

Coronavirus risk assessment: Staff working in the academy

Howden School- Spring Term 2022

Assessment conducted by: G Cannon	Job title: Headteacher	Covered by this assessment: staff, governors, parents, volunteers and visitors.
Date of assessment: January 4 2022 <i>*Initial Assessment produced August 2020</i>	Review interval: Weekly-	Date of next review: January 10 2022

Related documents

First Aid Policy, Exam Contingency Plan, Business Continuity Plan, Supporting Students with Medical Conditions 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	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor 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).

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**
- **active engagement with NHS Test and Trace when requested**

An outbreak, as defined, is whichever threshold from the following is reached first:

- ✗ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- ✗ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
- ✗ For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time: • 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

Schools should have in place a reporting procedure for positive cases, and a contingency plan. Additional measures identified (in conjunction with Public Health) must be included as part of the school's infection prevention and control risk assessment as part of ongoing review.

Schools must also familiarise themselves with Notifiable Diseases and the reporting procedure:

<https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>

System of controls

We will always

1. Ensure good hygiene for everyone. 2. Maintain appropriate cleaning regimes. 3. Keep occupied spaces well ventilated. 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

- **Response to any infection**
- 5) engage with the NHS Test and Trace process if required
- 6) contain any outbreak by following local health protection team advice
- Numbers 5 to 6 must be followed in every case where they are relevant.

We will regularly review and update our risk assessments – treating it as 'living document', as the circumstances in our school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

We have outbreak management plans outlining how we would operate if there were an outbreak in our school or local area. **This plan is to revert back to elements our risk assessment last reviewed in June 2021 with students being placed back in bubbles.** These will include: Enhanced cleaning regimes, students moving around school by taking routes out of the building, enhanced testing and the resumption of wearing face coverings. Given the detrimental impact that restrictions on education can have on children and young people, any measures in our school will only ever be considered as a last resort and for the shortest amount of time possible.

- In preparation for January start Howden School will offer all students onsite **Testing through a booking system on Microsoft Teams- Uptake levels indicate that we do not need to stagger the start of the school term.** All staff and students **should test over the holidays in line with national guidance.** This means that they should test if they will be in a high-risk situation that day and before visiting people who are at higher risk of severe illness if they get COVID-19. Staff and students have been informed through a letter

Timeline for January 2022 return

Parents and Carers advising in December of expected mitigations in place for January 2022.

Review current covid levels both nationally and locally

Check DfE updates for current advice as well as ASCL and PHE

If necessary meet online with TCAT estates manager to discuss mitigations

If required apply mitigations and communicate to staff and students via letter that is highlighted in a email and text sent to accompany the letter. The least level of mitigations are the plans we have in place know.

On 11/10/2021 we broke through the 10% threshold of cases in school and so we introduced mitigating factors such as: Enhanced cleaning regimes, students moving around school by taking routes out of the building, enhanced testing and the resumption of wearing face coverings in communal areas and on transport to and from school. Following discussion with PHE on 13.10.2021 we have implemented the following measures, Sports fixtures temporary suspended to avoid across site contact. This is in line with other local schools, Temporary suspension of classes after school that are not directly related to GCSE studies, Review meeting in 7 days with PHE, Wearing of face masks in changing rooms while getting changed for PE. Year 7/10 daily LFT at home. Issue LFT tests to all students in Y10 and Y7 so they can test every day for the next 10 days

If we have several confirmed cases within 14 days, this may be outbreak. We will call the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required, such as implementing **elements of our outbreak management plan.**

January 2022 contingency and updates

Changes to the self-isolation period

Since Wednesday 22 December, the 10-day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.

Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under five, with LFD testing at parental or guardian discretion. If both these test results are negative, and the person does not have a high temperature, they may end their self-isolation after the second negative test result and return to school from day 8.

