

Risk assessment for: Working safely during Coronavirus (staying COVID-19 secure)

RE-Assessment date: 14th April 2022

Name of assessor: JLA Operations Team

This Risk Assessment has been written and updated following guidance and recommendations from the DfE; HSE, Local Authority updates and following union guidance and checklists and is reviewed regularly when any guidance or local advice is changed. See dates of review at end.

Most of National guidance for schools withdrawn on 1st April.

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels	Staff & Students	<ul style="list-style-type: none"> Government guidance is that school groups should be back to normal class sizes and no bubbles required (with precautions as stated below at the Academy) Academy following guidance from Operational Guidance and "Living with Covid" guidance April 2022. CEV/CV staff now doing cover from 1st March. Launch revised protocols on 21st March – and again 25th April – revised measures Reminders in briefing on 28th Feb and 25th April regarding new Live with Covid protocols Staff to be continually reminded via briefing notes and emails they can still stay behind Perspex screen/lines wherever they feel safer to do so. If moving around room – minimise time recommended to wear a mask (unless medically exempt) Protocols re-launched with staff and students and been updated on 14th April no longer a requirement to wear masks in communal areas and classrooms but staff can do so if they wish see CEV section and still advisory in communal areas Meeting with unions 4th Jan to discuss RA and 1-1 Risk Assessments - RA's maintained until 1st March and will be reviewed in line with 	<ul style="list-style-type: none"> Staff responsibility to inform CK if a RA is still required after Easter for other medical conditions or any phased returns. Staff Protocol given to staff and updates communicated in advance via email and Sharepoint 25th April 2022 Ensure follow LA revised guidance on on-going basis Follow Local/National Lockdowns /Stepping up procedures/contingencies– when required Follow any further Local/Government advice. Leadership Team will ensure: Plan B and C is operational to be used as and when needed constant review as we work remotely – TR/CK TR/BL Lap Tops from the Government to be prepared for issuing to students as needed for isolations/Lockdowns ongoing Lap Tops ready but parents need to collect and sign – Issue of Lap Tops to new Year 11 and 7. 	L	<p>Ongoing review</p> <p>Constant review of plan B</p>

