

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

RE-Assessment date: 23/08/2021

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.

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) Meeting with Health and Safety Team and Principal and RA shared with staff in August prior to re-opening. Protocols re-launched with staff and students and been updated in August with Masks still recommended in classrooms and strongly recommended in all communal enclosed areas where distancing can not be maintained and wording reviewed based on stepping up/contingency plans as needed other changes after reviewing local conditions. 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 but changed to strongly recommend. Decision was that benefits outweighed any minor risks. Benefits: National and local rates still fairly high, government still warning of caution, CEV/CV staff numbers, not all staff have yet had vaccinations, now students/staff not being sent home if a close contact risk of spreading still high, safety is paramount. Relaunched protocols to all students in March 	<ul style="list-style-type: none"> Staff Protocol given to staff and updates communicated in advance via email and Sharepoint in August and staff briefings in September. Staff to be continually reminded via briefing notes and emails they are recommended to stay behind Perspex screen/lines wherever practically possible. If moving around room – minimise time and strongly recommended to wear a mask (unless medically exempt) Ensure follow LA revised guidance on on-going basis Follow Local/National Lockdowns /Stepping up procedures/contingencies– Follow any further Local/Government advice.. Leadership Team will ensure: <ul style="list-style-type: none"> LD/CK/FT to discuss RA's and 1-1 RA's for CEV/CV staff with unions in September LD/CK - RA's for CEV and CV staff to 	L	<p>Review end September re testing or earlier</p> <p>Review end of September when all staff fully vaccinated</p> <p>Constant review of plan B</p>

