

Return to Full Opening (all staff and students): Preliminary Risk Assessment and Specific Control Measures

In putting together this checklist for staff it is recognised that we are not able to eliminate all conceivable risk, either from coronavirus or other hazards. The Academy's leadership team believe that these requirements will keep staff safe at work and are reasonable and proportionate. These requirements will be regularly updated in line with Government advice and local authority guidance:

Key: Severity & Likelihood scores – 1 to 5 with 1 being the lowest and 5 the highest

Residual risk:

0 – no risk	1 – 5 minimal risk	6-10 – low risk	11-20 – moderate risk	20-25 – high risk
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Hazard	Assessment of Risk without controls (likelihood of exposure x potential severity = Risk)			Additional control measures to be taken	Assessment of Risk with additional controls (likelihood of exposure x potential severity = Risk)		
	L	S	R		L	S	R
Site has not been maintained according to normal procedures during the period of partial closure	3	3	9	<ul style="list-style-type: none"> Site staff have attended the premises daily and all regular checks and maintenance for example fire equipment, water and heating, boilers, have been continued. Where any external checks or maintenance have been delayed these do not present any residual risk to the Academy premises or staff. The Academy's fire regulation and procedures, based on the fire risk assessment, continue as normal and we are advised by Lincolnshire Fire and Rescue that we must continue to comply with all existing provisions. In particular, staff must NOT therefore attempt to prop open any door other than those that have been left open by the site team. The Academy will review its fire risk assessment and evacuation plan in advance of reopening fully in September. 	1	1	1

				<ul style="list-style-type: none">• In the event of an evacuation, staff and students should proceed to the field as normal. In the event of an emergency evacuation, the Academy considers that the risk to students and staff from fire or explosion outweighs that from exposure to Covid 19 and so all students and staff should proceed immediately to the field by the nearest available fire exit in the usual way. Social distancing from other bubble groups, where this is possible, should be maintained. Form tutors will be responsible for accounting for their tutor group in the usual way. Staff listed in the Evacuation Procedure as being responsible for accounting for groups of staff should do this in the usual way. When on the field, a safe 2 metre distance must be maintained between all staff, and between staff and students. A distance of at least 2 metres must be maintained between all year bubbles. Heads of Year will be responsible for ensuring this is done and maintained.• All areas of the Academy in use will be thoroughly cleaned by the Academy's cleaning contractor at the end of each day. An enhanced cleaning regime is in place including sector recommended products and methods.• The Academy has assessed its site and concluded that the layout of buildings and walkways will not accommodate a one-way system. The site will therefore operate a "walk on the left" system for ALL students and staff at ALL times. Directional signage on the walkways, corridors and stairs will remind and direct students where to walk to minimise contact between bubbles.			
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Employee contracting Covid 19	5	3	15	<ul style="list-style-type: none"> • Staff will be primarily based in one classroom that will not be shared. In the case of a small number of rooms where a small number of staff may change over during the day, staff should wipe down the PC's keyboard, mouse and desk area with the antibacterial wipes provided on leaving, and on arrival. To facilitate daily cleaning, staff should not leave personal belongings on desktops – the only items permissible are a PC and keyboard that will be cleaned daily by the Academy's cleaning staff. This does not apply to staff who have their own offices. ITEMS LEFT ON DESKS OR TABLES IN CLASSROOMS WILL BE DISPOSED OF. • Staff must not share workstations, equipment, pens, books or other items. In areas with communal PCs (e.g. resources) that are shared antibacterial wipes will be provided to wipe keyboards and mice between users. Liquid hand sanitiser will also be available in these areas. • Teaching staff have been /will be provided with a plastic box that they may bring to work with them each day and take home each afternoon. This box should contain the teacher's own equipment and supplies for the day for example pens, stationery, books, personal items. The box should remain with the staff member at all times and be wiped clean each evening. If staff have their own classroom or office which is not used by other staff, their plastic box may be left in there overnight. • Classrooms will be laid out wherever possible with all desks facing forwards, and a minimum of a 2 metre space between the teacher's desk and the nearest student. • Wherever possible, teaching staff should avoid the use of paper resources. Books may be collected in for marking, but staff should ensure they sanitise their hands before and after handling. If possible, books should be left for a period of 48 hours before marking. 	2	2	4
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- On arrival at work staff should enter through the MAIN gate. Staff should sanitise their hands using the hand sanitiser provided before proceeding into the Academy. All automatic doors will remain self-opening. Where staff have to open doors manually to access their place of work, they should find the nearest hand sanitiser station and sanitise their hands before and afterwards.
- Student bubbles of classes (years 7 & 8) and years (years 9, 10, and 11, and sixth form) will move between classrooms for lessons. Staff are required to ensure that all students sanitise their hands on entering the room, and again on leaving.
- Staff should maintain a safe distance of 2 metres from all other staff and students whenever possible.
- Staff should continue to wash their hands regularly with hot water and soap for at least 20 seconds. In between hand washes, hand sanitiser liquid will be available around the Academy.
- A training video regarding safe social distancing and handwashing and hygiene will be made available to all staff and staff are expected to watch it before attending the site.
- Each classroom in use will have a bottle of hand sanitiser and tissues. Staff should ensure students use the sanitiser when entering the classroom. Tissues should be given to students on request, and should be disposed of immediately in the lidded bins provided.
- Support staff working areas will be risk assessed and reconfigured where necessary to ensure that a safe 2 metre social distance can be maintained. This will involve support staff who share offices being required to relocate to an alternative space.

