

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

RE-Assessment date: 5/11/2020

Name of assessor: JLA Operations Team

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"> <li>Government guidance is that school groups should be back to normal class sizes</li> <li>Taught a teacher or teaching assistant working under the teachers lead, an additional teaching assistant may help with each group where SEND students or Catch up staff available.</li> <li>Protocols launched with staff and students and been updated in September with Masks compulsory and other changes after reviewing local conditions. Relaunched and several briefing notes issued to all staff.</li> <li>Additional cleaners have been employed and replacement hours for absent staff</li> <li>TA's and admins staff will support and provide additional First Aid cover as needed.</li> <li>3.5 new TA's appointed and start after half term 2<sup>nd</sup> November to support in Art, Business/MFL, English and ICT/Humanities including technician support and catch up work</li> <li>Full PPE equipment will be available with all First Aid Kits around the Academy in every building – see First Aid Policy</li> <li>First Aid Policy has been re-written to include COVIDS requirements.</li> <li>First Aiders on site informed</li> <li>Cleaning equipment/wipes and PPE within every classroom along with hand sanitizer – renewed regularly</li> </ul>	<ul style="list-style-type: none"> <li>Staff Protocol given to staff and updates communicated in advance via email and Sharepoint and staff briefings at end of term and again September through briefings and in October on return after half term</li> <li>Review Music TT after discussions with LL and BW.</li> <li>Provide smaller group opportunities form KS4 Music students where possible November</li> <li>CK/LT to monitor latest government guidelines and further updates including latest on 22nd October.</li> <li>Ensure follow LA revised guidance on on-going basis</li> <li>Follow Local Lockdowns</li> <li>AF – Agreed with Chair to appoint 2 full time cleaners during day to further supplement cleaning and cover for staff absence and additional hours after school – interviews in December due to Lockdown</li> <li>Site Team will ensure:</li> <li>TF/LG to get contractors to finish toilets in PE –snags left</li> </ul>	L	<p>w/c 15<sup>th</sup> Nov</p> <p>December after Lockdown</p> <p>2<sup>nd</sup> November</p>

		<ul style="list-style-type: none"> <li>Site staff and cleaners to check daily cleaning materials, soaps and tissues are topped up in all areas. - ongoing</li> <li>RB to screw one-way signs to walls – Tech/KWB, KWB2</li> <li>HOF/HOD to update subject RA's for compliance and agree with CK/TF</li> <li>CK Start of term arrangements will make all zones, protocols and RA clear to all staff</li> <li>Staff to make these clear to students during staggered return to school. Teams presentations for all.</li> <li>CK sent letters to parents on-going – see website.</li> <li>CK – Fire regulations launched in September</li> <li>Fire Practices done in year groups.</li> <li>BB launched revisions to PBM</li> <li>Unions invited to be sent RA/protocols</li> <li>RA to go to all staff – again in September and on website</li> <li>Additional Equipment ordered at start of term for separate bubbles HOF/HOD</li> <li>Students will be in year group bubbles wherever possible as described in this RA.</li> <li>Some subjects (where 2 or more lessons) where possible to timetable have double lessons to minimise movement of staff and students around the Academy.</li> <li>Form groups based in set buildings, each separate and have a separate entrance in the morning. Y7/8 via Lord Street which is wider entrance (divided by red lines and indicated by years); Y11 come in via usual gates, Y10 via Reception, Y9 via West Brom Road, Y12/13 via old building.</li> <li>End of day students leave via exit based on their P5 lessons.</li> <li>Parents advised via student's timetable and information map.</li> </ul>	<ul style="list-style-type: none"> <li>CK Revised protocols completed and launched regularly updated and sent via briefings</li> <li>Revised RA's prior to further practical's commencing</li> <li>TR/SI to ensure Tier 2/3/4 plan is ready for after half term for Local or National Lockdowns. and include families within groups</li> <li>Review tier system with SI/TR to see which is best and discuss with HOF/HOD to ensure safety whilst balancing workload and evaluating the best for staff well-being overall.</li> <li>CK to send letter to parents re new lockdown procedures</li> <li>Review with staff whether to expect students to wear masks in the classroom – seek feedback/opinions</li> <li>Advise staff and seek further clarification: Extra-curricular Activities beyond the school day will be suspended until end of Lockdown 2<sup>nd</sup> December including P6 as this has not yet started so not part of the current provision. We will wait for further guidance and advise staff accordingly where activities can run as guidance is being clarified with the DfE. Staff asked not to run activities without confirming</li> </ul>	<p>w/c 15<sup>th</sup> November for decision by Dec 2<sup>nd</sup></p> <p>w/c 9<sup>th</sup> November</p> <p>w/c 9<sup>th</sup> November for decision for w/c 15<sup>th</sup> November</p> <p>5<sup>th</sup> November until 2<sup>nd</sup> December</p>
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		<p>Tutors – see start of term arrangements – agreed with LA. Email confirmation received July.</p> <ul style="list-style-type: none"> <li>• Health and safety checks and plans have been done.</li> <li>• Final Site Management Team assessment planned for 25<sup>th</sup> August prior to opening – completed – some jobs remain as per indicated in next column.</li> <li>• Room 14 made available for peripatetic teachers</li> <li>• Small group work timetabled for some Y11 students in Music</li> </ul>			
Catering provision		<ul style="list-style-type: none"> <li>• Food at breaks will be located in Year zones – by the Form building. These will be clearly marked/segregated.</li> <li>• One way systems to be set up with markings by site staff</li> <li>• Tables turned to face one way by site staff</li> <li>• Aspens to do their staff training prior to September 2<sup>nd</sup></li> <li>• Lunchtimes – new 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.</li> <li>• Both Dining areas will have one way systems.</li> <li>• CK/AF/TF liaison with Aspens over increased operating venues, one way systems and food availability for each lunchtime the same. Meeting with Aspens 13<sup>th</sup> July to discuss new facilities as well as their RA and control measures.</li> <li>• AF/TF discussed with Manager on 27<sup>th</sup> August.</li> <li>• 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.</li> <li>• Updated discussions with Aspens in October to amend RA by Aspens to include use of Masks and more distancing.</li> <li>• There will be safe distancing from staff. Those in outlets (not Dining area) will wear visors for serving.</li> <li>• Perspex screens added and barrier erected to divide students from staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor Aspens implementing revised RA</li> <li>• TR/SI Revisions as needed for catering numbers and systems with Tier 2/3/4 rota system if this comes into force</li> <li>• Review tier system with SI/TR to see which is best and discuss with HOF/HOD to ensure safety whilst balancing workload and evaluating the best for staff well-being overall.</li> </ul>		<p>On-going updates</p> <p>By 2<sup>nd</sup> December</p>

