

## Mildenhall College Academy - INFECTIOUS DISEASES COVID-19

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| Hazard/<br>Activity                  | Persons<br>at Risk        | Risk                   | Control measures in use  | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |    |
|--------------------------------------|---------------------------|------------------------|--|--------------------------------------|----------------------------|----|
|                                      |                           |                        |  |                                      | YES                        | NO |
| Awareness of policies and procedures | Staff<br>Pupils<br>Others | Inadequate information | <ul style="list-style-type: none"> <li>• All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures relating to COVID19 and published on academy website</li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>➤ The Health Protection (Notification) Regulations 2010</li> <li>➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection:               <ul style="list-style-type: none"> <li>○ Administering <del>medicatuions</del>medications</li> <li>○ Infectious Diseases</li> <li>○ COVID19</li> </ul> </li> <li>• The academy keeps up-to-date with ATT procedures and risk assessment based on advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>➤ DfE</li> <li>➤ HSE</li> <li>➤ NHS</li> </ul> </li> </ul> | MEDIUM                               | YES                        |    |

|                       |                           |            |  |        |     |  |
|-----------------------|---------------------------|------------|--|--------|-----|--|
|                       |                           |            | <ul style="list-style-type: none"> <li>➤ Department for Health and Social Care</li> <li>➤ PHE</li> <li>• Staff have access to ATT Guidance and procedure for management of symptomatic pupils and confirmed cases of COVID19</li> <li>• Staff are made aware of the ATT's infection control procedures in relation to coronavirus via website, email or staff meetings and contact the academy as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>• Parents are made aware of the ATTs infection control procedures in relation to coronavirus via letter website and social media – they are informed that they must contact the academy as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Pupils are made aware of the ATT's infection control procedures in relation to coronavirus via class teacher and are informed that they must tell a member of staff if they feel unwell.</li> <li>• Temperature forehead monitoring gun in place to take temperature should a pupil/staff member feel unwell</li> </ul> |        |     |  |
| Poor hygiene practice | Staff<br>Pupils<br>Others | Ill Health | <ul style="list-style-type: none"> <li>• Posters are displayed throughout the academy reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the academy.</li> <li>• Pupils, 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 control procedures in accordance with the DfE and PHE's guidance.</li> <li>• Non <del>alcohol</del>alcohol</li> <li>• Sufficient amounts of soap clean water and paper towels are supplied in all toilets and kitchen areas.</li> </ul>  | MEDIUM | YES |  |

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|------------|---------------------------|-------------------------|--|--|--|--|
|            |                           |                         | <ul style="list-style-type: none"> <li>• Sufficient amounts of hand sanitiser are provided in each classroom</li> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Pupils are discouraged from sharing cutlery, cups or food.</li> <li>• Staff to bring their own cutlery and mugs on site and must not share.</li> <li>• Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• ATT Central Estates Dept enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE and GOVT <a href="#">Guidance Cleaning Guidance Cleaning</a> staff deployed during the day to clean all touchpoints and class spaces during breaktimes</li> <li>• Closed lid bins and tissue dispensers provided in each room</li> <li>• Hand sanitiser available in every room. Portable units available for sanitising on entry into site</li> </ul> |  |  |  |
| Ill health | Staff<br>Pupils<br>Others | Coronavirus<br>Symptoms | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Any pupil 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</li> </ul>  |  |  |  |

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|  |  |  | <p>the class and placed in an area where they will not come into contact with others and are supervised at all times.</p> <ul style="list-style-type: none"> <li>• The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> <li>• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Staff caring for unwell pupil must wear PPE</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>• If more than one corona virus case is confirmed, the affected area the pupil/staff occupied is closed for 72 hours and a medical fogging treatment is performed prior to being brought back into use.</li> <li>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 1191 to book a test immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact</li> </ul> | <p><b>MEDIUM</b></p> | <p><b>YES</b></p> |  |
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|                     |                           |                           | <p>1191 to book a test or call 999 if they become seriously ill or their life is at risk.</p> <ul style="list-style-type: none"> <li>• Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> <li>• PPE is provided to staff who need to tend to an unwell pupil and must be worn in this situation</li> </ul>   |        |     |  |
| Spread of infection | Staff<br>Pupils<br>Others | Lack of infection control | <ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>• Parents are informed not to bring their children to the academy or on the <a href="#">acadamiesacademies</a> premises if they show signs of being unwell or believe they have been exposed to coronavirus.</li> <li>• Staff and pupils do not return to the academy before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> <li>• Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.</li> <li>• Parents notify the academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>• The academy will liaise with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>• Any additional provisions for pupils who are vulnerable to infections are put in place by the Principals, in liaison with the pupil's parents where necessary.</li> </ul> | MEDIUM | YES |  |