		<p>Government guidance to “live with Covid.” Some measures maintained and will be specified in revised RA’s but staff will do cover and be in for all lessons and no longer reduced hours.</p> <ul style="list-style-type: none"> Reviewed guidance on masks and weighed up pros and cons of removing masks in corridors/rooms/offices. Decision to retain masks in corridors and classrooms where staff wish to wear (advisory) for their own and others safety. Staff have been advised that if they are experiencing any of the symptoms of a virus/flu/cold/Covid etc then we would strongly advise them to wear a face mask for the protection of others. Similarly, if they are living with or have been in close contact with someone who has tested positive for Covid-19 (or who has clear symptoms of the virus) then we would also strongly advise that a mask is worn. Decision was that benefits outweighed any minor risks. Staff/student choice but still may do so due to rates still being high. Updated guidance no longer weekly testing so staff follow the recommendation to remain at home (see staff protocols) and provide a fit note if this continues beyond 7 days. Support staff who go for vaccinations and boosters. Relaunched protocols to all students in March 2022 and again in April 2022 Additional cleaners have been retained for extra cleaning –until end of summer term Fire Drills done in years to reinforce key messages after false alarm for whole school. TA’s and admin staff will support and provide 	<ul style="list-style-type: none"> Fire drill to be done in May <p>Site Team:</p> <ul style="list-style-type: none"> Ensure signage continues to be visible, replace signs as necessary – including masks signs around academy – reviewed regularly – top up in holidays Check buckets and materials are in rooms regularly One way systems – need for new stickers in KWB2 <p>A Fletcher:</p> <ul style="list-style-type: none"> Ensure cleaners rota ongoing Ensure lunchtime cleaning for tables outside as well as inside <p>L.Gardiner</p> <ul style="list-style-type: none"> Continue to arrange more First Aid Courses Covid secure <p>HOF/HOD</p> <ul style="list-style-type: none"> Review of classrooms and RA’s on an ongoing basis and inform staff of any changes Practical subjects to continually review RA and ensure safe measures continue Ensure SharePoint is continually up to date in preparation for any further Lockdown and for Catch up for students isolating - ongoing <p>Vaccinations in 2022 LD/CK/AF/TF to work with NHS re vaccinations and any further guidance received</p>		<p>Ongoing</p> <p>Ongoing</p>
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		<p>additional First Aid cover as needed.</p> <ul style="list-style-type: none"> • More TA's have been trained in First Aid. • Full PPE equipment will be available with all First Aid Kits around the Academy in every building – see First Aid Policy • First Aid Policy includes COVID requirements. • First Aiders on site informed • Cleaning equipment/wipes and PPE within every classroom along with hand sanitizer – renewed regularly • Site staff and cleaners to check daily cleaning materials, soaps and tissues are topped up in all areas. – ongoing • Testing took place in Jan 2022 and vaccinations in Feb 2022 • TF - CO2 monitoring equipment distributed to classrooms where no monitoring in place. Equipment stored in classrooms/faculties and staff instructed how to self check where there are concerns. • Screens in all rooms/offices retained and staff based behind where practically possible and moved as necessary to be available for face to face parents evenings for those who request this • Staff to regularly ensure hazard tape has been replaced where they wish and desks returned to 2m distancing in all classrooms so this can be used as a recommended guide for staff/students • Back office set up for First Aid courses to continue in a safe space with Covid social distancing and new FA requirements followed and max 8 until further notice as rates still high • HOF/HOD to update subject RA's for compliance and agree with CK/TF – reviewed regularly – HOF/HOD to review in line with Latest guidance • Staff to continually reinforce expectations- as in 			Ongoing
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		<p>briefing notes</p> <ul style="list-style-type: none"> • LD sent letters to parents on-going – see website. • Additional reinforcement in assemblies and masks reinforced in assemblies – still allowed/advisory where staff feel unsafe • Assemblies resume 28th February 2022 – CEV staff may support inside/outside the hall to allow for ventilation and distancing e.g. at back of hall • Students will continue to be in year groups wherever possible as described in this RA – some exceptions e.g. extra-curricular and Y12/13 classes/study groups – registers taken • Some subjects have double lessons to minimise movement of staff and students around the Academy – continue where this facilitates learning/timetabling • Year 7, 8, 9 and 10 Form groups based in set buildings, each separate and have a separate entrance in the morning. Continue for practical ease of student management and closeness to years • Red lines reinforced for students for zones – continuing for practical management of students • Revised Academy day – continues. Change of lunches for summer exams with Y10/8 swapping with 11/12/13 after 9th May and then into new Academic year. • Breaks in Year zones next to Form buildings (except P16 who will be based in their Common rooms /allocated rooms or remain in lower/upper study) • Year zones clearly marked by fencing/red lines • Students reinforced regularly as needed • All rooms with students facing front is still advised – due to high rates. Continue wherever possible. If using alternative plan for curriculum 			
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		<p>delivery this should be occasional for specific activities</p> <ul style="list-style-type: none"> • Library resumed normal operation after February half term and just require registers of attendance. • Work stations for teachers/TA's have been assessed to ensure distancing wherever possible. Where this is not the case staff should separate and remain socially distanced from a colleague (e.g. in staff rooms) wherever possible due to high rates and no testing. • Offices that are shared – Perspex dividers can still be used where desks not 2 m apart – follow numbers on doors wherever possible – go to a larger room where meetings need to be face to face and space is lacking. Distancing still recommended wherever possible so use larger rooms for face to face meetings. • Staff re-enforced with expectations and reminded to reduce occupancy where space is limited • Social distancing continuing as far as possible due to high rates and absences • Suitable cleaning and sanitising should be undertaken of each location after each use by students (wiping computers/mouse) teachers wipe desks. • All equipment within the areas used cleaned by staff/TA's regularly, especially between years wherever possible at least once daily. More frequently wherever possible – launched again Jan 2022 and ongoing cleaning still recommended in April • All teachers desks cleaned between teachers • On-call staff recommended to still abide by distancing where possible. • On-call staff will all be staff with 4-5 years experience /UPS/and/or hold responsibilities, they 			
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		<p>should be experienced to deal with more challenging students. Guidance given to all new On-call staff.</p> <ul style="list-style-type: none"> • PPE should be worn by staff as outlined in a specific RA for the individual or subject or identified TA's working with specified students as identified in the students RA . PPE must be worn by staff who need to support a student/colleague with suspected symptoms and cannot maintain safe distance. • Masks in communal areas continue to be allowed • Spare disposable masks available for students and staff at Reception or HOY where requested • Staff and students can continue to wear masks in classrooms and communal enclosed areas such as: on the corridors, in the Dining areas or when on duty and in the when social distancing can not be maintained classroom especially when walking round to support students when social distancing can not be maintained to protect CEV/CV staff and students or their families as per staff choice. • Staff SHOULD still avoid close face to face contact and minimise time spent within 1m of anyone to a max of 1 minute. Masks can be worn. • One way system in operation in CBB, KWB, Old Building, Technology, KWB and Canteens. – Clear markings on floor and inside and on outside walls. • Art/Science/PE to have markings on stairs – always keep on left. • Hazard tape in All classrooms to indicate 2 m from nearest desk. Staff can stay behind this wherever possible/practical at their choice for vulnerable staff. • CEV/Vulnerable staff to have room with sole use wherever possible or where not possible staff must wipe desks before using. 			
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		<p>be accessed for T & T, changes for an individual lesson e.g. PBM movement must be recorded</p> <ul style="list-style-type: none"> • Registers required for all extra-curricular activities/Library use. • HOT Spot students may be in another year class but sit separately, preferably at front of class. • Time Out amended to maintain distancing where different year groups are present wherever possible. • Handwashing guidance and hand sanitiser stations site wide. • Cleaning schedules in place site wide, adapted as area usage changes. Every room used by staff/students listed and cleaned every day at least once during and at end of the day. • HOF/HOD to review their subject RA's for building use and liaise with CK when RA's have been updated. • Practical subjects to follow DFE and CLEAPSS or subject guidance for Music, Drama/PE. Risk Assessments in line with this guidance. • TR updated Review of Remote learning and shared with Academic Board, continue if needed in future • SharePoint sites updated for students isolating whether Covid or other reasons for absence. • In addition, to staff having windows and doors open for good ventilation we have the following ventilation controls to monitor CO2 levels: • KWB2 rooms can be monitored by staff on the control panels on the wall with the little displays. Green means good, amber means ok but high, red means open ventilation. • KWB manages this itself - automated windows. • CBB has the red and blue lights on the wall to indicate whether room is ok or if the windows should be opened to increase this. 			
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		<ul style="list-style-type: none"> Where CO2 lights indicate red, staff to inform TF/LG and in meantime open more windows/door or if all are open, take students outside for 5 minutes and review room after air clears. No automatic function in DT/Art/Science/Pe/Old Build so we have purchased test units so the Site Team can monitor and check for levels of CO2 			
Staffing protocols/ expectations during National Lockdown due to new variant rapid increase in numbers in addition to normal protocols to reduce rapid spread of virus.	Staff, students and families	<ul style="list-style-type: none"> If there is a National Lockdown we will revert to previous versions of our RA. 	<ul style="list-style-type: none"> Staff responsibility to inform CK if a RA is still required after Easter for other medical conditions or any phased returns. 		Ongoing
Catering provision –		<ul style="list-style-type: none"> Food at breaks located in Year zones – by the Form building. These will be clearly marked/segregated. One way systems set up with markings by site staff Tables turned to face one way where possible Lunchtimes split lunch TT. 2 year groups at a time One allocated West Hall canteen and other located in canteen – separate buildings. Y12/13 also separated on yard areas. All staff will be briefed and trained on requirements Masks and distancing still in operation if desired by staff There will be safe distancing from staff. Those in outlets (not Dining area) can wear visors for serving. During Lockdown/high infection rates staff should avoid using the canteen. Perspex screens used and barrier maintained One way system and hand sanitizers for students and canteen staff. Food at break will be bagged and ready to go to 	<ul style="list-style-type: none"> Alison Fletcher AF to update RA for new catering provision and monitor new Academy Caterings implementing revised RA When in lockdown AF to liaise with staff to ensure students who want FSM are provided with packed lunch bags available for collection Food bags also available if students are isolating. 		On-going updates

		<p>minimise handling.</p> <ul style="list-style-type: none"> • Students will have some hot food available – for our students this is important. • No students serving themselves e.g. to ketchup/mayonnaise. • Outlets checked by AF and Manager to ensure they meet safety standards. No making of food will be done in these points (CBB/KWB/PE/Reception) • Staff still recommended to bring own food in general. • During Isolations– FSM students will be able to collect lunch bag from school ordered by 10am from Reception and collected. 			
Segregation of pupils	Staff & Students	<ul style="list-style-type: none"> • Room layout changes so students are all facing the front of the class in all classrooms wherever this is possible and practical. Where other layouts are used this is for single lessons and not the normal seating plan. • HOF/HOD – subject RA’s updated. • Parental letter to reinforce normal expectations and consequences – several on website • Students receive sanctions when they break zones as part of normal rules • All rooms checked prior to use daily in line with normal RA in faculties/departments • One-way system implemented on site in each building with clear signs and staff enforcing (see above) • Ratios determined on size of room. Rooms checked by HOF/HOD. Follow updated CLEAPSS guidance in practical areas • TA/Technicians to follow subject protocols for working arrangements and may wear masks/advisory when in classrooms/prep rooms if they wish 	<ul style="list-style-type: none"> • As above 	M	On-going amendments to students protocols

