

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

**CORONAVIRUS (COVID-19) – Academy Full Opening (September 2021 onwards) & Outbreak Management Plan
 Used with Existing Risk Assessments & Current Government Guidance**

“All policies and other documentation provided to the client by Derbyshire County Council remain exclusively the property of the Council. The client is entitled to retain and use these items only for so long as its contract with the Council subsists. Upon the contract’s termination, all such items shall cease to be used by the client, with immediate effect, and shall be promptly returned to the Council. In the event of breach by the client of this agreement, the Council reserves all legal rights and remedies”.

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: David Nieper Academy			
Date of Assessment	19/08/2021	Date of Issue	01/09/2021
Assessment carried out by	Joy Williams	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
12/10/21	Joy Williams	12/10/21	Y	
8/12/21	Joy Williams	08/12/21	Y	
14/12/21	Joy Williams	14/12/21	Y	
07/01/22	Joy Williams	07/01/22	Y	

Affected persons: Young People Staff Visitors Contractor Others (specify)

Name of Headteacher confirming and agreeing Assessment: Dr Kathryn Hobbs

Signature: _____

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date
Richard White					
Chris Biggs					
Stuart Artliff					
Debbie Kavaliunas					
Blair Matthews					

RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & CURRENT GOVERNMENT GUIDANCE

System of Controls from Guidance on school reopening issued by the DfE on 14 December 2021

This is a set of actions that schools **must** take.

Action

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

In agreement with Government guidance David Nieper Academy will use reasonable endeavours to be flexible and work together with the Local Authority to ensure that different settings are supported to stay open wherever possible, taking into account their circumstances and cohort.

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
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<p>Unsafe Buildings</p> <p><i>Reverting back to normal operating procedures but still considering possible Covid-19 transmission risk.</i></p>	Site work completed over summer by external contractors is signed off after safety checks completed.	✓	CBI	<p>➤ To achieve required servicing, maintenance, and work to meet inspection schedules, contractors are allowed on site providing they follow the correct risk mitigation measures in line with the academy's operations and relevant to their work and working environment.</p> <p>➤ The academy is following current guidance for building and services safety e.g. Legionella Flushing Update 2021.01.</p>		
	All the usual and required building checks are undertaken to make the academy safe and all statutory inspections are up to date and compliant e.g. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • Portable appliance testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	✓	CBI			
	Contact is made with Facilities Management if any problems are identified.	✓	CBI			
	The operational Fire risk assessment has been reviewed and appropriate controls are in place.	✓	CBI			
	Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary).	✓	JWI			
	All door closers have been checked and adjusted/tensioned to ensure the door closes gently instead of slamming.	✓	CBI			
	All fire doors that are kept open are held open by a suitable fire door retainer that releases the door automatically in the event of a fire.	✓	CBI			

