

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

RE-Assessment date: 18.04/2021

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"> Government guidance is that school groups should be back to normal class sizes 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. Meeting with unions prior to re-opening in March and sharing of Protocols w/c 1st March Protocols re-launched with staff and students and been updated in March with Masks recommended in classrooms and will continue until 17th May at earliest for review other changes after reviewing local conditions. Relaunched and several briefing notes issued to all staff. BB to re-launched expectations of behaviour in January with activities in extended form when students returned in March Re-launched again in March after Lockdown briefing notes and at AB/PB and via staff briefing on Teams/streams Additional cleaners have been employed and replacement hours for absent staff – OCD Appointed 2 full time cleaners during day to further supplement cleaning and 3 for evenings to cover for staff absence and additional hours after school -appointments ready for January start TA's and admin staff will support and provide additional First Aid cover as needed. 3 new TA's appointed and start after half term 2nd 	<ul style="list-style-type: none"> 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 and December and March – No changes in April – review 17 May. Staff to be continually reminded via briefing notes and emails they should be behind Perspex screen/lines wherever possible. If moving around room – minimise time and MUST wear a mask (unless medically exempt) Ensure follow LA revised guidance on on-going basis Follow Local/National Lockdowns – Follow any further Local/Government advice. As necessary if DFE/PHE advises revert back to rota system. Leadership Team will ensure: Plan B and C is operational to be used as and when needed constant review as we work remotely – TR/CK TR/BL Lap Tops from the Government to be prepared for issuing to students 	L	<p>Review 17th May</p> <p>May 17th next guidance</p> <p>Constant review of plan B</p>

