

Mildenhall College Academy - Full ACADEMY RETURN - COVID-19

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to academy	Students Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Academy to operate a bubble group system with each year group acting as an individual bubble. Academy to have an internal one-way system introduced when students arrive to the academy Arrival times will be between 8.45 and 09:00 and student leaving times will be staggered. Students will be met by staff and each bubble groups will be directed straight to their classrooms via external doors Mobile hand sanitisers will be set up for students to use when they enter the building. Each bubble group will have their own dedicated facilities and area of the building they occupy every day. Each bubble group has a separate access point to the building and most individual classes. Mobile Hand sanitiser units will be made available at each access point where students and staff must sanitise their hands on entry. 	HIGH	Yes	

			<ul style="list-style-type: none"> • Any students or staff traveling on public transport must remove their masks on entry to the site. • Disposable Masks must be thrown away and re-usable masks stored in a plastic bag and kept on the person until they leave site at the end of the day. • Academy Minibuses to be fitted with a protective screen between driver and students and staff have access to PPE. • Students to travel in bubbles wherever possible and always sit within bubble group on public transport to and from the academy. • Yr 12 and 13 Students will act as one bubble group and use MCA6 as their group base. • 6th form bubble group will only attend site for lessons unless arriving by bus where they will stay all day. • Mobile hand sanitiser will be available as students arrive at each access point at MCA 6 and within the building at key points. • Hand sanitiser will also be available at the following points of MCA6 as Sanitising stations: Both receptions, top/bottom of main corridor, forum, library, upstairs (outside rooms 20,7 and 24), music area and outside room 2. • A waiting area to be set up in the Dome leisure centre carpark for students who arrive early with 2 metre 			
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			<p>spaces to be clearly marked out to separate each bubble group.</p> <ul style="list-style-type: none"> • 2 metre spaces are clearly marked out on the pedestrian area next to the reception entrance and the 2 metre rule is enforced between bubble groups whilst they are waiting for staff to receive them. • Staff member who is outside enforcing the rules can wear a face covering visor, mask and gloves if the 2m rule cannot be met. 			
Staff receiving child from Parent/Carer	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff receiving students may wear a face covering visor, mask, and gloves if the 2m rule cannot be met. Staff on duty may choose to wear PPE. • Staff will direct students to use the hand sanitiser on entry into their classroom and again on exiting the classroom. 	HIGH	Yes	
Classroom set up	Staff Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The following classrooms will be used for the following years as much as possible: <ul style="list-style-type: none"> ➤ Year 7 English Area ➤ Year 8 Maths (downstairs)/Science ➤ Year 9 Maths (upstairs)/Science ➤ Year 10 Humanities ➤ Year 11 MFL/Music/Drama Block ➤ KS5 MCA6 • ICT, DT, Art and PE rooms/areas will remain as specialist teaching areas with shared use between bubble groups. • Two science rooms will be used as shared bases for practical lessons for Years 7, 10 & 11 (Year 8&9 have science rooms included in their bases). 	HIGH	YES	