		<p>including showing how to wear masks.</p> <ul style="list-style-type: none"> • Additional cleaners have been retained for extra cleaning • TA's and admin staff will support and provide additional First Aid cover as needed. • 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 • Screens in all rooms/offices retained and staff based behind where practically possible. • Testing set up in Library for testing in September – see RA for testing separately. • Music will resume in Old Library after testing completed for practicals to allow more space and ventilation. • Staff to regularly ensure hazard tape has been replaced 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 resume in a safe space with Covid social distancing and new FA requirements followed. • LG/CK have set up series of FA courses for summer term • 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 on 	<p>be reviewed by end of September with staff.</p> <ul style="list-style-type: none"> • LD/BB to re-launched expectations of behaviour in assemblies in September. • LD to send letter to parents before resuming in September with protocols and Testing • 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. • Ck to re-issue new Fire Regulations in September <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 Summer holiday • Check buckets and materials are in rooms regularly • Arrange a schedule as needed for testing for anyone unable to administer themselves <p>A Fletcher:</p> <ul style="list-style-type: none"> • Ensure cleaners rota ongoing 		<p>Ongoing</p> <p>19th April onwards if needed</p>
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		<ul style="list-style-type: none"> • Staff to continually reinforce expectations- as in briefing notes – reminded regularly. • LD sent letters to parents on-going – see website. • LD sent updated letters on website in summer re testing • Fire Practices done in year groups in July (all years to be done in September as in calendar) • CK consulted staff unions w/c 10th May re proposals in guidance on removing masks in classrooms and communal areas. They consulted with members and regional advice and majority decision was to retain masks for caution and safety of all staff/students. The benefits of wearing masks far outweighed any disadvantages. • LD met with unions re safety in May. • Additional Equipment ordered at start of term for separate bubbles HOF/HOD and ongoing – work packs produced as needed during Lockdown or for any students isolating • Students will continue to be in year group bubbles wherever possible as described in this RA – some exceptions e.g. extra-curricular and Y12/13 classes/study groups • Some subjects (where 2 or more lessons) where possible to timetable have double lessons to minimise movement of staff and students around the Academy. • Year 7, 8, 9 and 10 Form groups based in set buildings, each separate and have a separate entrance in the morning. Y8/9 via Lord Street which is wider entrance (divided by red lines and indicated by years); Y11 come in via usual gates, Y7 via Reception, Y10 via West Brom Road, Y12/13 via old building. Continue into 2021 but Y11/12./13 will return to classrooms where teachers based. 	<ul style="list-style-type: none"> • 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 • Fire Drills will take place September as calendared <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 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>Ongoing</p> <p>On-going</p>
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		<ul style="list-style-type: none"> • Red lines reinforced for students for zones - continuing • Parents advised via student's timetable and Year 7 information letter • Revised Academy day – continues. • 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 clearly during first week back and reinforced regularly as needed • All rooms with students facing front is still advised—where group activities. Continue wherever possible. If using alternative plan for curriculum delivery— seating plans must always be done. • Where not possible (e.g. new library and new upper study, computer rooms in old build), Perspex dividers have been set up. • Work stations for teachers/TA's have been assessed to ensure 2 m distancing wherever possible. Where this is not the case staff should separate and not locate less than 2 m from a colleague (e.g. in staff rooms). • Offices that are shared – Perspex dividers 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. • Staff re-enforced with expectations and reminded to reduce occupancy where space is limited • Social distancing continuing to be reinforced regularly via briefing notes with staff as still recommended in the Academy • Suitable cleaning and sanitising should be 			
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		<p>undertaken of each location after each use by students (wiping computers/mouse) teachers wipe desks.</p> <ul style="list-style-type: none"> • All equipment within the areas used cleaned by staff/TA's regularly, especially between years wherever possible at least once daily. • All teachers desks cleaned between teachers • On-call staff to wear PPE and to still abide by 2m distancing where possible. PBM consequences for those who put staff at risk. • On-call staff will all be staff with 4-5 years experience /UPS/and/or hold responsibilities, they should be experienced to deal with more challenging students. Guidance given to all new On-call staff. • 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 2m distance. • Masks in communal areas became compulsory in Academy on 10th September 2020 and reinforced again when it became mandatory in Walsall and ongoing with updated protocols in Jan and March – reinforced in May and ongoing until rates reduce further and monitor spread of new variant. • Wearing Masks still strongly recommended in communal enclosed areas and classrooms until further notice. • Spare disposable masks available for students and staff at Reception or HOY • Staff and students strongly recommended to wear PPE (face masks) in communal enclosed areas such as: on the corridors, in the Dining areas or when 			
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		<p>on duty/crossing the yard at lesson changeovers and in the classroom especially when walking round to support students within 1m.</p> <ul style="list-style-type: none"> • Staff MUST avoid close face to face contact and minimise time spent within 1 m of anyone to a max of 1 minute. • 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. • Bridges – Keep left signs and paint on floor (except middle bridge due to surface but clearly marked) • Y12 and Y13 separated where possible - separate common rooms, separate dining times/areas. Reduced timetables for students to leave site for free periods to reduce numbers. • Notices and marker tape are present in circulation areas to encourage the 2m rule currently. Continues to be recommended where practical. • Hazard tape in All classrooms to indicate 2 m from nearest desk. Staff advised to stay behind this wherever possible/practical. Where row is closer students should not sit here or if larger class then teacher stays behind their screens. • Non-teaching admin staff have dedicated work stations are identified for each staff member with 2 m social distancing or where not 2m Perspex screens between desks. Masks strongly recommended when sitting next to someone within 2m. • CEV/Vulnerable staff to have room with sole use on days teaching wherever possible or where not possible staff must wipe desks before using. • Majority of teachers will teach in their own rooms, minimum movement of teachers 			
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		<ul style="list-style-type: none"> • Departmental meetings social distancing recommended be maintained and masks worn, especially for CEV/CV staff. Teams meetings in operation continued where possible, especially for CEV/CV staff. During any Lockdown all meetings should be on Teams unless agreed with the Principal. • Pastoral/Academic board/faculty/Pastoral etc should be in large enough space for social distancing – one person/desk. Teams meeting will also be available. During Lockdown these will take place on Teams only. • Large meetings (only where necessary)- staff have option to participate via Teams wherever possible, especially for CEV/CV staff. Rooms assessed for good ventilation and spacing to allow distancing and masks worn. During Lockdown all these will be on teams. • Equipment provided to staff working off site should we go into another Lockdown, already provided. • Hot-desking is discouraged, if this happens the area and equipment is fully sanitised before anyone else uses the desk. Students must remain in seating plan, or if moved teacher records any changes. • Seating plans (PIMS) in operation in all classrooms and teachers keep records on a shared area so it can be accessed for T & T, changes for an individual lesson e.g. PBM movement must be recorded • 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 			
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		<p>different year groups are present wherever possible.</p> <ul style="list-style-type: none"> • 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. • Protocols for practical subjects confirmed by CK and shared with staff. • Library – registers of attendance for T & T as needed • Room 14 made available for peripatetic teachers • Remote Learning Plan and Rota worked successfully during Lockdown and ready for a further Lockdown should this be required. • TR updated Review of Remote learning and shared with Academic Board, continue if needed in future • Social distancing reinforced with staff and revised "contact" guidance • All staff advised again not to be within 2m and teachers from behind Perspex screen. TA's who need to be within 1m advised to wear full PPE. Not under 1m for more than 1minute. • 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 			
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		<p>means open ventilation.</p> <ul style="list-style-type: none"> • 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. • No automatic function in DT/Art/Science/Pe/Old Build so we have purchased a test unit 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"> • All staff in work and follow Academy RA and Protocols which are designed to protect all staff. • All staff must abide by Academy protocols and these additional ones during Lockdown when on site. • All CEV/CV staff in particular are strongly advised again not to be within 2m and teachers from behind Perspex screen. CEV/CV TA's who need to be within 1m must wear full PPE. Not under 1m for more than 1minute. 15 minutes max in a whole day within 2m so staff must reduce time within 2m. • Students encouraged to sanitise hands on entry and sit in designated seating plan. • Clean desk/keyboard when staff change over and ensure room well ventilated. • Staff bring own lunches/food and wipe down all areas used for food/drink. • All staff should minimise the number of rooms you go to staying in your own area/room • Engage with LFD testing (subject to consent) • Staff should not be complacent • Minimise rooms you enter and minimise using staff rooms wherever possible except to access water/kettles. • Use own room or agreed room or timetabled. 	<ul style="list-style-type: none"> • Risk assessments to be reviewed – staff to inform CK of any changes AF/TF – Testing Kits • AF and admin team to issue kits to students and staff as needed – on-going since testing was completed in school • TF/AF to ensure that where a positive result is recorded the latest guidance is followed for reporting and T & T with PHW. 		<p>w/c 6th September and ongoing</p> <p>Review testing by students/staff end September</p>