		<p>November to support in Art, Business/MFL, English and ICT/Humanities including technician support and catch up work</p> <ul style="list-style-type: none"> • Full PPE equipment will be available with all First Aid Kits around the Academy in every building – see First Aid Policy • First Aid Policy has been re-written to include COVIDS 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 • Room 11 to be set up with screens for Time Out ready for w/c 8th March – completed • Old Library cleared after Mass testing to allow Music to use room for resumption of practicals after Easter • 3 bays set up in Old Back office for anyone who is unable to administer themselves • HOF/HOD to update subject RA's for compliance and agree with CK/TF – reviewed regularly - • Staff to continually reinforce expectations- as in briefing notes – reminded regularly. • CK sent letters to parents on-going – see website. • CK – Fire regulations launched in September – revisions in January – launched when students returned • Fire Practices done in year groups. • BB launched revisions to PBM September and when students return in March • Unions invited to be sent RA/protocols • NEU has met twice in Autumn term to discuss protocols and reinforce measures 	<p>as needed for isolations/Lockdowns ongoing Lap Tops ready but parents need to collect and sign – Return of Y11 lap Tops May half term and re-ussie to other students</p> <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 • Staff to regularly ensure hazard tape has been replaced and desks returned to 2m distancing in all classrooms • Check buckets and materials are in rooms regularly • LG to organise dates for First Aid training to commence after Lockdown – Summer term • 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 • Ensure lunchtime cleaning for tables outside as well as inside <p>HOF/HOD</p> <ul style="list-style-type: none"> • Review of classrooms and RA's on an ongoing basis and on return from Lockdown and inform staff of any changes • Practical subjects to review RA post Easter in line with latest guidance and some restrictions 		<p>June half term</p> <p>Ongoing</p> <p>By May half term</p> <p>19th April onwards if needed</p> <p>Easter 2021 – for Post Easter changes</p>
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		<ul style="list-style-type: none"> • NEU guidance read for Lockdown • Meeting with NASUWT rep to discuss Lockdown strategies • Discussed Lockdown strategies at Academic Board • RA to go to all staff whenever updated – Jan 4th and Jan 11th, w/c 1st March – remains same for Post Easter • 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 be in year group bubbles wherever possible as described in this RA. • Some subjects (where 2 or more lessons) where possible to timetable have double lessons to minimise movement of staff and students around the Academy. • 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. Continue into 2021 • Red lines reinforced for students –March 2021 • End of day students leave via exit nearest teaching block • Parents advised via student’s timetable and information map. • Revised Academy day – relaunched after feedback from faculties and will commence after Feb half term. Parents have been informed in December. Will not change the main aspects of the RA but finish 15 minutes earlier. • New Academy day start w/c 8th March • Breaks in Year zones next to Form buildings (except P16 who will be based in their Common 	<p>ending/reducing</p> <ul style="list-style-type: none"> • Ensure SharePoint is continually up to date in preparation for any further Lockdown and for Catch up for students isolating • TR to chase up any remaining Plan B omissions 		
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		<p>rooms /allocated rooms or remain in lower/upper study)</p> <ul style="list-style-type: none"> • Year/Bubble zones clearly marked by Heras fencing/red lines • Students shown clearly during first week back and reinforced regularly and again in January • All rooms with students facing front – layouts changed where not already the case. Separating desks wherever possible. • 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 from teacher's desk • Staff re-enforced with expectations and reminded to reduce occupancy where space is limited • 2m and 1m rules reinforced regularly via briefing notes with staff. • Suitable cleaning and sanitising should be undertaken of each location after each use by students (wiping computers/mouse) teachers wipe desks. • All equipment within the areas used cleaned by staff/TA's between bubbles. • All teachers desks cleaned between teachers on rota. • Staff informed to keep 2m apart for other staff members who are not part of their bubble group. • Cover supervisors/cover staff/supply to be based in same building where possible – or if they need to move – wear PPE 			
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		<ul style="list-style-type: none"> • On-call staff to wear PPE and to still abide by 2m distancing where possible. When not possible they should get back up from LT. PBM consequences for those who put staff at risk. • On-call staff will all be staff on M6 /UPS/responsibilities experienced to deal with 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 and reinforced again when it became mandatory in Walsall and ongoing with updated protocols in Jan and March • Wearing Masks compulsory for students from 5th October and reinforced when Walsall became high alert 14th October and 5th November. Continues to be in force as in Lockdown and part of Academy expectations (March 2021). Students to wear masks in class during Lockdown. Students to wear masks in class on return from Lockdown until at least 17th May 2021 – when reviewed by DfE • Spare disposable masks available for students and staff at Reception or HOY • Staff and students compulsory to wear PPE (face masks) in communal areas such as: on the corridors, in the Dining areas or when on duty/crossing the yard at lesson changeovers. From 8th March Staff and students wear masks in the classroom. Staff may have option where they can maintain social distancing but must abide by guidance on putting on/removing masks and MUST wear masks when moving around the room. 			
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		<p>Reviewed 17th May.</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. • Health and safety check carried out and departments informed to move desks where applicable and monitored on-going • 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 – 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. • Hazard tape in All classrooms to indicate 2 m from nearest desk. Staff advised to stay behind this wherever possible. 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. • Vulnerable staff to have room with sole use on days teaching wherever possible or where not possible time for change over and cleaning time. • Majority of teachers will teach in their own rooms, minimum movement of teachers • No large gatherings or assemblies until further notice. 			
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		<ul style="list-style-type: none"> • Departmental meetings 2m distancing must be maintained and masks worn. Teams meetings in operation and staff have choice. During Lockdown all meetings should be on Teams unless agreed with the Principal. • Pastoral/Academic board etc should be in large enough space for 2m distancing Teams meeting must be available. During Lockdown these will take place on Teams only and this will continue post Lockdown until further notice. • Large meetings - staff have option to participate via Teams. During Lockdown all these will be on teams and continue Post Lockdown until further notice. • Equipment provided to staff working off site, already provided by additional if required will continue where role allows as required for some extremely critically vulnerable staff or other staff during a further Lockdown – requested via TF • 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 (including wearing of masks) • 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 • Seating plans required for all extra-curricular activities and parental permission and maintaining bubbles and social distancing. • HOT Spot in own year groups wherever possible. If not possible can only be with a 2m distancing. • Time Out amended to ensure at least 2 m distancing where different year groups are 			
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		<p>present.</p> <ul style="list-style-type: none"> • Time out moved to Room 11 – social distancing by years still maintained. • 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. • Revised Fire regulations based on forms and new locations and banners so locations can change as needed. During Lockdown – students come out n yard and remain in bubbles – Year 7 by Year 7, Year 8 and (/10/11 should line up in Y10 zone. • 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 – separate areas for different bubbles and cleaned between use. • CK/Chair of Governors met to discuss plans 10th July and agreed strategy and the increased cost of cleaning and additional TA’s. Agreed. CK has discussed and shared RA and changes throughout Lockdowns. <p>Health and safety checks and plans have been done. Reviewed regularly by Site Team.</p> <ul style="list-style-type: none"> • Room 14 made available for peripatetic teachers • Small group work timetabled for some Y11 / 10 and 9 students in Music • Old Library made available for Music for summer term use. 			
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		<ul style="list-style-type: none"> • Music curriculum – Y7/8 to return to Music lessons after Easter. • Provide smaller group opportunities form KS4 Music students where possible November onwards until Easter • No assemblies continue into new Year and no performances as in Lockdown until further notice • 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. • Social distancing reinforced with staff and revised “contact” guidance regarding changes to distances and times. Email sent 13/01/2021 and in briefing notes through out year and in re-launch in March on return • All staff advised again not to be within 2m and teachers from behind Perspex screen. 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. • In addition to staff having windows and doors open for good ventilation we have the following ventilation controls to monitor CO2 levels: • KWB2 rooms can be monitored by staff on the control panels on the wall with the little displays. Green means good, amber means ok but high, red means open ventilation. • KWB manages this itself - automated windows. • CBB has the red and blue lights on the wall to indicate whether room is ok or if the windows should be opened to increase this. • No automatic function in DT/Art/Science/Pe/Old Build so we have purchased a test unit so the Site 			
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		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"> The guidance states that CEV staff should continue to work from home from 8th March and all remaining staff can return to school All staff must abide by Academy protocols and these additional ones during Lockdown when on site. All staff advised again not to be within 2m and teachers from behind Perspex screen. 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 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 avoid using staff rooms wherever possible except to access water/kettles. Use own room or agreed room or timetabled. Use email/phone to reduce contact with others to a minimum during the day. 	<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 – ongoing 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. 		w/c 8 th March and ongoing