			<ul style="list-style-type: none"> • Each bubble group will have access to the same room each time they attend the academy. • The classroom will be set up with every desk facing forward to allow 30 students per room and ensure students are not sat face to face or breathing on each other. • The teacher's desk will be kept 2 metres away from the children's tables/desks with an area marked out around it to ensure this measure is in place. • Tissues available around the rooms for students to use when coughing or sneezing and they must go into a closed lid bin after one use. • Maximum number of students per room to safely meet requirements is 30 in line with PHE and Government guidance. • Closed Lid Bin, Tissue dispenser, disinfectant wipes provided in every room. • Hand sanitiser available within the corridors and in each room in use. • Daytime cleaning provision in place to ensure all touch points are regularly cleaned. • Closed lid bin, tissue dispenser and hand sanitiser to be provided in every classroom. • Hand sanitiser to be provided in every room in unit fixed to the wall. • A designated table for close interaction/marking will be set up in the classroom 			
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			<ul style="list-style-type: none"> • Classroom based resources, such as books and games, can be used and shared within the bubble group; these must be cleaned regularly. • Students and staff will not share pencils, pens and other frequently used stationary items and will keep their own equipment on their person. • For PE lessons, Summer PE will be delivered during Autumn to ensure outdoor activity takes precedence. Equipment will be limited to year group bubbles. • Students to wear PE kits to the academy on days they have PE lessons to limit close contact and changing rooms will not be used. 			
Classroom Lessons	Staff Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Teaching staff must keep a safe distance at all times where possible when teaching. • Where students may require extra assistance a 2 metre rule must try to be enforced. • Where the 2 metre rule cannot be met staff members have the option to use PPE available to them (visors, masks, gloves, apron). • Hand sanitiser in every classroom must be used every time a student leaves and enters the room • Students to bring their own stationary and keep this on them at all times and not to share items. • Academy to provide stationary for any student who needs it. The student will then own this stationary and keep it on their person at all times. 	HIGH	YES	

			<ul style="list-style-type: none"> • Tissues available on every desk in classrooms for students to use when coughing or sneezing and they must go into a closed lid bin after one use. • Classroom based resources, such as books and games, can be used and shared within the bubble group; these must be cleaned regularly. 			
Students using the toilet	Students Staff	Infection Control	<ul style="list-style-type: none"> • <u>Hand Dryers</u> and air conditioning to be regularly checked and used throughout building, Toilets to be regularly cleaned and cleaning logged accordingly and in sight of students/staff. • Inform the child of the importance of washing their hands before and after using the toilet and on their return to the classroom use the hand sanitiser on entering the classroom. • Students to use hand sanitiser when leaving to use the toilet and on their return to the classroom after use. • Posters placed around site to reinforce this issue. • Toilet breaks to be taken throughout the day. Only one student to be allowed to leave a group at any one time to limit the risk of over-crowding. • All years to use the open plan toilets/designated toilets. • Students will use hand sanitiser within classrooms every time they leave and enter. • Toilets to be regularly cleaned throughout the day and logged. This will be programmed to take place after heavy use periods. 	MEDIUM	YES	

Break times	Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Students will have a dedicated area of the field marked out for their bubble group to use each day. • Break times will be staggered in the following fashion: Year 7 Break 10.40-11am Year 8 Break 10-10.20am Year 9 Break 10.40-11am Year 10 Break 10-10.20am Year 11 Break 10.40-11am • Students informed again of the importance of social distancing whilst outside. • Dedicated area of playground/field to be marked out for bubble group to use during breaks and same are used each time as required. • Teachers to provide activities which can abide by the rules. • Supervising staff must keep a 2 metre distance from each other at all times. PPE available for staff to use where this is not possible. 	MEDIUM	YES	
Break Times –	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff must sit at least 1.5 metres apart from each other whilst eating in their areas, limited to 8 staff in the staffroom. • Staff must make their own drinks using the urn and facilities in the staffroom. Staff must use their own mug or the disposable ones provided. • 8 members of staff only per room. • All communal catering items not to be used (microwave/toasters/plates/cutlery/cups/glasses). • A designated member of Staff to supervise lunch with students in classroom or outside area 			

			<ul style="list-style-type: none"> • Breaks to take place during lunchtime when students bubble groups are taken outside to designated area and supervised by Midday Supervision staff. • Excess furniture to be removed and stored to provide additional space if needed. 			
(Around) Break Times Classrooms	Staff Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Member of cleaning staff working throughout the day to thoroughly clean all touch points. • During breaks they will clean tables and door handles with a disinfectant or disinfectant spray. • If a child releases bodily fluid in class space, the affected area to be cleaned with anti-bacterial spray and wiped with blue paper towels by cleaning staff. • Staff must wear mask and gloves whilst carrying out this task and wash hands after cleaning. • Onsite cleaning provision to begin at 09:00 until 15:30 each day as well as usual daily cleaning provision. • Cleaning specification outlined within ATT daytime cleaning procedure. 	MEDIUM	YES	
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Lunch Breaks to be staggered by bubble group. • Students who bring pack lunches will eat outside in their designated bubble area. • Hot lunches will be delivered in the main hall and staggered as detailed below: Year 7 - 12.45-1.25pm Year 8 - 12-12.40pm Year 9 - 12.45-1.25pm Year 10 - 12-12.40pm Year 11 - 12.45-1.25pm 	MEDIUM	YES	