		<ul style="list-style-type: none"> <li>• One way system and hand sanitizers for students and canteen staff.</li> <li>• Food old at break will be bagged and ready to go to minimise handling.</li> <li>• Students will have some hot food available – for our students this is important.</li> <li>• 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.</li> <li>• 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)</li> <li>• 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.</li> </ul>			
Segregation of pupils	Staff & Students	<ul style="list-style-type: none"> <li>• Room layout changes so students are all facing the front of the class in all classrooms where this is possible.</li> <li>• HOF/HOD – subject RA's updated.</li> <li>• Parental letter to reinforce expectations and consequences</li> <li>• BB/CK revised PBM to incorporate Student protocol</li> <li>• PBM re-launched in September with all staff and students via Teams assemblies</li> <li>• Students receive sanctions when they break zones/bubbles or have contact with others/staff</li> <li>• All rooms checked prior to use daily.</li> <li>• One-way system implemented on site in each building with clear signs and staff enforcing (see above)</li> <li>• Ratios determined on size of room. Rooms checked by HOF/HOD. Follow updated CLEAPSS guidance in practical areas 10/8/2020</li> </ul>	<ul style="list-style-type: none"> <li>• As above</li> <li>• TR/SI to ensure Tier 2/3/4 plan is ready for after half term for Local or National Lockdowns. and include families within groups</li> <li>• Review tier system with SI/TR to see which is best and discuss with HOF/HOD to ensure safety whilst balancing workload and evaluating the best for staff well-being overall.</li> <li>• Review with staff whether to expect students to wear masks in the classroom – seek feedback/opinions</li> </ul>	M	<p>On-going amendments to students protocols</p> <p>2<sup>nd</sup> December</p> <p>16<sup>th</sup> November</p>



		<ul style="list-style-type: none"> <li>• TA's to work with Year bubbles wherever possible in faculties or recommended wear PPE when moving across bubbles and follow 2m distancing</li> <li>• Technicians to follow subject protocols for working arrangements and PPE to be worn when in classrooms</li> <li>• SEND TA's to work in year bubbles as far as possible</li> <li>• 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.</li> <li>• Barriers and red lines to indicate areas for groups</li> <li>• One way systems as above.</li> <li>• Double lessons where possible to reduce movement times to minimum.</li> <li>• Revised Student Protocol launched in September via tutors and reinforced throughout first three days during staggered start – revised and updated and letters to parents in October.</li> <li>• Masks in communal areas for students launched 5<sup>th</sup> October and parental letter.</li> <li>• LA high alert reinforced via tutor groups 14<sup>th</sup> October.</li> <li>• Reinforced in tutor groups and with letter to parents on 23<sup>rd</sup> October including Walsall high alert criteria reinforced.</li> <li>• Information on website for end of term and in posted parental letter and video on website and Transition letter and information to New Year 7 students</li> <li>• Reminder letter issued to parents with student timetables in August re starts and ends and Academy day, entrances</li> <li>• Each year group on separate area for form time.</li> <li>• Arrival of each year group from different entrances to ensure that there is social distancing between groups and departing from separate exits.</li> <li>• Having tables and work stations as far apart as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Letter to parents re Lockdown w/c 9<sup>th</sup> November</li> <li>• Advise staff and seek further clarification: Extra-curricular Activities beyond the school day will be suspended until end of Lockdown 2<sup>nd</sup> December including P6 as this has not yet started so not part of the current provision. We will wait for further guidance and advise staff accordingly where activities can run as guidance is being clarified with the DfE. Staff asked not to run activities without confirming with CK/TF until clarification is provided.</li> <li>• Detentions – we are waiting for further clarification but it is assumed these can go ahead.</li> </ul> <p>No inter-school events until end of Lockdown.</p>		
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		<ul style="list-style-type: none"> <li>• All tables facing front wherever possible or Perspex screens installed where not possible.</li> <li>• 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.</li> <li>• Launch of student protocols and explanations for September by HOY/Tutors and via Teams assemblies from CK</li> <li>• HOF/HOD to review subject RA's to ensure they are complying with subject specific regulations regarding distancing within practical subjects.</li> <li>• Librarian to ensure students have separate areas for different years and clean surfaces between bubbles – see Library RA/plans</li> <li>• Tutor bubbles – Tutors allocated to year group buildings – revised Pastoral Structure issued 16<sup>th</sup> July and re-issued 27<sup>th</sup> July with tutors re-allocated to years based on subject buildings to avoid moving to and from tutor rooms when students are on yard and moving as well as keeping them in their own bases to reduce security issues of students in buildings with no teacher, open classrooms and reduce stress on the majority tutors moving daily. This leaves approx. less than 25% of tutors needing to move for tutor time.</li> <li>• Y11/12/13 who have to move to other buildings will be allowed to dismiss their forms prior to the bell at agreed time 8.57to get back to own rooms prior to first bell. Where they may be delayed, use PPE – visor/mask</li> <li>• Re Year 10 PE relief tutors to be available to monitor the rooms to oversee Y10 PE tutors rooms in KWB2. Leave 2 mins before bells.</li> <li>• Tech staff tutoring in KWB1 relocated to ground floor to leave building and students overseen by Y7 relief tutors for last 2 minutes.</li> </ul>			
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Staff and parent interaction. (Including meetings)	Staff, Students & Parent	<ul style="list-style-type: none"> <li>• Parent guidance sent in advance via official communication methods. (e.g. text/website/social media and letter)</li> <li>• Emails sent to students during last week of term</li> <li>• More updates to parents regularly – see website.</li> <li>• Advising parents that ideally only one parent should escort a child to school or collect a child from school</li> <li>• Year 7's to arrive via Lord Street – this is quieter than the main Walstead Road and less likely to block the road and stop other traffic. Thus safer.</li> <li>• Visitor protocol amended for September 5 and again after Masks became compulsory in October.</li> <li>• separate entrances / exits used so reducing the number of parents at any one entrance/exit</li> <li>• Advising parents of Track and Trace and symptoms – attendance and on protocols</li> <li>• Parents to contact the school and specific teachers; including, telephone, website and social media contacts to continue as for Lockdown</li> <li>• 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.</li> <li>• Parents advised that if their child has any symptoms they must get a test (attendance team will advise) and results notified to school before their child can return.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter to parents re Lockdown w/c 9<sup>th</sup> November</li> </ul>	L	On-going