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<p><i>(Continued)</i></p> <p>Unsafe Buildings</p> <p><i>Reverting back to normal operating procedures but still considering possible Covid-19 transmission risk.</i></p>	<p>Fire drills are undertaken and recorded</p> <ul style="list-style-type: none"> • Staff have read the Emergency Evacuation Policy • Headteacher & Business Manager coordinate the fire drill and communicate with others who might be using other areas of the site (additional fire marshals are used where required) • A known fire drill is done first to reassure staff and pupils. • A debrief is undertaken by the Business Manager to share any lessons learnt. 	✓	KHO/ CBI/ JWI	<p>➤ Emergency Evacuation Policy given to all new staff on New Staff Induction Day.</p>	JWI	01/09/21
	<p>Alarm point checks are recorded.</p>	✓	CBI			
	<p>Site staff know where utility isolation points and firefighting equipment are.</p>	✓	CBI			
	<p>Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building. Refuge areas are clearly marked, and fire marshals attend these during evacuation procedure.</p>	✓	JWI			
	<p>A fire risk assessment review has been undertaken to take account of the changing situation upon the introduction of Step 4 of the Government guidance so far as is reasonably practicable.</p>	✓	CBI/ JWI			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i> Lack of hygiene provision and effective cleaning</p> <p>COVID-19: cleaning of non-healthcare settings outside the home</p>	<p>Revaluation (dinner money) and fingerprint scanning machines may be used but need to be treated as “touch points”.</p> <p>Revaluation machine in dining hall will be included in regular touch point cleaning by cleaning staff. Hand sanitiser will be available for users.</p> <p>The fingerprint scanners used to purchase catering items will be cleaned regularly. Hand sanitiser will be available for users.</p> <p>If identified areas cannot be cleaned, the academy will contact the Trustees for further advice before making decisions to temporarily close on health and safety grounds.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>CBI/ DK</p> <p>DCC/ JWI</p> <p>KHO</p>	<p>➤ The revaluation machine will be closed during outbreak management plans and the DCC catering staff will return to taking names if required.</p>	<p>JWI</p>	<p>If required</p>
<p>Lack of hygiene provision during deliveries</p>	<p>When placing orders for delivery, the company is informed of the academy’s protocol for accepting deliveries.</p> <p>While packaging is not known to present a specific risk, delivery containers/package are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed after handling</p> <p>Staff do not let delivery staff/drivers come into the school building unless it is essential for the delivery or for them to use a toilet whereby, they use hand sanitiser before entering the building.</p> <p>Staff will wash/sanitise their hands immediately if they sign for any deliveries.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>JWI</p> <p>JWI</p> <p>JWI</p> <p>JWI</p>	<p>Under instruction from the HSE, the academy must offer hygiene facilities to delivery drivers</p>		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Planning shortcomings	The 'CORONAVIRUS (COVID-19) – Academy Full Opening risk assessment (September 2021 onwards)' is reviewed regularly & when there are significant changes. The academy has contingency plans in place in the event of an outbreak which cover the possibility that it may become necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups.	✓	JWI KHO/ RWH	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak Stepping measures up and down		
	Governors are clear on their role in providing support to the Headteacher and academy leaders in the current situation and the full opening of the academy.	✓	KHO			
	Headteacher/SLT are clear on what Governors need to know and how frequently they receive information. They are fully briefed on the action planning for local lockdown or outbreak.	✓	KHO			
	Governors are satisfied that health and safety arrangements for COVID-19 are in place and in line with DfE guidelines (Plan B Guidelines).	✓	JWI/K HO			
	Communication between academy leaders and Governors may be face to face or via zoom/Teams as required	✓	KHO			
	Head Teacher/Business Manager ensures regular checks are made with Government updates (including H&S COVID-19 FAQ's).	✓	KHO/ JWI			
	A record (including contact details) is kept of all visitors for 21 days.	✓	JWI			
	In addition to the Government guidance the academy will actively carry out dynamic risk assessments and take steps which we believe are the most prudent to reduce Covid-19 spread.	✓	SLT			
	When risk assessments are reviewed and updated, these are shared with employees, particularly relating to the possibility that PPE/face coverings may be re-introduced upon Public Health advice should an outbreak occur.	✓	KHO			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i> Planning shortcomings	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher.	✓	KHO			
	The academy communicates appropriately with their most vulnerable pupils and a risk mitigation form is completed for pupils with an EHCP to ensure necessary support is provided during an outbreak situation as advised by Public Health	✓	KHO			
	Vaccination is a control measure against COVID so staff can be asked to confirm that they are vaccinated. This information will assist in the risk assessment for outbreak management plans.	✓	KHO/ MBA			
	The school maintains an up-to-date list (including contact information) for each member of staff, pupils and groups to quickly identify all contacts and groups to which an individual belongs.	✓	CEN			
	Contingency planning is in place and additional resource identified where an outbreak or NHS Test & Trace isolation notifications affects staffing levels	✓	KHO			
	During any outbreak management plan, full use is made of those staff who for medical reasons cannot attend the academy site but who are well enough to undertake other duties.	✓	KHO			
	Contact is maintained with families where there are vulnerable pupils that are not attending the academy due to parent/carer decision and multi-agency arrangements are in place to support early help.	✓	SLT			
	Arrangements are in place for before/after school clubs for them to implement the necessary protective measures.	✓	All			
	All staff and pupils and visitors are informed of the rules and procedures for continuing general hygiene precautions	✓	JWI/ RWH			
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned

<p><i>(Continued)</i></p> <p>Planning shortcomings</p>	<p>Staff, pupils or visitors arriving at school wearing face coverings should remove them and appropriately put away (if reusable) or dispose of in a covered bin (e.g. wheelie bin near the entrance). After removing the face covering, individuals should wash their hand immediately.</p>	✓	All	<p>➤ Windows should be open for at least 10 minutes every hour. The air circulation boost must be pressed at the end of every lesson (classrooms) / every hour (office spaces).</p>	All Staff	03/06/2021
	<p>The requirement for rooms to be well ventilated will remain. The academy needs to ensure that adequate flow of air is maintained by opening windows and doors (where it does not conflict with fire safety or safeguarding measures) or using air extraction systems that are fed by external feeds.</p>	✓	JWI			
	<p>Staff and pupils are briefed to maintain sensible circulation routes.</p>	✓	RWH			
	<p>Ongoing communications (posters, emails, inductions) are available to all staff and pupils, which includes:</p> <ul style="list-style-type: none"> • Advice regarding self-isolation • Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) • Recommendations on transport to and from the academy, including encouraging pupils to walk or cycle where possible • Expectations when in school and at home 	✓	SLT	<p>➤ Regular updates at staff briefings/emails</p>	RWH/ JWI	0
	<p>Staff, pupils, and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the academy.</p>	✓	KHO			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Planning shortcomings</p>	<p>The impact of COVID-19 on families and whether any additional support may be required is considered concerning financial, increased free school meals eligibility, referrals to social care and other support and pupil premium grant / vulnerable groups.</p>	✓	BMA			
	<p>As part of the overall communications strategy parents are kept up to date with information, guidance and the academy's expectations on a regular basis using a range of communication tools.</p>	✓	KHO			
	<p>Parents are required to follow any relevant academy risk assessments, rules, current Coronavirus (COVID-19) Government guidance and meet hygiene expectations.</p>	✓	KHO			
	<p>The school continues to engage with families to accurately report situations where pupil is recorded as abroad, and plans are made for their return (including any quarantine restrictions).</p>	✓	KHO			
	<p>The academy has sufficient provision to administer medication, first aid and provide intimate care, operating to the latest additional guidance</p>	✓	JWI			
	<p>The academy understands the NHS Test and Trace process and how to contact the local Public Health England health protection team. The academy has informed staff members and parents/carers the importance to engage with the NHS Test and Trace process to</p> <ul style="list-style-type: none"> • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate/ daily test as per government guidelines depending upon the vaccination status and role of individual as advised by DfE/Public Health if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). 	✓	KHO	<ul style="list-style-type: none"> ➤ Staff may be requested to meet the headteacher to discuss options relating to isolation/daily testing dependent on their vaccination status. ➤ Anyone who is over the age of 18 and 6 months and not vaccinated must continue to self-isolate in line with government guidelines if they are a close contact of a positive case. 	All	01/09/21

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staffing arrangements affected due to infection transmission and/or NHS Test & Trace isolation notification.	<p>Staffing numbers have been determined including support staff such as IT, site, and office/admin staff, first aiders, fire wardens.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • First aider • Designated Safeguarding Lead (DSL) • SENCO or Assistant SENCO • Caretaker/Cleaner, site support staff • IT Support/Third party support • Administrative Team 	✓	KHO			
Poor uptake of COVID-19 vaccinations for pupils aged 12-17	The Academy will support the NHS service in the vaccination programme for pupils aged 12 -15 on the school-based programme.	✓	KHO			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staffing arrangements unprepared	Individual risk assessments are in place if required for staff categorised as at Higher Risk from COVID-19.	✓	KHO	➤ Headteacher to liaise with Working With Schools and Occupational Health team if required.	KHO/ MBA	
	Plans in place to respond to increased sickness levels with cover arrangements determined (including leaders and safeguarding designated leads)	✓	KHO			
	Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.	✓	KHO			
	Arrangements for accessing testing, if and when necessary, are in place and staff are clear on returning to work guidance.	✓	KHO			
	The approach for inducting new starters has been reviewed and updated in line with current situation.	✓	KHO			
	Return to school procedures are clear for all staff and any specific arrangements to return any staff who have been absent long term (maternity, vulnerable etc) are in place.	✓	KHO	➤ Staff training required to implement any changes that the academy plans to make, either delivered remotely or in the academy is scheduled.		
	The health status and availability of every member of staff is known and is regularly updated as required in line with data protection and personal choice.	✓	KHO			
	The school population is reminded to be mindful that whilst bubbles and social distancing is no longer a requirement, any measure that minimises the number, proximity and duration of in person contacts reduces the risk of transmission.	✓	KHO			
	Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders.	✓	KHO			
	Staff workload expectations are clearly communicated	✓	KHO			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(continued)</i> Staffing arrangements unprepared	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	✓	KHO			
	Arrangements are in place for any visitors/ contractors on site, with protocols and expectations shared.	✓	JWI			
	Arrangements are in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders with protocols and expectations shared.	✓	KHO			
	Arrangements in place to support pupils when not at school with remote learning at home.	✓	CEN			
	Consideration of available testing for school staff is updated according to latest Test and Trace Government advice.	✓	KHO			