		<ul style="list-style-type: none"> • Use email/phone to reduce contact with others to a minimum during the day. • Minimise working together in small rooms or those with poor ventilation unless this is your normal working practice e.g. Science technicians, admin staff in offices. • Continue to abide by room capacity numbers. • Minimise going into classrooms to socialise – if seeing others for work purposes or well-being – stay distanced – greater than 2m and wear a mask at and minimise time. • Minimise going into others classrooms/offices or other areas where space is limited and 2m social distancing would be reduced – follow room capacity • If going into someone else’s classroom – recommended to wear a mask. • MUST Not be complacent • Students trained to do own testing from home and kits issued and actively encouraged to test via letters, protocols and pastoral staff. • New Year 7s trained in September 2021 • All students which have consented issued with kits – ongoing top ups • All staff who have consented issued with kits and topped up as needed • Students and staff to update on SharePoint after testing and on NHS site – twice weekly testing on Sunday and Wednesday continues to be encouraged and added to protocols September 2021 . To be reviewed in September 2022 by DfE 			
Catering provision –		<ul style="list-style-type: none"> • Food at breaks will be located in Year zones – by the Form building. These will be clearly marked/segreated. 	<ul style="list-style-type: none"> • Monitor Aspens implementing revised RA 		On-going updates

		<ul style="list-style-type: none"> • One way systems set up with markings by site staff • Tables turned to face one way • 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. • Aspens have COVID RA, all their staff will be briefed and trained prior to return on their own requirements as well as specifics to the Academy. • Masks and distancing maintained. • There will be safe distancing from staff. Those in outlets (not Dining area) will 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 minimise handling. • Students will have some hot food available – for our students this is important. • Lunchtime food will be ready to go food in disposable packaging. This will ensure less hands on for staff. No students serving themselves e.g. to ketchup/mayonnaise. • Outlets checked by Aspens staff to ensure they meet safety standards. No making of food will be done in these points (CBB/KWB/PE/Reception) • Staff can pre-order bag and go break or lunch and can collect from canteen prior or post break time or back of canteen (outside) but made aware that P16 students may be in this area. Staff 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. 	<ul style="list-style-type: none"> • When in lockdown AF to liaise with Aspens to ensure students who want FSM are provided with packed lunch bags available for collection • Food bags also available if students are isolating. 		
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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. • HOF/HOD – subject RA’s updated. • Parental letter to reinforce expectations and consequences – several on website • LD/BB revised PBM to incorporate Student protocol – relaunch through assemblies in September • Students receive sanctions when they break zones/bubbles or have contact with others/staff • All rooms checked prior to use daily. • 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’s recommended wear PPE when moving across bubbles and follow 2m distancing • Technicians to follow subject protocols for working arrangements and PPE to be worn when in classrooms • SEND TA’s to work in year bubbles as far as possible – continue 2m distancing is maintained. • PIMS (Pupil information mats – seating plans) used by teachers to avoid moving students for track and tracing close contact. 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. • Revised Student Protocol launched in September via tutors and reinforced (see above) • Each year group on separate area for form time 	<ul style="list-style-type: none"> • As above 	M	On-going amendments to students protocols
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		<p>(except Y11/12/13 now back in teaching rooms – September 21).</p> <ul style="list-style-type: none"> • Arrival of each year group / bubble 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 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 bubbles – Tutors allocated to year group buildings except 11, 12 and 13–, open classrooms and reduce stress on the majority tutors moving daily. No Teacher needs to move out of their buildings during form times (except some relief tutors) 			
Staff and parent interaction. (Including meetings)	Staff, Students & Parent	<ul style="list-style-type: none"> • Parent guidance sent in advance via official communication methods. (e.g. text/website/social media and letter) • Emails sent to students as needed. • More updates to parents regularly – see website. • Advising parents that ideally only one parent should escort a child to school or collect a child from school • No visitors during Lockdowns unless essential for work on site. • Separate entrances / exits used so reducing the number of parents at any one entrance/exit • Advising parents of Track and Trace and symptoms – attendance and on protocols 	<ul style="list-style-type: none"> • Parents receive ongoing updates • 	L	On-going End September 2021