		<ul style="list-style-type: none"> • Must not work together in rooms unless this is your normal working practice e.g. Science technicians, admin staff in offices, working on a specific project as agreed with CK • Abide by room capacity numbers. • Not go into classrooms to socialise – if seeing others for work purposes or well-being – you MUST stay distanced – greater than 2m and wear a mask at all times and minimise time. • Not go into others classrooms/offices or other areas without first checking via phone/email there is capacity. • If going into someone else’s classroom – you must not enter without permission and wearing a mask. • MUST Not be complacent • Rapid LFT testing was carried out with over 85% consent and students had 3 tests and 3600 LFT carried out. • Students trained to do own testing from home and kits issued. • 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. 			
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/segregated. • One way systems to be set up with markings by site staff • Tables turned to face one way by site staff 	<ul style="list-style-type: none"> • Monitor Aspens implementing revised RA • When in lockdown AF to liaise with Aspens to ensure students who want FSM are provided with packed lunch bags available for collection 		On-going updates

		<ul style="list-style-type: none"> • Aspens to do their staff training prior to September 2nd • 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. • 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 more distancing. • 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 added and barrier erected to divide students from staff. • One way system and hand sanitizers for students and canteen staff. • Food old 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 	<ul style="list-style-type: none"> • Food bags also available if students are isolating. 		
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		Reception and collected.			
Segregation of pupils	Staff & Students	<ul style="list-style-type: none"> • Room layout changes so students are all facing the front of the class in all classrooms where this is possible. • HOF/HOD – subject RA’s updated. • Parental letter to reinforce expectations and consequences – several on website • BB/CK revised PBM to incorporate Student protocol • PBM re-launched in September and March with all staff and students via Teams assemblies • 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 to work with Year bubbles wherever possible in faculties or 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. 	<ul style="list-style-type: none"> • As above 	M	On-going amendments to students protocols