		<ul style="list-style-type: none"> • SEND TA's to work with reduced numbers of groups as far as possible – continue distancing • Seating plans used by teachers to avoid moving students. Any changes during a lesson annotated on plans. • Barriers and red lines to indicate areas for groups • One way systems as above. • Double lessons where possible to reduce movement times to minimum ongoing for good practice in most subjects. • Revised Student Protocol launched on 25th April with recommendations and basic expectatons behaviour reinforced • Each year group on separate area for form time (except Y11/12/13 now back in teaching rooms – September 21). • Arrival of each year group from different entrances to ensure that there is social distancing between groups and departing from separate exits. • Having tables and work stations as far apart as practically possible. • All tables facing front wherever possible or Perspex screens installed where not possible • Increased capacity of lunches service areas (2 dining areas operating same menu and 5 separate hatches for break time spaced around academy based on years. See separate arrangements for Lockdown • HOF/HOD to review subject RA's to ensure they are complying with subject specific regulations regarding distancing within practical subjects. • Tutor Years– Tutors allocated to year group buildings except 11, 12 and 13–, open classrooms and reduce stress on the majority tutors moving daily. 			
Staff and parent interaction. (Including	Staff, Students & Parent	<ul style="list-style-type: none"> • Parent guidance sent in advance via official communication methods. (e.g. text/website/social 	<ul style="list-style-type: none"> • Parents receive ongoing updates • Parents evenings will be face to face - 	L	On-going

meetings)		<p>media and letter)</p> <ul style="list-style-type: none"> • Emails sent to students as needed. • More updates to parents regularly – see website. • No visitors during Lockdowns unless essential for work on site. • Visitors/parents reminded re social distancing/masks can still be worn • Separate entrances / exits used so reducing the number of parents at any one entrance/exit • Parents to contact the school and specific teachers; including, telephone, website and social media contacts to continue in Lockdown • Informing parents that they are only allowed onto the school grounds at specified times for drop off and collection and if they need to see staff they should book an appointment. No parental meetings during Lockdown – all via phone/email can resume post Lockdown • Parents evenings can resume face to face after February half term 2022 with some additional precautions in place for spacing. • If meetings are required with parents they are done using ICT /telephone systems if at all possible. If face to face meetings are needed these are conducted in open spaces and observing social distancing and ensuring that there is ample fresh air perhaps with opening windows. • Where parents need to come in they should book an appointment and given clear instructions where to come. All meetings wherever possible should be conducted in the new KWB2 or old building. Rooms are available for booking via MM. • Distancing advised to be maintained at all times and parents allowed to wear face masks - distancing should be maintained. • All other non-essential visitors appointments to be 	<p>parents to book appointments and options presentation time. Use of CBB and KWB to space staff – 2 or 3 per room for more space and ventilation until further notice with rates still high</p> <ul style="list-style-type: none"> • Presentations in West Hall for more space and remove congestion in Drama studio /corridor • Perspex screens moved as needed • Refreshments spread in buildings 		
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		<p>cancelled during any lockdowns and rescheduled after Lockdown or done via ICT/phones.</p> <ul style="list-style-type: none"> • Parents advised that they should not turn up without an appointment. • Using signage to ensure that social distancing is enforced and signs on the floor for one way systems. • Signage around academy site. (internal/external) • Hold all meetings in a well-ventilated room and social distancing • Avoid any sharing of work equipment including pens/paper etc where possible • Guidance on bringing own stationary/equipment for staff. • A record of all visitors in school and who they are with (normal school procedures). The school may need this for track and trace. 			
Staff and Staff interaction	Staff & Students	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated • All FULL staff meetings until further notice – done on teams • Reminding staff members to adhere to social distancing wherever possible • Having reminders and notices clearly displayed a critical points around the building including staff only areas • Changes to school day and breaks/canteen facilities to keep years apart wherever possible maintained. • Social distancing signage around site - updated • Briefings every Monday/Thursday reinforce staff as well as student expectations, done via Teams currently. • Staff are encouraged to take up the vaccination programme and booster when they are eligible to reduce the risk. 	<ul style="list-style-type: none"> • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint – revised as guidance changes</i> • 	L	On-going

<p>Statutory and best practice inspections</p>	<p>Staff, Students & Visitors</p>	<ul style="list-style-type: none"> • RA to be shared with unions, governors and all staff prior to return from lockdowns and feedback incorporated. • Meeting with Unions 4th January • Faculty/departmental RA's to be re-written by HOF/HOD and approved by CK • Statutory and best practice checks will be completed, considering the controls highlighted within this risk assessment and the contractors own risk assessment • HOF/HOD in practical subjects will review latest H & S guidance such as CLEAPS • Normal procedures and checks carried out. • DFE guidance followed throughout the Academy in protocols and RA unless local rates are higher and Academy will do what is needed for safety of students and staff. • RA based on Walsall guidance RA • RA sent to Chris Close at LA for consultation/advice • NASUWT advice from union rep listened to. • NEU checklist reviewed regularly • HSE guidance • DFE Guidance followed at all stages • DFE Guidance reviewed regularly. 1st April majority of guidance removed for COVID. Guidance to remove face coverings not implemented yet due to reasons above as Academy implements a far more cautious approach to relaxing rules for safety of staff and students and is more cautious so still allows staff to wear/advisory but is a personal choice • DfE Guidance reviewed. Continue with cautious approach as rates continue to be high. • Walsall Updates checked and incorporated in guidance and protocol • Ongoing meetings/discussions with union reps • Any health and safety incidents/issues - logged via 	<ul style="list-style-type: none"> • On-going through each term via website and SharePoint for all staff • Any scheduled maintenance carried out within determined guidelines and Academy policies. • Faculty RA's updated and reviewed on-going as guidance becomes clearer • 	<p>L</p>	<p>Ongoing as RA updated</p>
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		<p>Every and reviewed on a regular basis by sites and buildings team.</p> <ul style="list-style-type: none"> • Site reviewed regularly by operations team– Academy policies followed for logging of defects/incidents. • Risk assessments and protocol reviewed regularly – by operations team and in consultation with unions and staff/governors. 			
Contamination on surfaces including equipment	Staff & Students	<ul style="list-style-type: none"> • Ensuring that all surfaces and equipment is suitably sanitised between each year group use wherever possible. At least once a day during the day. • Ensuring that all surfaces are sanitised at the end of each day. • Reduced buildings in operation during Lockdowns – staff must indicate if they have been in a room for cleaning to take place if this is not on the Rota. • Cleaning schedule in place – reviewed regularly via cleaning supervisor/AF • Staff and student protocols followed • TA's and support staff to help teachers with cleaning equipment and materials – between changeover of teaching staff during rota • All staff on lunchtime duty when rota in canteen to support catering staff with cleaning tables. Team effort to clean between each year group. • HOF/HOD in practical subjects to follow specific subject guidance – will also need to use designated TA's or get support from students at end of lessons – subject RA's re-written and approved by CK • Cleaning buckets in each classroom. • Double lessons continue where possible will reduce need for cleaning every lesson and reduce movement. • More cleaners/site staff employed see below. 	<ul style="list-style-type: none"> • Additional cleaning materials made available for staff during school day if requested. Site Managers/cleaners checking daily around site 	L	On-going and increased as needed