		<ul style="list-style-type: none"> • 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 must book an appointment. No parental meetings during Lockdown – all via phone/email can resume post Lockdown • Parents advised that if their child has any symptoms they must get a PCR test (attendance team will advise) and results notified to school before their child can return. • Parents advised on drop offs and using public transport in the student protocol and via letter/website and video on website • 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 need to 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. • 2m Plus distancing advised to be maintained at all times and parents strongly recommended to wear face masks. • All other non-essential visitors appointments to be cancelled during any lockdowns and rescheduled after Lockdown or done via ICT/phones. • Parents advised that they should not turn up without an appointment. • Using signage to ensure that social distancing is 			
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		<p>enforced and signs on the floor for one way systems.</p> <ul style="list-style-type: none"> • Signage around academy site. (internal/external) • Using remote working tools to avoid in-person meetings wherever possible. • Hold all meetings in a well-ventilated room 2m social distancing and masks worn by all • Avoid any sharing of work equipment including pens/paper etc • Guidance on bringing own stationary/equipment for staff. • Parcel deliveries left in locked room for designated times before opening. • 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 in advance via email and Sharepoint and briefings in July/September/October/March/May/September 2021 • Staff meetings via Teams/video tour to help reinforce protocol and in staff training on 2nd September 2021 • Reminding staff members to adhere to social distancing 2m 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 • Reminder email sent to staff regularly in briefings including December re social activities - relaunched January for Lockdown, March, May and September • Briefings every Monday/Thursday reinforce staff as 	<ul style="list-style-type: none"> • Protocols to be reviewed as guidance changes and communicated via email and SharePoint – to be issued in September 2021 • 	L	On-going

		<p>well as student expectations,</p> <ul style="list-style-type: none"> • Staff are encouraged to take up the vaccination programme when they are eligible to reduce the risk. • Staff have been asked/ encouraged to engage with testing and packs are ordered for them and they record on the Academy and NHS sites – in revised protocols 			
Statutory and best practice inspections	Staff, Students & Visitors	<ul style="list-style-type: none"> • RA to be shared with unions, governors and all staff prior to return from lockdowns and feedback incorporated. • Statutory testing carried out as per guidelines and schedule. • Prior to re-opening completing a checked of all of the above • 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 17th August 2021 some easing of restrictions. Guidance to remove face 	<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 • 	L	Ongoing as RA updated

		<p>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</p> <ul style="list-style-type: none"> • Walsall Updates checked and incorporated in guidance and protocol. • Ongoing meetings/discussions with union reps • Any health and safety incidents/issues - logged via Every and reviewed on a regular basis by sites and buildings team. • 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"> • Removed all soft furnishings which may be difficult to clean. Remain out of action e.g in Sixth form • Ensuring that all surfaces and equipment is suitably sanitised between each year group use. • 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 	<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

		<p>TA's or get support from students at end of lessons – subject RA's re-written and approved by CK</p> <ul style="list-style-type: none"> • 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. 			
Lack of effective cleaning	Staff & Students	<ul style="list-style-type: none"> • Cleaning schedule in place – reviewed regularly A Fletcher via cleaning supervisor. • Appointed new cleaners/site staff to increase capacity from September for one per building between 10 and 2 where possible. Top 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 bubbles where possible or at least twice a day • Frequent cleaning of work areas, class rooms and 	<ul style="list-style-type: none"> • Additional cleaning materials made available for staff during school day if requested. • TA's and support staff to be asked to help at end of lessons – CK to speak to all support staff in September. • Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. Launched in September 2021 • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> • Training for cleaners reviewed regularly based on government guidance; <i>COVID-19: cleaning of non-healthcare settings</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

