

## Coronavirus risk assessment: Staff working in the academy

### Howden School- Lockdown 3

<b>Assessment conducted by:</b> G Cannon	<b>Job title:</b> Headteacher	<b>Covered by this assessment:</b> staff, governors, parents, volunteers and visitors.
<b>Date of assessment:</b> 12 January 2021	<b>Review interval:</b> Weekly- Daily in week 1	<b>Date of next review:</b> 18 January 2021

Related documents
Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Exam Contingency Plan, Business Continuity Plan, Supporting Students with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Data Protection Policy, Behaviour Policy, Attendance Policy, Safeguarding and Child Protection Policy, TCAT Outbreak Plan.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

## Headline figures for infection rates

### Yorkshire and Humber Update:

UK Government Daily Coronavirus Figures – Case numbers (whole pandemic) as of 07 January 2021		
Area	Cumulative cases to date (pillar 1 and pillar 2)	Rate per 100,000
East Riding of Yorkshire	13,444	3,940.5
Kingston upon Hull	14,296	5,503.2
North East Lincolnshire	6,482	4062.3
North Lincolnshire	6,674	3,873.7
Yorkshire and the Humber	283,577	5,153.2
England	2,705,964	4,807.4

Source: [UK Government](#)

Positive Test and Trace Update – Case increase and latest 7-day rate per 100,000		
Area	Actual increase in positive tests in latest 7 days (02 January – 08 January)	7 day rate per 100,000 for 7 days previous* (08 January)
East Riding of Yorkshire	786	230.4
Hull	877	337.6
North East Lincolnshire	258	161.7

North Lincolnshire	335	194.4
Yorkshire and Humber	18,129	329.4
England	360,137	639.8

**Source:** PHE Daily Briefing

*\*Test results are updated every day and so rates are liable to change.*

**Hull per infection rates per 100K is 337**

**East Riding Infection rates per 100K is 230**

**The England infection rate is 639/100K**

**Therefore ,infection rates in The East Riding are well below that of the rest of England and the infection rate for the school based population is significantly below the average for England.**

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- **a requirement that people who are ill stay at home**
- **robust hand and respiratory hygiene**
- **enhanced cleaning arrangements**
- **active engagement with NHS Test and Trace**
- **formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable**

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- **grouping children together**
- **avoiding contact between groups**
- **arranging classrooms with forward facing desks**
- **staff maintaining distance from Students and other staff as much as possible**
- **System of controls**
- This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.
- **Prevention:**
- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible

- 6) where necessary, wear appropriate personal protective equipment (PPE)
- Numbers 1 to 4 must be in place in all schools, all the time.
- Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.
- Number 6 applies in specific circumstances.
- **Response to any infection**
- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice
- Numbers 7 to 9 must be followed in every case where they are relevant.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> <li>• All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>- <b>Health and Safety Policy</b></li> <li>- <b>Infection Control Policy</b></li> <li>- <b>First Aid Policy</b></li> <li>- <b>Behaviour Policy</b></li> <li>- <b>TCAT COVID 19 Outbreak plan</b></li> </ul> </li> </ul> <p><b>As part of staff wellbeing, staff are invited into receive an induction to make sure they understand the new working conditions for their wellbeing. Coming into school for an induction before it reopens is available to all staff who are fit to work, it is a means to address any concerns staff may have.</b></p> <ul style="list-style-type: none"> <li>• All staff have access 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> </ul>	Yes	Headteacher/Site Manager	11.01.21	M

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		<ul style="list-style-type: none"> <li>- <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm#how_to_improve">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm#how_to_improve</a></li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The academy keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE-daily briefing</li> <li>- HSE</li> <li>- BBC updates on education select committee questions</li> <li>- NHS</li> <li>- Department for Health and Social Care</li> <li>- PHE</li> <li>- The school's site team (Howden Site Team)</li> <li>- Trade Union/Professional Associations</li> <li>- Trust</li> <li>- CLEAPPS</li> </ul> </li> <li>• Staff and volunteers are made aware of the academy's infection control procedures and social distancing arrangements in relation to coronavirus via SOP and FAQ documents.</li> <li>• The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times (Both covered under the academy's GDPR policy) – this includes withholding the names of staff, volunteers and Students with either confirmed or suspected cases of coronavirus.</li> <li>• All visitors (rare) to site including contractors to share information so that Track and Trace can be used. This will be maintained by the DPL and shared with the Trust CST in line with Trust procedure. Where this is refused, access to the site will be denied</li> </ul>				

