

COVID-19: Risk Assessment

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education.

School name:	Delce Academy	Assessment conducted by – name:	Kate Taylor
Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers, vulnerable people	Assessment conducted by – job title:	Headteacher
Assessment date:	March 2021	Review interval:	Monthly
Date of next review:	Click or tap to enter a date.		

Note: Risks assessments must be reviewed quarterly, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents	
<p>Trust/Local Authority/School documents:</p> <p>Delce Academy March 21 Re-Opening Guidance</p> <p>Delce Academy Curriculum</p> <p>Medway Flow Chart</p> <p>Remote Learning Statement</p> <p>Fire Safety and Emergency Practices</p> <p>First Aid Covid Policy Update</p> <p>Policy Support Policy Covid Update</p> <p>IPAT Covid Addendum Safeguarding</p> <p>Catch Up Funding</p>	<p>Government guidance:</p> <p>Coronavirus (COVID-19): Education and childcare</p> <p>Safe working in education, childcare and children’s social care</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>COVID-19: cleaning in non-healthcare settings</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education</p> <p>GOV PPE use guidance for Non-Aerosol Generating Procedures</p> <p>Gov Stay at Home Guidance</p> <p>Gov arranging a COVID test</p> <p>Safe working in education, including use of PPE</p> <p>NHS Test & Trace Guidance</p>

	<p>NHS Posters</p> <p>Coronavirus Safer Travel Guidance for Passengers</p> <p>GOV Extra Mental Health Support for Pupils and Teachers</p> <p>Guidance for Food Businesses on COVID-19</p>
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Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major health issue, significant reduction in educational attainment or risk of complete failure in operational delivery	H	H	M
	Severe: Causes illness requiring medical attention, reduced education attainment that cannot be recovered in the academic year or significant reduction in operational delivery	H	M	L
	Minor: Causes short-term, recoverable health issues, recoverable reduction in education attainment or manageable reduction in operational delivery	M	L	L

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	In place? (Yes/No)	Residual risk rating (H/M/L)
Infection control						
<p>Spread of COVID-19 due to poor hygiene and infection control</p>	H	<ul style="list-style-type: none"> • Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows: • 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 <p>The information below is included in the school’s reopening guidance. This information is issued at staff and pupil briefings and in letters home to parents:</p> <p>Delce Academy March 21 Re-Opening Guidance</p> <ul style="list-style-type: none"> • The school has informed parents, students, carers, employees and visitors not to enter the school if: <ul style="list-style-type: none"> • they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection), Weekly emails to parents and carers • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test • Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings). 10 days begins from: <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) • Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, 	Y	<p>Delce Academy March 21 Re-Opening Guidance</p> <p>Due to increased risk of poor hygiene (spitting) from children in the DEC, staff have been provided with additional face coverings to use alongside standard PPE provision</p>	Y	L

