

Ridgeway Academy



Risk Assessment: Covid 19

Introduction:

- This document outlines the school's risk assessment of our site and activities as required by the current government guidance.
- This assessment is based on the expectations set out in the Government guidance for schools [Guidance for full opening from Sept 2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) and has been adapted in order to give a clear narrative on the specific controls being put in place within school to manage the risk from coronavirus. As with other areas of risk school employers and leaders are required to reduce risk as far as is reasonably practicable, recognising that it is not possible to eliminate the risk of coronavirus.
- During this evolving situation we will continue to monitor and follow government guidance, further reviews and updates to the template will be made following any significant updates.
- In addition, we will continue to review our controls and activities and update the risk assessment to reflect any changes in practice that become apparent as operational activities and curriculum are delivered.
- This risk assessment should be completed by the school leadership team, shared with staff and will be published on the school website.
- We are also committed to review other existing work activity risk assessments for your school and amend these (if you have not already done so) to include the management of the risks associated with COVID-19.

RISK ASSESSMENT:	COVID 19 School activities during COVID 19 outbreak.	
Establishment: Ridgeway Academy	Assessment by: Ridgeway Senior Leadership Team	Date: 16 September 2020
Review Date Due: 2 October 2020	Manager Approval: Sarah Mitcherson, Headteacher	Date: 16 September 2020

What are the hazards?	Who might be harmed and how?	What we need to do	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Staff All staff who have underlying health conditions have been risk assessed prior to them entering the school and have had this updated in September. Ensure extremely vulnerable staff continue to follow their specific medical advice.</p> <p>Vulnerable individuals to have a risk assessment undertaken on their role and ability to maintain 2m social distancing.</p> <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>	SLT leads to ensure revised RAs in place or note on file where not required by staff member	SLT	11 Sep 20	Yes
		<p>Students SEB to communicate with parents of children with health conditions to ensure they understand the procedures put in place by the school and to discuss any further plans which need addressing. Existing individual Health care plans in place for pupils/students and to be reviewed. Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p>	CMA review existing healthcare plans. SEB meeting with families.	SEB/CMA	11 Sep	Yes
			Write and schedule comms to parents	SMI	28 Aug	Yes

Suspected case whilst working on site	Staff, Students / pupils / wider contacts	School community is clear on symptoms of coronavirus. If a person displays symptoms of coronavirus: high temperature (37.8 or more), change to taste and smell or a new continuous cough, they should: - Ridgeway staff: Ensure DHT, SBM, Headteacher are notified.	Communicate this process across the school	SMI	2 Sep	Yes
	Spread of COVID 19	Go home immediately (if awaiting collection by their parents, isolate the child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate. Meeting room 3 should be used in this instance. The students should enter the room through the doors next to Osborn Hall and leave the site by walking back through these doors, past the library to reception where their parents will meet them. See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. Staff should not be present in meeting room 3 with the child, this room is for the child only, the staff member will remain outside the room supervising from a distance. Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately. Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. All staff aware of protocol for sick pupils. Symptomatic staff should be excluded for 7 days from when symptoms started unless they receive a negative test, not a contact and have not had a fever for 48 hours. Staff who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to work 7 days after their symptoms started. See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance	Isolation room MR3	PD	In place during lockdown	Yes
			Business Manager to provide for First Aiders	PD to arrange cleaning		PPE for First Aiders in place Sept 20
			Ensure First Aiders have adequate provision of PPE, including apron and gloves.			
				SEB through KWI	28 August	Yes, in all parent/carer letters
				SMI		Yes
				SMI		Yes
			SMI	2 Sep	Yes	
		Testing	HSM/JLS registered with Covid-19 Employers test portal. Letter of employment produced for staff to use at testing centre.			

