Caister Academy risk assessment and procedures.</p> <p>All visitors will be recorded with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p>	SLT SENDCO Admin/Reception

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		delivered in keeping with the academy's control measures.		
System of Control - Prevention	Where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> • PPE is only needed in a very small number of cases: <ul style="list-style-type: none"> ○ Where an individual child becomes ill with coronavirus symptoms at the Academy, and only then if a distance of 2m cannot be maintained ○ Where a child has routine intimate care needs that involves the use of PPE 	Face coverings are not classified as PPE. All First Aiders will use the amended First Aid Risk Assessment & Guidance for staff on administering first aid schools.	All staff
System of Control	Equipment	<ul style="list-style-type: none"> • Staff and students should provide their own very frequently used equipment, such as pens and pencils. • Classroom based resources, such as books, can be used and shared within the year group bubble, but should be cleaned regularly. • Resources shared across bubbles, ie. Sports, arts and science equipment, should be cleaned frequently. • Staff and students can take books and other shared resources home, although unnecessary sharing should be avoided. 	<ul style="list-style-type: none"> • Shared equipment needs to be cleaned before it is used by a different year/bubble group OR allowed to be left unused for a period of 48 hours (72 hours for plastics). • Where cleaning or disinfecting is not possible or practical, resources will either be restricted to one user or left unused for a period of 48 (72 for plastics) hours been use by different individuals. • Staff need to make cleaning team aware of when additional cleaning needs to be carried out. 	All staff Cleaning Team

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
System of Control	Ventilation	<ul style="list-style-type: none"> • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully (where safe to do so) during breaks to purge the air in the space). • Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) 	Staff entering a class room should ensure that some of the windows are open.	Site staff All staff
System of Control – Response to any infection	Engage with the NHS Test and Trace process.	<ul style="list-style-type: none"> • Understand the NHS Test and Trace process and how to contact 	Academy has registered with local Health Team NHS Track and Trace. Academy will participate in the Outbreak Control Plan for Norfolk.	SLT SLT

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
	Symptomatic	<p>Staff and parents must be ready and willing to:</p> <ul style="list-style-type: none"> • Book a PCR test if they or their child are displaying symptoms. • Provide details of anyone they have had contact with, if positive • Self isolate if they have been in close contact with someone who develops symptoms or tests positive • Staff and students must not come into the school if they have symptoms and must be sent home if they develop them in school. • Contact local PHE (6, above) as necessary. 	<p>Procedure in place for the distribution of Home Testing Kits to be provided to schools.</p> <p>Centralised record file to be kept on Teams drive containing timetables for pupils and staff and visitor details.</p> <p>PCR test kits can be provided to staff or students if an individual becomes symptomatic and may have barriers to accessing testing elsewhere.</p> <p>Mandatory instruction for both PCR and LFT testing:</p> <ol style="list-style-type: none"> 1. If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 full days from the date of that contact. 2. If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate at least from the day of onset of their symptoms and for the following 10 full days and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. 3. The period of isolation starts from the day when they first became symptomatic and the following 10 full days. If they still have a high temperature, they should continue 	SLT/Admin

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
			to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate starting from the day the individual's symptoms started and the next 10 full days.	
System of Control – Response to any infection	Lateral Flow Testing programme. Asymptomatic	<ul style="list-style-type: none"> • Caister Academy have engaged in the Lateral Flow Testing (LFT) programme, and offered 3 tests to both students and staff who are asymptomatic. • Moved to voluntary twice weekly home testing from 8 March 2021 for both staff and students. • Phased return to school from 8 March 2021 to enabled testing to take place: <ul style="list-style-type: none"> ○ 8-3-21 – Yr 11 & 10 ○ 9-3-21 – Yr 7 & 9 ○ 10-3-21 – Yr 8 • Staff and students must report their test result to NHS Test and Trace as soon as the test is completed. They should also share the result with school to aid contact tracing. • Students and staff who have a positive test result from LFT either in school or at home will need to self-isolate in line with government guidance. 	<p>Guidance regarding using the Rapid Lateral Flow Test kits in school has recently changed:</p> <ul style="list-style-type: none"> • Staff or students with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. • They should arrange a lab-based PCR test to confirm the result within 2 days. If the PCR test is negative, it overrides the LFD test and the pupil can return to school. • Those with a negative LFD test result can also continue to attend school and use protective measures. • Currently, there is not the opportunity to remain in school following a close contact by having a LFT daily. 	SLT / All staff / Parents