PPE

Current DfE advice is that Academy staff do NOT need to wear PPE except in specific situations (for example those

working in special provision). The use of appropriate PPE is however compulsory for the staff and situations shown below:

Site Team

- The site team **MUST** wear PPE comprising a face covering, protective visor, gloves, and apron when dealing with any incident including bodily fluids. These must be removed immediately afterwards, and all disposable PPE bagged and binned. Reusable PPE (e.g. face visors) should be cleaned immediately.
- Site staff must ensure they have a full change of clothes with them at all times. Clothing that may have been exposed to any bodily fluids should be bagged and taken home where it should be washed immediately at 60 degrees

First Aid Team

- The majority of emergency first aid situations will require contact with the injured person where it is not possible to maintain a 2 metre distance. First aiders **MUST** wear PPE when attending any incident, that comprises a face covering, protective visor, apron, and gloves. **In all cases of staff or students displaying Covid-19 symptoms, the first aider should follow the isolation process shown below and maintain a 2 metre distance from the person at all times.**
- In an emergency situation where there is an immediate threat to life, the first aider should if at all possible send another member of staff or student to obtain appropriate PPE before treating the injured or ill person. A call should be made to 999 immediately in the usual way. Any decision to treat an ill or injured person without appropriate PPE in an emergency, including administering CPR, is at the

sole discretion of the first aider, and the Academy will respect their decision.

Facilities

Toilets

- Toilets will be open as normal but doors will be open. A hand sanitiser station will be fitted outside the staff toilets by the staffroom to use before entering. Staff should take additional care to wash their hands with hot water and soap for at least 20 seconds before leaving the facilities. Any issues with toilet cleanliness should be reported immediately. Electric hand dryers will be disconnected and paper towels provided. These must be binned immediately after use in the lidded bins provided.

Food and Drink

- The staff kitchen next to the staffroom will be out of use and communal tea, coffee, milk, sugar etc unavailable in all areas. The hot water urns will not be in operation. Staff are instructed NOT to use kettles or any shared facilities in any other areas. Shared kettles, microwaves, toasters etc found in departments will be removed. Staff are instructed not to use any shared mugs or glasses. Staff are also instructed NOT to bring to work any food for sharing, including cakes, biscuits, etc
- Tea and coffee, squash and biscuits will be available free of charge to staff from the restaurant between 8.30am and 3.00pm daily. All cups will be disposable, and should be placed in the bins provided after use. Staff may take their own reusable cups to be refilled if they prefer. Hand sanitiser will be available at the entrance to the restaurant, and staff must use this when they enter the facility.