		<ul style="list-style-type: none"> <li>• Parents advised on drop offs and using public transport in the student protocol and via letter/website and video on website</li> <li>• 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.</li> <li>• 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.</li> <li>• Parents meetings during Lockdown 5<sup>th</sup> November to 2<sup>nd</sup> December should be restricted to essential meetings only and only with prior appointments e.g. reintegration, essential safeguarding.</li> <li>• No meetings with parents for new admissions and settling in meetings with new students or any performances.</li> <li>• 2m Plus distancing MUST be maintained at all times and parents MUST wear face masks.</li> <li>• All other non-essential visitor's appointments to be cancelled and rescheduled after Lockdown or done via ICT/phones.</li> <li>• Parents advised that they should not turn up without an appointment.</li> <li>• Using signage to ensure that social distancing is enforced and signs on the floor for one way systems.</li> <li>• Signage around academy site. (internal/external)</li> <li>• Using remote working tools to avoid in-person meetings wherever possible.</li> <li>• Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout</li> <li>• Hold other meetings in a well-ventilated room if they are essential meetings</li> </ul>			
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Staff and Staff interaction	Staff & Students	<ul style="list-style-type: none"> <li>• Staff Protocol given to staff and updates communicated in advance via email and Sharepoint and briefings in July/September/October</li> <li>• Staff meetings via Teams/video tour to help reinforce protocol</li> <li>• Attendance to site arranged in advance during July/August via RCook/TFreeman, and staff to not attend until attendance approved. 24 hour's notice required for cleaning /checking if rooms have not been used until end August when they should then be prepared for new use. Instructing staff members to adhere to social distancing at all times 2m wherever possible</li> <li>• Having reminders and notices clearly displayed a critical points around the building including staff only areas</li> <li>• Changes to school day and breaks/canteen facilities to keep bubbles apart wherever possible.</li> <li>• Social distancing signage around site.</li> <li>• Reminder email sent to staff 6<sup>th</sup> October</li> <li>• Briefings every Monday reinforce staff as well as student expectations,</li> </ul>	<ul style="list-style-type: none"> <li>• Protocols to be reviewed as guidance changes and communicated via email and SharePoint and meetings in July/September/October/ November and ongoing</li> <li>• TR/SI to ensure Tier 2/3/4 plan is ready for after half term for Local or National Lockdowns and include families within groups</li> <li>• Review tier system with SI/TR to see which is best and discuss with HOF/HOD to ensure safety whilst balancing workload and evaluating the best for staff well-being overall.</li> </ul>	L	On-going
Statutory and best practice inspections	Staff, Students & Visitors	<ul style="list-style-type: none"> <li>• RA to be shared with unions, governors and all staff prior to end of term and feedback incorporated.</li> <li>• Statutory testing carried out as per guidelines and schedule.</li> <li>• Prior to re-opening completing a checked of all of the above</li> </ul>	<ul style="list-style-type: none"> <li>• On-going through Autumn term Union Meetings held with RCook and PTutrice/ SJessel/ D. Simmonds/ NMckinley</li> <li>• Any scheduled maintenance carried out within determined guidelines and Academy policies.</li> </ul>	L	Ongoing as RA updated

		<ul style="list-style-type: none"> <li>• Faculty/departmental RA's to be re-written by HOF/HOD and approved by CK prior to September</li> <li>• Statutory and best practice checks will be completed, considering the controls highlighted within this risk assessment and the contractors own risk assessment</li> <li>• HOF/HOD in practical subjects will review latest H &amp; S guidance such as CLEAPS</li> <li>• HOF/HOD to re-write their room and practice RA's and send to CK for checking prior to September</li> <li>• Normal procedures and checks carried out.</li> <li>• DFE guidance followed throughout the Academy in protocols and RA.</li> <li>• RA based on Walsall guidance RA.</li> <li>• RA sent to Chris Close at LA for consultation/advice</li> <li>• NASUWT advice from union rep listened to.</li> <li>• NEU checklist completed.</li> <li>• HSE guidance</li> <li>• Walsall Daily Updates checked and incorporated in guidance and protocol.</li> <li>• Teams meetings with union reps</li> <li>• Ongoing meetings with union reps</li> <li>• Any health and safety incidents/issues - logged via Every and reviewed on a regular basis by sites and buildings team.</li> <li>• Reminder to staff re Academy provision of medical masks as needed for staff 19<sup>th</sup> October</li> <li>• Site reviewed regularly by operations team– Academy policies followed for logging of defects/incidents.</li> <li>• Risk assessments and protocol reviewed regularly – by operations team and in consultation with unions and staff/governors.</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty RA's updated and reviewed on-going as guidance becomes clearer</li> <li>• TR/SI to ensure Tier 2/3/4 plan is ready for after half term for Local or National Lockdowns, and include families within groups</li> <li>• Review tier system with SI/TR to see which is best and discuss with HOF/HOD to ensure safety whilst balancing workload and evaluating the best for staff well-being overall.</li> </ul>		
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Contamination on surfaces including equipment	Staff & Students	<ul style="list-style-type: none"> <li>Removed all soft furnishings which may be difficult to clean</li> <li>Ensuring that all surfaces and equipment is suitably sanitised between each year group use.</li> <li>Ensuring that all surfaces are sanitised at the end of each day.</li> <li>Cleaning schedule in place – reviewed regularly Freeman via cleaning supervisor.</li> <li>Staff and student protocols</li> <li>TA's and support staff to help teachers with cleaning equipment and materials</li> <li>All staff on lunchtime duty when rota in canteen to support catering staff with cleaning tables. Team effort to clean between each year group.</li> <li>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</li> <li>Cleaning buckets in each classroom.</li> <li>Double lessons where possible will reduce need for cleaning every lesson.</li> <li>Marking will be collected in but left for 48 hours before marking and same message for students.</li> <li>More cleaners/site staff employed see below.</li> </ul>	<ul style="list-style-type: none"> <li>Additional cleaning materials made available for staff during school day if requested.</li> <li>Site Managers/cleaners checking daily around site</li> </ul>	L	On-going and increased as needed
Lack of effective cleaning	Staff & Students	<ul style="list-style-type: none"> <li>Cleaning schedule in place – reviewed regularly T.Freeman/A Fletcher via cleaning supervisor.</li> <li>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.</li> <li>Additional TA's appointed as TA/technicians to support with changeovers and catch up – starting after Oct half term</li> <li>Use site Managers (middle shift) to enhance cleaning rota/material provision across the site in PE and Old building</li> </ul>	<ul style="list-style-type: none"> <li>Additional cleaning materials made available for staff during school day if requested.</li> <li>TA's and support staff to be asked to help at end of lessons – CK to speak to all support staff in September.</li> <li>Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. Launched in September.</li> </ul>	L	Ongoing and increased in November