Lack of effective cleaning	Staff & Students	<ul style="list-style-type: none"> • Cleaning schedule in place – reviewed regularly A Fletcher via cleaning supervisor. • Regular cleaning is still strongly recommended • Cleaners: clean toilets, hand rails, doors, lifts and other areas external to classrooms. • During Lockdowns Site Team to carry out further maintenance during shorter working day. • TA's in faculties and other support staff to help teachers with cleaning before leaving their rooms wherever possible. • Enhanced cleaning of all facilities by cleaning staff throughout the day and at the end of each day – student and staff toilets, handles and staff rooms – inside classrooms where time permits. Staff to do inside classrooms at least once during the day • Ensuring that all surfaces and shared resources are suitably sanitised at least twice per day and between years where possible. This should include all outside play equipment, science, PE, Music, Art, Food and Technology equipment. See subject RA's. Alternatively, this equipment is rotated to allow them to be left unused and out of reach as far as is possible • Minimise use of shared equipment where possible in Music and recommended cleaned between years where possible • Frequent cleaning of work areas, class rooms and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards, and making sure there are adequate disposal arrangements. Clearing workspaces, class rooms and removing waste and belongings from the work area, class room at the end of the day. • Faculty/departmental RA's will identify pressure 	<ul style="list-style-type: none"> • Additional cleaning materials made available for staff during school day if requested. • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> • PE/Music and Drama to review RA's following DfE guidance ongoing • RA's for Music, PE, Science, Art and Technology reviewed regularly in line with guidance changes. 	L	Ongoing and increased
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		<p>points and have purchased additional equipment</p> <ul style="list-style-type: none"> • Students to be asked to clean their equipment where applicable but not expectation • Staff remain within own teaching rooms wherever possible which helps ensure they can clean their own rooms and know what has been used within a bubble and can clean or not use. Staff take pride and responsibility for their own room and prefer this. • Materials provided in all rooms as indicated above. • Students and staff having individual equipment provided where possible including paper and pens. Computers during Lockdown for remote learning lessons. Most staff have own classrooms so can take responsibility for their rooms and equipment and are specialists to know what is needed or can create work so as not to share between years. • Classroom based resources, such as books and games, can be used and shared within the year; these should be cleaned regularly, along with all frequently touched surfaces. • Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. • All computer equipment wiped regularly wherever possible by teacher/Ta/technician/student. Where staff use a computer/printers /desks - detergent and wipes in each room for staff to wipe down before use and after wherever possible. • In Lockdowns only cleaned at end of day as student remains in same seat during Lockdown – student can wipe down if needed during day • Clear routes with doors wedged open on access. • Adequate time for cleaning of dining halls between groups – by duty staff – staggered lunch times will enhance time for this to be completed. • Bins in rooms have lids 			
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Lack of effective ventilation	Staff & Students	<ul style="list-style-type: none"> • Servicing of circulation systems completed in line with guidance. • Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. • Opening doors and windows frequently to increase ventilation where possible. Doors should be wedged open in corridors – except where suspected fire. • Staff asked to keep classroom doors and windows open and close after use • Most air conditioning system do not need adjustment, however where systems serve multiple buildings or you are unsure, advice sought from installers for heating ventilation and air conditioning • Portable heaters used as needed in colder weather • Students allowed to wear jumpers and coats in colder weather over blazers • Maintain ventilation in rooms using windows and doors, e.g. can close door if 2 windows open or one window and door. 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. • <i>Protocols to be reviewed as guidance changes and communicated via email, SharePoint and via staff briefings in July and September and ongoing – see briefing notes and also via Teams – September and January</i> 	L	Ongoing
Personal Hygiene, toilet facilities	Staff & Students	<ul style="list-style-type: none"> • All areas in use, will have hand sanitiser provided in the local vicinity via pumps and wall mounted dispensers. • Toilets identified on site – staff and students separate. All toilets in open buildings to be regularly checked by site managers / cleaners and re-stocked. • Year based toilets for form time, lessons in most buildings and break times. • Art, tech and Science to use West End toilets where students have to leave a double lesson. They should avoid at other times wherever possible except in emergencies. • Teachers not to send students to toilets during Period 4 in KWB2 and West End toilets to reduce mixing. 	<ul style="list-style-type: none"> • Additional cleaning to high traffic areas can also be completed by site managers if required. (e.g. door handles/banisters/handrails/combinat ion locks) – on-going • 	M	Ongoing

		<ul style="list-style-type: none"> • Entrance and exit areas to have hand sanitiser provided. • Students asked to sanitise hands on arrival and asked to wash hands during breaks (protocol) • Signage to all areas in use, for handwashing/sanitising government guidelines. Extra support provided for EAL (i.e translation) / SEN students via K Wallworth and A Arif. • Handwashing and sanitising signage to be displayed government guidelines in all areas in use around site. • Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible • Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities • Make signage student friendly and ensure that the signage is suitable for anyone with a disability within the school, e.g., Braille or pictorial • Pedal bins and tissues added to areas in use. • Using signs and posters to build awareness of good handwashing technique, the need to avoid touching your face and the need to cough or sneeze into your arm, Catch it, Bin it, Kill it' guidance displayed in all areas in use around site. • Enhancing cleaning for busy areas • Providing more waste facilities and more frequent rubbish collection. 			
Staff at increased risk from the virus	Staff	<ul style="list-style-type: none"> • RA's for individual staff for COVID have now been removed as no longer required as part of the guidance. Staff who require a RA need to contact Principal/CK where other medical conditions require a RA. Staff responsibility to advise CK where a RA is needed post Easter 2022. • Staff at higher risk advised to follow the Academy protocols and advised to wear masks and maintain 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email and Sharepoint and ongoing updates in weekly briefing • Protocols to be reviewed as guidance changes and communicated via email and SharePoint. - ongoing • Well being for staff – workshops or 	L	Review 1-1 as needed post Easter 2022