- From September the restaurant will offer its usual selection of hot and cold food.
- Staff are advised that they may bring a flask of hot drink to work, and disposable or refillable cold drinks. Fresh drinking water is available around the site as normal, however the water fountains are out of use. Any such items must be disposed of in the bins provided, or taken home and washed each day.
- Staff may bring their own food to work provided they maintain the safe 2 metre distance rule whilst consuming it, and do not share food items with other staff or students
- Staff may work in the staffroom during lesson time if they do not have their own classroom (e.g. cover staff). If using a staffroom PC staff should wipe down the keyboard and mouse with the wipes provided before use. The staffroom is not in use at present at breaks and lunchtimes.
- Department offices may only be used under the direction of the Head of Department, and safe social distancing of at least 2 metres must be observed at all times. This will mean that not all department staff are able to take breaks and lunches together and departments should organise amongst themselves how this will operate. It is recommended that any member of staff who is at higher risk due to a medical condition or other factor should NOT take their breaks and lunches in a communal area. The Academy will open the Eco Garden at lunchtimes to staff where weather permits.

Meetings

- Face to face meetings will resume, however 2 metre social distancing will be observed at all times and meetings will be planned to be held in areas with sufficient space and ventilation to allow this to happen

				<ul style="list-style-type: none"> Any parent facing meetings will be by prior appointment only and will take place with appropriate social distancing. Parents should be asked to sanitise their hands on arrival at the Academy and must comply with the Academy's visitor procedure. 			
Employee in <i>extremely</i> vulnerable group contracting Covid 19	5	5	25	<ul style="list-style-type: none"> The Academy will follow advice from HM Government and Public Health England at all times. From 1st August the vast majority of people on this category are able to attend work provided safe social distancing can be maintained. We are not aware of any staff who have been advised to shield beyond 1st August. Any member of staff who believes they fall into this category should contact the Headteacher as soon as possible for individual advice and risk assessment. All control measures outlined for all staff in the section above to apply to this category of staff. Staff in this category will also be subject to an individual risk assessment that will be carried out prior to September, in consultation with the member of staff. This will assess the level of risk according to any medical condition or other additional risk factors and will seek to implement additional control measures to minimise any risk. Safe social distancing of at least 2 metres from other staff and student, and stringent hand hygiene for these staff must be observed at all times. 	2	3	6
Employee in clinically vulnerable group contracting Covid 19	5	5	25	<ul style="list-style-type: none"> The Academy will follow advice from HM Government and Public Health England at all times. People in this category are able to attend work provided safe social distancing can be maintained. All control measures outlined for all staff in section above to apply to this category of staff. 	2	3	6

				<ul style="list-style-type: none"> • Safe social distancing of at least 2 metres from other staff and student, and stringent hand hygiene for these staff must be observed at all times 			
Student contracting Covid 19				<ul style="list-style-type: none"> • Students will be placed in “bubbles” comprising tutor groups in year 7 and year 8. At break and lunchtimes these tutor groups will form part of a wider bubble for years 7 and 8. For years 9,10,11,12 and 13, students will be placed in year bubbles. Students attending the Academy will be able to associate freely within their class or year bubble, but must maintain a safe social distance from students in other bubbles, and from all staff. • Each bubble will have their own designated zone for break and lunch, and must not attempt to access the zones containing other bubbles. • Each bubble will have their own designated toilet facilities. • Students will attend school on days they have PE in their PE kit and will stay in this clothing all day. • A number of duty staff will be around the site and accessible to students throughout non-lesson time. These staff will be easily identifiable by their high visibility vests. Students should speak to these staff if they have any queries or concerns throughout the day, for example breaches of zones or bubbles, feeling unwell, loss of property, questions regarding lessons or rooming. • Students will not be allowed on site until 8.30am. • Students using school buses will be advised to sit with students from their own school, and their own year group. Face coverings are not mandatory on school transport, but the Academy recommends that students wear face coverings at all times on public and school transport. Students should bring a plastic bag to school with them in which to store their face covering during the day. 			