		<ul style="list-style-type: none"> <li>• TA's in faculties and other support staff to help teachers with cleaning before leaving their rooms wherever possible.</li> <li>• 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 between year bubbles.</li> <li>• Ensuring that all surfaces and shared resources are suitably sanitised between each group use. 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 for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>• Minimise use of shared equipment where possible in Music and must be cleaned between bubbles</li> <li>• 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.</li> <li>• Faculty/departmental RA's will identify pressure points and avoid use of equipment where there are no opportunities to clean between bubbles or order additional equipment where needed</li> <li>• Students to be asked to clean their equipment where applicable but not expectation</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i></li> <li>• Training for cleaners reviewed regularly based on government guidance; <i>COVID-19: cleaning of non-healthcare settings (15 May 2020)</i></li> <li>• PE/Music and Drama to review RA's following DfE guidance on 28-8-2020 and ongoing</li> <li>• Music TT being amended after <b>October half term again.</b></li> <li>• <b>Interviews for new cleaners after school hours increased and 2 new cleaners to be advertised see above December 2020 after Lockdown</b></li> </ul>		
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		<ul style="list-style-type: none"> <li>• Materials provided in all rooms as indicated above.</li> <li>• Students and staff having individual equipment provided where possible including paper and pens. 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.</li> <li>• 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.</li> <li>• 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. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-health">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-health</a></li> <li>• All computer equipment cleaned after each lesson 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.</li> <li>• Clear routes with doors wedged open on access.</li> <li>• Allocated room in old building for any student showing any signs. Follow the guidance in the staff protocol/Revised First Aid Policy.</li> <li>• 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.</li> <li>• Adequate time for cleaning of dining halls between groups – by duty staff – staggered lunch times will enhance time for this to be completed.</li> <li>• PPE disposed of in “Catch it kill it bin it” bin in every room</li> </ul>			
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		<ul style="list-style-type: none"> <li>• Bins in rooms have lids</li> <li>• 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.</li> <li>• Use of First Aid and Covid room expectations reinforced with staff regularly</li> </ul>			
Lack of effective ventilation	Staff & Students	<ul style="list-style-type: none"> <li>• Servicing of circulation systems completed in line with guidance.</li> <li>• 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.</li> <li>• Opening doors and windows frequently to increase ventilation where possible. Doors should be wedged open in corridors – except where suspected fire. Reviewed in winter.</li> <li>• Staff asked to keep classroom doors and windows open and close after use</li> <li>• 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</li> <li>• Portable heaters used as needed in colder weather</li> <li>• Students allowed to wear grey jumpers and coats as weather gets colder</li> <li>• Maintain ventilation in rooms using windows and doors, e.g. can close door if 2 windows open or one window and door.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Protocol given to staff and updates communicated in advance via email and Sharepoint.</li> <li>• <i>Protocols to be reviewed as guidance changes and communicated via email, SharePoint and via staff briefings in July and September.</i></li> </ul>	L	Ongoing
Personal Hygiene, toilet facilities	Staff & Students	<ul style="list-style-type: none"> <li>• All areas in use, will have hand sanitiser provided in the local vicinity via pumps and wall mounted dispensers.</li> <li>• Toilets identified on site – staff and students separate. All toilets to be regularly checked by site managers / cleaners and re-stocked.</li> <li>• Year based toilets for form time, lessons in most buildings and break times.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional cleaning to high traffic areas can also be completed by site managers if required. (e.g. door handles/banisters/handrails/comboination locks) – on-going</li> </ul>	M	Ongoing

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Teachers not to send students to toilets during Period 4 in KWB2 and West End toilets to reduce bubbles mixing.</li> <li>• Site staff and cleaner's rotas and checklists will be in place for September.</li> <li>• Entrance and exit areas to have hand sanitiser provided.</li> <li>• Students asked to sanitise hands on arrival and asked to wash hands during breaks (protocol)</li> <li>• 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.</li> <li>• Handwashing and sanitising signage to be displayed government guidelines in all areas in use around site.</li> <li>• Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible</li> <li>• Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities</li> <li>• Make signage student friendly and ensure that the signage is suitable for anyone with a disability within the school, e.g., Braille or pictorial</li> <li>• Pedal bins and tissues added to areas in use.</li> <li>• 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.</li> <li>• Enhancing cleaning for busy areas</li> <li>• Providing more waste facilities and more frequent rubbish collection.</li> </ul>			
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Staff at increased risk from the virus	Staff	<ul style="list-style-type: none"> <li>• Staff workshops in September</li> <li>• RA's for individual staff required will be written in September after medical advice received or 1-1 support for staff.</li> <li>• 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.</li> <li>• RA's for individuals were written for start of term.</li> <li>• Reviewed as needed based on latest guidance and ongoing assessment of needs</li> <li>• Some staff have had OH reviews – 1-1 = strategies put in place as far as is reasonable and practical.</li> <li>• Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed</li> <li>• From 1<sup>st</sup> August 2020 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</li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace but see point below</li> <li>• CEV to work from home – they will receive a letter if required to work from home for specified periods. HIF/HOD to discuss how they can work from home between 5<sup>th</sup> November and 2nd December. Some staff have done so where roles allow.</li> <li>• 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.</li> <li>• Time-off Policy revised and re-launched to all staff.</li> <li>• Staff to follow normal Academy Absence Policy – see revised Time off policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Protocol given to staff and updates communicated in advance via email and Sharepoint and ongoing updates in weekly briefing</li> <li>• Do's and Dons to be updated and relaunched Monday 9<sup>th</sup> November</li> <li>• Protocols to be reviewed as guidance changes and communicated via email and SharePoint. - ongoing</li> <li>• Wellbeing for staff – workshops or counselling support offered</li> <li>• Additional face masks to be ordered for staff who wish – ongoing costs and orders</li> <li>• Monitor changes to DfE guidance on CV and CEV staff ongoing</li> <li>• TR/SI to ensure Tier 2/3/4 plan is ready for after half term for Local or National Lockdowns.</li> <li>• CK contacted staff and waiting for some letter clarification</li> <li>• CEV/CV staff have been sent emails to update RA's and provide further information to CK as needed</li> <li>• RA's for individual RA's for those CEV/CV to be updated w/c 9<sup>th</sup> November.</li> <li>• Individual RA's for BAME staff recommended by the LA on 7<sup>th</sup> November – TF/CK to write/discuss with staff w/c 9<sup>th</sup> November</li> </ul>	L	Ongoing
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		<ul style="list-style-type: none"> <li>Staff deemed as Clinically Vulnerable – should return as the Academy has applying all COVID guidance. Some may also need a RA or further support and 1-1's will be offered with line manager/Link or CK</li> <li>Staff shielding for family members should return to work from September.</li> <li>BAME staff are more highly vulnerable and extra measures have been out in place as indicated above. Further 1-1 measures can be discussed through Risk Assessments for BAME staff where they are at higher risk with identified medical conditions.</li> <li>1-1 discussions with BAME staff as needed with HOF/HOD or LT to reassure and guide through the measures in place.</li> <li>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 <b>compulsory for</b> all communal areas – see above and protocols for guidance/policy</li> <li><b>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.</b></li> <li>All staff to be consulted and able to express any concerns to the LT or Chair of Governors/Governors.</li> <li>Well-being of staff has continued to be paramount, not only with COVID but also Leckie issue around loss.</li> <li>Regular emails, support offered at all levels.</li> </ul>			
Pupils at an increased risk from the virus	Students	<ul style="list-style-type: none"> <li>Ph/KW to speak with families and identify students and follow latest attendance advice</li> <li>Remote learning provision to be continued for any students extremely clinically vulnerable who are told to continue to isolate. <b>New letters will be provided to these families from 5<sup>th</sup> November until end of Lockdown 2<sup>nd</sup> December</b></li> </ul>		L	Ongoing