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		<ul style="list-style-type: none"> <li>During first week daily updates with opportunity for feedback from staff, students and parents to feed into the RA and procedures review. These opportunities will be continued on an informal and formal basis.</li> <li>Staff emergency contact details and next of kin will be checked in the first week back in the Autumn Term</li> <li>All staff will be reminded through the weekly staff briefing of the main changes to the RA or SOP document</li> <li><b>All on site contractors directed to the RA and guided by the Site team</b></li> <li>Chartwells catering have produced their own RA that is shared with HT and TCAT</li> <li>Staff made aware of new guidance on close contact which has changed</li> </ul>				
Poor hygiene practice	H	<ul style="list-style-type: none"> <li>Posters/ digital displays are displayed throughout the academy reminding everyone of infection control procedures and social distancing arrangements, e.g. regular hand washing staying at least 1+ metre apart where possible.</li> <li>With effect from Monday 14thSeptember, all staff in primary schools and all staff and pupils in secondary schools should wear face coverings at all times except when in the classroom or when eating and drinking.</li> <li>Additional face coverings have been purchased and placed in strategic places such as the canteen, entrance, bus circle if students and staff have forgotten theirs.</li> <li>Additional bags purchased for students to place face masks in</li> <li>Clear signage in entrance to set expectations when arriving at school</li> <li>Students instructed to remove face coverings on entering school, placing them securely in a plastic bag and then instructed to wash their hands for 20 seconds/sanitise on entry to the building. This will be communicated in the letter to P/C</li> <li>Each morning reference made to a powerpoint with good hygiene practice information included</li> </ul>	Yes	Site Manager	11.01.21	M

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		<ul style="list-style-type: none"> <li>• Sufficient amounts of soap (or hand sanitiser at 60% alcohol base where applicable) and paper towels and lidded bins are supplied in infection control areas, bathrooms and kitchens.</li> <li>• Sufficient amounts of suitable cleaning agents are available on the premises to sanitise regularly-used areas and surfaces – cleaning agents are used and stored in line with the COSHH Policy. A good supply chain is secured</li> <li>• Everyone is directed to wash their hands regularly (at least 4 times per day) with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>• Everyone is directed, to catch coughs and sneezes in a tissue (Catch It, Bin It, Kill It) and dispose of the tissue in a bin provided. The double bagged bins will be regularly replaced by cleaning teams ONLY when it is appropriate to do so who will have appropriate PPE. Where students/staff sneeze, they need to wash their hands or clean them with hand sanitiser afterwards</li> <li>• Each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment, but it is made clear to staff that it is not appropriate for them to be cleaning.</li> <li>• Students have been advised to bring their own tissues with them in P/C letter.</li> <li>• As with hand cleaning, we will support students with complex needs are helped to get this right, and all students understand that this is now part of how school operates. Some Students with complex needs will struggle to maintain as good respiratory hygiene as their peers. This is considered in risk assessments in order to support these Students and the staff working with them.</li> </ul>				



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		<ul style="list-style-type: none"> <li>• <b>All staff encouraged to be as self sufficient as possible in regard to sustenance.</b> A pack up, water and a flask for hot drinks. The kitchen has clearly marked on the door the maximum number of occupants at any one time, gel for cleaning hands and wipes for wiping down surfaces that cannot be avoided in the making of a beverage such as the hot water system.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable) and hand drying facilities and bins are supplied in infection control areas, bathrooms and kitchens.</li> <li>• New cleaning rota put in place with additional cleaning staff on site for September. Further additional hours or flexibility in work patterns may be discussed with individuals as the RA and Operational site management is reviewed.</li> <li>• Tissue supply are checked through out the day by cleaning staff. If supplies are running low then staff can email site team for re supply of tissues, which will be left at the door if the room is occupied.</li> <li>• The number of rooms used by staff during working hours is limited to avoid the spread of infection and minimise cleaning requirements.</li> <li>• New cleaning rota put in place identifying areas of high usage (to be cleaned throughout day, medium (cleaned 3 times a day) and low usage (cleaned once a day). The site team to produce map and share with staff.</li> <li>• The water fountain has been disconnected. Students are instructed to bring water with them at the start of the day and keep it with them.</li> <li>• The Headteacher identifies which areas of the school may be used to carry out working activities and communicates this to staff and volunteers via email or briefing</li> <li>• Our guidance to staff and students includes whistle blowing information of what they should do if they see staff or students breaking the</li> </ul>				