				<ul style="list-style-type: none">• Students will be instructed that they should not congregate before or after school in groups where a safe 2 metre distance cannot be observed.• Due to the number of students who travel to school on school buses it is not possible to introduce staggered start and finish times.• Bubbles of students will be subject to staggered break and lunch times.• Bubbles of students will be strictly enforced and students will be instructed that there must be no mixing between their “bubble” groups during the Academy day for any reason.• The Academy’s Respect for Learning Policy has been amended to provide clear and specific sanctions for breaches of the Covid-19 Safety restrictions and this will be clearly communicated to all students at the start of each day.• A training video on safe social distancing and hygiene and handwashing will be shown to all students on their first day back, and will be sent out to parents and carers in advance of the Autumn term.• On arrival at the Academy, students should enter through their designated entrance, as shown below:<ul style="list-style-type: none">Students on buses: Tech EntranceYears 7,8 & 9 on foot: Rear car park (Drama) entranceYears 10,11, 12 & 13 on foot and by bike: Main Entrance• Students should proceed immediately to their specified classroom space, where they should line up OUTSIDE in an orderly fashion, where they will be collected by their form tutor. All students will be organised into seating plans that will be consistent throughout the day. Staff will ensure that students remain in this seating plan and do not deviate from it.			
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- All students arriving on school buses will be greeted on arrival and must cleanse their hands with the hand sanitiser provided.
- For students travelling to the Academy by bike, designated bike racks for each year group will be available. Students must only use the bike rack for their year group.
- On entering and leaving the classroom, students will be required to clean their hands with liquid hand sanitiser provided by the teacher in charge.
- Tissues are provided for student use in every classroom. Students should ask for a tissue, use it straightaway, and then dispose of it straightaway in the bins provided.
- Students must bring their own bag and pencil case with all the equipment they need for the day. Students must not share any equipment, including pens, pencils, sharpeners etc. Any equipment given to a student by a member of staff (e.g. a pen) must then be retained by the student.
- Whenever possible, classroom layouts will include all desks facing forwards.
- Students will not be allowed to access reception or the general office corridor unless they are under the direct supervision of a member of staff. Students should address any issues to a member of the duty team (identifiable by high visibility jackets).
- There will be no assemblies in the Hall/Theatre for the time being.

Facilities

Toilets

- Student toilets will be open as normal. Doors will be foot operated or fixed open to avoid touching door handles etc. Handwash will be refilled regularly throughout each day

- The following toilet facilities have been allocated to specific year groups and students must only use their allocated facilities:

Years 7 & 8 Toilets in the maths corridor (currently the history corridor)

Year 9 Toilets in the languages corridor

Years 10 & 11 Toilets in R block

Years 12 & 13 Toilets in Sixth Form

- Students should report any cleanliness issues straightaway to a member of staff wearing a high visibility vest.

Food and Drink

- Students may bring to school disposable or refillable cold drinks of the type allowed (i.e. not fizzy drinks). Fresh drinking water is available at breaks and lunchtimes. Any such items must be disposed of in the bins provided, or taken home and washed each day. Students required a refill of water should ask a member of staff who will direct them to the nearest fresh water tap, or students may attend the restaurant where staff will allow them to fill bottles. Students must sanitise their hands before touching any taps.
- Students may bring their own lunch and snacks to school provided they remain in their year bubbles whilst consuming it, and do not share food items with other staff or students.

Restaurant

During partial reopening, and when the weather is good, we anticipate that most students will want to eat their lunch outdoors, and this option, when coupled with safe social distancing, is the safest possible. We will use specific bubble “zones” that may only be used by the year groups specified.