		<ul style="list-style-type: none"> • Double lessons where possible to reduce movement times to minimum. • 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, December and March • Masks in communal areas for students launched 5th October and parental letter and ongoing letters • Each year group on separate area for form time. • 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 • Launch of student protocols and explanations for September and in March by HOY/Tutors and via Teams assemblies from CK • HOF/HOD to review subject RA's to ensure they are complying with subject specific regulations regarding distancing within practical subjects. • Librarian to ensure students have separate areas for different years and clean surfaces between bubbles – see Library RA/plans • Tutor bubbles – Tutors allocated to year group buildings – revised Pastoral Structure issued 16th July and re-issued 27th 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 			
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		<p>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.</p> <ul style="list-style-type: none"> • 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 • 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. • Tech staff tutoring in KWB1 relocated to ground floor to leave building and students overseen by Y7 relief tutors for last 2 minutes. • All other tutors across the academy must not release students before bells so as not to place these staff at risk. • HOY who are based in different buildings to be roomed in the Year building during form time • Prayers segregated in Sports Hall and Room 7 based on year groups at lunchtimes – lists , kneeling plans, and wash facilities organised within bubbles 			
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 • 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. • Visitor protocol amended for September 5 and again after Masks became compulsory in October. No visitors during Lockdowns unless essential for work 	<ul style="list-style-type: none"> • Parents receive ongoing updates • 	L	On-going March 2021

		<p>on site.</p> <ul style="list-style-type: none"> • 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 • 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 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. • No meetings with parents for new admissions and settling in meetings with new students or any performances during Lockdown • 2m Plus distancing MUST be maintained at all times 			
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		<p>and parents MUST wear face masks.</p> <ul style="list-style-type: none"> • 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 enforced and signs on the floor for one way systems. • Signage around academy site. (internal/external) • Using remote working tools to avoid in-person meetings wherever possible. • Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout • Hold other meetings in a well-ventilated room if they are essential meetings 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 • Staff meetings via Teams/video tour to help reinforce protocol • Instructing staff members to adhere to social distancing at all times 2m wherever possible • Having reminders and notices clearly displayed a critical points around the building including staff 	<ul style="list-style-type: none"> • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint and meetings in July/September/October/ November /December ongoing</i> • Revised March 2021 	L	On-going

		<p>only areas</p> <ul style="list-style-type: none"> • Changes to school day and breaks/canteen facilities to keep bubbles apart wherever possible. • Social distancing signage around site. • Reminder email sent to staff regularly in briefings including December re social activities - relaunched January for Lockdown and March • Briefings every Monday reinforce staff as well as student expectations, 			
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. • 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 • HSE guidance • DFE Guidance followed 22nd February 2021 and again on 6th April • Walsall Daily Updates checked and incorporated in guidance and protocol. 	<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

		<ul style="list-style-type: none"> • 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 • 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 Lockdown – staff must indicate if they have been in a room for cleaning to take place if this is not on the Rota. • Cleaning schedule in place – reviewed regularly via cleaning supervisor/AF • Staff and student protocols followed • TA's and support staff to help teachers with cleaning equipment and materials – between changeover of teaching staff during rota • All staff on lunchtime duty when rota in canteen to support catering staff with cleaning tables. Team effort to clean between each year group. • HOF/HOD in practical subjects to follow specific subject guidance – will also need to use designated TA's or get support from students at end of lessons – subject RA's re-written and approved by CK • Cleaning buckets in each classroom. • Double lessons where possible will reduce need for cleaning every lesson. • Marking will be collected in but left for 48 hours 	<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>before marking and same message for students. Work uploaded via remote learning during Lockdown</p> <ul style="list-style-type: none"> • 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. • New cleaners appointed in December should be cleared for January start to replace some cleaners who were ill and also replace Concept staff with own staff • Additional TA's appointed as TA/technicians to support with changeovers and catch up – starting after Oct half term – will work remotely with students during Lockdown when not on rota • Use site Managers (middle shift) to enhance cleaning rota/material provision across the site in PE and Old building • 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 between bubbles. • 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 	<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 and relaunched March • <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 	L	Ongoing and increased