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Classroom arrangements not organised	Good levels of ventilation are implemented where possible with sufficient air flow around the academy (ensuring that fire safety measures aren't breached)	✓	All	➤ Seating plans no longer need to be alphabetical but do need to be consistent with your class seating plan.	All	03/09/21
	Shared materials and surfaces are cleaned and disinfected more frequently.	✓	All			
	Pupils will line up in tutor group after break and lunch to ensure a controlled entrance into the building/to lessons.	✓	All			
	Seating plans will be kept in the cover folder to ensure all close contact information is available if required.	✓	All			
	Consideration of staffing changes to cover absence has been undertaken.	✓	KHO			
School Safeguarding policy and procedures are not in place due to COVID-19	Safeguarding remains high priority and policy is updated to reflect changes.	✓	DSL			
	All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school.	✓	KHO			
	Where physical contact is required in the context of managing behaviour, appropriate hygiene measures are in place to mitigate any risk of transmission.	✓	JWI			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Precautionary transmission measures not being followed in the academy	Staff, pupils, and visitors will not be allowed in the academy if they are unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia).	✓	KHO	➤ Parents and carers do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus		
	Where safeguarding and security is not adversely affected, all <ul style="list-style-type: none"> • internal doors that are not designated fire doors • fire doors with automatic closers • doors that do not need to be kept closed for security reasons are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates	✓	CBI	➤ The non-alcohol hand sanitiser sourced to ensure no allergic reaction must be used in all hand sanitisers accessible to pupils.	JWI/ CBI	
	Hand sanitiser is available for use at multiple use touch screen sign in, touch screen payment and fingerprint ID contact points. Electronic/touch screen "signing in" systems are cleaned/wiped down regularly.	✓	JWI/ CBI			
	Face coverings are recommended to be worn by all staff, visitors, and pupils, unless they are exempt. This includes in the classrooms as a temporary measure to be reviewed by the Government at the end of January 2022. This does not apply in situations where wearing a face covering would impact taking part in exercise or strenuous activity, such as PE lessons.	✓	All	➤ Clear visors will continue to be provided for use in the classroom for staff who cannot wear a face covering while teaching/supporting pupils due to exemption or providing lip reading or communication support. It is recommended that teachers wear a face covering if possible, when they move from the front of the class or work with pupils at table level.	JWI All	
	Candidates and invigilators taking part in public or mock exams should wear face coverings during entrance to and departure from the exam. Both can wear face coverings during the exam if they wish to do so.			Spare face coverings will be available in examination rooms	MPR	