		<p>As part of the national programme for essential workers school staff with symptoms should book a test confirming the results to the school.</p> <p>Refer teaching staff who have symptoms to the Hertfordshire Key Worker testing scheme based in Harpenden. Template letter for staff available and details of local test centre</p> <p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested.</p> <p>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p> <p>We will be able to identify staff and students who have been in close contact with any individual who has tested positive.</p>	<p>10 test kits received on 4 Sep. JLS attend webinar update. Additional supplies ordered 16 September</p> <p>JLS draft Policy and letter and share with AAT.</p> <p>Further communication to parents / carers on 11 Sep</p> <p>Staff: JLS/PD/SMI to issue letters for testing.</p>	<p>SMI</p> <p>JLS</p> <p>SMI</p>	<p>30 Aug</p> <p>8 Sep</p> <p>Process tested 10 Sept</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing; Effective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>All persons to wash hands with hand sanitiser or soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points and in classrooms; student entrance /reception and should be used by all persons when entering/leaving.</p>	<p>One way system painted externally.</p> <p>System to keep student bubbles separate in canteen in place</p> <p>Additional visors to be ordered/SLT establish further need.</p> <p>Order and distribute cleaning products and visor / mask as required.</p>	<p>JLS/PD with Site</p> <p>PD with Site</p> <p>KB/SLT</p> <p>PD with Site</p> <p>All teaching staff</p>	<p>2 Sep</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

	<p>The use of this sanitiser will be required at the start and end of each lesson and be part of staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Desks in each classroom will be sprayed with disinfectant at the end of each lesson - SPRAY TO BE LEFT FOR A MINIMUM OF 60 seconds BEFORE WIPING</p> <p>Cleaning staff to regularly clean the hand washing facilities and check consumables.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Extra cleaners have been appointed to the team to increase capacity.</p> <p>Site Manager will ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>'Catch it, kill it, bin it' message reinforced.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. The number of bins around the site has been audited.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p>Brief staff on protocols and procedures. Form Tutors nominate 2 students for the day</p> <p>Liaise with Evergreen and increase cleaning protocols.</p> <p>Bin with lid in all classrooms</p> <p>Decide whether to allow hirers. If we do, ensure we get risk assessments from them all.</p> <p>Schedule Break times</p> <p>Ensure adequate supply of cleaning products</p> <p>Site to replenish stock and distribute</p>	<p>All teaching staff</p> <p>PD</p> <p>PD through Site</p> <p>PD with SC</p> <p>JLS Staff/students briefed signage/sanitiser in place</p> <p>PD with Evergreen/Site Signage Reception</p> <p>PD with Site All</p> <p>PD with Office/Site/ Cleaning staff</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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<p>Access to & egress from site</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce four entry points to reduce congestion and contact between bubbles at all times. Communicate changes to parents. Staff duties to cover supervision before and after school.</p> <p>Communication on the safe use of electronic gates. Year groups have protocol for registration.</p> <p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Introduce visual aids to help parents socially distance / supervise entry and collection.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Signage in reception regarding good hygiene.</p> <p>Staff On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>	<p>Schedule times and communicate. Increase supervision at the crossing by Appletree Way.</p> <p>Electronic gates in place Signage in Reception Write communication to parents</p> <p>2m spaced foot prints</p> <p>Reception aware. Electronic gates in place and intercom in use. Site brief contractors</p>	<p>JLS</p> <p>SLT lead on duty SMI communicate</p> <p>SMI ongoing communication</p> <p>SMI communicate</p>	<p>2 Sep</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Activities and resources Re-plan lessons / activities to avoid shared resources. Printed resources for live lessons placed on tables before students enter to avoid contact. Students take resources home not submitted to staff. Yr 10 students responsibility to photograph or upload work completed in school live lesson to own Google Classroom for marking by Core staff. Online feedback not paper marking. Encourage online resources. Limit shared resources in classrooms (eg textbooks) No text books used.</p>	<p>Curriculum leads through teams</p> <p>SLT LM to 'spot check' practical subjects.</p>	<p>SEB through DoL</p> <p>LH/LJ</p>	<p>7 Sep</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

		<p>Limit practical work in DT, science. DT plan for distance learning/theory into Autumn Term to reduce use of practice equipment. Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment (including DT, PE, Dance, Art, Drama and Science). Equipment to be properly cleaned after use.</p> <p>For secondary science and DT also consider CLEAPPS advice (GL343 & GL 344)</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc). Build into the end of lesson activity routines. Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use.</p> <p>School Library Association (SLA) has produced the following guidance. LH and DLA are working through link advice to formulate protocols for book return and issues. Eg Library books that are being returned to be held back for 72 hours. All new library issues to be by Click and Collect service.</p> <p>https://www.cilip.org.uk/news/506793/COVID-19-Guidance-for-School-Libraries.htm?dm_i=5KYK,1B4G,29EQP,4ULH,1</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc. All work marking via Google Classroom for Core and GC/SMHW for other subjects.</p> <p>Staff to be advised to use photocopiers in staff room only or order via Reception to enable social distancing and lower traffic in Reception.</p>	<p>SLT LM</p> <p>Cleaning company to implement cleaning sign off sheet. Provide wipes via site for student cleaning</p> <p>Ask each faculty to consider how to limit use of resources</p> <p>Ensure teachers are aware of cleaning required.</p> <p>Supply antiseptic wipes in all IT rooms.</p> <p>Consider alternatives to marking work.</p> <p>Consider and design new system for library returns and collections.</p>	<p>PD through Evergreen</p> <p>JLS/LH</p> <p>JLS/LH</p> <p>PD</p> <p>JLS/LH</p> <p>LH through CC/DL</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
Proximity of students/ staff	Staff, Students / pupils / wider contacts	<p>The normal timetable will be in place from re-opening. Staff and students will be encouraged to keep their distance, keep moving and keep hands clean.</p> <p>Students will wait outside classroom blocks on the points marked.</p>		JLS rota	3 Sep	Yes