		<p>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.</p> <ul style="list-style-type: none"> • Minimise use of shared equipment where possible in Music and must be cleaned between bubbles • Frequent cleaning of work areas, class rooms and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards, and making sure there are adequate disposal arrangements. Clearing workspaces, class rooms and removing waste and belongings from the work area, class room at the end of the day. • Faculty/departmental RA's will identify pressure points and avoid use of equipment where there are no opportunities to clean between bubbles or order additional equipment where needed • 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 			
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		<p>games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <ul style="list-style-type: none"> • 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-settings/covid-19-decontamination-in-non-healthcare-settings • 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. 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 “Catch it kill it bin it” bin in every room • Bins in rooms have lids • Clear protocol to follow regarding emergency First Aid and students / staff showing signs/symptoms. 			
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		<p>Covid Room/toilets cleaned after student/staff leaves. Site staff to do this.</p> <ul style="list-style-type: none"> • 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. • 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 • Maintain ventilation in rooms using windows and doors, e.g. can close door if 2 windows open or one window and door. 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. • <i>Protocols to be reviewed as guidance changes and communicated via email, SharePoint and via staff briefings in July and September and ongoing – see briefing notes and also via Teams – September and January</i> 	L	Ongoing
Personal Hygiene, toilet facilities	Staff & Students	<ul style="list-style-type: none"> • All areas in use, will have hand sanitiser provided in the local vicinity via pumps and wall mounted dispensers. • Toilets identified on site – staff and students separate. All toilets in open buildings to be regularly checked by site managers / cleaners and re-stocked. • Year/bubble 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 	<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>emergencies.</p> <ul style="list-style-type: none"> • Teachers not to send students to toilets during Period 4 in KWB2 and West End toilets to reduce bubbles mixing. • Site staff and cleaner’s rotas and checklists will be in place for September. • Entrance and exit areas to have hand sanitiser provided. • Students asked to sanitise hands on arrival and asked to wash hands during breaks (protocol) • Signage to all areas in use, for handwashing/sanitising government guidelines. Extra support provided for EAL (i.e translation) / SEN students via K Wallworth and A Arif. • Handwashing and sanitising signage to be displayed government guidelines in all areas in use around site. • Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible • Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities • Make signage student friendly and ensure that the signage is suitable for anyone with a disability within the school, e.g., Braille or pictorial • Pedal bins and tissues added to areas in use. • Using signs and posters to build awareness of good handwashing technique, the need to avoid touching your face and the need to cough or sneeze into your arm, Catch it, Bin it, Kill it’ guidance displayed in all areas in use around site. • Enhancing cleaning for busy areas • Providing more waste facilities and more frequent rubbish collection. 			
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<p>Staff at increased risk from the virus</p>	<p>Staff</p>	<ul style="list-style-type: none"> • RA's for individual staff required will be written in September after 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. • RA's for individuals were written and reviewed • 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 • 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. • Some CEV staff are working from home where roles allow and medical advice has been received to support this. 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. • 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. At present no international travel holidays permitted until 17th May at earliest. • Time-off Policy revised and re-launched to all staff. 	<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 	<p>L</p>	<p>Ongoing</p>
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		<ul style="list-style-type: none"> • Staff to follow normal Academy Absence Policy – see revised Time off policy. • Staff to book return to work interviews with Principal after illness or absence • Staff deemed as Clinically Vulnerable – 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. • BAME staff are more highly vulnerable and extra measures have been put in place as indicated above and in their RA’s. 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 • 1-1 discussions with BAME staff as needed 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 compulsory 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 			
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		<p>concerns to the LT or Chair of Governors/Governors.</p> <ul style="list-style-type: none"> Well-being of staff has continued to be paramount, not only with COVID but also Leckie issue around loss. Regular emails, support offered at all levels. 			
Pupils at an increased risk from the virus	Students	<ul style="list-style-type: none"> PC/KW 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. Remote learning provision to be continued for any students extremely clinically vulnerable who are told to continue to isolate. 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 Lockdown 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. 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 		L	Ongoing