			<ul style="list-style-type: none"> • Outside servery point to be set up to allow quicker flow of students through lunch period and provide year 11 with a dedicated servery with their bubble group area on the site. • Screen to be added to servery area and catering staff to wear appropriate PPE (Vertas company separate Risk Assessment). • Tables are positioned within classrooms and hall to ensure all students face forward and at no point are face to face with another peer. • Tables within dining hall will be set up to ensure safe social distancing is continued during lunch and no students sit face to face. Tables used only for specific purposes. • Grab and go food only to be provided by catering provider and prepared on site. • Students to bring own water bottle and refill at designated times throughout the day. • Drinking fountains to be regularly cleaned and students to sanitise hands before and after use. • Packed lunches to be eaten in designated areas supervised by staff 			
First Aid – minor treatment	Staff Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where minor first aid treatment is required First Aiders must ensure they wear PPE (gloves and a face covering Mask/Visor/Gloves/Apron) and follow ATT procedure when dealing with injuries. • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. 	HIGH	YES	

			<ul style="list-style-type: none"> • Where this is not possible staff members to wear PPE and dispose of items within closed lid bin immediately after use. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash hands after contact. • PPE used for first aid must be disposed of after use. • Staff to wash hands and sanitise after removal of PPE. • Designated area with natural ventilation and accessible toilet has been identified for use if students show COVID19 Symptoms in each bubble group area. 			
First Aid – Life threatening	Staff Students	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear PPE (face covering visor, mask and gloves) when in close contact or dealing with bodily fluids. • In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. • Always wash hands and sanitise after contact. 	HIGH	YES	
First Aid & Medication	Staff Students Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • Staff must wear a face covering mask and/or visor if having to deliver close contact first aid and follow ATT procedure for administering first aid (always refer to up to date information from Gov.UK). • Any dressings used to be double bagged. • Where any medications are administered try and encourage the student to self-administer or staff member must wear a face covering visor, mask, apron 	HIGH	YES	

			<p>and gloves which must be disposed of immediately after use (always refer to up to date information from Gov.UK).</p> <ul style="list-style-type: none"> • Staff to wash hands and sanitise after first aid procedures have taken place and PPE removed. • Special attention must be applied for students with specific needs including administering of Insulin and safe storage of this medication. 			
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: wear Gloves, an apron, a mask, a visor • Soiled clothes to be double bagged and given to Parents on collection of child. • Staff must wash their hands once gloves and masks are removed and dispose of single use PPE. • Record all intimate care carried out. 	HIGH	YES	
Students who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to the child. • Encourage the child to use a tissue to wipe eyes/nose etc. • If contact is required, consider wearing a face covering visor or mask. • Wash and sanitise hands after contact. 	MEDIUM	YES	
Students with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations. • Where possible allow child to be in a room on their own or outside. • Students may need separate care and attention in another space, area to be designated by academy and PPE used at all times. 	HIGH	YES	