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		<p>guidance. A member of the SLT will be monitoring that systems are being complied with</p> <ul style="list-style-type: none"> <li>• Site team to ensure that our heating system is operating correctly and efficiently.</li> <li>• Site Team not switch ventilation systems off in any building, but to operate them continuously at reduced speeds.</li> <li>• Extend heating times to ensure that the heating system pipework temperatures have achieved at least 60oC throughout the system for at least 1 hour before the building is occupied.</li> <li>• Fan Convactor Heaters should be checked, cleaned and serviced before use, remove any obstruction away from the convactor grills which may have an impact on the operation of the unit.</li> <li>• Fans not be disconnected within the convactor heater as the "isolating" of the fans within the convactor heaters would dramatically reduce the efficiency of the associated heater (Only producing 10% of the normal output from the fan convactor Heater)</li> <li>• (Where fitted ) Continue to operate air handling units with recirculation to 100% outdoor air</li> <li>• In buildings with mechanical ventilation systems , extended operation times are recommended. Time ventilation systems to start 2 hours before and 2 hours after building occupation , Site team to adjust timings</li> <li>• In buildings without mechanical ventilation , the use of openable windows is recommended , even if this causes thermal discomfort.</li> </ul>				
Lack of Social Distancing	H	<ul style="list-style-type: none"> <li>• Staff and volunteers avoid contact with people who show symptoms of coronavirus, both in and out of academy. All members of school community are regularly briefed on the symptoms to look for: High temperature/fever New and persistent cough Loss of smell and/or taste</li> </ul>	Yes	Headteacher	11.01.21	M

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		<ul style="list-style-type: none"> <li>All classrooms have 2m marked in tape to ensure that desks don't creep towards the front over time. This means the 2m gap is maintained</li> <li>Close school library until further notice as cannot socially distance in space, too much soft furnishings</li> <li>Staff room too have furniture removed so staff cannot congregate in there</li> <li>Zoning of classrooms- space to separate students and staff</li> <li>Review of each classroom to remove unwanted equipment to create more space.</li> <li>On training day HT and site manager visit all classrooms to check teaching spaces</li> <li>Zoning of social spaces on field when appropriate</li> <li>Staggered social times to avoid over crowding</li> <li>Change length of lessons to allow social distancing, remaining within 1265 and standard contact time</li> <li>As much as is possible students are seated in forward facing desks. Where this is not possible such as in ICT rooms there is more than 1+ metre between students and staff are instructed to advise students at the start of each lessons about social distancing and behaviour expectations</li> </ul> <p>Operational plans work on the principle of avoiding transitions to limit the number of people moving around the building at any one time to minimise the risk of contact and the spread of infection:</p> <ul style="list-style-type: none"> <li><b>Instruct all staff that when dismissing the class period 5 at the end of the day that students should have their face covering in place</b></li> <li><b>Close off lockers and seal with tape to stop students moving to collect belongings and avoid additional contacts</b></li> <li>Staff should avoid close face to face contact and minimise time spent within 1+ metre of anyone to less than 15 mins</li> </ul> <p><b>Where close proximity interaction (being less than two metres apart) cannot be avoided, staff are instructed to:</b></p>				

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		<ul style="list-style-type: none"> <li>Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely.</li> <li>Work facing away from each other or side-by-side, where possible, instead of face-to-face.</li> <li>Where face-to-face interaction is essential, minimise the frequency and duration of the interaction.</li> <li>Limit close proximity interaction to 15 minutes at a time. Advise staff on training day about protocol</li> <li>On training day provide additional guidance on TA's on working with students. This guidance has been issued</li> <li>Inform staff that if they have a TA in the class to place student on the front of a row near space to allow the TA to work with them.</li> <li>Limit the number of people in close proximity interactions to no more than two people.</li> <li>Each classroom/office space will be reviewed to remove unnecessary furniture and soft furnishings to make more space</li> <li>Markings in the school entrance, floors and class room guide people to socially distance.</li> <li>Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, infection control procedures and social distancing arrangements are adhered to at all times.</li> <li>Staff and volunteers avoid non-essential work-related travel, where practicable.</li> <li>Students have designated zones of the school building, signage makes this apparent. Each year group has designated toilets and area to socialise that is separate from other year groups.</li> <li>Where learners use the bus, they and parents have been advised to avoid public transport especially at peak times. However, when using any bus or public transport they are required to wear a mask which will be removed and placed securely in a plastic bag, then they will be instructed to</li> </ul>				