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| <p>Poor management of infectious diseases</p> | <p>Staff<br/>Pupils<br/>Others</p> | <p>Lack of infection control</p> | <ul style="list-style-type: none"> <li>• Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>• Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Principal or ALT as soon as possible.</li> <li>• The academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• The academy is informed by pupils' parents when pupils return to the academy after having coronavirus – the academy informs the relevant staff.</li> <li>• Staff inform the Principal when they plan to return to work after having coronavirus.</li> <li>• A nominated person monitors the cleaning standards of the academies cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul> | <p>MEDIUM</p> | <p><b>YES</b></p> |  |
| <p>Lack of communication</p>                  | <p>Staff<br/>Pupils<br/>Others</p> | <p>Unsafe Practices</p>          | <ul style="list-style-type: none"> <li>• The academy staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure and follows ATT Procedure for management of symptomatic pupils and confirmed cases of COVID19</li> <li>• The Principal contacts a senior ATT officer (Deputy Estate Director/Estate Director/Executive Principal/RED/Chief Operating Officer) and local HPT team follows the advice given from and discusses if any further action needs to be taken.</li> <li>• The academy put into place any actions or precautions advised by the conversation above</li> </ul>  | <p>MED</p>    | <p><b>YES</b></p> |  |

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|  |                           |                               | <ul style="list-style-type: none"> <li>Academies keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>   |        |     |  |
| Disruption to the running of the academy and exams | Staff<br>Pupils<br>Others | Postponed exams               | <ul style="list-style-type: none"> <li>The academy has an up-to-date Exam Contingency Plan in place – the plan is reviewed as necessary.</li> <li>The academy has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary.</li> <li>The academy adheres to and keeps up-to-date with the latest local and national advice about academy closures – advice is sought from the local HPT or DfE helpline where required.</li> <li>Follow Government advice and follow any instructions</li> </ul>   | MED    | YES |  |
| Preparing for a academy closure                    | Staff<br>Pupils<br>Others | Lack of control and resources | <ul style="list-style-type: none"> <li>In the event of one or more confirmed of COVID19, the academy may have to part close under advice of local HPT</li> <li>In the event of a local lockdown the academy may have to close on advice of the GOVT and PHE</li> <li></li> <li>The academy communicates with parents via letter/website/text as soon as possible about a academy closure and the cancellation of any academy trips or extra-curricular activities.</li> <li>Pupils are informed via assembly about the academy closure and what is expected of them should they need to work from home.</li> <li>The Principal puts a plan in place to manage staff workload in preparation for a academy closure.</li> <li>The Principal reverts to business continuity planning and moves to put a plan in place for pupils' continued education during a academy closure to ensure there is</li> </ul> | MEDIUM | YES |  |

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|---|---------------------------|------------------|--|--------|------------|--|
|   |                           |                  | <p>minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in academy .</p> <ul style="list-style-type: none"> <li>• The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.</li> <li>• Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue.</li> <li>• The Principal ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure.</li> <li>• The Principal works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.</li> <li>• The Principal liaises with the relevant organisations to ensure adequate provision is in place for all pupils to be able to work from home, e.g. learning support.</li> <li>• Nominated staff arranges for the academy to be deep cleaned in the event there is a academy closure.</li> <li>• The academy manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send academy work to the pupil.</li> <li>• Estates Team and Principal will implement Partial opening Control Measures</li> </ul> |        |            |  |
| Academy remains open for Key Worker Pupils Only | Staff<br>Pupils<br>Others | Education issues | <ul style="list-style-type: none"> <li>• The Principal will arrange for staff to remain at the academy to educate pupils who will remain in school as their parents are Key Workers.</li> <li>• The Principal will work closely with staff on creating a timetable for these children.</li> </ul>  | MEDIUM | <b>YES</b> |  |