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		<ul style="list-style-type: none"> • Close contacts of those with a positive LFT tests will be asked to self isolate. • An LFT Positive result should be confirmed by a PCR test – the result from the PCR test overrides the result from the LFT, therefore if the result is negative, the person can return to school as well as the close contacts. 		
System of Control – Response to any infection	<p>Manage confirmed cases of coronavirus amongst the school community</p> <p>Close Contact</p>	<p>Positive test results in immediate action to:</p> <ul style="list-style-type: none"> • Contact local PHE (6, above) • Support and engage with PHE “rapid risk assessment” • Record of “close contact” must be kept. • Comply with the Outbreak Control Plan for Norfolk. 	<p>Academy will work with the Public Health England local health team to provide all information requested and follow the actions as instructed.</p> <p>Caister Academy will send home those who have been in close contact with a person who has tested positive, advising them to self-isolate for 10 days from the day after contact with the individual who tested positive.</p> <p>Academy will inform Head Office as soon as possible and seek additional guidance if required.</p> <p>Mandatory instruction – Close contact means:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with coronavirus (COVID19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has • tested positive for coronavirus (COVID-19) with a PCR or LFD test: 	<p>SLT</p> <p>SLT</p> <p>SLT / All Staff / Parents</p>

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
			<ul style="list-style-type: none"> - face-to-face contact including being coughed on or having a face-to-face conversation within one metre - been within one metre for one minute or longer without face-to-face contact - sexual contacts - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) - travelled in the same vehicle or a plane <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</p> <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10-days from the day after contact with the individual tested positive should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:</p> <ul style="list-style-type: none"> • if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform the Academy immediately, and should isolate for from the day of onset of their symptoms and at least the following 10 	

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
			full days (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate starting from when the symptomatic person first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID19) infection.	
System of Control – Response to any infection	Contain any outbreak by following local health protection team advice.	<ul style="list-style-type: none"> National Institute for Health Protection /Local health protection team will advise as necessary/Outbreak Control Plan for Norfolk. 	Academy will work the PHE local health protection team and follow instructions accordingly. Mandatory instruction <ul style="list-style-type: none"> Two or more confirmed cases in 10 days, or an overall rise in sickness absence where coronavirus is suspect, there <i>may</i> be an outbreak. 	SLT
School Operations	Transport – dedicated school transport <ul style="list-style-type: none"> Dedicated school transport only carries school pupils. Social distancing principles do not apply to dedicated school transport. DfE to publish further guidance to LAs on dedicated school transport. May require LAs to provide additional 	<ul style="list-style-type: none"> Seating in bubble groups Use of hand sanitiser upon boarding and disembarking Additional cleaning of vehicles Organised queueing Distancing within vehicles where possible The use of face coverings for children over 11 where appropriate 	Academy minibus insurance only allows for the transportation of Caister Academy pupils and staff. Academy will transport pupils in accordance with the latest Government advice.	SLT SLT / Authorised minibus drivers

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
	dedicated school transport to reduce pressure on public transport services.			
School Operations	Transport – wider public transport	<ul style="list-style-type: none"> Children, young people and staff can continue to use public transport where necessary. CA have staggered start times for year groups. Encourage walking, cycling or “walking buses”. Refer parents to safer travel guidance (8, above) 	<p>Academy does not have Local Authority bus service to the school.</p> <p>Letter to parents will encourage pupils to use suitable methods of travel to school.</p> <p>All CA students must wear a face covering when travelling on public transport, unless exempt.</p> <p>Additional bike storage areas sourced close to West gate.</p>	<p>SLT</p> <p>SLT / Site Team</p>
School Operations	Attendance	No relevant statements to support RA		
School Operations Normal Operation	<p>School Workforce – general</p> <ul style="list-style-type: none"> Expectation that most staff will attend school. Pregnant staff are identified as “clinically vulnerable”. Schools to accommodate additional measures where appropriate to reflect staff who 	<ul style="list-style-type: none"> Staff identified as extremely clinically vulnerable and clinically vulnerable, including BAME members, are to “take particular care” People who live with those identified above can attend the workplace. Flexible deployment of those identified above should be implemented, including remote working and opportunities that allow social distancing. 	<p>Vulnerable staff, including BAME members, to have individual risk assessments carried out.</p> <p>Pregnant staff to have Covid-19 discussions as part of their mandatory Health and Safety Risk Assessment meetings.</p> <p>Shared offices that cannot accommodate staff at a 2m working distance may operate on a shared system of some staff in school and some working from home on a rota system, where appropriate.</p>	<p>SLT / Line Managers / Vulnerable staff SLT</p> <p>SLT / Site Team</p>