The DfE has stated that children now need to wear face coverings in classrooms as well as communal areas. This is to help keep schools open and will be reviewed on January 26th. The guidance states that schools should "have a small contingency stock of face coverings available if an individual has forgotten or damaged their own". We do have these, but as stated in my previous email we will need to start using our behaviour policy for the small number of students who are continually not looking after their masks or not wearing them around the building. It is the child's responsibility to bring a mask to school and to look after it. We already have a list of pupils who are exempt and will share this with staff.

Additional contingencies:

- Introduce 2 metre gap in all class rooms to separate students from staff
- Reissue guidance to TA's regarding working with students
- Limit numbers of staff in offices and staff room, this is noted on the door of each space
- Where possible students to walk around the outside of the building in between lessons
- Introduction of staggered lunches for both canteens- information shared with students on Wednesday 5th of January
- Daily review of staffing to ensure we can continue to offer school based learning.
- Staff briefings limited to staff with items for agenda

If staffing drops but not to a point where we cannot continue with school based learning:

- Combine classes where possible
- Create combined class space in hall so that 2/3 classes can be educated together in same year group with iPad to support learning
- Use additional capacity in school such as intervention tutors to take classes

If staffing drops to a point where we cannot continue with school based learning:

- Communicate situation with TCAT and seek additional support/capacity
- Prioritise on site learning for examination groups
- Communicate to parents/carers of affected year groups the learning will be online
- Use ICT audit to ensure all students in affected year group have access to ICT facilities and so can access online learning
- Retime table staff to prioritise learning for students left in school
- This will mean that learning will not be live for classes not in school but will be set on TEAMS
- CPD sessions will be limited to support all staff so they can upload lessons on TEAMS

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"> • 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"> - Health and Safety Policy - First Aid Policy - Behaviour Policy - TCAT COVID 19 Outbreak plan - Summarised Schools COVID 10 operational guidance 	Yes	Headteacher/ Site Manager	1.9.21	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"> • Instructions for COVID-19 self-test Your step-by-step guide for COVID-19 self-testing (publishing.service.gov.uk) <ul style="list-style-type: none"> - - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - SCHOOL CORONAVIRUS (COVID-19) RESPONSE PROTOCOL SUSPECTED CASES, POSITIVE TEST AND OUTBREAK RESPONSE Effective 8 March 2021 - DfE and PHE (2020) 'COVID-19: guidance for educational settings' - https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm#how_to_improve - Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year - GOV.UK (www.gov.uk) • Staff and volunteers are made aware of the academy's infection control procedures in relation to coronavirus via FAQ documents. • Parents/carers informed of new procedures in End of year letter and updated in August • 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. • Staff emergency contact details and next of kin will be checked in the first week back in the Autumn Term • All staff will be reminded through the weekly staff briefing of the main changes to the RA or SOP document • Staff made aware of new guidance on close contact which has changed • We wish to encourage our staff to engage in the Vaccination programme, if your appointment falls during directed working hours please complete a Leave of Absence Form in the usual way. This was mentioned in the staff briefing and will be repeated. • We will support staff in the Flu Vaccination programme during the Autumn Term • CEV Staff are expected to attend in line with guidance but they will be supported to have strict adherence to the RA measures and also given advice or signposted to advice to minimise their risk of infection. For those who reside with someone who is CEV the same offer of support will be available. • Clinical studies have shown that children and young people, including those originally considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be 				