				<p>A full range of food will be available from the restaurant from September. The following rules will apply in the restaurant:</p> <ul style="list-style-type: none"> • Hand sanitiser will be available at the entrance to the restaurant and must be used before entry. Staff or students who have not sanitised their hands will be unable to enter. • There will be a strict “one way” system with two service points. Staff and sixth formers will direct students to the appropriate points to minimise queueing. • Students and staff will not be able to sit in the restaurant to eat whilst restrictions are in place. • All staff involved in food preparation service will wash their hands at regular intervals and wear clean clothes each day. <p>Breaks and Lunchtimes during wet weather</p> <ul style="list-style-type: none"> • In the event of wet weather, students will be accommodated for breaks in wet weather spaces, in their year group bubbles. These spaces will be supervised by staff. Students will be permitted to eat and drink in these rooms but must dispose of all litter in the bins provided before leaving. 			
Member of staff or student from a black or ethnic minority ethnic group contracting Covid 19	5	5	25	<ul style="list-style-type: none"> • The Academy will follow advice from HM Government and Public Health England at all times • People in this category are able to attend work or school in line with current guidelines • All control measures outlined for all staff in section above to apply to this category of staff • For staff in this category, safe social distancing of at least 2 metres from other staff and students, and stringent hand hygiene must be observed at all times • Students in this category may attend school provided adequate control measures are in place to reduce 	2	3	6

				contact between groups of students (see student control measures above).			
Student in <i>extremely</i> vulnerable group contracting Covid 19	5	5	25	<ul style="list-style-type: none"> The Academy will follow advice from HM Government and Public Health England at all times. Students in this category are able to attend school from September provided adequate control measures are in place to reduce contact between groups of students All control measures outlined for all students in section above to apply to this category of student. 	3	3	9
Student in clinically vulnerable group contracting Covid 19	5	5	25	<ul style="list-style-type: none"> The Academy will follow advice from HM Government and Public Health England at all times. Students in this category are able to attend school from September provided adequate control measures are in place to reduce contact between groups of students. All control measures outlined for all students in section above to apply to this category of student. 	3	3	9
Staff or students who have "very high risk" individuals within their household and /or dependents transmits infection to them	3	5	15	<ul style="list-style-type: none"> The Academy will follow advice from HM Government and Public Health England at all times. Staff in this category are able to attend work provided safe social distancing can be maintained. A safe distance of at least 2 metres from other staff and students, and stringent hand hygiene for these staff must be observed at all times. Students in this category may attend school from September provided adequate control measures are in place to reduce contact between groups of students (see control measures set out below). 	3	3	9

Academy could fail to follow the newest national and/or LCC guidelines and advice on COVID-19.	3	3	9	<ul style="list-style-type: none"> • Headteacher and SLT receive daily updates from Gov.UK and regular updates from LCC and other bodies. • Weekly briefing note to all staff written by Headteacher and seen by SLT. • Weekly briefing note to all parents written by Headteacher and seen by SLT. • Effective contingency plans in place for Assistant Headteachers to step up in the case of Headteacher illness or absence. 	1	5	5
COVID-19 precautions are not followed within the Academy environment, leading to potential spread or outbreak.	5	5	25	<ul style="list-style-type: none"> • COVID-19 <u>hygiene advice</u> and posters are displayed in key areas of the school site. • Staff to reiterate to Parents and Students (via letter/email/classroom talks, training video etc.) the importance of :- <ul style="list-style-type: none"> ○ Hand washing and sanitising on a regular basis ○ Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it) ○ Maintaining 'social distance' wherever possible from other year/class bubbles ○ Not touching eyes/nose/mouth with unwashed hands • All welfare facilities to be checked and cleaned regularly, and ensure a supply of anti-bacterial hand wash soap is available. • Hand sanitiser points are located around the premises for staff and students' use. • Students will be greeted on arrival and will be required to sanitise their hands before entering the Academy. • Students will proceed straight to their classroom at the start of the day and will line up outside. They will be 	2	5	10