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
	<p>may otherwise be at risk (9, above)</p> <ul style="list-style-type: none"> Schools have a legal obligation to protect employees and others, and should consider how to meet equalities duties in the usual way. 			
School Operations	Supporting Staff	<ul style="list-style-type: none"> Should be regard to work-life balance and wellbeing of all staff. Measures should be explained to all staff. Duty of care to staff mental health must be supported. 	<p>Academy provides a free Employee Assistance Programme to all staff through Health Assured offering a wide range of professional, supportive services.</p> <p>In addition, staff can access www.educationsupport.org.uk, for additional advice and well being support.</p>	SLT / Line Manager / All staff
School Operations	<p>Staff deployment</p> <ul style="list-style-type: none"> Use school workload reduction toolkit (12, above) and case studies (13, above) to support actions taken. Staff taking holidays abroad need to be available for work from the 	<ul style="list-style-type: none"> Changes to roles and responsibilities may be necessary Avoid unnecessary workload. Ensure appropriate support is available for SEND students. Recruitment continues as usual. Engage supply teachers as usual. Training for ITTs can continue as normal. 	<p>HR guidance received from Head Office.</p> <p>TA's given specific instructions on supporting individuals.</p> <p>Full induction and probation system to continue, meetings can take place via Teams video if required, or at a socially distanced meeting place in school</p>	<p>SLT / HR</p> <p>SLT/ SENDCO</p> <p>SLT / Line managers</p>

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
	start of the Autumn term (see 14, above)			
School Operations	Staff deployment Clinically Extremely Vulnerable (CEV) Staff attending the workplace	<ul style="list-style-type: none"> Following the reintroduction of shielding, clinically extremely vulnerable staff are advised NOT to attend the workplace. 	<p>Staff who are identified as clinically extremely vulnerable should follow guidance on shielding and protecting people who are clinically extremely vulnerable from coronavirus (COVID-19). The Academy will support CEV staff to work from home.</p> <p>Those living in a household with someone identified as CEV can still attend the work place, but should ensure they maintain good prevention practice in the workplace and home settings.</p>	SLT / Line Managers / employee
School Operations	Staff deployment Clinically Vulnerable staff Pregnancy	<ul style="list-style-type: none"> Clinically vulnerable staff can continue to attend school as appropriate. Pregnant women are in the clinically vulnerable category and should follow similar advice. Pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, maybe at greater risk of severe illness from Coronavirus. Although they are at no more risk of contracting the virus, there is an increased risk of becoming severely ill and of pre-term birth. 	<p>While in school, clinically vulnerable staff should follow the measures set out in the system of controls section of this risk assessment to minimise the risks of transmission.</p> <p>Those living in a household with someone identified as clinically vulnerable can still attend the work place, but should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>Caister Academy carries out a workplace risk assessment for all pregnant employees. A second Risk Assessment should be carried out prior to the 28 week gestation period in relation to Covid 19.</p>	<p>SLT / Line Manager / employee</p> <p>SLT / Line Manager / Employee</p>