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Precautionary transmission measures not being followed in the academy</p>	<p>The academy will use ParentPay rather than cash into reception, to limit cash handling.</p>	✓	JWI	<p>➤ Note: When it comes to ventilation and heating, the academy will take a pragmatic approach to AVOID STAGNANT AIR that includes:</p> <ul style="list-style-type: none"> • Areas are ventilated throughout the school day. • Windows and external doors as possible are partially opened narrowly, rather than opening one or a limited number very wide (<i>opening more windows and external doors narrowly will allow fresh air in but reduce drafts</i>). • Windows/doors are closed in unoccupied rooms. • Staff and pupils are dressed appropriately i.e. coats for outside, layers (e.g. tee-shirts under shirt). • Heating systems adjusted to increase temperature. • Air circulation boost is used after every lesson. • If holding school events in the Main Hall, the entrance doors on both sides are kept open if possible (noise levels internally and externally to the Hall to be considered) and the boost button on the stage pressed at any intervals in the event. • If holding after school events in the Main Hall, discussions on appropriate ventilation will be had with any external hirers. 		
	<p>Hand sanitiser will be available next to shared work equipment e.g. printers, so staff can clean their hands after each use.</p>	✓	JWI			
	<p>All pupils are asked and reminded to wash or sanitise their hands:</p> <ul style="list-style-type: none"> • before leaving home and on arrival at the academy • after using the toilet and after breaks and sporting activities • when they change rooms • before food preparation and eating any food, including snacks 	✓	KHO			
	<p>The academy has enough hand washing and/or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly. Hand sanitiser/sanitising wipes are placed next to shared work equipment e.g. printers, copier etc, so staff can clean their hands after each use.</p>	✓	JWI			
	<p>Staff follow and regularly reiterate the hygiene message to pupils:</p> <ul style="list-style-type: none"> • cover your cough or sneeze with a tissue • if you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin • avoid touching your eyes, nose, and mouth with unwashed hands. <p>Boxes of tissues are provided for each classroom as required.</p>	✓	All			
	<p>External doors and windows are opened and appropriately secured to allow additional ventilation, where possible (including offices).</p> <p>See Note.</p>	✓	All			

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Lack of hygiene provision and effective cleaning	Additional cleaning schedule is agreed and implemented with all premises staff, which minimises the spread of infection, making full use of timetable breaks, between lunch sittings, before and after school.	✓	JWI/ CBI			
	Working hours for cleaning staff are increased in agreement with staff.	✓	JWI/ CBI			
	Premises staff follow (existing) cleaning procedures and risk assessments with special attention given to frequently touched surfaces (contact points) e.g. light switches, handrails, door handles, toilets etc.	✓	JWI/ CBI			
	To evidence the cleaning routine a tick sheet is signed and dated by the person carrying out the cleaning for each area.	✓	CBI/ DKA			
Vulnerable people	An individual risk assessment for staff categorised as at higher risk from COVID-19 is undertaken for those individuals who are identified by their GP to be clinically extremely vulnerable.	✓	KHO	➤ Headteacher to liaise with Working With Schools and Occupational Health team as required.		
	The academy follows the guidance on vulnerable staff in schools.	✓	KHO			
	Staff who are pregnant are taken through the existing 'Expectant and Nursing Mothers' risk assessment, which is carried out in conjunction with an individual risk assessment for staff categorised as at Higher Risk.	✓	KHO			
Home visits to be undertaken by staff	Home visits are only undertaken if it is absolutely necessary. The number of people in the same room is limited during the visit if possible.	✓	BMA			
	The household health status is checked, prior to and again on the day of the visit to check if anyone in the household has symptoms of COVID-19 or has tested positive.	✓	BMA			
	Households are asked to open windows in preparation for the visit	✓	BMA			
	Staff will use the academy minibus if possible to get to the visit and once they arrive, they will knock on the door and step back to an appropriate distance (these may change during an outbreak management plan).	✓	BMA			
	Lone working risk assessments/procedures are always adhered to when undertaking home visits e.g. buddy systems, regular telephone contact with the academy.	✓	KHO			

Educational Visits	Awareness of the list of green, amber and red countries if planning an international visit with contingency plans in place if these should change during a visit.	✓	KHO/ JWI		
	Full and thorough risk assessment including public health advice, hygiene, and ventilation requirements to be included on all Evolve submissions for trips and visits.	✓	KHO/ JWI		