				<p>escorted indoors by their class teacher.</p> <ul style="list-style-type: none"> • Hand sanitiser, tissues, and anti-bacterial wipes to be provided to all classrooms for use at the start of the day, after lunch etc . • students to wash their hands after sporting activities/ PE etc. • School cleaning regime continues to include frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.) 			
Staff or student failing to report feeling unwell and attending work, potentially spreading COVID-19	3	5	15	<ul style="list-style-type: none"> • Staff are aware of the importance of following national guidance, and the specific control measures implemented by the Academy. • Staff to follow the Academy procedure for a confirmed case of Covid 19 (see additional control measures below) including RIDDOR reports where necessary. • Students and parents to be fully informed of their obligations in respect of illness and a continued message of education and information to be released throughout this period. <p>ACADEMY PROTOCOL</p> <p>Symptoms displayed at home</p> <p>ANY member of staff or ANY student who develops a new, continuous cough, or a fever, or a loss of taste and smell MUST stay at home until they and their household can access a Covid 19 test.</p> <p>ALL members of that person’s household should self-isolate until the test results are received. For clarity, this means that any student or member of staff who lives with someone who develops symptoms MUST NOT COME TO SCHOOL.</p>	2	5	10

Staff should advise the Headteacher of their situation. Parents of students should contact the Academy via telephone or email.

Symptoms displayed whilst at work or school

ANY member of staff or ANY student who becomes unwell during the school day should notify a member of staff without delay.

In the event of a student becoming unwell with possible Covid 19 symptoms in a classroom, the member of staff in charge should remove that individual to outside the room and call for assistance. A duty first aider, member of SLT, or member of the pastoral team will attend and remove the student to the safe area.

The Academy's Covid 19 safe area is room G3 on the ground floor of the G science block. This is accessed from outside by a door next to it. Anyone escorting an individual with symptoms should wherever possible avoid walking them through the Academy. The safe area contains plastic chairs only for students to sit on whilst they wait for collection by parents. The staff member in charge will wear appropriate PPE if it is not possible to maintain a 2 metre distance. A call home will be made, and parents asked to attend immediately to collect their child. Parents will be asked to park in the front car park and will collect their child through the main gate. An information leaflet will be given to the parent/carer. A disabled toilet is available for these students only to use next to G3, and this will be closed to the rest of the students on site. Following use by a person displaying Covid 19 symptoms, this will be thoroughly cleaned by either the site team or cleaning staff, dependent on the time of day.

The safe area will be thoroughly cleaned each evening by the cleaning staff if it has been used.

				<p>We are advised that the Academy's normal cleaning procedures should be sufficient to remove any coronavirus particles from surfaces, handles etc. Nevertheless where a member of staff has spent considerable time in a particular area, a "deep clean" will be conducted as a further precaution.</p> <p>In the event of a student or member of staff testing positive for Covid 19, the Academy will immediately contact the local authority Public Health team and will stringently follow the advice given.</p>			
Staff or student starts to show symptoms of COVID-19 (suspected) whilst at school	5	5	25	<ul style="list-style-type: none"> • Staff member or student to be sent home immediately (travel home appropriately) and begin self-isolation, and follow the guidance regarding sickness reporting. All staff and students, and their families, are required to access a Covid-19 test as soon as possible and must notify the Academy without delay of the result of those tests • Students to be moved to an 'isolation room', until a Parent/carer can arrange pick-up. Supervision of the student should take place at a minimum of 2 metres away. Isolation room to be clearly signed, to prevent accidental access by others. • Once Staff or Student has left the premises access to the isolation room will be restricted until cleaning has taken place. • A clean of areas the staff member or student has accessed during the previous few days will take place the same day • Staff member or parent/carers are advised to access immediate testing through the Government system. A leaflet for parents will be prepared and given to parents/carers collecting students on arrival. This will include details on how to access a test. 	3	3	9

- Where a member of staff or student with suspected or confirmed coronavirus has been in school, the Academy will seek advice immediately from the local authority public health team. The Academy will follow stringently the advice given.

ACADEMY PROTOCOL

Symptoms displayed at home

ANY member of staff or ANY student who develops a new, continuous cough, or a fever, or a loss of taste and smell MUST stay at home until they and their household can access a Covid 19 test.

ALL members of that person's household should self-isolate until the test results are received. For clarity, this means that any student or member of staff who lives with someone who develops symptoms MUST NOT COME TO SCHOOL.

Staff should advise the Headteacher of their situation. Parents of students should contact the Academy via telephone or email.

Symptoms displayed whilst at work or school

ANY member of staff or ANY student who becomes unwell during the school day should notify a member of staff without delay.