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
School Operations	Safeguarding	<ul style="list-style-type: none"> Revise CP policy to reflect return of more pupils. DSLs and deputies to be provided with more time to support staff and children. 	DSL actively promoting measures to support pupils return to school via training sessions for staff.	DSL / Deputy DSL's / SLT support
School Operations	Catering <ul style="list-style-type: none"> Aspens catering staff are fully compliant to guidance of this risk assessment.) 	<ul style="list-style-type: none"> Kitchens (Aspens) will return to full operation from 8 March 2021. All year groups will have access to food provision. Hot meals will be pre-ordered, all other food and snacks will be available without order. <p>In national lockdown, limited catering provision will be available on site for pre-ordering.</p> <p>In national lockdown, Free School Meals students will have access to vouchers.</p>	Breaks and lunches are staggered: 1 st lunch: Year 7 – dining hall Year 8 – the Theatre 2 nd lunch: Year 9 – the Theatre Year 10 – dining hall Year 11 – Drama studio Hot boxes have been purchased so that hot meals and snacks are available in all areas. The Theatre has had additional electrics and data cabling to ensure full access.	Contract Caterers / SLT / Site Team / Cleaning team
School Operations	Estates <ul style="list-style-type: none"> Legionella guidance Reoccupying buildings guidance Ventilation guidance 	<ul style="list-style-type: none"> No significant adaptations needed. No additional off-site provision needed. Pre-term checklists to be undertaken as normal. Open classroom windows to improve ventilation – see guidance above. 	Compliance audit to be completed on Smartlog prior to opening, ensuring all required checks have been carried out to the appropriate standard.	HO / Site Staff
School Operations	Fire Safety	<ul style="list-style-type: none"> Fire Safety will follow the current Caister Academy Fire 	Tests are recorded on Smartlog.	Site Staff/ LKI

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		<p>Procedures – all year groups are in a bubble at the meeting point.</p> <ul style="list-style-type: none"> • Staff need to continue to socially distance from other staff at the meeting point. • All fire doors must be operational at all times. • Fire alarm system and emergency lights are regularly tested. • Emergency drill to be carried out regularly. 		
School Operations	Educational Visits	<ul style="list-style-type: none"> • Educational day and domestic residential visits resumed commencing 12 April 2021. • Government guidance currently recommends that schools do not go on any international visits up to and including 5 September 20221. 	<ul style="list-style-type: none"> • Educational day and domestic residential visits must be conducted in line with relevant COVID-secure guidelines and regulations. • The system of controls include keeping students within their consistent bubbles and COVID-secure measures being in place at the destination. • Each trip should have full and thorough risk assessments in place to ensure that they can be undertaken safely, and control measures will need to be used. • Consult government guidance: https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits • For domestic residential visits, the EVC should, in addition, refer to Annex C of the Schools Coronavirus (COVID-10) Operational Guidance. 	SLT / Educational Visits Co-Ordinator

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
School Operations	Uniform <ul style="list-style-type: none"> Uniforms do not need to be cleaned more often than usual. 	<ul style="list-style-type: none"> Due to ventilation in rooms, students may be advised to wear additional jumper. 		SLT / Admin
School Operations	Extra-curricular provision	<ul style="list-style-type: none"> Breakfast club will continue – year groups to be enforced and supervised. After school clubs should continue within the year group bubbles – this includes external provision in school. External clubs may take place ensuring that the organisations have considered the relevant government guidance for their section and put in place protective measures. 	<p>Breakfast club to be made available to all year groups sat in separate locations in the dining hall supervised by a member of staff.</p> <p>Hall to be cleaned after use by breakfast club staff.</p> <p>Reduced number of after school provisions to be offered in order to maintain social distancing between year groups.</p> <p>Additional cleaning required following clubs.</p>	<p>SLT / Breakfast club supervisor</p> <p>Breakfast club supervisor</p> <p>SLT / Supervising staff</p>
Curriculum, behaviour and pastoral support	Physical activity <ul style="list-style-type: none"> Guidance (20, above) 	<ul style="list-style-type: none"> Remain in consistent groups. Thorough cleaning of equipment between each use by different individual groups. Avoid contact sports. Prioritise outdoor sports – use large indoor spaces where not possible. Use external facilities as this supports distancing, cleaning and hygiene. 	<p>Each year group to have separate equipment supplies</p> <p>Guidance on the use of changing rooms to be issued by Head Office.</p> <p>Changing rooms cleaned between use by separate bubbles as per cleaning rota.</p> <p>Where this is not possible pupils will participate in uniform / pe kit activities on a rota system.</p> <p>Outdoor sports to take place as much as possible, indoor sports hall to be used in line with Government Guidance.</p>	<p>PE staff</p> <p>Head Office</p> <p>SLT / Cleaning Team</p> <p>PE staff</p> <p>PE staff</p>