<p>Minimising contact and Maintenance of social distancing</p>	<p>Spread of COVID 19</p>	<p>Students will be seated side-by-side and facing forwards; classrooms are generally set up to allow this already with the rooms that need rearranging identified and changes applied.</p> <p>All assemblies conducted online.</p> <p>Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained. We have aimed for 2m from other staff and adults as far as is reasonable. Where possible, the teaching space will be 2 metres from pupils, where this is within 1 metre, we have changed layout / increased space at the front of the class to attain 1 metre +.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Staff meetings Staff briefings and full staff and teaching staff meetings to be held using Google Meet Team meetings to be held in a well ventilated classroom with all staff social distancing 2 metres+.</p> <p>SLT meetings Briefings to be held in K2 with social distancing 2 metres+. SLT meetings to be held in L1 with fire exit open and 2 metre +.</p> <p>Access to Testing Draft letters to be produced for staff with symptoms to take to a local testing centre along with their ID badge.</p> <p>Any Extra-curricular clubs that do run will take place for a single year group only.</p> <p>Hiring and lettings risk assessments will be required from providers, and any site usage will be suspended if controls are not as robust as the school's / social distancing (2 metres) cannot be maintained.</p> <p>We will review hirers activity against existing Government restrictions.</p> <p>Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Staff are to maintain a safe distance between each other (2 metres). Children must be encouraged to do the same.</p>	<p>Review whether equipment can be removed from classrooms to increase capacity.</p> <p>All classrooms in use from September</p> <p>Guidance on reduced use of staff room provided</p> <p>Implement one way system in corridors and stairs areas.</p>	<p>SLT lead responsible for subject area</p> <p>PD with Office Manager/Site</p> <p>JLS with SL as appropriate</p> <p>JLS via rota</p> <p>LH to liaise with site re library 2m grid in Reception Canteen NA</p> <p>SLT lead through line management</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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		<p>Consider marking out areas to help pupils visualize and maintain 2m distancing. Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. Team meetings must be held in large classrooms to allow for social distancing.</p> <p>Consider timetable adaption to utilise larger spaces (gym, hall, Old Library, K3 etc.) to ensure 2m rule is enforced as far as possible. Re-plan lessons / activities to avoid shared resources.</p> <p>For secondary science and DT also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work in a partially open school</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2 metre distancing; or via electronic means (Microsoft Teams Google Meet etc.)</p> <p>Offices / IT suites etc Workstations acceptable distance apart (2m) / alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks.</p> <p>Stairs / corridors Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Changing rooms Limitation of numbers introduce staggered use to reduce congestion and contact at all times. Not relevant at present - students wear PE kit on the day they have PE.</p> <p>Shower Facilities Limit use of shower facilities on site to minimise risk of spreading virus. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Not relevant at present.</p>	<p>Consider how many people can use changing rooms at once.</p> <p>Lock facilitates that will be out of use.</p> <p>Communicate all breaks to be outside. Decide if we want to zone areas for break. Schedule the staggered lunch. Increase supervision at break times.</p> <p>Mark queuing spots in mentioned areas. Purchase and fit Perspex screens where necessary.</p> <p>Enhanced cleaning of toilets and supervision through duty staff / teachers in block.</p>			
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		<p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Toilets Restrict the number of people using toilet facilities at any one time. No use during lesson time without a medical pass. Duty staff to monitor.</p> <p>Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p> <p>High volume areas Controlled queuing in high volume areas such as Reception, Student Services (in place), Canteen and Library. Install Perspex screens in high volume and close contact areas listed above and also Finance Office, and Network Support.</p> <p>Offsite visits No overnight or overseas visits to be run and such visits have been cancelled accordingly for the Autumn term. This will be reviewed termly.</p> <p>Any visits run will keep children within their year group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment</p> <p>Music Existing advice is to limit singing, playing wind or brass instruments etc. even if at a distance. No playing / singing in groups of >15 (no larger school choirs / ensembles etc.). Consider if small groups in music lessons can take place outside / or with improved ventilation. Ensure 2 metre physical distancing for staff and pupils. No face to face contact (pupils back-to-back or side-to-side) No sharing of wind / brass instruments.</p> <p>PE / school sport PE team to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lesson.</p>				
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		<p>Grab and go in Attimore to aid social distancing. No tables to aid social distancing.</p> <p>Canteen use Elior continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Canteen staff to wear PPE at all times.</p> <p>Pupils to enter canteens in their allocated groups.</p> <p>Introduce controlled queuing to aid social distancing (2m markers on the ground)</p> <p>Discuss provision and delivery with Catering provider. Changes to take effect:</p> <ul style="list-style-type: none"> - Limit amount of drinks and food in chillers to avoid touching neighbouring products - Self-service elements that can't be packaged and/or served to be removed temporarily - Students to be handed food rather than self-service - Cutlery to be handed to pupils rather than having self-service <p>Payments should be taken by contactless methods only. At tills Pupils will pay by name and not by fingerprint.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p>	<p>Add queuing spots in all catering areas.</p> <p>Cleaning rota and sign off sheet.</p> <p>Plan revised catering requirements with Elior.</p> <p>Increase supervision</p>	<p>PD Cleaning with Elior/Evergreen N/A 15 June PD with Site</p> <p>Catering manager confirmed in place</p> <p>PD via Evergreen</p> <p>SLT Lead supervising lunch PD with Evergreen</p>		
Travel off site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Travel is only required for essential purposes. No offsite visits run.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family). All persons to limit their use of public transport.</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Consideration to be given to situations such as minibus usage for students accessing curriculum across multiple sites. Ensure they are sitting 2m apart.</p> <p>Parents have been informed not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</p>	<p>Develop a plan for minibus usage.</p> <p>Communication with consortium bus regarding any changes in guidelines</p>	<p>SB</p> <p>JSM communication</p> <p>SB/SM</p> <p>SME</p>	7 Sep	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