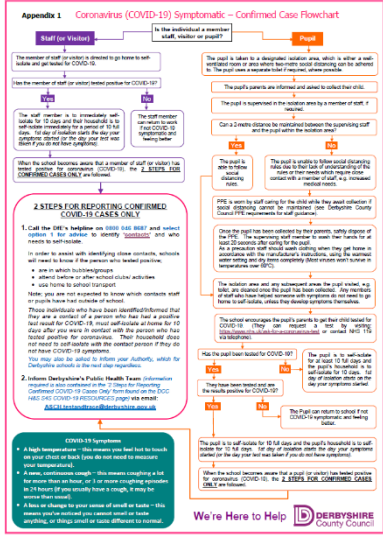

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Contractors / required Repair Work, Servicing, Maintenance, and Inspection schedules Working safely during coronavirus (COVID-19)	Contractors carrying out required repair work, servicing, maintenance, and work to meet inspection schedules are allowed on the academy site.	✓	JWI/ CBI			
	Prior to contractors and essential visitors arriving at the academy (where possible) their interaction with the academy is established beforehand. This process allows for any relevant risk assessments, rules, procedures for hygiene precautions to be shared.	✓	JWI/ CBI			
	Contractors are to adhere to site rules.	✓	JWI/ CBI			
	All contractors are to wash their hands/use hand sanitiser upon entering the site.	✓	JWI/ CBI			
	The site staff will brief contractors on rules and hygiene including washing hands or use of hand sanitiser on entry into individual work areas.	✓	JWI/ CBI			
	Contractors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the academy site.	✓	JWI/ CBI			
	Contractors will be responsible for removing (where required) all rubbish they have created and to clean their area of work prior to leaving.	✓	CBI			
	All contractor details are logged for emergency eventualities.	✓	JWI/ CBI	➤ A contact email will be taken at reception once the contractors have logged in using InVentry	TMA	01/09/21

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff, pupils, or visitors develops symptoms of coronavirus (COVID-19) on site	If a child, pupil, visitor, or staff member develops symptoms of coronavirus (COVID-19), they will be sent home and informed to follow public health advice. They should avoid using public transport and, wherever possible, be collected by a member of their family or household.	✓	KHO	<ul style="list-style-type: none"> ➤ Information on obtaining LFD Tests can be found on the NHS testing and tracing for coronavirus website, ➤ if you are aged 18 years 6 months or over and you are not fully vaccinated*, and you live in the same household as someone with COVID-19, you are legally required to stay at home and self-isolate ➤ if you are fully vaccinated or aged under 18 years and 6 months, and you live in the same household as someone with COVID-19, you are not legally required to self-isolate. However, you are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results are positive. ➤ *You are fully vaccinated 14 days after having received 2 doses of an approved vaccine (such as Pfizer/BioNTech, AstraZeneca or Moderna/Spikevax) or one dose of the single-dose Janssen vaccine. <p>The LFD results should be reported through the online reporting system AND TO THE ACADEMY. If the LFD result is negative, you can continue to attend the academy.</p> <p>If the LFD result is positive, you should self-isolate and order a PCR test until 11 January 2022. After this date, confirmatory PCR tests are temporarily suspended, and you will be required to self-isolate for 7 days immediately after receiving a positive LFD result.</p>		
	Pupils with symptoms of coronavirus (COVID-19) will be taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupils needs.	✓	KHO			
	To limit disruption a separate toilet is used by the pupil if required (as this would require enhanced cleaning before being used by anyone else).	✓	KHO			
	PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained. As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C).	✓	SAR			
	Staff are aware of the locations for PPE.	✓	SAR			
	Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test and follow NHS Test & Trace advice regarding isolation).	✓	KHO			
	Parents informed of their child developments and asked to collect immediately (staff are also informed).	✓	KHO			
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	✓	All			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Staff, pupils, or visitors develops symptoms of coronavirus (COVID-19) on site</p>	The academy will inform the relevant staff/parents to follow the NHS Test and Trace advice.	✓	KHO			
	Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face covering (provided by the academy).	✓	KHO			
	Staff and Headteacher/Senior Leadership Team undertake appropriate communications arrangements for wellbeing purposes.	✓	KHO			
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).	✓	CBI/ DK			
	If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.	✓	All			
<p>Confirmed staff or pupil Covid-19 case</p> <p>NHS Test and Trace: how it works</p>	If someone tests positive, they will follow the NHS Test and Trace Advice regarding testing and isolation.	✓	All	<p>➤ The isolation period includes the day the first person the household's <u>symptoms</u> started (or the day their test was taken if they did not have symptoms). Members of their household (including any siblings) should follow NHS Test & Trace advice regarding testing and isolation requirements.</p>		
	The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should refer to the NHS Test & Trace guidance for advice.	✓	All			
	Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u> , for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'.	✓	CBI			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Confirmed staff or pupil Covid-19 case</p> <p>NHS Test and Trace: how it works</p>	<p>Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal.</p>	✓	CBI			
	<p>Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (Covid-19).</p>	✓	CBI			
	<p>Sufficient and suitable equipment is available for the required clean.</p>	✓	CBI			
	<p>Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described here in individual education and childcare settings as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, ministers will take decisions on an area-by-area basis.</p> <p>The headteacher and leadership should follow the guidance in the contingency framework for managing local outbreaks of COVID-19 in creating an outbreak management plan.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings</p>	✓	KHO			
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned

<p>People who have been in contact with positive cases</p>	<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • <i>they are fully vaccinated</i> • <i>they are below the age of 18 years and 6 months</i> • <i>they have taken part in or are currently part of an approved COVID-19 vaccine trial</i> • <i>they are not able to get vaccinated for medical reasons.</i> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test until 11 January 2022. After this date, an LFD test will be requested as there is a temporary suspension of confirmatory PCR tests.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal if the LFD test result is negative.</p> <p>If none of the above applies, people should self-isolate as per the instructions from NHS Test and Trace.</p>	<p>✓ All</p>	<ul style="list-style-type: none"> ➤ if you are aged 18 years 6 months or over and you are not fully vaccinated*, and you live in the same household as someone with COVID-19, you are legally required to stay at home and self-isolate ➤ if you are fully vaccinated or aged under 18 years and 6 months, and you live in the same household as someone with COVID-19, you are not legally required to self-isolate. However, you are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results are positive. ➤ *You are fully vaccinated 14 days after having received 2 doses of an approved vaccine (such as Pfizer/BioNTech, AstraZeneca or Moderna/Spikevax) or one dose of the single-dose Janssen vaccine. 		
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
	<p>A supporting flowchart is available to download for dealing with Coronavirus (COVID-19) suspected and confirmed cases.</p>  <p>Note: In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	✓ KHO			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Use of work vehicles cross infection hygiene failings	Minibuses and site vehicles are cleaned regularly, and in between different users.	✓	CBI			
	Cleaning products used that are effective are appropriate to the vehicle and contact points being cleaned.	✓	CBI			
	All cleaning carried out is focused on high traffic touch points e.g. <ul style="list-style-type: none"> • handles (inside and out) • steering wheel and starter button • centre touchscreen and stereo • handbrake and gearstick • keys and key fob • indicators and wiper stalks • windows, mirrors and mirror switches, seat adjusters any other controls 	✓	CBI/ Users			
COVID-19 testing not being regularly carried out	Staff and pupil testing will take place away from the academy site. Staff and students should continue to test twice weekly at home, with lateral flow device (LFD) test kits. The Academy requests that these tests are done on a Wednesday and Sunday. Testing remains voluntary but strongly encouraged.	✓	RWH			
	The academy will retain the option to test asymptomatic pupils on site which can be offered to pupils unable to test at home or who request a test during the school day.	✓	RWH			

COVID-19 - OUTBREAK MANAGEMENT PLAN

This plan is based on the [DfE's Contingency Framework](#) which lays out how to manage local outbreaks of COVID-19. The guidance states schools should have "outbreak management plans", outlining "how they would operate" if any of the measures described in the guidance were recommended for their setting or area.

The **two thresholds**, detailed below, are used as an indication for when to seek public health advice if there are concerns.

1. Current DfE guidance states that a localised school outbreak is: 'whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period'

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

These thresholds only apply after the test-on-return period and any cases identified during this period should not trigger extra measures or escalation to the DfE helpline.

2. If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission.

Response

Schools will need to consider the implementation of some, or all, of the relevant protective measures necessary in response to a potential outbreak (except for outdated advice on testing, self-isolation and managing confirmed cases of COVID-19) which are covered in the previous 'Coronavirus (Covid-19) Schools Full Opening RA - 2021.06 V09' risk assessment.

In all cases, any educational drawbacks should be balanced with the benefits of managing transmission.

For support contact:

- Derbyshire County Council Education Settings Outbreak Team ASCH.testandtrace@derbyshire.gov.uk
- DfE's helpline on [0800 046 8687](tel:08000468687)