		<p>classed as vulnerable.</p> <ul style="list-style-type: none"> • 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 			
Visitors and contractors	Staff, Students, Visitors & Contractors.	<ul style="list-style-type: none"> • Contractors site visits arranged by LGardiner. Risk assessments and contractor packs to be sent/received before access granted to site. Outside of school hours where possible and emergency works only. • Schedules for visitors/contractors completed in advance. • Visitors are advised not to come to the school location if they have any symptoms as identified by the NHS. Clear guidance provided in advance for visitors and contractors if symptoms of COVID via risk assessment. • PGCE students(ITT's) can continue to attend but will follow all Academy protocols and guidance • Visitors are limited where possible and asked to call in advance prior to coming to the site. 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 		L	ongoing

		<ul style="list-style-type: none"> • 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 			
Staff with symptoms of the virus or staff absence due to Covid isolations or lockdowns elsewhere	Staff & Students	<ul style="list-style-type: none"> • Staff who have any symptoms are advised not to attend work and should contact their manager and 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 case basis dependant on the individual and their role – see revised Time Off Policy launched w/c 19th October. • 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' 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email, Sharepoint and briefings. • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> • 	L	ongoing

		<p>and will cooperate fully with them</p> <ul style="list-style-type: none"> • 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. • 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 			
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		advice and follow the new policy (HR have advised on revised Time off Policy).			
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 relevant information and complete proforma which is used in Track and Trace monitoring. • During Lockdown same applies – TA walks over and 	<ul style="list-style-type: none"> • Student Protocol communicated in advance via email and Sharepoint. • 	L	Ongoing

		<p>contacts Reception who will come and deal with student. TA to remain at 2m distance and not leave the student.</p> <ul style="list-style-type: none"> • TF/AF and SP to contact PHW and follow T & T information and send students/staff home as 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) 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 • The school may be contacted by ‘Test and Trace’ and will cooperate fully with them as stated in the above section. • Academy will follow DfE Section 5 guidance from 			
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		<p>DfE guidance latest update 6th April in the event of local outbreaks. Seek advice from Public Health Walsall and DfE guidance during Lockdown.</p> <ul style="list-style-type: none"> 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. 			
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 delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking Ordering larger quantities of inbound materials less often to reduce deliveries – minimal ordering – essentials only during Lockdown Where possible and safe, having single employees load or unload vehicles Where possible, using the same pairs of people for loads where more than one is needed Enabling drivers to access welfare facilities when required, consistent with other guidance 	<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

		<ul style="list-style-type: none"> • 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. • 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 – 	<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>students must sanitize before entering buildings</p> <ul style="list-style-type: none"> • 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 Handwashing guidance. • 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, 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. • Student Protocol communicated in advance via email and Sharepoint. • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> • Cleaning schedule in place – reviewed regularly by A Fletcher via cleaning supervisor. • PBM additional revisions based on implementing revised protocol – BB/LT 	L	On-going 3.