In the event of a student becoming unwell with possible Covid 19 symptoms in a classroom, the member of staff in charge should remove that individual to outside the room and then call for assistance. A duty first aider, member of SLT, or member of the pastoral team will attend and remove the student to the safe area.

The Academy's Covid 19 safe area is room G3 on the ground floor of the G science block. This is accessed from outside by

				<p>a door next to it. Anyone escorting an individual with symptoms should wherever possible avoid walking them through the Academy. The safe area contains plastic chairs only for students to sit on whilst they wait for collection by parents. The staff member in charge will wear appropriate PPE if it is not possible to maintain a 2 metre distance. A call home will be made, and parents asked to attend immediately to collect their child. Parents will be asked to park in the front car park and will collect their child through the main gate. An information leaflet will be given to the parent/carer. A disabled toilet is available for these students only to use next to G3, and this will be closed to the rest of the students on site. Following use by a person displaying Covid 19 symptoms, this will be thoroughly cleaned by either the site team or cleaning staff, dependent on the time of day.</p> <p>The safe area will be thoroughly cleaned each evening by the cleaning staff if it has been used.</p> <p>We are advised that the Academy's normal cleaning procedures should be sufficient to remove any coronavirus particles from surfaces, handles etc. Nevertheless where a member of staff has spent considerable time in a particular area, a "deep clean" will be conducted as a further precaution.</p> <p>In the event of a student or member of staff testing positive for Covid 19, the Academy will immediately contact the local authority Public Health team and will stringently follow the advice given.</p>			
Academy's first aid team contract coronavirus through the close treatment of a member of staff or student	3	5	15	<ul style="list-style-type: none"> On call first aiders will wear appropriate PPE when administering first aid comprising disposable apron, disposable gloves, a disposable or washable face covering, and washable visor. 	2	5	10

				<ul style="list-style-type: none"> Where a member of staff or student is displaying potential Covid 19 symptoms, the first aider on call or other staff dealing with that individual will maintain a safe distance from them of at least 2 metres at all times 			
Confirmed case of Covid 19, either student or member of staff, of someone who has been present at the Academy and had contact with others	3	5	15	<ul style="list-style-type: none"> The Academy will seek and follow advice from the local authority public health team and will follow that advice stringently A thorough clean of the areas occupied and accessed by the individual will be carried out the same day For a member of staff not in a “bubble”, for example a member of the support staff who is not student facing, an assessment will be made of the areas they have accessed and occupied and these will be thoroughly cleaned prior to those areas being used again. Members of staff or students who are contacted by the Government’s track and trace system and advised to self-isolate MUST do so and not attend the Academy until the specified time has elapsed <p>ACADEMY PROTOCOL</p> <p>Symptoms displayed at home</p> <p>ANY member of staff or ANY student who develops a new, continuous cough, or a fever, or a loss of taste and smell MUST stay at home until they and their household can access a Covid 19 test.</p> <p>ALL members of that person’s household should self-isolate until the test results are received. For clarity, this means that any student or member of staff who lives with someone who develops symptoms MUST NOT COME TO SCHOOL.</p> <p>Staff should advise the Headteacher of their situation. Parents of students should contact the Academy via telephone or email.</p>	2	5	10

Symptoms displayed whilst at work or school

ANY member of staff or ANY student who becomes unwell during the school day should notify a member of staff without delay.

In the event of a student becoming unwell with possible Covid 19 symptoms in a classroom, the member of staff in charge should remove that individual to outside the room and then call for assistance. A duty first aider, member of SLT, or member of the pastoral team will attend and remove the student to the safe area.

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The safe area will be thoroughly cleaned each evening by the cleaning staff if it has been used.

We are advised that the Academy's normal cleaning procedures should be sufficient to remove any coronavirus particles from surfaces, handles etc. Nevertheless where a member of staff has spent considerable time in a particular

				<p>area, a “deep clean” will be conducted as a further precaution.</p> <p>In the event of a student or member of staff testing positive for Covid 19, the Academy will immediately contact the local authority Public Health team and will stringently follow the advice given.</p>			
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