		<p>ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids.</p> <ul style="list-style-type: none"> • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. <p style="text-align: right;">In addition:</p> <ul style="list-style-type: none"> • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is arranged for new staff. SLT to monitor • Face Coverings • Current government guidance regarding the wearing of face masks is followed • Face coverings should be worn by staff and adult visitors in situations where social distancing is not possible (e.g. communal areas and corridors) • Face visors/shields should not be worn as an alternative to face coverings • Staff have been directed to government guidance about the safe wearing principles and the safe removal of face coverings whilst in school • Staff have been directed to acknowledge the need to be sensitive to any exemptions from wearing face coverings • Face coverings are worn by adults and pupils when travelling on school buses and public transport • Schools hold a small contingency supply of face coverings that are available should the need arise • Stored behind main school office • Clean hands thoroughly more often than usual • Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. • Bubbles are assigned specific toilets and sinks if operationally feasible 				
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		<ul style="list-style-type: none"> ● Handwashing routines are taught to pupils using suitable age/need appropriate materials ● Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. ● Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach ● Resources should be available to enable staff to follow this routine e.g. tissues/lidded bins ● Posters are downloaded/made that remind pupils and staff about the approach and the importance of handwashing. These are displayed around the school, particularly by washbasins/ toilets and at entry/exit points ● The location of lidded bins around the school is checked, and more are ordered if necessary ● A schedule for bins to be emptied / disinfected is in place and is adhered to ● As with hand washing routines, younger children and those with complex needs should be helped to get this right ● Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents ● The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met ● Enhanced cleaning should include: <ul style="list-style-type: none"> ● more frequent cleaning of rooms or shared areas that are used by different groups ● frequently touched surfaces being cleaned more often than normal ● cleaning toilets regularly ● Stock checks and stock control are maintained ● Stored behind main school office ● Current guidance should be followed ● Minimise contact between individuals and maintain social distancing wherever possible ● Bubbles are used to keep groups separate ● Bubbles will be of an appropriate size to achieve the greatest reduction in contact and mixing whilst ensuring the normal operation of school life can be maintained for children ● Individuals are encouraged to maintain social distancing where possible. Older children are taught to not touch one another and to distance as much as possible ● Staff are kept consistent with each bubble as far as operationally 				
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		<p>possible. If staff move between bubbles then distancing and good hand hygiene will be reinforced</p> <ul style="list-style-type: none"> ● In class, furniture is arranged so that children are facing forwards and sitting side by side. ● Ideally no more than 1 bubble should occupy a shared space (hall, dining room etc) at one time. Should an exceptional operational need necessitate more than 1 group being in a shared space, then a 2m distance between the bubbles must be maintained ● Additional cleaning is in place where spaces are being shared e.g. cleaning of dining tables between bubbles ● The caretaker has a timetable for additional cleaning during the day of high touch areas. Monitored by SLT ● Timetabling allows for bubbles to be kept apart as much as possible. Staggered start and finish times, staggered break times and staggered lunch times are implemented. ● Large gatherings, such as assemblies, with more than 1 bubble should not take place ● Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe. ● For each bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. Each pupil keeps this bag of equipment for their own use ● Frequently shared resources (within a bubble e.g. books/games) are cleaned regularly ● Resources that are shared between groups, such as Science/Art/Maths resources are cleaned between use or quarantined ● Outdoor equipment is cleaned more frequently ● Pupils should only bring essential items onto site: book bag, lunch box, water bottle, hat/scarf/gloves/coat, books and mobile phones ● Where teachers are sharing resources, they should ensure good hand hygiene and cleaning routines ● Resources that are taken home should have a cleaning/rotation procedure in place and staff/children should follow the systems of controls ● Staff shared spaces have maximum occupancy signs displayed to ensure social distancing can be maintained. Any prolonged direct contact should be avoided as much as possible ● Staff should be regularly reminded of the need to distance ● All adult large group meetings will continue to be conducted virtually. Most small adult group meetings will be virtual unless a physical meeting is deemed necessary by the HT. ● Protocols are in place for managing any essential visits to site e.g. 				
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		<p>supply teachers, peripatetic teachers, volunteers, teacher placement students, Trust staff, emergency contract workers, IT technicians</p> <ul style="list-style-type: none"> • Parents should be informed of all appropriate actions and reminded of how they can also support maintaining reduced contact. Specifically, parents should not enter the school buildings without an appointment and gathering of parents/children must strongly be discouraged by all school staff • Staff/parents should all be made aware of the latest government guidance for public transport • Where children require private transportation to school, schools should work with those companies to ensure the latest guidance is followed <p>• Keeping occupied spaces well ventilated</p> <ul style="list-style-type: none"> • Once the school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. <p style="text-align: center;">This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems in Y6 – these are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance (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 – windows are opened (in cooler weather windows are opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Internal doors are opened where possible to assist with creating a throughput of air. • natural ventilation – if necessary external opening doors are opened (as long as they are not fire doors and where safe to do so) <p>Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice is available in school and observed.</p> <ul style="list-style-type: none"> • Where necessary, wear appropriate personal protective equipment (PPE) • The school continues to maintain and monitor stocks of PPE and has access to supplier lists • Staff are supplied with PPE when supervising a pupil who has 				
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		<p>symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE</p> <ul style="list-style-type: none"> ● Gloves and aprons are provided for cleaning staff ● Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case ● Stocks of PPE are regularly monitored and replenished ● Daily checks by premises. SLT monitor weekly. ● Classes have stocks of PPE. ● Latest guidance is followed <p>● Promote and engage in asymptomatic testing</p> <ul style="list-style-type: none"> ● The latest government guidance on LFD testing in Primary schools is in place ● School communication highlights the benefits of this approach for the community ● Regular school communication reminds staff of the expectations for reporting ● School provided a training session to help all staff understand how to test effectively and how to report test outcomes ● School maintains a test kit log and a separate results log ● Test distribution is managed in a COVID safe way (schools to outline their safety measures) including appropriate face covering and maintaining a 2m distance ● All staff who receive a positive test will need to isolate immediately and follow the government guidance ● Tests will only be used to support detection of asymptomatic cases ● School to maintain adequate stocks of LFD test kits ● Engage with the NHS Test and Trace process ● School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of requirements. ● Staff induction for return to school includes information about the NHS Test and Trace process ● External visitors to site are aware, and adhere to, the track and trace system as implemented by the school <p>● Promote and engage with NHS Test and Trace</p> <ul style="list-style-type: none"> ● All staff and families are cognisant with the latest guidance on what to do if they, or their child, displays COVID symptoms ● School leaders understand the complexity of the arrangements for 				
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		<p>testing and self-isolation and ensure that staff and parents are fully aware of them. Letters are prepared in the event that a child is sent home with symptoms and a flow chart system of actions is in place</p> <ul style="list-style-type: none"> • If staff test positive they should provide details to the school of close contacts within the setting. NHS Test and Trace should be used for contacts outside the setting • Schools should ensure their PCR test stocks are monitored and replenished. These tests are to be used in exceptional circumstances. Parents and staff should be encouraged to always use a test site as this will enable faster results • Staff who are using the NHS app should be made aware of the latest guidance for use in education settings <p>• Manage confirmed cases amongst the school community</p> <ul style="list-style-type: none"> • Contact details for local Public Health England team and local authority health and safety team are readily to hand • In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required) • A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date LS – Office Manager • Use is made of any template letters provided by Public Health England / local authority as directed locally • The agreed DfE actions for confirmed COVID-19 cases in school is followed for all confirmed cases • Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required • Advice provided by the local health protection team is acted on immediately • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England <p>• Contain any outbreak by following PHE local health protection team advice</p> <ul style="list-style-type: none"> • 2 or more cases in 14 days will be reported to PHE • Advice from PHE will be followed 				
<p>Pupils operate in discrete ‘bubbles’ but there are risks of these bubbles mixing at</p>		<ul style="list-style-type: none"> • Current government guidance is being applied • Pupils observe hygiene guidance and wash hands frequently • Teachers moving between groups comply with social distancing 	<p>Y</p>	<p>Delce Academy March 21 Re-Opening Guidance</p>		<p>L</p>