		<p>good social distancing.</p> <ul style="list-style-type: none"> • When attending training/meetings face to face staff can sit by door/windows and do not have to take part in close face to face activities – to see provider and explain. • Some CEV staff who have liaised with CK since 1st March 2022 may do cover within own room where this is practically possible due to nature of the cover. • CEV/CV staff will be in rooms of no more than 2 teachers for parents evenings where this has been requested via CK. • Some staff have had OH reviews – 1-1 = strategies put in place as far as is reasonable and practical as needed. • Government guidance re any further shielding, higher risk groups, and the impact of COVID-19 are followed as needed – currently shielding has ended and staff all working in school and normal hours resumed • Staff members who are clinically vulnerable to work at school but social distancing measures in place and regular hand cleaning, PPE –disposable face masks (provided – 3ply masks) and medical advice should be followed in each case – staff to advise CK where this is needed and a new RA is required from Easter 2022. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace but advised to follow the guidance in the protocols. • All CEV staff are now working in school and have resumed normal duties • CEV staff not advised to shield and face to face teaching continues. • Time-off Policy revised and re-launched to all staff again in September 2021 	<p>counselling support offered</p> <ul style="list-style-type: none"> • Additional face masks to be ordered for staff who wish – ongoing costs and orders • Monitor changes to DfE guidance on CV and CEV staff ongoing • CEV/CV need to provide any updated medical information ongoing basis 		
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		<ul style="list-style-type: none"> • Staff to follow normal Academy Absence Policy – see revised Time off policy. • Staff to book return to work interviews with Principal after illness or absence • Staff deemed as Clinically Vulnerable – should see CK if any ongoing measures are needed – otherwise staff have resumed to normal duties and advised to follow the protocols • During Lockdowns we will consider staff who have family members shielding on a 1-1 based on letters and role needs where they can not work from home when on the rota. • Masks advisory for all communal areas for CEV/CV staff– see above and protocols for guidance/policy • Where staff wish to wear masks these can still be worn and are still recommended for CEV/CV staff. Visors NOT recommended except for certain medical exemptions or worn in addition to masks for clinically vulnerable staff. • Well-being of staff has continued to be paramount, not only with COVID but also Leckie issue around loss. • Regular emails, support offered at all levels. • All staff are encouraged to take up the vaccination programme when they are eligible to reduce the risk and appointments times have been accommodated as necessary particularly for CV and CEV staff. 			
Pupils at an increased risk from the virus	Students	<ul style="list-style-type: none"> • WA /BB/MDR to speak with families and identify students and follow latest attendance advice during Lockdown and ensure they attend post lockdown CEV students to return after Easter. • CEV students not advised to shield and remain in face to face education • Pupils who are clinically vulnerable – medical advice should be followed to identify if they should attend school and what controls needs to 		L	Ongoing

		<p>be implemented. Most will be able to attend school but social distancing and medical advice should be followed. During Lockdowns these will work remotely unless classed as vulnerable.</p> <ul style="list-style-type: none"> • Attendance team and WA/MDR/EMAC staff or support staff to identify these and work with families during Lockdown/isolations based on advice • Students were encouraged to take up the vaccination programme and school offered the vaccination programme in line with the NHS to reduce the risk to their health and education. Ran in November /February 			
Visitors and contractors	Staff, Students, Visitors & Contractors.	<ul style="list-style-type: none"> • Contractors site visits arranged by LGardiner. Risk assessments and contractor packs to be sent/received before access granted to site. Outside of school hours where possible and emergency works only. • Schedules for visitors/contractors completed in advance • Visitors are advised not to come to the school location if they have any symptoms as identified by the NHS. Clear guidance provided in advance for visitors and contractors if symptoms of COVID via risk assessment. • PGCE students(ITT's) can continue to attend but will follow all Academy protocols and guidance • Visitors are limited where possible and asked to call in advance prior to coming to the site. Visitors should have a prior arrangement with a member of staff • Social distancing signage around site. • Glass barriers in place at reception areas. • Visitors are asked to respect the distancing measures • Masks can be worn by all visitors/supply staff 		L	ongoing

		<ul style="list-style-type: none"> • Visitors not to cross site during academy changeovers • Hand sanitiser and hand washing are available for visitors • Encouraging visits via remote connection/working where this is an option • Limiting the number of visitors at any one time • Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people (for example, carrying out services at night) • Maintaining a record of all visitors and contact information so we have information for Track and Trace in the event of an outbreak. • Reception staff to reinforce social distancing and hygiene. Visitors encouraged to use own pens or a new/cleaned pen issued where they do not have their own 			
Staff with symptoms of the virus or staff absence due to Covid isolations or lockdowns elsewhere	Staff & Students	<ul style="list-style-type: none"> • Staff who have any symptoms are advised not to attend work and should contact their manager and follow current advice “Living with Covid” and get tested. (see guidance on Protocol – regularly updated) People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk) • Staff with symptoms may still be able to work from home and this should be agreed on a case by case basis dependant on the individual and their role – see revised Time Off Policy launched • If a staff member becomes unwell whilst at work they should follow the guidance – see link above • Government guidance for staff with symptoms will be followed – in updated protocols • Staff to follow normal Academy absence policy and provide a sick note after 7 days. • Cover supervisors and supply staff to be brought in 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email, Sharepoint and briefings. • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> • 	L	ongoing

		<p>as needed/available.</p> <ul style="list-style-type: none"> • Possible increase in cover supervisors if needed/available. • If staff live in area of local restrictions, they may travel to work as they are a Key Worker. • Staff who have holidays to consider the quarantine and Travel advice and follow the new policy (HR have advised on revised Time off Policy). • Staff encouraged to take up the vaccination programme / booster when they are eligible as a prevention and to reduce the risk to their health and education. 			
Pupils with Symptoms of the virus	Staff & Students	<ul style="list-style-type: none"> • If a student starts to show symptoms of COVID 19 or any other respiratory diseases they should be sent home immediately and follow the latest guidance • During Lockdown same applies • Parents contacted and student remains at home and Attendance Team advised. • Staff and students who engage with the person showing symptoms should be encouraged to wash their hand immediately following the min washing of 20 seconds and using the correct technique • Government guidance for pupils with symptoms will be followed – see updated protocols • Academy will follow DfE Section 5 guidance from DfE guidance latest update in the event of local outbreaks. Seek advice from Public Health Walsall and DfE guidance during Lockdown. • Academy has developed Remote education plan (Plan B) with HOF/HOD for students who remain at home in the event of a year group or Academy closure as specified by PHE or Local Health authority. Including on-line lessons, Teams, videos, SharePoint and hard copies. • More computer access to be provided to students 	<ul style="list-style-type: none"> • Student Protocol communicated in advance via email and Sharepoint. • 	L	Ongoing