		<p>For Consortium school transport (i.e. buses) discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> ● Follow hygiene rules ● Try to keep their distance from passengers where possible ● Do not work if they or a member of their household are displaying coronavirus symptoms ● Hand sanitiser is available upon boarding and/or disembarking ● There is additional cleaning of vehicles ● Queuing and boarding is well organised ● Students practise distancing within vehicles 	<p>Communication to students and parents on consortium bus protocols</p>	SME		Yes
Cleaning	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Cleaner on constant cleaning rotation during the day.</p> <p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, water fountains, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> ● Wear disposable gloves and apron ● Wash their hands with soap and water once they remove their gloves and apron ● Fluid resistant surgical mask if splashing likely ● Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>	<p>Create cleaning rota, schedule of cleaning and cleaning sign off sheet.</p> <p>Train cleaners on new cleaning protocols.</p> <p>Ensure we have adequate provision of disposable cloths, paper towels, mop heads, cleaning detergent.</p> <p>Ensure we have adequate provision of disposable gloves and aprons.</p> <p>Only First Aiders will deal with any students</p>	<p>PD via Evergreen</p> <p>Evergreen</p> <p>Evergreen</p> <p>PD via site for staff use exceptional circumstances (until Evergreen attend)</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

		<p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p>		<p>PD to confirm Evergreen will complete/comply</p>		<p>Yes</p>
Contractors	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p>	<p>Create signs on good hygiene in reception.</p>	<p>PD via Office Manager</p>		<p>Yes</p>
		<p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p>		<p>PD: site managers to implement</p>		<p>Yes</p>
		<p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractors method statement / risk assessment.</p>	<p>Ask for contractors risk assessment.</p>	<p>PD agree with SLT</p> <p>PD: site managers to implement</p>		<p>Yes</p> <p>Yes</p>
Lack of awareness of PHE / school controls	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Create a list of Do's and Don'ts for pupils and staff through creation of a Covid 19 Safety Card</p> <p>Communicate the Do's and Don'ts with parents.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p>	<p>Create posters.</p> <p>Create and communicate the Do's and Don'ts.</p> <p>Covid Safety Card produced for all staff and students</p> <p>Schedule staff briefing.</p>	<p>PD via Office Manager</p> <p>Pupils: SB/CMA Staff: JSM/PD</p> <p>SEB/CMA for SMI communication</p> <p>SMI delivered video message followed by staff briefing email.</p>	<p>Testing</p> <p>June</p>	<p>Yes</p> <p>Yes</p>