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		<p>wash/sanitise their hands. Where staff generally use public transport, they should speak with their line manager to identify other alternatives. Where public transport is the only option, they should use a face covering in line with Government guidance and secure this safely on entry to school.</p> <ul style="list-style-type: none"> <li>• Most students will come into school on a bus. We have purchased stencils so we can spray distance markings on the ground so students can adhere too. Sanitiser is available on a table as soon as students leave the bus.</li> <li>• If students arrive by the main entrance have purchased stencils so we can spray distance markings on the ground so students can adhere too. Sanitiser is available on two places in the main entrance</li> <li>• The size and frequency of essential group gatherings is limited to no more than five staff, and this is communicated to staff via email.</li> <li>• Where staff must work in teams to carry out their role or perform a task, teams are arranged beforehand and, where possible, team mixing is minimised.</li> <li>• <b>Staff room closed to staff congregating and eating lunch</b></li> <li>• The use of communal areas, e.g. &amp; kitchen (1 person) is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. Acceptable numbers are clearly marked on the door for staff to adhere to. This has been done in consultation with support staff who work in that office.</li> <li>• Floor markings or signs are used, where necessary, to indicate any two-metre spacing, e.g. where queues are likely to form.</li> <li>• Contact with parents and carers is minimised and alternative arrangements are in place, e.g. telephone meetings – no face-to-face meetings are communicated clearly, in advance to parents letter. Where parents/carers are invited to a meeting, they will be briefed on the phone before hand regarding expectations to keep everyone safe. Anyone</li> </ul>				

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		<p>arriving on site without an appointment will be refused access to school buildings by a senior member of staff</p> <ul style="list-style-type: none"> <li>Where staff cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</li> <li>Risk assessments conducted for all students with a known propensity for non-compliance. Expectations shared with parents / carers, along with the clear message that students who do not comply will be returned home immediately.</li> <li>If a student fails to comply with the academy's social distancing protocols in a classroom setting, the rest of the group will be moved to another room and the academy's procedure for dealing with non-compliance will be followed. School behaviour policy has been changed to reflect this.</li> <li>If students engage in a physical confrontation, staff will remain at a safe distance of 2m and give a clear verbal instruction to STOP. Staff will be actively encouraged to wear adequate PPE prior to any decision to provide physical intervention. Any staff involved in physical interventions given time to wash, change and supported to seek a Covid test.</li> <li>The Headteacher will make every effort to reduce non-essential activities and visitors to the site</li> </ul>				
Ill health		<ul style="list-style-type: none"> <li>Staff and volunteers are informed of the symptoms of possible coronavirus infection. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> </ul>	Yes	Operations Manager	11.01.21	M

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		<ul style="list-style-type: none"> <li>• Issued guidance to staff and students regarding new update on testing and symptoms that are not related to COVID 19</li> <li>• All staff who are CEV ( clinically extremely vulnerable) are not in school and where possible working from home. Weekly check in line manager for well being.</li> <li>• Where possible CEV staff are using blended learning to ensure classes are being supported.</li> <li>• Staff who are CV ( clinically vulnerable) are expected to be in school. Operations manager to issue personal RA which was completed in Lockdown 1 and will be reviewed by SLT link to ensure staff are comfortable with this.</li> <li>• Headteacher to write to all staff about moving in national lockdown 3</li> <li>• Review of CEV staff means that CEV are required to work from home and this is continually reviewed depending on local conditions and if the CEV staff have been vaccinated.</li> <li>• <b>New details to be released on new testing avenues so we can understand which is the best and quickest. Staff will have access to lateral flow testing through initially external sites set up by ERYCC and then through school site. HT advised this is operational via TCAT email</b></li> <li>• We are likely to receive a small number of home testing kits to be issued to parents of children with symptoms where we think it unlikely that they will seek a test themselves. – these tests will be passed to the parent but MUST NOT be administered by any member of school staff.</li> <li>• If a child/colleague who is too unwell to take them self home is awaiting collection, they should be moved, to the Infection Control Room where they can be isolated behind a closed door with good ventilation in Howden School this is the medical room, depending on the age and needs of the child, with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• If a student needs to go to the bathroom ( this is the disabled toilets in the admin corridor) while waiting to be collected, they should use a separate bathroom. The bathroom will cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE must be worn by staff caring for the child/colleague while they await collection. More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</li> <li>• On collection the P/C will be advised to phone NHS 111 or if the symptoms become more serious 999</li> <li>• Any member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, is immediately sent home and advised to call 999 if they become seriously ill or their life is at risk.</li> <li>• Staff act in line with the Infection Control Policy and ensure that any unwell staff or volunteers who are waiting to go home are moved to a quieter area of the academy, away from others.</li> <li>• Areas used by unwell members of staff who need to go home are appropriately cleaned once vacated.</li> <li>• If 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 (Wheel chair access toilets in admin)</li> <li>• Any medication given to ease symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> <li>• Any members of staff who have helped someone with symptoms and any Students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS</li> </ul>				