		<ul style="list-style-type: none"> with no home computers/modems. Students will be encouraged to take up the vaccination programme when they are eligible as a prevention and to reduce the risk to their health and education. Followed the NHS schools vaccination programme (November) 			
Deliveries and collections	Staff & Students, visitors.	<ul style="list-style-type: none"> Deliveries/post will to be made to new building (Signposted outside old reception). Deliveries/post to be stored in designated area and held as per guidance. Where possible deliveries left out side and brought into premises by staff. Manual handling regulations adhered to by all staff. Staff to be provided with PPE for handling deliveries. Social distancing to be adhered to at all times as indicated by signage on arrival (internal/external). Hand sanitiser provided at entry/exit locations. Health and safety policy followed by all staff. Minimising unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking Ordering larger quantities of inbound materials less often to reduce deliveries – minimal ordering – essentials only during Lockdown Where possible and safe, having single employees load or unload vehicles Where possible, using the same pairs of people for loads where more than one is needed Enabling drivers to access welfare facilities when required, consistent with other guidance Cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment, for example pallet trucks and trolleys Nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical 	<ul style="list-style-type: none"> Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> 	L	On-going

Access and Egress	Staff, Students & Visitors.	<ul style="list-style-type: none"> • Regular cleaning of reusable delivery boxes • Staggering arrival and departure times at work/school to reduce crowding into and out of the workplace – normal practice of different times • Different entry locations and buildings used for segregation for staff and students. KWB Staff enter via Main Reception, teaching staff via car park entrance or via old car park and leave via old building. • One way system where possible around each building reinforced by staff and signage/lines • Providing handwashing (or hand sanitiser where not possible) at entry and exit points. Ensure that these are used when both children and adults enter the building • All staff/visitors/students signed in on arrival at designated arrival point and contact details and who they are visiting. • Those without Enhanced DBS MUST be escorted at all times in line with current procedures. • Staff to sign out on departure and indicate any additional rooms/areas used on the sheets during summer term and holiday times. • Parents dropping off/collecting encouraged only one parent and no gatherings • Hand sanitizing gel in all rooms and on entrances • Social distancing to be adhered to as much as possible • Designated staff working areas. Cleaning materials in each area for regular staff cleaning as needed • Making sure that people with disabilities are able to access lifts and other areas of the building • Process in place for the removal and disposal of face coverings when pupils and staff who use them arrive at school – • Use Catch it bins in all classrooms and around 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. • Student Protocol communicated in advance via email and Sharepoint. • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> 	L	On-going
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		Academy			
Common areas	Staff & Students.	<ul style="list-style-type: none"> Assemblies return to return face to face after February half term Segregation of staff/students and separate areas for each separate cohort with clearly defined boundaries Post 16 study areas re-arranged Hand sanitiser provided across the Academy Handwashing guidance. Breaks separated by year groups handwashing time included/encouraged. Breaks taken outside weather permitting and supervised by designated staff Creating additional space by using other parts of worksite or building that have been freed up by remote working or other pupils who are not at school – during Lockdown students in two buildings but each has own zones and space. Using protective screening for staff in receptions, classrooms (and offices as needed) Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions and maintain social distancing where possible – all desks facing front where possible (where not then screens provided). Where other arrangements are necessary for good delivery of the curriculum this is agreed in subject RA or on one-off occasions in lessons – seating plans in all cases Use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form. Social distancing to be encouraged. 	<ul style="list-style-type: none"> Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. Student Protocol communicated in advance via email and Sharepoint. <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> Cleaning schedule in place – reviewed regularly by A Fletcher via cleaning supervisor. 	L	On-going 3.

		<ul style="list-style-type: none"> Identify specific toilet areas for specific groups in buildings for forms and nearest toilet for year groups on same floor wherever possible. Separate locations at break times to reduce pressure on break rooms or dinner halls. Encouraging workers to bring their own food Cleaning kits available for staff use in staff rooms (Anti Viral spray/disposable cloths/PPE) – maximum numbers in staff rooms displayed Visual checks of external areas, issues logged on Every. Immediate issues reported walkie talkie Behaviour management policy in force Extra phones in rooms for emergencies and to contact LG 			
Moving around the building	Staff & Students.	<ul style="list-style-type: none"> Reducing movement by discouraging non-essential trips within buildings, for example, restricting access to some areas, encouraging use of radios, dedicate specific areas and toilets for each group One way system in place in all buildings in use. Signage around Academy including floor markings. Reducing job and equipment rotation. If any equipment is shared this should be sanitised before being used by another group or staff member wherever possible and at least once in a day Stagger the group arrival via different entrances, break in locations and leaving from different buildings to ensure that groups don't mix Schedules of movement communicated to staff and students, staggered to prevent any mixing/crossing of paths. Staff who need to move advised to wear PPE if social distancing can not be maintained 	<ul style="list-style-type: none"> Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. Student Protocol communicated in advance via email and Sharepoint. <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> 	L	September 1 st onwards and ongoing
Work places and work stations	Staff & Students.	<ul style="list-style-type: none"> Signage around Academy site. Staff coming in for other purposes than the rota /over holiday/Lockdown times must have 		L	ongoing

		<p>permission from J. Ludlow/R Cook/T Freeman to specify and agree the need and ensure room is safe/clean. This will be minimal.</p> <ul style="list-style-type: none"> • Workstations are assigned to an individual as much as possible. If they need to be shared they should be shared by the smallest possible number of people and Perspex screens/dividers • Additional cleaning materials provided in all rooms in use. • Social distancing layouts changed in rooms for staff and students. Students may sit closer together but when moving around encouraged to maintain 1 m distancing where possible/practical • Avoiding employees working face-to-face. For example, by working side-by-side or facing away from each other with a distance between them wherever possible • Using screens to create a physical barrier between people • Avoid using hot desks and share workstations. If this is not possible additional cleaning should be put in place between each user 			
Meetings and open/parents evenings etc	Staff, Students & Visitors.	<ul style="list-style-type: none"> • Limitation on numbers involved kept to a minimum. As stated above. If appropriate outside areas to be considered for this. • Use of Teams for meetings as an option wherever possible. • Face to face parents evenings can resume post February half term with additional measures in place • Open evening held in person but tour rotation and booking system in operation to reduce numbers at key points. • Additional cleaning materials provided for rooms used. • Remote working (Training provided on Teams for 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> • Year 8 parents evening – see above 	L	On-going

		<p>staff- secure) when in Lockdown</p> <ul style="list-style-type: none"> • When staff participants attend meetings face to face advised to maintain separation where possible and good ventilation and facing front wherever possible. • Avoid any sharing of work equipment including pens/paper etc. • Avoid crossing the Academy site during any changeovers and can wear masks and stay distanced wherever possible • Use meeting room in KWB2 wherever possible to avoid parents/visitors crossing the site. • Staff and parents/visitors recommended to wear masks • Hold meetings in a well ventilated room and/or on Teams • Where students need one to one support calls made by authorised staff following safety & GDPR protocol • Using floor signage to ensure that social distancing is enforced 			
Accidents, incidents and emergencies	Staff, Students & Visitors.	<p>(In emergencies social distancing should be observed if possible, but this may not always be possible. As a minimum consider the following.)</p> <ul style="list-style-type: none"> • Several firsts aider on site at all times. • Students to self administer basic first aid. If further treatment required first aider can be called via walkie talkies/phone • A first aid box will be placed in all designated areas in use. Staff to report usage to reception for replacement of items. • In case of Fire – all staff and students assemble on yard as usual. Allocated person on each day checks building. All staff take their group of onto yard and area marked as to where each group number stands. 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. • Student Protocol communicated in advance via email and Sharepoint. • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> • L Gardiner to arrange for training for First Aid for all staff who need renewing 	L	Ongoing