		<p>classrooms (and offices as needed)</p> <ul style="list-style-type: none"> • 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) • 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 • 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 	<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

		<ul style="list-style-type: none"> 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 must wear PPE • Students also MUST wear masks in communal areas such as moving around site from 5th October 			
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 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 and Perspex screens/dividers • Additional cleaning materials provided in all rooms in use. • 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. See above re Lockdown measures. • 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 • 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. 		L	ongoing

		<ul style="list-style-type: none"> • 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, • 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 • 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 all meetings wherever possible. • No face to face parents evenings until further notice. • Additional cleaning materials provided for rooms used. • Remote working (Training provided on Teams for staff- secure) • Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout and seating plan retained • 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 wherever possible to avoid parents/visitors crossing the site. Minimal meetings – essential only as agreed with LT • Staff and parents/visitors to wear masks • Hold meetings in a well ventilated room if they are essential meetings and/or on Teams (or Zoom for 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> 	L	On-going

		<p>staff)</p> <ul style="list-style-type: none"> • 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 cancelled and done with videos and resources on-line. • Into 6th – Open evening was done virtually and information on website. • Year 9 parents evening cancelled – postponed until summer term 			
Accidents, incidents and emergencies	Staff, Students & Visitors.	<p>(In emergencies social distancing should be observed if possible, but this may not always be possible. As a minimum consider the following.)</p> <ul style="list-style-type: none"> • Several firsts aider on site at all times. • Students to self administer basic first aid. If further treatment required first aider can be called via walkie talkies/phone • A first aid box will be placed in all designated areas in use. Staff to report usage to reception for replacement of items. • In case of Fire – all staff and students assemble on yard as usual. Allocated person on each day checks building. All staff take their group of onto yard and area marked as to where each group number stands. • Revised Fire procedures launched September • CK - First Aiders updated in September on revisions for COVID • 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 that first aid and fire safety provision and equipment is adequate for the new working 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. • Student Protocol communicated in advance via email and Sharepoint. • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> • L Gardiner to arrange for training for First Aid post Lockdown for all staff who need renewing 	L	Ongoing

		<p>environment</p> <ul style="list-style-type: none"> • 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 and drill done in first week and on return from Lockdown. • Ensure adequate PPE if provided for use of staff in all emergencies including first aid and fire • Fire alarms tested weekly by site managers and logged in appropriate book. • Fire escape route plans displayed around site. • Temporary evacuation location signage displayed on Yard with segregated areas for each of the cohorts. • Fire doors checked regularly by site managers as part of normal routine. • Laptop trolleys controlled by timers to prevent being left on over night. • Fire safety equipment serviced annually by Red Fire & Safety. • Adequate means of escape must be maintained even if the building is not fully occupied – occupants 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 			
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		<ul style="list-style-type: none"> • 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. Cohort renewal for some staff in September delayed due to COVID. • 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 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) • Markers to identify the 2m spacing in waiting areas outside the school and within the school grounds • Duty Staff to supervise entrance and exit of students 	<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	

		<p>on/off site. When staff open and close gates they either wear gloves or sanitise and wash hands before and after touching the gates.</p> <ul style="list-style-type: none"> • Separate exits based on buildings at end of P5. • Parents informed via student timetables. 	<ul style="list-style-type: none"> • 		
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 • Stagger arrival and leaving times to allow for an increase in private cars, walkers and cyclists • Pupils walking or cycling to school should be advised to socially distance at all times • During pick-ups social distancing should be observed. Pupils advised to social distant whilst waiting for their transport • On arrival at school and when returning home pupils should remove any PPE and wash their hands for at least 20 seconds following the recommended method • Several parental letters sent/on website. 	<ul style="list-style-type: none"> • Staff Protocol given to staff and updates communicated in advance via email and Sharepoint. • Student Protocol communicated in advance via email and Sharepoint. • <i>Protocols to be reviewed as guidance changes and communicated via email and SharePoint.</i> • 	L	On-going
Communication of control measures to staff, pupils and parents	Staff, Students & Parents	<ul style="list-style-type: none"> • Training all staff on the specific control measures relevant to their job roles • Parent guidance sent in advance via official communication methods. (e.g. text/website/social media) • Signage around site (internal/external) • A.Arif/K. Wallworth/A. Milne - Translation where required. • A. Milne to offer additional Pastoral support to 	<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> 	L	ongoing