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
			External coaches, clubs and organisations can deliver curricular and extra-curricular activities, they will need to provide a risk assessment and follow Caister Academy system of controls.	
Curriculum, behaviour and pastoral support	Music, Dance and Drama	<p>All performance subjects will continue, however, there may be additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.</p> <p>In music, protective screens have been erected to separate student and teacher.</p> <p>In both Drama and Dance, teachers need to ensure they socially distance from students and apply other measures as per this document.</p> <p>Physical correction by teachers and contact between students in dance and drama should be prevented.</p> <p>Where appropriate, students may remove their face coverings if they hamper participation in activities, ie Dance, singing etc.</p> <p>Peripatetic teachers can be engaged – the guidance and control</p>	<p>Peripatetic teachers, when visiting school, need to take additional caution with social distancing and Covid hygiene, due to them moving from school to school. Teachers should not provide physical correction.</p> <p>Safer singing – government guidance https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</p> <p>Instruments and singing can take place outside as appropriate.</p> <p>Social distancing in music, dance and drama is particularly important – any background or accompanying music should be kept to levels which do not encourage teachers or other performers to raise their voices unduly.</p> <p>Increased handwashing before and after handling equipment will be enforced.</p> <p>Microphone purchased for Drama to lesson close contact.</p>	HOD / All staff

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		<p>measures above need to be followed.</p> <p>We will not be hosting any performances with an audience.</p> <p>Shared equipment must be cleaned prior to use by another student, or left for 48 hours (72 for plastic).</p> <p>Singing, wind and brass playing should not take place in larger groups, ie. Ensembles/choirs.</p>		
Curriculum, Teaching and Learning	<ul style="list-style-type: none"> Marking students work. 	<p>When marking students work, the following points should be borne in mind:</p> <ul style="list-style-type: none"> Books with a cardboard or paper cover, such as exercise books, should not be handled by staff for a minimum of 48 hours after being handled by students, and vice versa. Resources/books with a plastic cover, such as text books, which students have touched should either be thoroughly cleaned, or left for 72 hrs before being touched by staff or by students in other year bubbles. Where the 48/72 hour period is not possible, staff may choose to handle student books using 	<p>When marking students work, staff may want to wear face covering and gloves. Staff should ensure that they thoroughly clean any work areas on completion.</p>	Teaching staff

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		<p>protective measures including gloves and face coverings.</p> <ul style="list-style-type: none"> Where exercise books are needed on a regular basis, it is suggested that assessments are carried out on separate paper, this is left for 48 hrs, then returned. Gradually transitioning to the electronic submission of work may provide a more efficient mechanism for providing student feedback. 		
School Operations	<p>Movement around designated areas of the site.</p> <ul style="list-style-type: none"> Maps of bubbles Movement for break / lunchtime Line up points for specialist classes Catering system 	<ul style="list-style-type: none"> Groups remain in one area throughout; teachers rotate around rooms Students remain in areas except for breaks. All movement around site is supervised – students will only leave their area for breaks and to access specialise provision (ie. Engineering room) One-way system applied to dining hall and post-break access 	<p>The year group bubble system will continue.</p> <p>Corridors to be monitored using support staff where required if teachers are not available.</p> <p>Maps illustrating bubble areas and corridors are available.</p>	<p>SLT / Form Tutors / HoY</p> <p>All staff</p> <p>SLT / Site team</p>
School Operations	<p>Use of welfare facilities</p> <ul style="list-style-type: none"> Guidance suggests that bubbles do not need to be 	<ul style="list-style-type: none"> Toilets cleaned throughout the day by Cleaning Team especially after break and lunch. Deep cleaned by cleaners after school. 	<p>Each bubble area has assigned toilet facilities. Staff toilets have been reassigned, meaning there are 3 sets in total. Two bubbles will have to share two of the sets – they have separate break times.</p> <p>Pupils with medical passes to be allowed to use toilet facilities as per the details on their individual care plans.</p>	<p>All staff</p>