		<p>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.</p> <ul style="list-style-type: none"> • Faculty/departmental RA's will identify pressure points and have purchased additional equipment • Students to be asked to clean their equipment where applicable but not expectation • Staff remain within own teaching rooms 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. These items should not be shared. 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 bubbles. • Classroom based resources, such as books and games, can be used and shared within the bubble; 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. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare- 			
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		<p>settings/covid-19-decontamination-in-non-health</p> <ul style="list-style-type: none"> • All computer equipment wiped after each year where 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. • 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. • Allocated Covid room in old building for any student showing any signs. Follow the guidance in the staff protocol/Revised First Aid Policy. • Bathrooms in COVID room must be cleaned and disinfected using standard cleaning products before being used by anyone else if used by a person displaying symptoms and student asked if they have used any other bathroom to ensure cleaning. • Adequate time for cleaning of dining halls between groups – by duty staff – staggered lunch times will enhanced time for this to be completed. Only needed at end of the session during Lockdown • PPE disposed of in bin in every room • Bins in rooms have lids • Clear protocol to follow regarding emergency First Aid and students / staff showing signs/symptoms. Covid Room/toilets cleaned after student/staff leaves. Site staff to do this. • Use of First Aid and Covid room expectations reinforced with staff regularly 			
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. 	<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</i> 	L	Ongoing

		<ul style="list-style-type: none"> • 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. 	<p><i>July and September and ongoing – see briefing notes and also via Teams – September and January</i></p>		
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. • 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. 	<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

		<p>Extra support provided for EAL (i.e translation) / SEN students via K Wallworth and A Arif.</p> <ul style="list-style-type: none"> • 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 required will be reviewed in September 2021 after any further medical advice received or 1-1 support for staff. • Do's and Donts updated and relaunched regularly • Staff at risk identified and Risk Assessments discussed/written with staff as needed Staff asked to provide medical advice to enable this to take place. • Reviewed as needed based on latest guidance and ongoing assessment of needs • Some staff have had OH reviews – 1-1 = strategies put in place as far as is reasonable and practical. • Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed 	<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 counselling support offered • 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 	L	Ongoing Individual RA's updated again by end of September 2021

		<p>as needed – currently shielding has ended so all staff returning to school in September</p> <ul style="list-style-type: none"> • Staff members who are clinically vulnerable to work at school but social distancing measures must be in place and regular hand cleaning, PPE – disposable face masks (provided – 3ply masks) and medical advice should be followed in each case and a RA written as needed • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. • Most CEV staff are now working in school and have RA's. All other CEV staff who need to return to work due to nature of role (e.g. teaching/TA) have returned from 1st April and RA's were updated. Remainder return in September with RA updated. • Measure in place for staff who have been abroad within the last 2 weeks to a country not identified within the air bridge scheme. They should be advised to quarantine. International travel holidays permitted only on green list. Staff to abide by this and also students where they take holidays in half term. • Time-off Policy revised and re-launched to all staff. • 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 – have a RA or further support and 1-1's will be offered with line manager/Link or CK . • 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. 	<ul style="list-style-type: none"> • RA's for CEV and CV staff to be updated with 1-1 conversations with LD/CK during September 2021 – transition period until end of September for reassurances before any changes. • CEV/CV need to provide any updated medical information prior to meetings in September 		
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		<ul style="list-style-type: none"> • BAME staff are more highly vulnerable and extra measures have been put in place as indicated above and in their RA's which reminds them to follow Academy protocols and specified PPE etc. Further 1-1 measures can be discussed through Risk Assessments for BAME staff where they are at higher risk with identified medical conditions. During Lockdown where specific needs arise RA will be updated. Staff to raise concerns in light of additional measures already in place during this time with CK. • BAME staff to have same protocols as all other staff in September 2021 unless they have specific medical conditions that warrant a CEV/CV Risk Assessment. They can request further review of their RA's as needed. • 1-1 discussions with BAME staff as needed at their request with HOF/HOD or LT to reassure and guide through the measures in place. • PPE for staff available upon request for identified staff as specified in a Risk Assessment for a member of staff or where staff deal with an EHCP in need of specific close support. PPE is advisory for all communal areas – see above and protocols for guidance/policy • Where staff wish to wear PPE we have provided PPE and disposable spares available and visors available as additional measures. Visors NOT recommended except for certain medical exemptions or worn in addition to masks for clinically vulnerable staff. • All staff to be consulted and able to express any concerns to the LT or Chair of Governors/Governors. • Well-being of staff has continued to be paramount, not only with COVID but also Leckie issue around loss. 			
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		<ul style="list-style-type: none"> • 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. • Staff have been asked to engage with testing and packs are ordered for them and they record on the Academy and NHS sites and encouraged in briefings and via protocols. 			
Pupils at an increased risk from the virus	Students	<ul style="list-style-type: none"> • PC/WA 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. • EC/RV/WA to do the same for new students who are CEV/CV • Remote learning provision to be continued for any students extremely clinically vulnerable who are told to continue to isolate by consultant. • Pupils identified as needing to shield not attending school, additional arrangements would need to be made for their education. Letters will be sent to parents from NHS. Identified by K Wallworth via EHCP and student information system records RA for each child regularly updated and sent to LA. • WA/MDR contacted all vulnerable students regarding expectations for w/c 4th January and ongoing during the National Lockdown – WA/MDR to monitor and ensure safe return to school for those who did not attend during any future Lockdowns • Pupils may still be identified as needing to shield and if advised to do so following recent guidance they should not be attending school, additional arrangements would need to be made for their education. We will continue with remote learning and Teams lessons and work packs for students. 		L	Ongoing