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Pupils who are clinically vulnerable – medical advice should be followed to identify if they should attend school and what controls needs to be implemented. From 1<sup>st</sup> August 2020 most will be able to attend school but social distancing and medical advice should be followed.</li> <li>• Pupils living with someone who is shielding they should attend school (see guidance 5<sup>th</sup> November).</li> <li>• Attendance team and WA/MDR/EMAC staff or support staff to identify these and work with families</li> </ul>			
Visitors and contractors	Staff, Students, Visitors & Contractors.	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Schedules for visitors/contractors completed in advance.</li> <li>• 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.</li> <li>• PGCE students(ITT's) can continue to attend but will follow all Academy protocols and guidance.</li> <li>• 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.</li> </ul>		L	ongoing

		<ul style="list-style-type: none"> <li>• Social distancing signage around site.</li> <li>• Glass barriers in place at reception areas.</li> <li>• Visitors are asked to respect the 2m distance at all times</li> <li>• Masks to be worn by all visitors/supply staff reinforced, in protocols and posters displayed</li> <li>• Visitors not to cross site during academy changeovers</li> <li>• Hand sanitiser and hand washing are available for visitors</li> <li>• Encouraging visits via remote connection/working where this is an option</li> <li>• Limiting the number of visitors at any one time</li> <li>• 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)</li> <li>• Maintaining a record of all visitors and contact information so we have information for Track and Trace in the event of an outbreak.</li> <li>• 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</li> </ul>			
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Staff with symptoms of the virus or staff absence due to Covid isolations or lockdowns elsewhere	Staff & Students	<ul style="list-style-type: none"> <li>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)</li> <li>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 w/c 19<sup>th</sup> October.</li> <li>If a staff member becomes unwell whilst at work they should be advised immediately to go home and to contact the NHS services</li> <li>Government guidance for staff with symptoms will be followed: this can be found at: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>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.</li> <li>The school may be contacted by 'Test and Trace' and will cooperate fully with them</li> <li>Staff to follow normal Academy absence policy.</li> <li>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.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Staff Protocol given to staff and updates communicated in advance via email, Sharepoint and briefings.</li> <li>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</li> <li>TR/SI to ensure Tier 2/3/4 plan is ready for after half term for Local or National Lockdowns.</li> <li>Review tier system with SI/TR to see which is best and discuss with HOF/HOD to ensure safety whilst balancing workload and evaluating the best for staff well-being overall.</li> </ul>	L	ongoing
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		<ul style="list-style-type: none"> <li>• TF/AF and SP to contact PHW and follow T &amp; T information and send students/staff home as advised.</li> <li>• 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</li> <li>• Cover supervisors and supply staff to be brought in as needed.</li> <li>• Possible increase in cover supervisors if needed.</li> <li>• 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.</li> <li>• Where staff have children from other areas who are sent home – use Time off policy – request leave. HR has confirmed policy.</li> <li>• If staff live in area of local restrictions, they may travel to work as they are a Key Worker.</li> <li>• 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).</li> </ul>			
Pupils with Symptoms of the virus	Staff & Students	<ul style="list-style-type: none"> <li>• TR/CK/SI/HOF/HOD Remote Education Plan has been written and is in operation for students isolating.</li> <li>• If a student starts to show symptoms of COVID 19, they should be sent home immediately</li> <li>• Isolation rooms designated in relevant building, separate toilet facilities. System in place and manned by Reception staff trained up to collect relevant information and complete proforma which is used in Track and Trace monitoring.</li> <li>• TF/AF and SP to contact PHW and follow T &amp; T information and send students/staff home as advised.</li> </ul>	<ul style="list-style-type: none"> <li>• Student Protocol communicated in advance via email and Sharepoint.</li> <li>• Academy currently working on Tier two Lockdown plan to be discussed after October half term at Academic Board in readiness.</li> <li>• TR/SI to ensure Tier 2/3/4 plan is ready for after half term for Local or National Lockdowns.</li> <li>• TR/BL Lap Tops from the Government to be prepared for issuing to students as</li> </ul>	L	2 <sup>nd</sup> November

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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</li> <li>• 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)</li> <li>• 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</li> <li>• Government guidance for pupils with symptoms will be followed: this can be found at: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• In the event of any pupil is identified as having symptoms of COVID 19 the school (AF/TF/SP) will 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</li> <li>• The school may be contacted by 'Test and Trace' and will cooperate fully with them as stated in the above section.</li> <li>• Academy will follow DfE Section 5 guidance from DfE guidance attest update 15<sup>th</sup> October in the event of local outbreaks. Seek advice from Public Health Walsall</li> <li>• 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.</li> <li>• More computer access to be provided to students with no home computers/modems.</li> </ul>	<p>needed for isolations/Lockdowns after half term</p> <ul style="list-style-type: none"> <li>• TR/BL Cameras for Teams to be distributed to staff to deliver remote learning after half term</li> <li>• All staff can now collect cameras for remote learning 3<sup>rd</sup> November</li> </ul>		
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Deliveries and collections	Staff & Students, visitors.	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Manual handling regulations adhered to by all staff.</li> <li>• Staff to be provided with PPE for handling deliveries on request (gloves/apron).</li> <li>• 2m Social distancing to be adhered to at all times as indicated by signage on arrival (internal/external).</li> <li>• Hand sanitiser provided at entry/exit locations.</li> <li>• Health and safety policy followed by all staff.</li> <li>• 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</li> <li>• Ordering larger quantities of inbound materials less often to reduce deliveries</li> <li>• Where possible and safe, having single employees load or unload vehicles</li> <li>• Where possible, using the same pairs of people for loads where more than one is needed</li> <li>• Enabling drivers to access welfare facilities when required, consistent with other guidance</li> <li>• Cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment, for example pallet trucks and trolleys</li> <li>• Nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical</li> <li>• Regular cleaning of reusable delivery boxes</li> </ul>	<ul style="list-style-type: none"> <li>• 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></li> </ul>	L	On-going
Access and Egress	Staff, Students & Visitors.	<ul style="list-style-type: none"> <li>• Staggering arrival and departure times at work/ school to reduce crowding into and out of the workplace – normal practice of different times</li> <li>• Different entry locations and buildings used for segregation for staff and students. KWB Staff enter via</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Protocol given to staff and updates communicated in advance via email and Sharepoint.</li> <li>• Student Protocol communicated in advance via email and Sharepoint.</li> </ul>	L	On-going