		<p>EMAC students and parents.</p> <ul style="list-style-type: none"> • 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 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"> • Ongoing feedback from staff who are on site. 		
PPE provision	Staff & Students	<ul style="list-style-type: none"> • PPE Advice as outlined in our protocols for staff and students. • Full PPE (Face mask, visor, apron & gloves) provided where necessary (i.e - First aid) • 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. 	<p>Continue to review updates to Government Guidance in August for any changes too advice. Order face masks in case staff ask/need these as part of their RA.</p>	M	On-going

		<ul style="list-style-type: none"> • 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. Academy made masks compulsory for all staff in communal areas in September and students in November. Revisions made in March 2021 Also to wear masks when moving around the classroom. See Protocol revisions March 2021</p>			
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 based in bubbles 	<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</p>	L	ongoing

		<ul style="list-style-type: none"> • 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 	<p>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 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 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. • 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) 	<ul style="list-style-type: none"> • Well being survey for students and staff to be researched and carried out in December/Jan 		

		<ul style="list-style-type: none"> • 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 for September 			
Local Area Concerns / Community issues in Y10 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 	<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"> • MDR will continue to liaise with Police ongoing re community issues • Support from Governors – discussion with Chair/Ck/BB • LI and CK met with Student parent re ongoing issues December 17th. • Meeting with Local Police/CK/BB to pre-empt possible issues – ongoing • Regular and on-going consultation with Local Police and Social services and support is on-going to identify further problems and take appropriate actions. • PBM reinforced and revised expectations shared with specific students. • Revised PBM through Protocol reinforced • Additional PBM conditions in place for students who break any safety guidance and place others at risk. • Support staff in school help with issues and students sent home where they cause a safety risk. • Guidance on families who have COVID to follow guidance • Reinforced guidance on arrival and sent home if signs and symptoms • Well-planned induction on return days in September and March to reinforce revised PBM and safety protocols with all staff and students. • 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 • Y11 have settled well and carefully monitored by HOY. Issues have been minor within school and 			
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		<p>separation of bubbles has helped.</p> <ul style="list-style-type: none"> • Identified Y11 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 now permitted (6th April guidance) with a Covid secure RA including keeping children in consistent groups (bubbles). • Residential trip[s currently not advised – will be reviewed on 17th May in line with Road Map • 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 Lockdown • All RA's to be checked by CK (EVC)until other EVC's trained • As part of this risk assessment, consider what control measures need to be used to reduce the risk of COVID 19 and ensure awareness of wider advice on visiting indoor and outdoor venues • CK to ensure all risks and controls in place and only staff experienced in visits lead trips during COVID. 	<ul style="list-style-type: none"> • CK - Training for staff who run trips – additional COVID requirements. 		

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

Signature:R Cook.....

Date:28/02/2021.....

* 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 4 th June	RC	18 th June
7 th July	Updated following Government guidance for starting in September	RC	16 th July
23/07/2020	Updated following decisions on Examination Days and administering results	RC	
28-8-2020	Updated following DfE guidance 28-8-2020 and PPE U-turn by Government	RC	15 th September
28-10-2020	Updated following Walsall High alert 14 th October and updated DfE guidance 22 nd October and updated protocols and briefing notes to staff for after half term.	RC	5 th November
5/11/2020	Reviewed in line with new guidance	RC/TF/AF	2 nd December
03/01/2021	Reviewed in line with Government guidance 30 th December and subsequently due to union action	RC	11 th January

09/01/2021	Reviewed in line with National Lockdown and DfE guidance for Lockdown received 8 th Jan 2021	RC	18 th January
014/01/2021	Revised in line with changes to contact rules and after bubble numbers known.	RC	End of Lockdown
28/02/2021	Revised in line with guidance on 22 nd February for Post Lockdown	RC	Easter
18.04/2021	Revised in line with guidance released on 6 th April and following changes after shielding advice on 1 st April and Lockdown stages on 12 th April	RC	May 17th