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		<p>Test &amp; Trace. All those who have supported an unwell learner/colleague will be encouraged to wash their hands for a min of 20 secs.</p> <ul style="list-style-type: none"> <li>Staff can be instructed to go home if they are unwell, even if they would like to stay in school.</li> <li>For other First Aid requirements this will be administered in the pop up office in reception, separate to the Infection Control Room.</li> </ul>				
Spread of infection		<ul style="list-style-type: none"> <li><i>Close contact is now considered:</i></li> <li><i>Face-to-face contact including being coughed on or having a face-to-face conversation within one metre</i></li> <li><i>been within one metre for one minute or longer without face-to-face contact</i></li> <li><i>been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</i></li> <li>All doors apart from fire and the staff room door will be open to remove points of contact.</li> <li>Open high level windows at all times whilst in the room – avoid low level windows being open if the temp is cold</li> <li>When rooms are empty (between lessons/break/or when not timetabled or when staff are working on their own and feel able to do so) open the windows/vents fully to purge the space</li> <li>We have asked staff in the RAs to support us by, as they leave a room to fully open the window – in our efforts to keep each other safe</li> <li>Facilities and cleaning teams are being asked to open windows/vents fully in the morning and evening until the buildings are locked to purge also – in some of our newer buildings the vents are being left open all night to purge (this would be part of the usual ventilation system)</li> <li>In each class staff are reminded that the main spread of infection is from adult to adult</li> <li>The site team will ensure that the rooms are sufficiently aired at the start and end of each day. This means that before the school day the windows</li> </ul>	Yes	Operations Manager	11.01.21	M

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		<p>will be opened for at least 1 hour before and at the end of each working day.</p> <ul style="list-style-type: none"> <li>• During the day if the room is not being used i.e. over lunch or break then some of the windows can be fully open to allow more ventilation. When students return to the room the windows can be closed slightly.</li> <li>• All classrooms will have hand sanitisers and all main offices will have hand sanitiser available</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately if not caught in a tissue, using PPE at all times by cleaning staff. Teaching staff to contact cleaning staff via email. Double bagged Bin liners will be routinely changed by cleaning staff at appropriate times such as break and lunch.</li> <li>• Different groups have been allocated their own toilet blocks, and toilets will be cleaned regularly. Students will be encouraged to clean their hands thoroughly after using the toilet by posters displayed in the toilets</li> <li>• Staff are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format.</li> <li>• Staff are informed via email that they must not enter the academy premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Staff do not return to academy before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the Infection Control Policy and local and national guidance.</li> <li>• Staff inform the Operations Manager when they plan to return to work after having coronavirus.</li> <li>• Staff notify the Operations Manager <b>TCAT HR</b> if they have an impaired immune system or a medical condition that means they are more vulnerable to infections – alternate working arrangements are put in place</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>where required. This may mean an individual RA is carried out this includes BAME staff</p> <ul style="list-style-type: none"> <li>Any additional provisions for staff who are more vulnerable to infections are put in place by the Headteacher.</li> <li>Everyone is instructed to monitor themselves and others and look out for similar symptoms if somebody has been sent home with suspected coronavirus.</li> <li>Staff and volunteers are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Operation Manager.</li> <li>Pregnant staff are not expected to physically return to the Academy in the Autumn Term. They will be assigned a named link person who will contact them regularly to ensure that they understand their contribution to the operational working is valued.</li> <li>Open high level windows at all times whilst in the room – avoid low level windows being open if the temp is cold</li> <li>When rooms are empty (between lessons/break/or when not timetabled or when staff are working on their own and feel able to do so) open the windows/vents fully to purge the space</li> <li>We have asked staff in the RAs to support us by, as they leave a room to fully open the window – in our efforts to keep each other safe</li> <li>Facilities and cleaning teams are being asked to open windows/vents fully in the morning and evening until the buildings are locked to purge also – in some of our newer buildings the vents are being left open all night to purge (this would be part of the usual ventilation system)</li> <li>We are also enforcing open doors (inc where possible external doors) though obviously not fire doors, to ensure a through draft wherever possible</li> <li>while maintaining a comfortable workplace temperature. Opening higher-level windows is likely to generate fewer draughts.</li> </ul>				