			<ul style="list-style-type: none"> Classroom to be allocated for behaviour management within each bubble area or a shared area between bubbles with additional screens installed for separation between groups. 			
Students leaving at the end of the academy day.	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Students to be informed of the requirement to maintain 2 metre rules when leaving academy. Staff/SLT on duty outside to ensure students leave in a safe manner. Staff to wear face covering visor/mask/apron and gloves for this purpose. Staggered leaving times in place. 	HIGH	YES	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged and social distancing rules observed. PPE will be available for staff to use if social distancing requirements cannot be met. Parents will not be allowed onto the academy site and must remain in their cars when collecting students. 	HIGH	YES	
Awareness of policies / procedures / Guidance	Staff Students Others	Inadequate information	<ul style="list-style-type: none"> All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. Staff must ensure they do not attend school if they feel unwell or show symptoms of COVID19. Staff provided access to ATT Guidance and Procedure for the management of Symptomatic students and Confirmed cases of COVID19. All staff are able to access the following information on-line for up to date information on COVID-19 	MEDIUM	YES	

			<ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ DfE ➤ Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection available on ATT LMS and delivered online including: <ul style="list-style-type: none"> ○ Infectious diseases ○ COVID19 ○ First aid at Work ○ First Aid Appointed person ○ First Aid/Riddor • Staff are made aware of the academy's infection control procedures in relation to coronavirus via website, email and staff information packs provided during pre-opening. • Staff must ensure they do not attend the academy if they feel unwell or show symptoms of COVID19. • Staff to contact the academy as soon as possible if they believe they may have been exposed to coronavirus. • Staff to ensure they access an available COVID19 test via NHS Test and trace as detailed in ATT Guidance and procedure for COVID 19 Symptoms and Outbreak • Parents are made aware of the academy's infection control procedures in relation to coronavirus via Website, letter, posters or social media – they are informed that they must contact the academy as soon 			
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			<p>as possible if they believe their child has been exposed to coronavirus.</p> <ul style="list-style-type: none"> • Students are made aware of the academy's infection control procedures in relation to coronavirus via academy staff and are informed that they must tell a member of staff if they feel unwell. • Any unwell students will be separated from their group and Academy staff will follow the ATT procedure for managing symptomatic students and outbreaks of COVID19 • Unwell students will be located in the medical room and use the adjacent toilet to limit the potential spread of infection. • The academy has access to and follows ATT Guidance for Managing Symptomatic students and Confirmed cases of COVID19. • The academy follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace guidance in ATT guidance and procedure for managing Symptomatic students and Confirmed cases of COVID19. • The Academy has an up to date Business Continuity Plan in place should the academy have to close. 			
Poor hygiene practice	Staff Students Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the academy reminding students, staff and visitors to wash their hands, e.g. before entering and leaving the academy. • Students, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection 	HIGH	YES	

			<p>control procedures in accordance with the DfE and PHE's guidance.</p> <ul style="list-style-type: none"> • Sufficient amounts of soap and hand sanitiser available in classrooms, clean water and paper towels are supplied in all toilets and kitchen areas. • All hand dryers to be disabled and taken out of use to limit spread of infection and paper towels to be provided for this purpose instead. • Students are forbidden from sharing cutlery, cups or food or from bringing these items from home. • Air con to be turned off with windows and doors (where appropriate) opened to provide natural ventilation. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • Central ATT Estates team to arrange enhanced cleaning prior to opening which will be undertaken where required – ATT cleaning provider to provide guidance, risk assessments and cleaning specification prior to re-opening. 			
Ill health	Staff Students Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff must follow ATT procedure for managing COVID 19 Symptoms and confirmed cases and follow local HPT advice. • The academy has access to and follows ATT Guidance for Managing Symptomatic students and Confirmed cases of COVID19. • The academy follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace guidance in ATT guidance and procedure for 	HIGH	YES	