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		<p>removed from the Shielded Patient List, the national database of people considered clinically extremely vulnerable.</p> <ul style="list-style-type: none"> • All children and young people should continue to follow the same guidance as everyone else, which can be found at www.gov.uk/coronavirus. For a very few individual children specific clinical advice may be given and this should continue to be followed. 				
Poor hygiene practice	H	<ul style="list-style-type: none"> • 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. This will continue until at least January 2022 • Sufficient amounts of suitable cleaning agents are available on the premises to sanitise regularly-used areas and surfaces. A good supply chain is secured and their suitability has been checked. • Everyone is directed to wash their hands regularly 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. Posters are displayed around school to indicate this • 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. Where students/staff sneeze, they need to wash their hands or clean them with hand sanitiser afterwards • Sufficient amounts of soap (or hand sanitiser where applicable) and hand drying facilities and bins are supplied in infection control areas, bathrooms and kitchens. • Our guidance to staff and students includes whistle blowing information of what they should do if they see staff or students breaking the guidance. A member of the SLT will be monitoring that systems are being complied with 	Yes	Site Manager	1.09.21	M
Lack of Social Distancing	H	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • High temperature/fever • New and persistent cough, for those with a cough this is more frequent • Loss or change of smell and/or taste • And new Delta variant symptoms of : headache, sore throat and runny nose • 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. • Meeting in well-ventilated areas where possible, such as outdoors or indoors with windows open. • In the current situation we are advising the following: 	Yes	Headteacher	01.09.21	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"> In secondary schools, staff are encouraged to continue to work from a 'teacher zone' at distance from students as much as possible. We will not have an enforceable 2m gap in the classrooms but we would encourage staff to work from an area as much as possible. That is not to say we should not circulate or support students but we may need to be mindful of the duration and number. Furniture may need to be rearranged to reduce direct draughts. Blended briefings with the option for virtual or physical briefing sessions. On Monday morning the briefing can be accessed either by being in the staff room, live via TEAMS or recoded for colleagues who are on duty. This will limit the numbers of staff in the staff room which we will operate on 25% capacity. Wearing of face masks in changing rooms while getting changed for PE. 				
Ill health		<p>Self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> a high temperature a new, continuous cough a loss or change to your sense of smell or taste. <p>You should also self-isolate straight away if:</p> <ul style="list-style-type: none"> you've tested positive for COVID-19 either according to a PCR test or a lateral flow device test – this means you have the virus. If you get a positive LFD test you should book a PCR test. A negative PCR test will override a positive LFD test. someone you live with has symptoms or tested positive (unless you are not required to self-isolate – see below if this applies to you) you've been told to self-isolate following contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app. <p>Students should only self-isolate if they have symptoms or if they get a positive PCR or Lateral Flow Device (LFD) test.</p> <ul style="list-style-type: none"> If they develop symptoms or get a positive LFD test they should book a PCR test. A positive PCR test cannot be overridden. If a student is asked to get a PCR test as a result of contact with a positive case they may continue to attend as long as the individual doesn't have COVID-19 symptoms Students and staff will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. 	Yes	Operations Manager	1.09.21	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"> From the autumn term close contacts will be identified via NHS Test and Trace and Howden School will no longer be expected to undertake contact tracing, though school may be asked to support. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from Howden School will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons. <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. They do not need to isolate while awaiting the PCR test. We would encourage all individuals to take a PCR test if advised to do so. Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p> <ul style="list-style-type: none"> We may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. We will continue to have a role in working with health protection teams on contact tracing in the case of a local outbreak. 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 or new DELTA variant symptoms of headache, sore throat and runny nose) , 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 take a PCR test to see if they have coronavirus (COVID-19). Issued guidance to staff and students regarding new update on testing and symptoms that are not related to COVID 19. New DELTA variant symptoms are: headache, sore throat and runny nose 				

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"> • Staff only to inform school if test is positive or void and don't have a spare test • <u>Instructions for COVID-19 self-test - GOV.UK (www.gov.uk)</u> • 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. • 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. • 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. • On collection the P/C will be advised to phone NHS 111 or if the symptoms become more serious 999 • Any member of staff who displays signs of being unwell, such as having a continuous cough, high temperature or difficulty in breathing, is immediately sent home and advised to call 999 if they become seriously ill or their life is at risk. • Staff 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. • Areas used by unwell members of staff who need to go home are appropriately cleaned once vacated. • If 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 (Wheel chair access toilets in admin) • Any medication given to ease symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. • 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 Test & Trace. All those who have supported an unwell learner/colleague will be encouraged to wash their hands for a min of 20 secs. If staff supervising a symptomatic child/colleague wish to return home to shower/change they will be supported to do so • Staff can be instructed to go home if they are unwell, even if they would like to stay in school. 				