<p>Provision of first aid</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.</p> <p>See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area.</p> <p>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.</p>	<p>Ensure PPE is provided to First Aiders</p> <p>Remove some of seating by Student Services.</p> <p>Consider which additional areas may be available for First Aid provision.</p>	<p>PD via Peter Ephgrave to First Aiders</p> <p>SB</p> <p>SLT decision: should First Aid use designated room in H block, not Reception.</p> <p>Staff to inform First Aider if a student requires medical attention. First Aider to collect student and assess, if further treatment required take to H block where FA administered and SEB office will be waiting room</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>Provision of personal care</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)</p> <p>Wear a child falls ill with Coronavirus symptoms whilst on site (new continuous cough or high temperature) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.</p>	<p>Ensure PPE is provided to First Aiders</p>	<p>SEB to confirm area/staffing</p>		<p>Yes</p>
<p>Emergency procedures (Fire alarm activations etc)</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants.</p> <p>Schedule Fire Evacuation for w/b 28 Sep</p>	<p>Consider how to conduct the evacuation procedure and enable social distancing on the assembly point at rear of Attimore/staff area in front of C block.</p> <p>PD</p>	<p>Evac test 15 June</p> <p>Evac test: 24 Sept</p>	<p>June</p>	<p>Yes</p>

Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Check when waste collections happen.	PD via Office Manage/Site: Notice for delivery drivers		Yes
Staffing levels	Staff, Students / pupils Spread of COVID 19 Wider safeguarding / safety risks	Decisions on staffing levels made dependent on numbers / needs of pupils present in school. Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained) Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	Resource planning.	JLS	Sep	Yes
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets thoroughly in areas of the school which have been closed for a period of time. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	Schedule and plan normal tests. Flush all water outlets in school.	PD via Site Managers PD: Peter Ephgrave to communicate re doors that can be wedged open and supply door wedges		Yes
PHE direct Headteacher to close the school to a bubble group for 14 days isolation In the event of a member of staff needing to isolate and teach lessons from home		Ensure all families are questioned as to access of a computer for students to have sole use of to complete remote learning. Ensure families' of incoming Yr 7 students are questioned as to access of a computer for students to have sole use of to complete remote learning. Ensure a parent / carer of each student in receipt of a Chromebook, sign a loan agreement detailing how to log on and their responsibility to ensure safe and appropriate use of the device. Ensure all staff are training in basic use of Google Classroom (share info about EdTech demonstrator and use of Google Champions) Ensure all students are able to login, use GC and know their login and password	Purchase additional Chromebooks required (number will be determined by results of questionnaire completed on 8.9.20 Staff training Lesson to be planned for all students in CS lessons Staff training/briefing	CMA CMA CMA LH/LJE LJE (through CDB & ESY) LJE/JLS	Sep	Yes Yes Yes Yes Yes

Remote learning		<p>Ensure staff are aware of arrangements with regards to remote learning timetable and provision to be provided for students</p> <p>Monitor the quality of work to ensure there is no overreliance on projects and internet research. Work should be well sequenced and mirror the learning in school. Work should be suitable for all learners and provision should be made for students who struggle to access the work (share information about Oak National Academy)</p> <p>Ensure there is adequate tracking and assessment taking place</p> <p>New resources available for pupil wellbeing and support are distributed through Google classroom and then communicated with staff.</p> <p>Wellbeing and support programmes communicated to parents that are being offered by external agencies.</p>	<p>Ensure staff are aware of expectations</p> <p>In event of failure to access PHE following confirmed positive cases seek advice from HCC/working group consisting of AAT CEO, Ridgeway Academy Headteacher, Deputy Headteacher, Business Manager</p>	<p>LJE/JLS/CMA (through subject leaders)</p> <p>JLS</p> <p>SME</p>		<p>Yes</p>
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Relevant links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

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

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>