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		<a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm#how_to_improve">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm#how_to_improve</a> HSE guidance updated 31 December 2020. <ul style="list-style-type: none"> <li>Remind staff in briefing notes of opening and closing windows during day</li> <li>From 5<sup>th</sup> of January 2021 site team will open windows in morning and again at end of school day.</li> </ul>				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> <li>Lateral Flow testing is being made available to staff via ERYCC lateral testing hubs, in second phase this will be available on site. GC to advise when available</li> <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>Operations Manager and Deputy Headteacher to liaise with local health protection team when necessary and identify close contacts in the event of confirmed case</li> <li>Staff to be informed by HT or Operations Manager of confirmed case as soon as is practicable</li> <li>Operations manager to produce a flow chart of “What to do if” to clarify procedures</li> <li>School to keep an accurate record of close contact between each group of staff and students via the timetable and SIMS.</li> <li>Each pod has a seating plan to we can quickly and effectively identify close proximity if a student is confirmed with COVID 19. The plan will uploaded onto a dedicated folder on the shared area.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. This is shared via standard operating procedure( SOP) document. We will contact the local health protection team. This team will also contact schools directly if they become aware</li> </ul>	Yes	Site Manager	01.06.20- reviewed by TCAT on 4.5.2020 <b>In place</b> 11.01.21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <ul style="list-style-type: none"> <li>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. Inform staff and students as required with standard letter.</li> <li>The Operations Manager is informed by Students' parents when Students return to academy after having coronavirus – the Operations manager informs the relevant staff.</li> <li>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. If this is the case inform staff and p/c</li> <li>Staff inform the Operations Manager when they plan to return to work after having coronavirus and the Operations Manager liaises with the Headteacher.</li> <li>The Site Manager monitors the cleaning standards of academy cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. This is reviewed weekly by the Headteacher and TCAT estates manager</li> </ul>				
Lack of communication	H	<ul style="list-style-type: none"> <li>The Headteacher writes to all Y11 students advising them of the current situation with information about assessment</li> <li>The Headteacher writes to all Y11 students advising them of the current situation</li> <li>The Headteacher puts into place any actions or precautions advised by the local HST ( Howden Site Team).</li> </ul>	Yes	Headteacher	11.01.21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>HT communicated latest update on expectations in briefing every Monday morning via TEAMS</li> <li>HT to communicate latest local and national infection rates on a regular basis so staff can see context that the school is working in and so understand the decisions and timing of decisions being made.</li> <li>The Headteacher contacts the local HST for specific recommendations for their academy.</li> <li>The Headteacher to attend ERYCC briefing with PHE and report back to SLT and staff on pertinent issues</li> <li>New dedicated advice service available to advise nurseries, schools and colleges who have been informed of a confirmed case(s) of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).</li> <li>New service can be reached by calling DfE's existing helpline on 0800 046 8687 and selecting the option for reporting a positive case.</li> <li>Staff and volunteers are kept adequately updated about any changes to infection control procedures and social distancing arrangements as necessary via SOP document</li> </ul>				