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		<ul style="list-style-type: none"> For other First Aid requirements this will be administered in the pop up office in reception, separate to the Infection Control Room. For staff anxious about the ongoing situation they are encouraged to seek support through the school and Trust wide channels. 				
Spread of infection		<ul style="list-style-type: none"> Keep occupied spaces well ventilated, good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area. When your school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including: <ul style="list-style-type: none"> mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information. <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> opening high level windows in colder weather in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform rearranging furniture where possible to avoid direct draughts. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Ensure individuals wear the appropriate clothing 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 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 	Yes	Operations Manager	01.09.21	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"> 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) 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 will be opened for at least 1 hour before and at the end of each working day. 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. Ventilation must be provided but a balance should be made between that and a comfortable working temperature All classrooms will still have hand sanitisers and all main offices will have hand sanitiser available Staff are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format. Everyone is instructed to monitor themselves and others and look out for similar symptoms if somebody has been sent home with suspected coronavirus. Staff and volunteers are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Operation Manager. Open high-level windows at all times whilst in the room – avoid low level windows being open if the temp is cold. 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 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 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) We are also enforcing open doors (inc. where possible external doors) though obviously not fire doors, to ensure a through draft wherever possible While maintaining a comfortable workplace temperature. Opening higher-level windows is likely to generate fewer draughts. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm#how_to_improve HSE guidance updated 31 December 2020. 				

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"> To minimise the spread of infection we are asking any visitor to the school that is not a member of staff at Howden School to show proof of a negative LFT from January 2022 				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> Our contingency for an outbreak of cases would be done in consultation with TCAT and PHE. If it was considered necessary, we would revert back to our previous risk assessment. The plan would be to revert back to elements our risk assessment last reviewed in June 2021 with students being placed back in bubbles. From 11.10.2021 because we have exceeded the threshold of 10% of students having cases we have mitigating measures. These include: Enhanced cleaning regimes, students moving around school by taking routes out of the building, enhanced testing and the resumption of wearing face coverings in communal areas and on transport. Letter and email sent to all P/C on 16.11.2021 advising of introduction of face coverings etc. P/C surveyed regarding LFT onsite testing in January, All P/C been offered testing. All other students told to LFT on morning of starting back at school and email in result notification. All staff have been issued with LFD home testing kits 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. Operations Manager and Deputy Headteacher to liaise with Track and Trace if necessary and identify close contacts in the event of confirmed case <ul style="list-style-type: none"> Staff to be informed by HT or Operations Manager of confirmed case as soon as is practical- all staff and students should test over the holidays in line with national guidance. This means that they should test if they will be in a high-risk situation that day and before visiting people who are at higher risk of severe illness if they get COVID-19. We will be offering students tests on the first day back. To gauge whether we need to stagger the start of the new year we have sent out a survey to gauge uptake rates. I will advise on the staggered start next week. School to keep an accurate record of close contact between each group of staff and students via class charts if contacted by NHS track and trace Each class has a seating plan to we can quickly and effectively identify close proximity if a student is confirmed with COVID 19 and we are contacted by track and trace. 	Yes	Site Manager	01.09.21	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"> 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. From Tuesday 14 December 2021, daily 7-day LFD testing applies to all contacts of a positive case (any variant and asymptomatic) who are: <ul style="list-style-type: none"> Fully vaccinated adults – 2 doses of vaccine plus 14 days since last dose All children aged 5 to 18 years and six months, regardless of their vaccination status People who can prove they are unable to get vaccinated for clinical reasons People taking part, or have taken part, in an approved clinical trial for COVID-19 vaccine Under 5s, are exempt from self- isolation as a contact and do not need to take part in daily LFD tests. All other contacts who refuse to LFD test or cannot tolerate LFD tests, MUST self-isolate. Self-isolation is still a period of 10 days from contact, positive test or symptoms. Any close contact who becomes symptomatic whilst taking part in the 7-day LFD testing should stop LFD testing, immediately self-isolate and seek a PCR. Please also remember: <ul style="list-style-type: none"> A positive result means an individual MUST self-isolate Unvaccinated individuals who are a contact of a positive individual MUST self-isolate (they are not eligible for the 7-day LFD testing) and seek a PCR test All symptomatic individuals MUST self-isolate and seek a PCR test The link to the full announcement is below. Please contact the School Pandemic Support Officers if you require further support applying these changes. Daily rapid testing for COVID-19 contacts launches this week - GOV.UK (www.gov.uk) 				