			<p>Managing Symptomatic students and Confirmed cases of COVID19</p> <ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. • Forehead temperature gun in place at academy to take temperature and minimise contact between staff and students. • Any student or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. • The relevant member of staff calls for emergency assistance immediately if students' symptoms worsen. • The parents of unwell students are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a student's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell students who are waiting to go home are kept in an area where they can be at least two metres away from others. • Once advice of local HPT has been sought areas used by unwell staff and students who need to go home are appropriately cleaned once vacated, using a 			
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			<p>disinfectant and care to be taken when cleaning all hard surfaces.</p> <ul style="list-style-type: none"> • No further staff need to be sent home until person has received a positive test unless they are displaying symptoms of COVID19 • If required room to be taken out of circulation for 72 hours and students/staff to self-isolate in confirmed cases of COVID19. • Fogging treatment to be carried out to affected area in confirmed cases. To be arranged at ATT estates on notification. • If unwell students and staff are waiting to go home, they are instructed to use different toilets to the rest of the academy to minimise the spread of infection. • Any students who display signs of infection are taken home immediately, or as soon as practicable but separated from bubble group, by their parents – the parents are advised to contact NHS119 to book a test, in emergencies call 999 if the student becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS119 to book a test, in emergencies call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
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<p>Spread of infection</p>	<p>Staff Students Others</p>	<p>Lack of infection control</p>	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using anti-bacterial spray and blue paper towels provided within class space in line with guidance, using PPE at all times. Cleaning staff will be contacted to do this. • Cleaning staff on site during opening hours to meet hygiene standards. • Parents are informed not to bring their child to the academy or on the academy premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and students do not return to the academy before the minimum recommended exclusion period (or the 'self-isolation' period of 10 days) has passed, in line with national guidance. • All student trips are to be on hold during this period of re-opening. • Parents notify the academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The academy in liaison with individuals' medical professionals where necessary, reviews the needs of students who are vulnerable to infections. • Any additional provisions for students who are vulnerable to infections are put in place by the Principal, in liaison with the student's parents where necessary. • In extreme cases involving significant risk the decision not to return to academy can be taken in conjunction with the students' parents, local HPT team and ATT central team. 	<p>HIGH</p>	<p>YES</p>	
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<p>Poor management of infectious diseases</p>	<p>Staff Students Others</p>	<p>Lack of infection control</p>	<ul style="list-style-type: none"> • All Staff and students are advised they must not attend the academy if they feel unwell. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a student or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a student's symptoms to the Principal or SLT as soon as possible. • The Academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus and follows the ATT procedure and advice of the local health protection team HPT. • The Academy is informed by students' parents when students return to academy after having coronavirus – the Academy informs the relevant staff. • Staff inform the Principal when they plan to return to work after having coronavirus. • Central Estates monitors the cleaning standards of the academy cleaning contractors and additional measures required with regards to managing the spread of coronavirus are being implemented with cleaning arrangements and specification outlined for Academy. • Additional Cleaning provision provided throughout the day to ensure all touch points and regularly used surfaces are cleaned. 	<p>HIGH</p>	<p>YES</p>	
<p>Lack of communication</p>	<p>Students Staff Parents</p>	<p>Infection Control</p>	<ul style="list-style-type: none"> • The academy staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure. 	<p>Medium</p>	<p>YES</p>	

	Others		<ul style="list-style-type: none"> Academy Staff follow ATT procedure for managing COVID 19 Symptoms and Confirmed cases. Temperature to be taken should any students show signs of illness and they are isolated from the rest of their bubble in the designated area. The Principal contacts the local HPT team and ATT Estates Team, follows the advice given from HPT and discusses if any further action needs to be taken. Academy puts into place any actions or precautions advised by their local HPT team The principal contacts the senior ATT officer (Deputy Estates Director/Estate Director/Executive Principal/RED/Senior Operation Officer) and follows the advice given from and discusses if any further action needs to be taken. Academy puts into place any actions or precautions advised by the above discussion with ATT officer (Deputy Estates Director/Estate Director/RED/Senior Operation Officer) Academy keep staff, students and parents adequately updated about any changes to infection control procedures as necessary. 			
Cleaning while Academy open	Staff	Infection Control	<ul style="list-style-type: none"> Cleaning staff deployed during daytime opening hours 08:30 – 16:30 in addition to regular cleaning hours. All touchpoints and hard surfaces to be cleaned on a regular basis throughout the day, this will include <ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and students ➤ Toilet flushes and regular cleaning of toilets. 	MEDIUM	YES	