Poor staff well-being	H	<ul style="list-style-type: none"> <li>From 4<sup>th</sup> of January 2021 flexible working introduced for all staff with no expectation that staff work in school all the time.</li> <li>Rota introduced with expectation that staff are supporting hub classes. When staff are supporting hub classes there is no expectation they deliver live lessons, if they wish to they can arrange with their colleagues to leave the hub and deliver lessons</li> <li>Staff are informed via email about who they can talk to if they have concerns, e.g. about their commitments, health, workload and mental wellbeing. This is included in Headteacher up date with email contacts and reference to general guidance</li> <li>All staff in September will receive a wellbeing pack on the first day back.</li> </ul>	Yes	Headteacher	11.01.21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>From September 2020 a new Trust Mental Health support Worker will be available for staff and students at Howden School</li> <li>TCAT blended learning policy issued to all staff 14.10.2020</li> <li><a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a> Staff directed to web site through news letter for support with mental health and well being</li> <li>Staff are encouraged to communicate remotely, where possible, and to minimise close-proximity interaction.</li> <li><b>No returning staff will be expected to set remote learning as routine</b></li> <li><b>Staff to be reminded about blanket all staff emails as this may negatively impact on staff who are not in school</b></li> <li>Staff are aware of how to report sickness, how long to stay away from the academy, and how they will be paid during their absence. This is indicated on the SOP document.</li> <li><b>Review vulnerable staff risk assessments in late August/early September to take account of any changes to personal or local circumstances</b></li> <li><b>All meeting time in Spring half term devoted to departmental time.</b></li> <li><b>Reduce ending of school day to ensure staff can leave early, this will support child care needs</b></li> <li>Continue with individual support for staff</li> <li><b>All meetings in school to include staff well being on agenda</b></li> <li><b>Staff can use Wellbeing board in staff room to make suggestions to improve wellbeing</b></li> <li>Additional support for NQTs and RQTs will be provided at Trust level to this vulnerable group</li> <li>Communicate with other staff via email to avoid movement around the school</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Safeguarding		<ul style="list-style-type: none"> <li>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the academy opening, e.g. bullying.</li> <li>The DSL ensures that adequate pastoral care is in place to support young people and staff who require it.</li> <li>The DSL ensures the relevant staff have the appropriate training to support young people and staff who require pastoral care.</li> <li>The DSL / Deputy DSL and Safeguarding Manager, are provided with time to help them support staff and young people in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies</li> <li>DSL holds remote meetings with designated SL governor to review</li> <li>There will always be a member of SLT/DSL or CP Team on site during school hours</li> </ul>			11.01.21	
Attendance/ engagement		<ul style="list-style-type: none"> <li>Parents are informed that the usual rules on attendance apply from September – this means parents have a duty to secure that their child attends regularly.</li> <li>The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy.</li> <li>In line with the most recent shielding advice, young people and staff members that have been shielding can attend the academy site.</li> <li>Where a young person is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</li> <li>Where a young person is unable to attend the academy due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</li> <li>Any concerns from staff, parents and young people about being on the academy site are discussed between appropriate individuals.</li> <li>Young people who are reluctant or anxious to return to the academy are identified and relevant staff members develop plans to reengage these young people.</li> </ul>			11.01.21	