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Lack of communication	H	<ul style="list-style-type: none"> The Headteacher puts into place any actions or precautions advised by the local HST (Howden Site Team). Letter and email sent to all P/C on 11.10.2021 advising of introduction of face coverings etc. All students had a presentation on 12.10.2021 advising them of mitigating factors and how to keep safe Letter to P/C of Y7 and Y10 advising them of need to LFT everyday for the next ten days Email to all staff regarding feedback from PHE and highlight main changes Letter to P/C on 15.10.2021 updating changes regarding PHE meeting Letter sent to P/C on 16.11.2021 advising on changes in school due to plan B, these include testing over the holidays if in groups, offer of LFT on first day back, if LFT at home email in result, changes to close contact information (if identified as close contact resort to 10 days LFT until clear). Staff and volunteers are kept updated about any changes to infection control procedures and social distancing arrangements as necessary via staff briefing Parents and students are updated regularly through usual home/school comms, these may be more frequent and will be targeted in the event of a positive case or outbreak Email and letter sent to all P 	Yes	Headteacher	01.09.21	M
Safeguarding		<ul style="list-style-type: none"> DSL holds remote meetings with designated SL governor to review There will always be a member of SLT/DSL or CP Team on site during school hours Trust DSL will offer support in the event of absence of the DSL 			01.09.21	
Educational Visits	H	<ul style="list-style-type: none"> 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. 	Yes	EVC/HT/LGB	01.09.21	M
Emergencies	H	<ul style="list-style-type: none"> 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. The SOP has clear instructions in place of what staff should do in a medical emergency related to C19. Staff members' and volunteers' alternative contacts are contacted where their primary emergency contact cannot be reached. 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. 	Yes	Operation/ Site Manager	01.09.21	M

Heating and ventilation		<ul style="list-style-type: none"> The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens. Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. The Facilities Manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. All ventilation systems remain energised in normal operating mode. Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. Where possible, the windows and doors of occupied rooms are open, including staff rooms and offices. Ventilation to chemical stores remains operational 	Yes	Facilities Manager Headteacher	09.01.21	M

Continuous learning and Attendance		<ul style="list-style-type: none"> Attendance is mandatory for all students The educational setting status form will reopen for the autumn term on Thursday 26 August. From Friday 1 October, the form will move from daily reporting to weekly. This will be kept under review, and should the national situation require, daily reporting may be reinstated. 				
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		<ul style="list-style-type: none"> • Parents/Carers are informed that the usual rules on attendance apply from September 2021 – this means parents have a duty to secure that their child attends regularly. All P/C directed to School attendance: guidance for schools - GOV.UK (www.gov.uk) updated on January 7 2021 • The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. • 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. • Students who are not engaging with blended learning are considered vulnerable and a 5 point plan is put in place to ensure students are able to engage with learning online. This is co-ordinated by the DH in conjunction with the Pastoral Teams and monitored through the weekly TEAMS update. • For students who are self isolating we will follow the TCAT blended learning policy and place learning on TEAMS • In the event of a wider case of a year group or whole teaching class live learning will be provided via Teams • For students who are not attending the school and are not isolating there is no expectation to provide blended learning 				
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