		<p>Main Reception, teaching staff via car park entrance or via old car park and leave via old building.</p> <ul style="list-style-type: none"> <li>• One way system where possible around each building reinforced by staff and signage/lines</li> <li>• 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</li> <li>• All staff/visitors/students signed in on arrival at designated arrival point and contact details and who they are visiting.</li> <li>• Those without DBS MUST be escorted at all times in line with current procedures.</li> <li>• 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.</li> <li>• Staff to sign out on departure and indicate any additional rooms/areas used on the sheets during summer term and holiday times.</li> <li>• Parents dropping off/collecting encouraged only one parent and no gatherings</li> <li>• Hand sanitizing gel in all rooms and on entrances – students must sanitize before entering buildings</li> <li>• Entrances/exits to be kept open unless security to site risk – in line with schedule.</li> <li>• 2m Social distancing to be adhered to as much as possible from September as indicated by signage and floor markings (internal/external)</li> <li>• Designated staff working areas. Cleaning materials in each area for regular staff cleaning as needed</li> <li>• Providing more lockable storage for employees for clothes and bag</li> <li>• Making sure that people with disabilities are able to access lifts and other areas of the building</li> <li>• Process in place for the removal and disposal of face coverings when pupils and staff who use them arrive at</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i></li> </ul>		
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		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"> <li>Where students need to speak one to one rooms available for this.</li> <li>Segregation of staff/students and separate areas for each separate cohort with clearly defined boundaries</li> <li>Post 16 study areas re-arranged</li> <li>Year 12 and 13 separate rooms – Y12 lower and Y13 upper common rooms and separate toilets</li> <li>Hand sanitiser provided across the Academy Handwashing guidance.</li> <li>Breaks separated by year groups handwashing time included/encouraged.</li> <li>Breaks taken outside weather permitting and supervised by designated staff 2 m distancing reinforced or 1m encouraged where not possible</li> <li>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</li> <li>Using protective screening for staff in receptions, classrooms (and offices as needed)</li> <li>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)</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Reception screens</li> <li>Staff Protocol given to staff and updates communicated in advance via email and Sharepoint.</li> <li>Student Protocol communicated in advance via email and Sharepoint.</li> <li>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</li> <li>At least two members of LT on site at all times with walkie talkies</li> <li>Cleaning schedule in place – reviewed regularly TFreeman via cleaning supervisor.</li> <li>PBM additional revisions based on implementing revised protocol – BB/LT</li> </ul>	L	On-going 3.

		<ul style="list-style-type: none"> <li>• Identify specific toilet areas for specific groups in buildings for forms and nearest toilet for year groups on same floor.</li> <li>• Separate locations at break times to reduce pressure on break rooms or dinner halls.</li> <li>• Encouraging workers to bring their own food</li> <li>• Cleaning kits available for staff use in staff rooms (Anti Viral spray/disposable cloths/PPE) – maximum numbers in staff rooms displayed</li> <li>• Visual checks of external areas, issues logged on Every.</li> <li>• Immediate issues reported walkie talkie</li> <li>• Behaviour management policy in force – revisions needed with revised protocol.</li> <li>• Extra phones in rooms for emergencies and to contact LG</li> </ul>			
Moving around the building	Staff & Students.	<ul style="list-style-type: none"> <li>• 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</li> <li>• One way system in place in all buildings in use.</li> <li>• Signage around Academy including floor markings.</li> <li>• Reducing job and equipment rotation. If any equipment is shared this should be sanitised before being used by another group or staff member</li> <li>• Stagger the group arrival via different entrances, break in locations and leaving from different buildings to ensure that groups don't mix</li> <li>• Schedules of movement communicated to staff and students, staggered to prevent any mixing/crossing of paths.</li> <li>• Staff who need to move must wear PPE</li> <li>• Students also MUST wear masks in communal areas such as moving around site from 5<sup>th</sup> October</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Protocol given to staff and updates communicated in advance via email and Sharepoint.</li> <li>• Student Protocol communicated in advance via email and Sharepoint.</li> <li>• <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i></li> </ul>	L	September 1 <sup>st</sup> onwards

Work places and work stations	Staff & Students.	<ul style="list-style-type: none"> <li>• Signage around Academy site.</li> <li>• Staff coming in for other purposes over holiday times must have permission from R Cook/T Freeman to specify and agree the need and ensure room is safe/clean. This will be minimal.</li> <li>• 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</li> <li>• Additional cleaning materials provided in all rooms in use.</li> <li>• Critically extremely vulnerable staff who can work from home may continue to do so if work allows (e.g. some admin roles) as indicated within RA.</li> <li>• Reviewing layouts, line set-ups or processes to let employees work further apart from each other</li> <li>• Use of floor tape or paint to mark areas to help employees/students keep to a 2m distance.</li> <li>• 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,</li> <li>• 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</li> <li>• Using screens to create a physical barrier between people</li> <li>• Avoid using hot desks and share workstations. If this is not possible additional cleaning should be put in place between each user</li> </ul>		L	ongoing
Meetings and open/parents evenings etc	Staff, Students & Visitors.	<ul style="list-style-type: none"> <li>• Limitation on numbers involved kept to a minimum. As stated above. If appropriate outside areas to be considered for this.</li> <li>• Use of Teams for all meetings wherever possible.</li> <li>• No face to face parent's evenings until further notice.</li> <li>• Additional cleaning materials provided for rooms used.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Protocol given to staff and updates communicated in advance via email and Sharepoint.</li> <li>• Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</li> </ul>	L	On-going