			<ul style="list-style-type: none"> ➤ Separate specification to be issued by cleaning contractor • All classrooms to have disinfectant wipes, spray disinfectant and disposable cloths to clear any spillage during occupation. • All classrooms to have spray disinfectant and disposable cloths to clear any spillage during occupation. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All used cloths thrown away to be double bagged and then placed in a secure area/closed lid bin. • All Classrooms to have disinfectant wipes available to clear any spillages. 			
Statutory Tests and Inspections	Staff Students	Health & Safety Infection Control	<ul style="list-style-type: none"> • Regional Manager review of Site Health and Safety will be completed prior to re-opening. • Fire drill using bubble groups will take place during the Autumn term, procedures will be maintained in the event of a fire including clear sign posting of where to meet etc in line with fire risk assessment. • No fire drill will take place during the initial re-opening, but procedures will be maintained in the event of a fire including clear sign posting of where to meet etc in line with fire risk assessment. • Statutory inspections to continue but with social distancing in place at all times and completed outside of opening hours (prior to 09:00, after 15:30 and weekends). 	MEDIUM	YES	

			<ul style="list-style-type: none"> • In-house inspections will continue to ensure the academy remains as safe as possible. • Property software regularly updated to show compliance. 			
Contractors in the academy	Staff Students	Health & Safety Infection Control	<ul style="list-style-type: none"> • Contractor visits will be completed outside of opening hours unless in case of statutory compliance work, maintenance and emergency required to keep academy open. Where space can be separated large projects will be completed under strict management conditions. • Where contractors are coming into the academy, they must complete academy waiver stating they are free from symptoms and do not have COVID19. • ALL Contractors must have up to date Risk Assessments and Method Statements and provide copies along with COVID19 safety measures prior to entry to site. • Control measures regarding the Coronavirus must be included within their RAMs. • Academy to ensure no students or staff are in the area where contractors are working. • Contractors will be designated a toilet they can use whilst on site if out of hours which will then be cleaned or advised not to use on site facilities. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. Area will then be thoroughly disinfected. 	MEDIUM	YES	

			<ul style="list-style-type: none"> • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the Academy site and complete academy waiver form. • If they become aware of a contractor coming down with symptoms within 14 days of being at the academy, they must inform the academy immediately. 			
Visitors to the academy			<ul style="list-style-type: none"> • Where possible all meetings must take place via TEAMS/remotely. • Where meetings must take place they should be outside of academy hours. • Where this is not possible visitors must complete academy waiver stating they are free from symptoms and do not have COVID19. • Reception staff will sign visitors in and give them a disposable badge that must be worn until the visitor has left site. • Social distancing must be observed at all times with visitors only entering the area required for the meeting. • Visitors must use the designated toilet in the reception area. • When entering the academy visitors must sanitise or wash their hands. Masks/face coverings are encouraged but not mandatory. • Wipes are provided for visitors to use before sitting/using an area. 			

			<ul style="list-style-type: none"> After all meetings the cleaning staff will clean the room before it is used by anyone else. 			
Emergencies	Staff Students	Infection Control	<ul style="list-style-type: none"> All staff and students' emergency contact details are up to date, including alternative emergency contact details, where required. Students' parents are contacted as soon as practicable in the event of an emergency. Staff and students' alternative contacts are contacted where their primary emergency contact cannot be contacted. The academy staff have access to the local HPT contact details and ATT procedure to follow in the event of an outbreak or suspected case of COVID19. The academy has access to and follows ATT Guidance for Managing Symptomatic students and confirmed cases of COVID19. The academy follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace guidance in ATT guidance and procedure for managing symptomatic students and confirmed cases of COVID19. The Academy has an up to date Business Continuity Plan in place should the academy have to close. 	HIGH	YES	