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The academy uses existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure regular attendance.</li> <li>Parents informed in letter on 11.9.2020 of coming to school with mild symptoms is acceptable following update from PHE</li> <li>Use Catch up funding to fund EWO to work with shielding families and PA students to raise attendance.</li> <li>Howden school using <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/949187/Contingency_framework_implementation_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/949187/Contingency_framework_implementation_guidance.pdf</a> guidance for coding attendance and expectations of attendance with different groups of students- guidance issued December 30 2020</li> </ul>				
Access to Learning		<ul style="list-style-type: none"> <li>The AH/TL Team and Faculty / Subject Leaders work with teaching staff to identify curriculum, teaching and learning and assessment priorities and ensure a plan is in place to provide adequate learning material.</li> <li>School issued guidance on using other digital devices such as PS4 and X box to enable students to access online content</li> <li>Risk assessments for practical learning are updated with appropriate mitigations implemented informed by technical organisation guidance, on the premise that practical work should be provided to enhance the learning experience and ensure it is broad and balanced.</li> <li>The Deputy Headteacher, SENDCO and Faculty Leaders identify what provision can be reasonably provided for young people with EHC plans.</li> <li>A separate risk assessment is conducted to identify what additional support young people with EHC plans require to make a successful return to education.</li> <li>Where appropriate, young people with EHC plans and their parents are involved in the planning for their return to the academy and/or early review.</li> <li>9 laptops from DfE distributed to learners in Year 10 in addition to 4G dongles</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Using catch up funding 55 ipads being purchased to support students identified in audit as not being able to access digital devices from home</li> <li>The AH and Faculty/Subject Leaders work with teaching staff to ensure education can continue to be delivered to all young people who are learning remotely, e.g. those sent home to self-isolate as a precaution.</li> <li>Teachers consider how to support the educational needs of disadvantaged young people and those with SEND.</li> <li>The government's catch-up funding is utilised to support young people to catch-up on learning lost due to the coronavirus pandemic, and leaders will be held appropriately to account for its impact.</li> <li>Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning young people back-to-back or side-to-side.</li> <li>Peripatetic levels to continue using Microsoft Teams once DSL reviewed training for Peri staff</li> <li>SENDCO is providing personal support too students and families</li> <li>Howden School in conjunction with TCAT is bidding for a further allocation of laptops to support students who don't have access to computer</li> </ul>				
Extra Curricular activities		<ul style="list-style-type: none"> <li>The SLT determines whether extra-curricular activities can resume.</li> <li>Extra-curricular activities are not made available to young people if doing so would put them at an increased risk of contracting coronavirus.</li> <li></li> </ul>				
Educational Visits	H	<ul style="list-style-type: none"> <li>Whilst the academy is able to resume non-overnight domestic visits, these will only take place following confirmation from the Headteacher.</li> <li>Any visits that take place are done so in line with protective measures, including keeping young people in consistent groups and ensuring destinations are COVID-secure.</li> <li>Prior to any visit, a risk assessment is undertaken.</li> <li>There will be no visits in the Spring Term in line with the Trust procedure</li> </ul>	Yes	EVC/HT/LGB	8 Sept 2020	M
Uniform	L	<ul style="list-style-type: none"> <li>Full academy uniform is required in September.</li> <li>Full school uniform is required in January and staff are expected to wear professional attire.</li> </ul>	Yes	AH	8 Sept 2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Expectations of uniform are communicated to young people and parents in January 2021</li> </ul>				
Emergencies	H	<ul style="list-style-type: none"> <li>All staff members' and volunteers' emergency contact details are up-to-date, including alternative emergency contact details, where required. This will be reviewed during the well being week electronically</li> <li>All staff are made aware of new fire procedures in SOP document and this is repeated everyday while staff are in the building</li> <li>Classrooms have new fire evacuation procedures/notices displayed</li> <li>A full school fire drill will be carried out in September</li> <li>The SOP has clear instructions in place of what staff should do in a medical emergency related to C19.</li> <li>Staff members' and volunteers' alternative contacts are contacted where their primary emergency contact cannot be reached.</li> <li>The academy has an up-to-date First Aid Policy in place, which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	Yes	Operation/ Site Manager	01.06.20	M
Contingency planning and continuity of remote learning to support progress	M	<ul style="list-style-type: none"> <li>All staff will receive training from TCAT on blended learning</li> <li>ICT investigating remote software to check use age and engagement levels</li> <li>Role of TEAMS to students in ICT lessons starting week beginning 14<sup>th</sup> September so all students can log onto TEAMS and access learning</li> <li>From 14<sup>th</sup> of September staff shared is moving moved to the cloud so all staff and students can access their resources remotely</li> <li>Help guide published on web site both in verbal and video form</li> <li>From 2<sup>nd</sup> of November all lessons to be uploaded to TEAMS to ensure students who are isolating can continue with curriculum</li> <li>Web cams purchased for all staff who require them to support learning</li> <li>There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs.</li> <li>The Trust Outbreak Plan will be implemented.</li> </ul>	In progress	HT	30 Sept 2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• The academy to update home working to all staff and especially any who are working remotely.</li> <li>• The academy has adopted the Trust Blended Learning Policy</li> <li>• The academy to ensure that all staff required to work remotely have an academy issued device or secure access to the academy network.</li> <li>• The academy to update home learning guidance to support enhanced engagement with and monitoring of learning and progress by all in the event of a future lockdown as strategic changes have been made to the schools ICT infrastructure.</li> <li>• Allocated training to all teaching staff, including in Trust safeguarding guidance, to support the delivery of online lessons if required in the event of a future lockdown.</li> <li>• Line Managers to maintain weekly contact with any staff required to work remotely.</li> <li>• House Teams/Pastoral staff to maintain weekly verbal (Teams where possible) contact with any young people required to shield at any time. Heads of House to ensure learning provision is in place and engagement is good. Letter sent to family advising of support.</li> <li>• Reissue Blended learning policy</li> <li>• HT set out expectations for blended learning in January 2021 update to summarise</li> <li>• Pastoral managers contacting and supporting individual families and students</li> <li>• New groupings updated in TEAMS so students are in correct location and receive correct learning</li> </ul>				