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
	allocated specific toilet facilities		Toilets will be cleaned regularly throughout the day.	Teaching staff Cleaning Team
School Operations	Biometric readers	<ul style="list-style-type: none"> Currently working with Aspens to devise pre-ordering system, so biometric readers will not be necessary. 	<p>Pupils will use hand sanitiser upon arrival at all canteen areas.</p> <p>Parentpay is used to top up student catering accounts.</p> <p>Catering staff manually enter purchases.</p>	<p>Pupils / MSA / Canteen staff</p> <p>Canteen staff</p> <p>Parents / Finance / SLT</p>
School Operations	Reval machines can lead to cross contamination.	<p>Parents use Parentpay system for student catering accounts.</p> <ul style="list-style-type: none"> Reval machine removed from corridor. 		Site team SLT / Finance
School Operations	Use and management of classrooms.	<ul style="list-style-type: none"> Desks in rows, students facing front. Teachers operate at front of class only 	<p>As far as possible desks to be laid out in rows with all pupils facing forward, this is achievable for most standard teaching classrooms. Teachers desks will be 2m from the nearest pupil.</p> <p>Specialist rooms with bespoke, fitted furniture, such as Science Laboratories, will be adapted as far as possible to allow for pupils to face forward by introducing additional desks / tables and seating.</p> <p>Teachers and supporting staff will be instructed to maintain 2m distance from pupils unless in an emergency health and safety situation.</p>	<p>Site team</p> <p>Site team</p> <p>SLT</p>

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
			Staff to ensure that all non-essential items and furniture are removed from the classroom.	Teaching staff
School Operations	Use of ICT classrooms	ICT classrooms will adhere to the same 2m distance rules to separate teachers from pupils as for traditional classrooms.	Cleaning will be carried out at the end of each day using disinfectant to clean all affected areas including the keyboards, mice, headphones and hard-drives. Wipes will also be available in all classrooms for pupils to wipe down their keyboards and mice before use. Shared ICT provision, ie. Chromebook trolleys should be cleaned with wipes before and after use by each class.	Site Team / Cleaners Teaching Staff
School Operations	Management of Science, Design and Technology Practical	<ul style="list-style-type: none"> Awaiting further guidance on practical lessons 	Science and Design & Technology should carry out their own risk assessments in respect of practical activities.	CTLs
Emergency Processes	Fire Evacuation	<ul style="list-style-type: none"> Return fire procedures to original central processes Adjust assembly points to maximise social distancing by year group bubbles 	Fire evacuation procedures to remain the same as prior to lockdown with pupils and staff using the nearest available exit to their location as displayed on signs in classrooms. Assembly points have been further distanced using the width of the field to ensure maximum distance between year groups Fire drills to continue each half term.	All staff and pupils Form Tutors/ HOY SLT
Emergency Processes	Lockdown	<ul style="list-style-type: none"> Lockdown process to be introduced 	A revised emergency Lockdown procedure will be introduced when school returns to normal operation. Guidance will be communicated to parents, pupils and staff.	HO / SLT / Site Team / all staff
Emergency Processes	First Aid Provision <ul style="list-style-type: none"> First aid provision as per guidance 	<ul style="list-style-type: none"> First Aid provision to include 'waiting' area outside room Room cleaned between pupils 	If a pupil becomes unwell during a class they will be asked to stand outside the classroom door away from other pupils and staff and wait for the first aider to come to them. The teacher will call for first aid.	Teacher / First Aider

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		<ul style="list-style-type: none"> PPE must be available for FA in line with CET First Aid Risk Assessment (Appendix 3) 	All First Aiders will use the amended First Aid Risk Assessment & Guidance for staff on administering first aid schools.	First Aiders
Site	Visiting Contractors on site	See guidance on Site Protocol	<p>All contractors will follow the guidance as set out in Document 13, Site Protocol. They will provide Risk Assessments (including Covid-19 RA), Method Statements and personnel DBS information where required. They will follow visitor sign in and fire evacuation procedures.</p> <p>Admin team will record the date, time and location of their visit in the shared Track and Trace folder</p>	Contractors / Site Team / Admin Team Admin Team
Site	Cleaning Regime	<ul style="list-style-type: none"> After school cleaners to maintain current cleaning regimes, and enhance to include: <ul style="list-style-type: none"> Deep cleaning each teaching room used at the end of each day Cleaning Supervisor to maintain cleaning regime to include: <ul style="list-style-type: none"> Cleaning toilets more regularly Cleaning canteen areas before, during and after breaks. Cleaning changing rooms between bubbles 	<p>Areas used will be cleaned at the end of the school day in line with Government Guidance and school schedule.</p> <p>The Cleaning Supervisor, supported by day time cleaners, supported by site staff, will be on-site during the day to clean areas where more than one group will be accessing the area e.g., Toilets, Dining Hall, Large Hall.</p> <p>Spill kits will be placed around the school and cleaning staff will be trained in the safe use of these.</p> <p>Bodily fluids cleaned in line with amended risk assessment with the correct PPE.</p>	Site Team / Cleaning Team Site Team / Cleaning Supervisor / Daytime Cleaners Site Team / Cleaners Site Team / Cleaning Supervisor / Cleaners