		<ul style="list-style-type: none"> <li>• Remote working (Training provided on Teams for staff- secure)</li> <li>• Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout and seating plan retained</li> <li>• Avoid any sharing of work equipment including pens/paper etc.</li> <li>• Avoid crossing the Academy site during any changeovers and wear masks and stay 2m distancing wherever possible</li> <li>• Use meeting room in KWB2 wherever possible to avoid parents/visitors crossing the site.</li> <li>• Staff and parents/visitors to wear masks</li> <li>• Hold meetings in a well ventilated room if they are essential meetings and/or on Teams (or Zoom for staff)</li> <li>• Where students need one to one support calls made by authorised staff following safety &amp; GDPR protocol</li> <li>• Using floor signage to ensure that social distancing is enforced</li> <li>• Open evening in September cancelled and done with videos and resources on-line.</li> </ul>	<ul style="list-style-type: none"> <li>• Cameras for Teams delivery/meetings issued after Oct half term. <ul style="list-style-type: none"> <li>◦ Now available for staff to collect from 3<sup>rd</sup> November</li> </ul> </li> <li>• Parents evenings to be virtual or via reports – new procedures to be established and trailed with Y11 parents evening in November</li> <li>• Post 16 Open evening to be virtual and on-line prospectus and materials and application forms being established</li> </ul>		November
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"> <li>• Several firsts aider on site at all times.</li> <li>• Students to self administer basic first aid. If further treatment required first aider can be called via walkie talkies/phone</li> <li>• A first aid box will be placed in all designated areas in use. Staff to report usage to reception for replacement of items.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Protocol given to staff and updates communicated in advance via email and Sharepoint.</li> <li>• Student Protocol communicated in advance via email and Sharepoint.</li> <li>• <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i></li> <li>• </li> </ul>	L	Ongoing



		<ul style="list-style-type: none"> <li>• Revised Fire procedures <b>launched September</b></li> <li>• CK - First Aiders updated in September on revisions for COVID</li> <li>• Student medical information available via SIMS.</li> <li>• Staff to follow Academy First aid policy and Students with medical conditions policy and additional protocol for use of PPE and COVID protocol</li> <li>• Checking that first aid and fire safety provision and equipment is adequate for the new working environment</li> <li>• 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</li> <li>• Review of the location of the assembly point and if this needs to be changed to allow for social distancing – revised fire procedures issued in September and drill done in first week.</li> <li>• Ensure adequate PPE if provided for use of staff in all emergencies including first aid and fire</li> <li>• What sanitation systems will you need to put in place following an emergency? E.g. equipment cleans for Evac chairs, radios, etc.</li> <li>• Fire alarms tested weekly by site managers and logged in appropriate book.</li> <li>• Fire escape route plans displayed around site.</li> <li>• Temporary evacuation location signage displayed on Yard with segregated areas for each of the cohorts.</li> <li>• Fire doors checked regularly by site managers as part of normal routine.</li> <li>• Laptop trolleys controlled by timers to prevent being left on over night.</li> <li>• Fire safety equipment serviced annually by Red Fire &amp; Safety.</li> <li>• Adequate means of escape must be maintained even if the building is not fully occupied – occupants must have</li> </ul>			
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		<p>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"> <li>• 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.</li> <li>• Keys to external gates with site team.</li> <li>• Skips are used and are more than 6 m from nearest building.</li> <li>• Academy Fire policy in place revised again for 1<sup>st</sup> September when all staff return and new timetables and locations known</li> <li>• 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.</li> <li>• First aid training records kept up to date, and staff expiry dates monitored by LGardiner. Cohort renewal for some staff in September delayed due to COVID.</li> <li>• 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.</li> <li>• Training in September for all First Aiders to go through amended policy for COVID</li> <li>• 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</li> </ul>			
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Parent queuing outside school	Staff, Students & Parents	<ul style="list-style-type: none"> <li>• 2m Social distancing to be adhered to at all times as indicated by signage and floor markings</li> <li>• Parent guidance sent in advance via official communication methods. (e.g. text/website/social media)</li> <li>• Markers to identify the 2m spacing in waiting areas outside the school and within the school grounds</li> <li>• 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.</li> <li>• Separate exits based on buildings at end of P5.</li> <li>• Parents informed via student timetables.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Protocol given to staff and updates communicated in advance via email and Sharepoint.</li> <li>• Student Protocol communicated in advance via email and Sharepoint.</li> <li>• <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i></li> </ul>	L	
Transport to and from school	Staff, Students & Parents	<ul style="list-style-type: none"> <li>• School promotes sustainable safe transport. (A-Stars Initiative)</li> <li>• Parent guidance sent in advance via official communication methods. (e.g. text/website/social media)</li> <li>• 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</li> <li>• Stagger arrival and leaving times to allow for an increase in private cars, walkers and cyclists</li> <li>• Pupils walking or cycling to school should be advised to socially distance at all times</li> <li>• During pick-ups social distancing should be observed. Pupils advised to social distant whilst waiting for their transport</li> <li>• 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</li> <li>• Several parental letters sent.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Protocol given to staff and updates communicated in advance via email and Sharepoint.</li> <li>• Student Protocol communicated in advance via email and Sharepoint.</li> <li>• <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i></li> </ul>	L	On-going

Communication of control measures to staff, pupils and parents	Staff, Students & Parents	<ul style="list-style-type: none"> <li>• Training all staff on the specific control measures relevant to their job roles</li> <li>• Parent guidance sent in advance via official communication methods. (e.g. text/website/social media)</li> <li>• Signage around site (internal/external)</li> <li>• A.Arif/K. Wallworth/A. Milne - Translation where required.</li> <li>• A. Milne to offer additional Pastoral support to EMAC students and parents.</li> <li>• Staff to follow the Academy absence policy.</li> <li>• Engaging with staff during the development of the risk assessments and identification of suitable control measures</li> <li>• 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</li> <li>• Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</li> <li>• Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. Union Meetings held with R Cook T Freeman, L Gardiner and PTutrice/SJessel/CEbanks/NMcKinley</li> <li>• Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Protocol given to staff and updates communicated in advance via email and Sharepoint.</li> <li>• Student Protocol communicated in advance via email and Sharepoint.</li> <li>• <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i></li> <li>• <i>Protocols launched in September</i></li> <li>• Ongoing feedback from staff who are on site.</li> </ul>	L	ongoing
PPE provision	Staff & Students	<ul style="list-style-type: none"> <li>• PPE Advice as outlined in our protocols for staff and students.</li> <li>• Full PPE (Face mask, visor, apron &amp; gloves) provided where necessary (i.e - First aid)</li> <li>• Full PPE (Face mask, visor, apron &amp; gloves) provided for Covid isolation rooms(s)</li> <li>• Other staff who request to wear PPE will be provided</li> </ul>	<p>Continue to review updates to Government Guidance in August for any changes too advice.</p> <p>Order face masks in case staff ask/need these as part of their RA.</p>	M	On-going

		<ul style="list-style-type: none"> <li>• PPE <b>recommended</b> to be worn by identified staff in RA/Student support if EHCP <b>or for all staff in communal areas</b></li> <li>• 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. School to provide one per member of staff – re-washable face mask others can be given subject to supply and demand but for all on RA's.</li> <li>• If PPE identified within the risk assessment is not available then the tasks requiring PPE will not be undertaken</li> <li>• Making an assessment of the tasks staff undertake and assess if there is a need for PPE to safely perform the task</li> <li>• 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</li> </ul> <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 <b>disposable masks/gloves/visors</b> if you wish or you can provide your own. Any PPE provided must fit properly. <b>Academy made masks compulsory for all staff in communal areas in September and students in November. Also to wear masks when moving around the classroom.</b></p>			
Teaching pupils with SEN	Staff & Students	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• If remote learning – SEN TA support.</li> <li>• Any accessibility needs required, will be met for those students attending site.</li> <li>• Student Protocol – communicated.</li> </ul>	L	ongoing