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|-----------------------------|---------------------------|-------------------|--|--------|-----|--|
| Cleaning while academy open | Staff<br>Pupils<br>Others | Infection Control | <ul style="list-style-type: none"> <li>• Additional Cleaning resource deployed during the day to clean all touch points and class spaces during break times when they are vacated.</li> <li>• All hard surfaces to be cleaned on a regular basis, this will include             <ul style="list-style-type: none"> <li>➢ All door handles</li> <li>➢ All tables and chairs used by staff and pupils</li> <li>➢ Toilet flushes and regular cleaning of toilets.</li> </ul> </li> <li>• All classrooms to have access via a cleaner to spray disinfectant and disposable cloths.</li> <li>• Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>• All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin.</li> </ul>  | MED    | YES |  |
| Vacant premises             | Staff<br>Pupils<br>Others | Security issues   | <ul style="list-style-type: none"> <li>• Access to the academy is restricted – this will be in line with normal shut down (i.e. school holidays)</li> <li>• The Principal and site manager remain on-call in case of an emergency or if access to the school is required.</li> <li>• External signage is visible to show that the school is closed and that access is restricted if required.</li> <li>• Valuable school property and equipment is identified and reasonable measures are in place to ensure security.</li> <li>• The site manager ensures the academy premises is safe to return to before academy activity resumes.</li> <li>• Any hazards are reported to the Principal as soon as possible and issues are resolved prior to staff and pupils returning to school.</li> <li>• The Principal ensures the academy reopens only when it is safe and advisable to do so, in line with local and national advice.</li> </ul> | MEDIUM | YES |  |

|  |                                    |                                    |  |               |                   |  |
|--|------------------------------------|------------------------------------|--|---------------|-------------------|--|
| <p>Statutory Tests and Inspections</p> | <p>Staff<br/>Pupils<br/>Others</p> | <p>Maintenance issues</p>          | <ul style="list-style-type: none"> <li>• If academy remains closed and no access permitted then ensure all planned testing and inspections of equipment resumes as soon as the academy re-opens.</li> <li>• If the academy remains open for key workers it may be possible to allow contractors to carry out planned preventative maintenance. However this is subject to Government restrictions.</li> <li>• In-house inspections should continue to ensure the school remains as safe as possible whilst open.</li> </ul>  | <p>MEDIUM</p> | <p><b>YES</b></p> |  |
| <p>Contractors in the academy</p>      | <p>Staff<br/>Pupils<br/>Others</p> | <p>Inadequate control measures</p> | <ul style="list-style-type: none"> <li>• Where contractors are coming into the academy, they must sign the academy waiver form stating they have no symptoms of corona virus and do not have the illness.</li> <li>• Where contractors are coming into the academy, they must have up to date Risk Assessments and Method Statements.</li> <li>• Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>• The academy to ensure no pupils or staff are in the area where contractors are working.</li> <li>• Contractors will be designated a toilet they can use whilst on site.</li> <li>• Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> <li>• They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the academy site.</li> </ul> | <p>MEDIUM</p> | <p><b>YES</b></p> |  |

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|-------------|---------------------------|-----------------------------------|--|-----|-----|--|
|             |                           |                                   | <ul style="list-style-type: none"> <li>• 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.</li> </ul>  |     |     |  |
| Emergencies | Staff<br>Pupils<br>Others | Inadequate<br>Control<br>Measures | <ul style="list-style-type: none"> <li>• All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> <li>• The academy has an up-to-date COVID 19 First Aid Policy in place which outlines the management of medical emergencies and medical emergencies are managed in line with this policy.</li> <li>• The academy has access to and follows ATT Guidance for Managing Symptomatic pupils and confirmed cases of COVID19.</li> <li>• 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 pupils and confirmed cases of COVID19</li> <li>• The Academy has an up to date Business continuity Plan in place should the academy have to close</li> </ul> | MED | YES |  |