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
Site	Cross-Bubble Working (IT and Site Teams)	<ul style="list-style-type: none"> Avoid operating in “bubble spaces” unless absolutely necessary. Additional PPE to be used by site/IT teams if working in “bubble spaces” is essential No prolonged interaction with cleaning/kitchen staff Cleaners to be informed of additional areas to clean depending on work being undertaken. 	<p>Staff not to “visit” IT office unless requested by IT team, promotion of use of IT ‘Ticket’ system.</p> <p>Staff not to “visit” reception, unless collecting visitors.</p> <p>Staff to email or Teams administration staff as necessary.</p> <p>PPE not necessary when transitioning through “bubble spaces”</p>	<p>IT / Site Team / All staff</p> <p>Site Team</p>
Site	On-site Contractors (catering team)	<ul style="list-style-type: none"> Follow guidance from employers, including RA and PPE expectations Avoid prolonged interaction with CA staff 	Utilise site team to support actions during the day where possible	Caterers / Site Team
Site	Lettings	<ul style="list-style-type: none"> Lettings can be considered on a case by case basis. 	All external groups wishing to hire the premises need to submit a satisfactory risk assessment prior to agreement.	Lettings Administrator / Head Office
Visitors to site	Contamination	<ul style="list-style-type: none"> Only essential visitors should be allowed on site. Only two people can be in reception at one time. Additional visitors will have to wait outside until visitors have been collected. Visitors are to confirm that they have not had coronavirus symptoms or have tested positive in the 	Staff must email reception to notify them of planned visitors.	SLT Staff Member

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		<p>last 7 days (see reception checklist).</p> <ul style="list-style-type: none"> • Visitors must comply with all H&S, Safeguarding and Fire Policies. • Visitors should enter the school site wearing appropriate face coverings. • Visitors should either wash or sanitise hands on arrival to school. • Visitors should remain with a member of CA staff. • Visitors should socially distant from students or staff by 1-2m, where possible. • Where visitors are moving around the school they should wear face masks. • In meetings, visitors should wear face masks, unless agreed otherwise. • Staff should collect visitors as soon as possible, to prevent congestion in the reception area. • “drop-in” visits should be discouraged. 		
Working from Home	Working from home will be agreed with Line Managers and	<ul style="list-style-type: none"> • Staff need to ensure that IT equipment that has been supplied by the school is in 	Use the school Helpdesk to report any IT equipment which is not working effectively, or is unsafe. Check CET policies to ensure all software is compliant.	Staff

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
<p>During the national lockdown, commencing 5th January 2021, where it is possible for staff to work from home, this has been effected on a rota based system. The school is still open to the vulnerable students and the children of critical workers. Teaching full timetables is continuing, using home learning and Microsoft Teams, therefore support is also required.</p>	<p>in accordance with SLT/CET policies and procedures.</p> <p>Employees who are working from home need to consider a number of concerns: for example ergonomics of their work station; ensuring that equipment they are using is safe; fire safety; stress and fatigue.</p>	<p>good working order, and report any faults.</p> <ul style="list-style-type: none"> • If staff are using additional personal IT equipment, it must in line with CET policies. • Staff should ensure that their work station/area in their home is conducive to good health. • Staff should ensure that they take regular breaks from the computer screen, walk around, consider teaching standing up etc. • Staff should receive regular support from their line manager. 	<p>Complete Home Risk Assessment with Line Manager and review Chartered Institute of Ergonomics and Human Factors infograph for ways of setting up home workspace. Ensure regular meetings with line manager take place.</p>	<p>Staff</p> <p>Staff</p> <p>Line Mgr/Staff</p>