		<p>None at present.</p> <ul style="list-style-type: none"> • Pupils who are clinically vulnerable – medical advice should be followed to identify if they should attend school and what controls needs to 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. • Pupils living with someone who is shielding they can attend school. • Attendance team and WA/MDR/EMAC staff or support staff to identify these and work with families during Lockdown/isolations based on advice • Students will be encouraged to take up the vaccination programme when they are eligible to reduce the risk to their health and education. • Reminded in new protocols for September. • Students have been asked to engage with testing and packs are ordered for them and they record on the Academy and NHS sites. Over 90% took up testing and will re-test in September. NewYear 7s letter home and emails in holidays. Calls in September to reinforce participation. 			
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. 		L	ongoing

		<ul style="list-style-type: none"> • 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. NO visitors without prior arrangement of a member of staff and do on Teams/phone wherever possible • Social distancing signage around site. • Glass barriers in place at reception areas. • Visitors are asked to respect the 2m distance at all times • Masks to be worn by all visitors/supply staff reinforced, in protocols and posters displayed • 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. • Revising visitor arrangements to ensure social distancing and hygiene. Visitors encouraged to use own pens or a new/cleaned pen issued where they do not have their own 			
<p>Staff with symptoms of the virus or staff absence due to Covid isolations or lockdowns elsewhere</p>	<p>Staff & Students</p>	<ul style="list-style-type: none"> • Staff who have any symptoms are advised not to attend work and should contact their manager and NHS services for further advice and get tested. (see guidance on Protocol) • Staff with symptoms may still be able to work from home and this should be agreed on a case by 	<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> 	<p>L</p>	<p>ongoing</p>

		<p>case basis dependant on the individual and their role – see revised Time Off Policy launched w/c 19th October 2020.</p> <ul style="list-style-type: none"> • If a staff member becomes unwell whilst at work they should be advised immediately to go home and to contact the NHS services • Government guidance for staff with symptoms will be followed: this can be found at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • In the event of any staff member is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice and may need to contact Public Health England as advised by local health team. • The school may be contacted by ‘Test and Trace’ and will cooperate fully with them • Staff to follow normal Academy absence policy. • Temperature checking for staff only if required (we have discussed this with PHE and it is still not currently recommended by Public Health England) if symptoms develop, upon staff request. Government guidance to be checked frequently for changes to this. • We followed the protocols and during the se-lockdown we have discussed cases with the Local Health team and PHE and have followed all procedures and advice and PHE have said our procedures are robust and meet all their requirements. • TF/AF and SP to contact PHW and follow T & T information and send students/staff home as advised. Ceased in August 2021. Will cooperate with NHS requests from 1st September 	<ul style="list-style-type: none"> • 		
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		<ul style="list-style-type: none"> • Letters are written to parents and emails sent to staff with updates of students and staff who have tested positive – anonymity is maintained. See website • Cover supervisors and supply staff to be brought in as needed. • Possible increase in cover supervisors if needed. • Staff absent due to isolation of others in family – to work from home and provide lessons via Teams or support as per their roles – Lap tops may be needed for some staff to continue their roles. All staff deliver remotely during Lockdown • Where staff have children from other areas who are sent home – use Time off policy – request leave. HR has confirmed policy. • If staff live in area of local restrictions, they may travel to work as they are a Key Worker. • Staff who have holidays booked from September onwards 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 when they are eligible as a prevention and to reduce the risk to their health and education. • Staff have been asked to engage with testing and packs are ordered for them and they record on the Academy and NHS sites. 			
Pupils with Symptoms of the virus	Staff & Students	<ul style="list-style-type: none"> • TR/CK/SI/HOF/HOD Remote Education Plan has been written and is in operation for students isolating. • If a student starts to show symptoms of COVID 19, they should be sent home immediately • Isolation room designated in relevant building, separate toilet facilities. System in place and manned by Reception staff trained up to collect 	<ul style="list-style-type: none"> • Student Protocol communicated in advance via email and Sharepoint. 	L	Ongoing