		<ul style="list-style-type: none"> <li>• Providing additional PPE for personal care as needed.</li> <li>• Allocating dedicated staff to care for individual children where personal care is needed based in bubbles</li> <li>• Ensuring that personal care environment and equipment is thoroughly sanitised following each use</li> <li>• PEEP - reviewed before attendance agreed.</li> <li>• Using SEN tools/TA's to help communicate the control measure and new rules to the pupils</li> <li>• (Additional school specific controls should be identified here)</li> <li>• Separate room for vulnerable students</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i></li> </ul> <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>		
Staff and student well-being due to losses /family circumstances including HM	Staff and students	<ul style="list-style-type: none"> <li>• Well-being plan of support is being put in place by GR and well-being team for students and staff</li> <li>• 1-1 support offered by CK/LT/Rachel Owen</li> <li>• Support from HOY and Link Support staff for students</li> <li>• Counselling offers by staff and HR</li> <li>• Working group already established to prepare for September and on-going – new well being roles advertised.</li> <li>• As above a plan is being put in place for staff GR/TR</li> <li>• One to one support offered throughout the summer and on-going</li> <li>• Link workers have been working with students throughout COVID and dealing with all issues and providing support</li> <li>• Safeguarding uses dealt with as they arise</li> <li>• Summer guidance on the website for parents/students to be continued over holiday periods</li> <li>• Transition site for concerned Y6 into 7 students/parents with lots of materials, information and support</li> <li>• Counselling offered</li> <li>• Other support agencies contacted as needed</li> <li>• Bereavement Policy in place for September</li> </ul>	<ul style="list-style-type: none"> <li>• Well being roles advertised in October for staff and student roles. To be appointed by mid November.</li> <li>• Well being survey for students and staff to be researched and carried out in December</li> </ul>		
Local Area Concerns / Community issues	Staff & Students	<ul style="list-style-type: none"> <li>• Walsall has a high R rate currently and a high infection/death rate in comparison to other local authorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Groups sorted before return to ensure no community issues within same groups and on separate floors in building.</li> </ul>	L	On-going

<p>in Y10 population/ Academy Population</p>		<ul style="list-style-type: none"> <li>Academy student and staff population has a large percentage of BAME. <ul style="list-style-type: none"> <li>Year 10 – 86%</li> <li>Year 12 – 87%</li> <li>42% teaching staff</li> </ul> </li> <li>Staff can discuss and concerns with LT</li> <li>Unions consulted and views taken into account</li> <li>Parents told to collect students who are at Risk re community issues.</li> <li>Several students with contracts – contracts will be reinforced in September</li> <li>Liaison with some key students has taken place over the summer term and expectations reinforced.</li> <li>Support from Governors – discussion with Chair/Ck/BB</li> <li>Meeting with Local Police/CK/BB to pre-empt possible issues – ongoing</li> <li>Regular and on-going consultation with Local Police and Social services and support is on-going to identify further problems and take appropriate actions.</li> <li>PBM reinforced and revised expectations shared with specific students.</li> <li>Revised PBM through Protocol reinforced</li> <li>Additional PBM conditions in place for students who break any safety guidance and place others at risk.</li> <li>Support staff in school help with issues and students sent home where they cause a safety risk.</li> <li>Guidance on families who have COVID to follow guidance</li> <li>Reinforced guidance on arrival and sent home if signs and symptoms</li> <li>Well-planned induction on return days in September to reinforce revised PBM and safety protocols with all staff and students.</li> <li>Students to sign contracts incorporating safety protocols.</li> </ul>	<ul style="list-style-type: none"> <li>As the majority are BAME these strategies will also ensure BAME staff are also protected.</li> <li>BB to incorporate Protocols and consequences into revisions to PBM</li> <li>Protocols launched to students in September via Principal/BB and LT in forms and letters to parents.</li> <li>Safety importance stressed to all via Induction days on return</li> <li>TR/SI to ensure Tier 2/3/4 plan is ready for after half term for Local or National Lockdowns. . and include families within groups</li> <li>Review tier system with SI/TR to see which is best and discuss with HOF/HOD to ensure safety whilst balancing workload and evaluating the best for staff well-being overall.</li> <li>CEV/CV staff have been sent emails to update RA's and provide further information to CK as needed</li> <li>RA's for individual RA's for those CEV/CV to be updated w/c 9<sup>th</sup> November.</li> <li>Individual RA's for BAME staff recommended by the LA on 7<sup>th</sup> November – TF/CK to write/discuss with staff w/c 9<sup>th</sup> November</li> </ul>		
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Educational Visits/Extra-curricular		<ul style="list-style-type: none"> <li>• Making use of outdoor spaces in the local area to support delivery of the curriculum</li> <li>• 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.</li> <li>• All RA's to be checked by CK (EVC) until other EVC's trained</li> <li>• 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</li> <li>• CK to ensure all risks and controls in place and only staff experienced in visits lead trips during COVID.</li> <li>• From 5<sup>th</sup> November to 2<sup>nd</sup> December no extra curricular activities.</li> <li>• No external visits during Lockdown.</li> </ul>	<ul style="list-style-type: none"> <li>• Train at least one other EVC – advert gone out October for appointment in November</li> <li>• CK - Training for staff who run trips – additional COVID requirements.</li> </ul>		



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: .....09/11/2020.....

\* 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 <sup>th</sup> May 2020	Creation of policy	JLA Operations Team (TF/LG/AF/RC)	
28 <sup>th</sup> May 2020	Updated and sent to LT/Governors/LA	RC	
1 <sup>st</sup> June 2020	Following feedback from unions and Academic Board	RC/TF	5 <sup>th</sup> June
5 <sup>th</sup> June 202	Following agreement with Governors on 4 <sup>th</sup> June	RC	18 <sup>th</sup> June
7 <sup>th</sup> July	Updated following Government guidance for starting in September	RC	16 <sup>th</sup> 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 <sup>th</sup> September
28-10-2020	Updated following Walsall High alert 14 <sup>th</sup> October and updated DfE guidance 22 <sup>nd</sup> October and updated protocols and briefing notes to staff for after half term.	RC	5 <sup>th</sup> November

9/11/2020	Reviewed in line with new guidance	RC/TF/AF	2 <sup>nd</sup> December
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