		<ul style="list-style-type: none"> • Revised Fire procedures launched September and drills completed termly • CK - First Aiders updated in September 2020 on revisions for COVID – no changes for September 2021 • Student medical information available via SIMS. • Staff to follow Academy First aid policy and Students with medical conditions policy and additional protocol • Checking regularly that first aid and fire safety provision and equipment is adequate for the working environment • First aid qualified staff and Evac chair operators, to ensure that they are available during the operating hours and accessible to all areas of the building or work area • Revised fire procedures issued in September 2021 and drill done in first full week as calendared and full drill planned for November – was done in forms after a false alarm occurred in November. Drills done in Jan 2022 • Ensure adequate PPE if provided for use of staff in all emergencies including first aid and fire • Fire alarms tested weekly by site managers and logged in appropriate book. • Fire escape route plans displayed around site. • Temporary evacuation location signage displayed on Yard with segregated areas for each of the cohorts. • Fire doors checked regularly by site managers as part of normal routine. • Laptop trolleys controlled by timers to prevent being left on over night. • Fire safety equipment serviced annually by Red Fire & Safety. • Adequate means of escape must be maintained even if the building is not fully occupied – occupants 			
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		<p>must have a primary escape route plus a secondary route in case the primary route is unavailable due to fire or smoke</p> <ul style="list-style-type: none"> • One way systems that have been put in place may have to be abandoned in the event of fire – all students to follow the Fire route signs in event of fire. • Keys to external gates with site team. • Skips are used and are more than 6 m from nearest building. • In the event of CPR needing to be performed the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face mask, disposable gloves, eye protection) Defib available in Main building KWB2 reception and P.E office. Defib locations clearly marked on first aid plans. • First aid training records kept up to date, and staff expiry dates monitored by LGardiner. • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives – see revised First Aid Policy. • Training in Autumn term for all First Aiders through amended policy for COVID • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival 			
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Parent queuing outside school	Staff, Students & Parents	<ul style="list-style-type: none"> • Social distancing to be adhered to at all times as indicated by signage and floor markings • Parent guidance sent in advance via official communication methods. (e.g. text/website/social media) • Duty Staff to supervise entrance and exit of students on/off site. 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. • Student Protocol communicated in advance via email and Sharepoint. • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> 	L	
Transport to and from school	Staff, Students & Parents	<ul style="list-style-type: none"> • School promotes sustainable safe transport. (A-Stars Initiative) • Parent guidance sent in advance via official communication methods. (e.g. text/website/social media) • Pupils encouraged to travel to school via walking, cycling or private vehicles where possible In line with government guidance discourage the use of public transport • Pupils walking or cycling to school are advised to socially distance at all times • During pick-ups social distancing should be observed. Pupils advised to social distance whilst waiting for their transport • On arrival at school and when returning home pupils should remove any PPE and wash their hands for at least 20 seconds following the recommended method • Several parental letters sent/on website. • Staff should wear masks when travelling in cars with other staff and have windows open. Essential trips only as needed. 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. • Student Protocol communicated in advance via email and Sharepoint. • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> • 	L	On-going
Communication of control measures to staff, pupils and parents	Staff, Students & Parents	<ul style="list-style-type: none"> • Training all staff on the specific control measures relevant to their job roles • Parent guidance sent in advance via official communication methods. (e.g. text/website/social media) • Signage around site (internal/external) 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. • Student Protocol communicated in advance via email and Sharepoint. • <i>Protocols to be reviewed as guidance</i> 	L	ongoing

		<ul style="list-style-type: none"> • A.Arif/K. Wallworth/A. Milne - Translation where required. • A. Milne to offer additional Pastoral support to EMAC students and parents. • Staff to follow the Academy absence policy. • Engaging with staff during the development of the risk assessments and identification of suitable control measures • Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email • Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. • Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. Union Meetings held with J Ludlow/ R Cook T Freeman, L Gardiner and P Tutrice/S Jessel/CEbanks / D Simmonds 	<p><i>changes and communicated via email and SharePoint.</i></p> <ul style="list-style-type: none"> • <i>Protocols launched in September</i> • Ongoing feedback from staff who are on site. 		
PPE provision	Staff & Students	<ul style="list-style-type: none"> • PPE Advice as outlined in our protocols for staff and students. • Full PPE (Face mask, visor, apron & gloves) provided where necessary (i.e - First aid) • Other staff who request to wear PPE will be provided • Should there be a shortage in supply this is highlighted with the senior management team and additional supplies are sourced from other departments within the council. • Making an assessment of the tasks staff undertake and assess if there is a need for PPE to safely perform the task • Providing an emergency PPE kit and spare stock, to be used in the event a pupil or staff member starts 	Continue to review updates to Government Guidance in August for any changes too advice. Order face masks in case staff ask/need these as part of their RA.	M	On-going

		to show symptoms of COVID 19.			
Teaching pupils with SEN	Staff & Students	<ul style="list-style-type: none"> • Reviewing each individuals risk assessment to ensure that suitable controls are in place. K. Wallworth / LT to review on an individual case basis depending on student needs. Reviewed and in line with LA guidance. • Providing additional PPE for personal care as needed. • Allocating dedicated staff to care for individual children where personal care is needed • Training /discussion during INSET to support TA's to maintain social distancing wherever possible – side by side or from rear or reduce time. • Ensuring that personal care environment and equipment is thoroughly sanitised following each use • PEEP - reviewed before attendance agreed. • Using SEN tools/TA's to help communicate the control measure and new rules to the pupils • (Additional school specific controls should be identified here) • Separate room for vulnerable students 	<ul style="list-style-type: none"> • If remote learning – SEN TA support. • Any accessibility needs required, will be met for those students attending site. • Student Protocol – communicated. • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> <p>Protocol shared with students via Teams and LT in September in forms and lessons</p> <p>Room for vulnerable students to be set up for students as needed as a base.</p>	L	ongoing
Staff and student well-being due to losses /family circumstances and during Lockdown	Staff and students	<ul style="list-style-type: none"> • Well-being plan of support is being put in place by GR and well-being team for students and staff • 1-1 support offered by LD/CK/LT/Rachel Owen/SC • Support from HOY and Link Support staff for students • During Lockdown tutors, Link workers, HOY to feedback concerns for well-being to Link Leader who will decide if MDR is needed to intervene. Other support from GR/MN or targeted staff. • Additional support staff are making calls to students so a significant number will be spoken to weekly. Including staff to support PP students and HOY support. 	<ul style="list-style-type: none"> • Well being survey for students and staff to be researched and carried out in results reviewed and recommendations being considered and acting on 		