		<p>relevant information and complete proforma which is used in Test and Trace monitoring.</p> <ul style="list-style-type: none"> • During Lockdown same applies – TA walks over and contacts Reception who will come and deal with student. TA to remain at 2m distance and not leave the student. • Parents contacted and student advised to take PCR test and isolate until results arrive. Attendance Team advised. • Whilst waiting collection by a parent/guardian the pupil should be moved to an isolated room where a window can be opened to provide fresh air. • If they need to use a bathroom they must use one dedicated bathroom and this must be thoroughly sanitised following the use – Covid room opposite old reception – has own toilet and next to exit • Designated PPE provided for staff who need to enter isolation area in exceptional cases – stored in Old Reception (Visor/Apron/Face Mask/Gloves/suits for SM) • 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: this can be found at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • In the event of any pupil is identified as having symptoms of COVID 19 the school (AF/TF/SP) may need to contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice and may be asked to contact Public Health England. AF/TF/CK/SP • The school may be contacted by 'Test and Trace' 			
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		<p>and will cooperate fully with them as stated in the above section.</p> <ul style="list-style-type: none"> 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 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. Students have been asked to engage with testing and packs are ordered for them and they record on the Academy and NHS sites. Over 90% took up testing and will re-test in September. As above – reinforced in protocols and letters. 			
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 on request (gloves/apron). 2m 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 	<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

		<p>delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking</p> <ul style="list-style-type: none"> • 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 • Regular cleaning of reusable delivery boxes 			
Access and Egress	Staff, Students & Visitors.	<ul style="list-style-type: none"> • 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. 	<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

		<ul style="list-style-type: none"> • Those without Enhanced DBS MUST be escorted at all times in line with current procedures. • Staff on duty to dismiss students via designated exit and reinforce single file/2 m distances as far as possible on leaving buildings (nearest exit) students do not cross the yard to an alternative exit. • 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 – students must sanitize before entering buildings • Entrances/exits to be kept open unless security to site risk – in line with schedule. • 2m Social distancing to be adhered to as much as possible from September as indicated by signage and floor markings (internal/external) • 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 – PPE in secure bags and kept for 72 hours before disposal. – Use Catch it bins in all classrooms and around Academy 			
Common areas	Staff & Students.	<ul style="list-style-type: none"> • Where students need to speak one to one rooms available for this. • Segregation of staff/students and separate areas for each separate cohort with clearly defined boundaries • Post 16 study areas re-arranged • Year 12 and 13 separate rooms – Y12 lower and Y13 upper common rooms and separate toilets • Hand sanitiser provided across the Academy 	<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 	L	On-going 3.

		<p>Handwashing guidance.</p> <ul style="list-style-type: none"> • Breaks separated by year groups handwashing time included/encouraged. • Breaks taken outside weather permitting and supervised by designated staff 2 m distancing reinforced or 1m encouraged where not possible • 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 the 2m 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. 2m Social distancing to be encouraged as indicated by signage and floor markings • Identify specific toilet areas for specific groups in buildings for forms and nearest toilet for year groups on same floor. • 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 	<p>regularly by A Fletcher via cleaning supervisor.</p> <ul style="list-style-type: none"> • PBM additional revisions based on implementing revised protocol – LD/BB/LT 		
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		<ul style="list-style-type: none"> • Visual checks of external areas, issues logged on Every. • Immediate issues reported walkie talkie • Behaviour management policy in force – revisions needed with revised protocol. • 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 • 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 • Students also strongly recommended to wear masks in communal enclosed areas such as classrooms, corridors, dining room 	<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 permission from J. Ludlow/R Cook/T Freeman to specify and agree the need and ensure room is safe/clean. This will be minimal. • 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 		L	ongoing

		<p>and Perspex screens/dividers</p> <ul style="list-style-type: none"> • Additional cleaning materials provided in all rooms in use. • Reviewing layouts, line set-ups or processes to let employees work further apart from each other • Majority of staff work from home during Lockdown when not on rota. When in school follow additional protocols will be re-issued regularly • During lockdowns Staff who request to work in school who are not on rota must have permission from Principal and a RA agreed. • Use of floor tape or paint to mark areas to help employees/students keep to a 2m distance. • 2m Social distancing layouts changed in rooms for staff and students. Students may sit closer together but when moving around encouraged to maintain 2 m or min 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 2m 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. • No face to face parents evenings until further notice – will be done on Teams at least for Autumn term (or next review). • Additional cleaning materials provided for rooms used. 	<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> <p>Decision on Open evening and Into the Sixth to be confirmed in September on return after further discussion.</p>	L	On-going 1st September

		<ul style="list-style-type: none"> • Remote working (Training provided on Teams for staff- secure) when in Lockdown • When participants attend meetings face to face advised to maintain 2m 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 wear masks and stay 2m distancing wherever possible • Use meeting room in KWB2 or VCR room wherever possible to avoid parents/visitors crossing the site. • Staff and parents/visitors recommended to wear masks • Hold meetings in a well ventilated room if they are essential meetings and/or on Teams (or Zoom for staff) • 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 • Open evening in September 2020 cancelled and done with videos and resources on-line. TBC for 2021 on return in September?? • Into 6th – Open evening was done virtually and information on website TBC for 2021 subject to review of rates. 			
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 	<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</i> 	L	Ongoing