		<ul style="list-style-type: none"> • Tutors to contact students weekly and seek responses to emails when in lockdown • HOY will follow up with students falling behind with work and see how they feel and then advise Link Leader where more support is needed for mental health. • Safeguarding Tracker is in place and Tutor and teacher tracker to monitor students during lockdown • Well being Co-ordinators appointed in November for students (MN) and staff (SC) • Counselling offers by staff and HR • Working group already established to prepare for September and on-going – • Well-being activities offered for students and staff ongoing from December • As above a plan is being put in place for staff GR/TR • One to one support offered throughout the summer and on-going • Link workers have been working with students throughout COVID and dealing with all issues and providing support and will mentor their cohort during Lockdown • Safeguarding issues dealt with as they arise • Counselling offered • Other support agencies contacted as needed • Bereavement Policy in place • Academy has the Employee Assistance Programme. Started on 1st September 2021 for staff to access support on well-being/health/bereavement counselling as needed. Launched in staff meeting. 			
Local Area Concerns / Community issues in Y11 population/ Academy Population	Staff & Students	<ul style="list-style-type: none"> • Staff can discuss and concerns with LT • Unions consulted and views taken into account • Parents told to collect students who are at Risk re community issues. <p>MDR will continue to liaise with Police ongoing re</p>		L	On-going

		<p>community issues</p> <ul style="list-style-type: none"> • Support from Governors – discussion with Chair/LD/BB • Meeting with Local Police/LD/ BB/MDR to pre-empt possible issues – ongoing • Regular and on-going consultation with Local Police and Social services and support is on-going to identify further problems and take appropriate actions. • PBM reinforced and revised expectations shared with specific students. • Revised PBM through Protocol reinforced • Additional PBM conditions in place for students who break any safety guidance and place others at risk. • Support staff in school help with issues and students sent home where they cause a safety risk. • Guidance on families who have COVID to follow guidance • Reinforced guidance on arrival and sent home if signs and symptoms • Well-planned induction on return days in September reinforced revised PBM and safety protocols with all staff and students. • All PBM issues dealt with and FTE administered as needed. • Students signed contracts incorporating safety protocols. Reinforced on return after Lockdown • Staff at risk identified and RA written as needed if in addition to all of the above. • Temperature checks not recommended • Local Lockdown guidance followed as necessary • Issues have been minor within school and separation of years has helped. • Identified students have been separated at lunch 			
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		<p>to avoid issues arising – use of Time Out room as needed</p> <ul style="list-style-type: none"> Behaviour contracts have been issued to identified students where issues have occurred. 			
Educational Visits/Extra-curricular		<ul style="list-style-type: none"> One day off site visits permitted with a Covid secure RA and a Covid secure RA for the venue and travel and masks to be worn on transport. All trip RA's must be checked. Minimal mixing of year groups on trips and segregate where possible on transport and seating plans for coaches. Other measures discussed with CK. Essential this is Covid secure. Residential trips in UK now permitted from 17th May though we do not have any in the Academy – Residential Trips abroad only to areas in green after September 2021 – we are not planning any before Summer 2022 at earliest. Advised to reconsider residential trips abroad due to increasing restrictions abroad and red lists and insurance cover. All trip plans to be discussed with EVC Making use of outdoor spaces in the local area to support delivery of the curriculum As normal, undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely and with additional COVID measures in place. NO visits during Lockdowns All RA's to be checked by CK (EVC) until other EVC's trained As part of this risk assessment, consider what control measures need to be used to reduce the risk of COVID 19 and ensure awareness of wider advice on visiting indoor and outdoor venues CK to ensure all risks and controls in place and only staff experienced in visits lead trips during COVID. 	<ul style="list-style-type: none"> CK - Training for staff who run trips – additional COVID requirements. 		

This risk assessment has been completed based on the national and local guidance (using the Walsall RA advice at the time of completion having taken account of the additional risks/hazards/controls specific to this school. Union guidance considered. CK is an experienced EVC and has a Level 3 Risk Assessment qualification.

Signature:R Cook.....

Date:14th April 2022.....

* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

Date reviewed	Amendments made	Reviewed by	Next review
27 th May 2020	Creation of policy	JLA Operations Team (TF/LG/AF/RC)	
28 th May 2020	Updated and sent to LT/Governors/LA	RC	
1 st June 2020	Following feedback from unions and Academic Board	RC/TF	5 th June
5 th June 202	Following agreement with Governors on 4 th June	RC	18 th June
7 th July	Updated following Government guidance for starting in September	RC	16 th July
23/07/2020	Updated following decisions on Examination Days and administering results	RC	
28-8-2020	Updated following DfE guidance 28-8-2020 and PPE U-turn by Government	RC	15 th September
28-10-2020	Updated following Walsall High alert 14 th October and updated DfE guidance 22 nd October and updated protocols and briefing notes to staff for after half term.	RC	5 th November

5/11/2020	Reviewed in line with new guidance	RC/TF/AF	2 nd December
03/01/2021	Reviewed in line with Government guidance 30 th December and subsequently due to union action	RC	11 th January
09/01/2021	Reviewed in line with National Lockdown and DfE guidance for Lockdown received 8 th Jan 2021	RC	18 th January
014/01/2021	Revised in line with changes to contact rules and after bubble numbers known.	RC	End of Lockdown
28/02/2021	Revised in line with guidance on 22 nd February for Post Lockdown	RC	Easter
18.04/2021	Revised in line with guidance released on 6 th April and following changes after shielding advice on 1 st April and Lockdown stages on 12 th April	RC	May 17 th
16 th May 2021	Revised following government easing of restrictions and review of government guidance. Caution still important as there is a new variant and local infections still high.	RC	June 21 st
26 th August 2021	Revised after guidance from 17 th August and new Contact test and trace	RC/LD/FR	End September
28 th September	Revised after latest DfE Guidance on 17 th September 2021.	RC	December 2021 or any new guidance
23 rd October 2021	Reviewed in line with Walsall recommendations which we incorporated on 18 th October 2021 into revised protocols and LT discussion on 22 nd October	RC	December 2021 or any new DfE guidance
12 th December 2021	Reviewed RA and protocols in line with the Government Operational Guidance updated 9 th December after Plan B was launched.	RC	February or sooner if guidance changes
4 th January 2022	Reviewed RA and protocols and re-launched masks in line with Government Guidance on 2 nd Jan 222	RC/LD	Jan 26 th or sooner
27 th February 2022	Reviewed RA and protocols in line with Guidance on 24 th Feb and letter from LA on 25 th February 2022	RC/LD	31 st March

14 th April 2022	Reviewed following removal of most Covid measures and replaced by “Living with Covid” measures from 1 st April.	RC/LD	End Summer term
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