		<p>walkie talkies/phone</p> <ul style="list-style-type: none"> • 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. • Revised Fire procedures launched September • 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 for use of PPE and COVID 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 • 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 	<p><i>and SharePoint.</i></p> <ul style="list-style-type: none"> • L Gardiner to arrange for training for First Aid post Lockdown for all staff who need renewing 		
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		<p>left on over night.</p> <ul style="list-style-type: none"> • 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 must have a primary escape route plus a secondary route in case the primary route is unavailable due to fire or smoke • 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. • Academy Fire policy in place revised again for 1st September when all staff return and new timetables and locations known • 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 September 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 			
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		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			
Parent queuing outside school	Staff, Students & Parents	<ul style="list-style-type: none"> • 2m 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. When staff open and close gates they either wear gloves or sanitise and wash hands before and after touching the gates. • Separate exits based on buildings at end of P5. • Parents informed via student timetables. 	<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 	<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

		<p>method</p> <ul style="list-style-type: none"> • Several parental letters sent/on website. 			
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) • 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 • Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work 	<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> • <i>Protocols launched in September</i> • Ongoing feedback from staff who are on site. 	L	ongoing
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) 	Continue to review updates to Government Guidance in August for any changes too advice. Order face masks in case staff ask/need	M	On-going

		<ul style="list-style-type: none"> • Full PPE (Face mask, visor, apron & gloves) provided for Covid isolation rooms(s) • Other staff who request to wear PPE will be provided • PPE recommended to be worn by identified staff in RA/Student support if EHCP or for all staff in communal areas • 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. • If PPE identified within the risk assessment is not available then the tasks requiring PPE will not be undertaken • 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 to show symptoms of COVID 19. This PPE can be worn by any staff member needing to supervise a pupil whilst awaiting their collection from school <p>Note: Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then we will provide disposable masks/gloves/visors if you wish or you can provide your own. Any PPE provided must fit properly.</p> <p>Academy made masks compulsory for all staff in communal areas in September 2020 and students in November. Revisions made in March and May 2021 Also to wear masks when moving around the classroom. See Protocol revisions March and May</p>	<p>these as part of their RA.</p>		
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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/VN • 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 (VN) • 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 • Summer guidance on the website for parents/students to be continued over holiday periods • Transition site for concerned Y6 into 7 students/parents with lots of materials, information and support • Counselling offered • Other support agencies contacted as needed • Bereavement Policy in place • Academy has the Employee Assistance Programme. Will be started on 1st September 2021 for staff to access support on well-being/health/bereavement 			
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		counselling as needed.			
Local Area Concerns / Community issues in Y11 population/ Academy Population	Staff & Students	<ul style="list-style-type: none"> • Walsall has a high R rate currently and a high infection/death rate in comparison to other local authorities. • Academy student and staff population has a large percentage of BAME. <ul style="list-style-type: none"> ▪ Year 11 – 86% ▪ Year 13 – 87% ▪ 45% teaching staff • 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. • Several students with contracts – contracts will be reinforced in September and ongoing as needed • MDR will continue to liaise with Police ongoing re community issues • Support from Governors – discussion with Chair/LD/BB • Meeting with Local Police/LD/CK/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. 	<ul style="list-style-type: none"> • As the majority are BAME these strategies will also ensure BAME staff are also protected. • Safety importance stressed to all via Induction days on return and re-launch in March on return 	L	On-going

		<ul style="list-style-type: none"> • 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 to reinforce revised PBM and safety protocols with all staff and students. • All PBM issues dealt with and FTE administered as needed. • Students to sign 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 to avoid issues arising – use of Time Out room as needed • Behaviour contracts have been issued to identified students where issues have occurred. • Other issues of behaviour putting staff at risk have had more stringent FTE in place with reintegration meetings reinforcing expectations. 			
Educational Visits/Extra-curricular		<ul style="list-style-type: none"> • One day off site visits permitted with a Covid secure RA • 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 but not advised by Guidance at least until after September 2021 – we are not planning any before Summer 2022 at earliest. 	<ul style="list-style-type: none"> • CK - Training for staff who run trips – additional COVID requirements. 		

		<ul style="list-style-type: none"> • 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. 			
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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:26th August 2021.....

* 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 4th 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 14th October and updated DfE guidance 22nd 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 30th 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 8th 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 22nd February for Post Lockdown	RC	Easter
18.04/2021	Revised in line with guidance released on 6th April and following changes after shielding advice on 1st April and Lockdown stages on 12th 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	1 st November – subject to any new guidance