<p>certain times resulting in cross-infection between bubbles</p>		<p>and hygiene guidance</p> <ul style="list-style-type: none"> • Timetable and arrangements for each bubble avoid contact between bubbles when moving outside their designated space • Staggered arrival and leaving times; break times and lunch times are in place 				
<p>Risk of failure to maintain effective social distancing to prevent spread of COVID-19 leading to increased risk of infection spread</p>		<ul style="list-style-type: none"> • Current government guidance is being applied • Pupils are operating in discrete ‘bubbles’ • Expectations of social distancing are established and communicated to all staff and relevant pupils before school reopens. For pupils this includes expectations within and outside their bubble. For teachers this includes expectations on social distancing at all times, and when moving between bubbles. • Staff and pupils are regularly reminded about social distancing • Clear social distancing signage is in place throughout the school • Supervision and staggering of break times, lunch times prevents pupils from different bubbles from mixing in toilets • Arrangements for the provision of PPA carefully consider how ‘bubbles’ can be maintained • Where necessary, classrooms have been remodelled so that pupils are in rows facing the front • Spare chairs and desks have been removed if necessary • Classrooms are well-ventilated • Outdoor learning is incorporated into the curriculum where possible. • Floor markings clearly demarcate social distancing measures in areas where queues may form (e.g., dining room, corridors, reception). • Whole staff meetings, congregational assemblies and other large gatherings should be avoided • All adult large group meetings will continue to be conducted virtually. Most small adult group meetings will be virtual unless a physical meeting is deemed necessary by the HT. • Signage is in place to deter parents from gathering at the school gate • Restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time • Arrangements are put in place in kitchens to remind staff of the need to work separately from each other • Access to toilets is planned and managed to avoid large groups/queues from forming • Activities that involve shared resources/equipment are considered carefully in light of their contribution to pupil education and development. Should sharing resources/equipment be deemed appropriate good cleaning routines should be in place • One-way systems are implemented for circulation. Routes are clearly marked with appropriate signage 	<p>Y</p>	<p>Delce Academy March 21 Re-Opening Guidance</p>		<p>L</p>

		<ul style="list-style-type: none"> • Appropriate signage is in place to protect reception staff so that they can remain at a distance of 2m from any visitors. Where possible, they are further protected by screens • Dining area layouts are configured to ensure separation of diners. Tables/chairs are cordoned off/removed where distancing is not possible. • Breaks are staggered to avoid contact between bubbles • Pupil behaviour policy has been reviewed and updated in light of the new arrangements with clear sanctions in place for anyone ignoring or deliberately flouting the rules, including exclusion where required • Senior leaders closely monitor compliance with the bubble arrangements and social distancing and adjust procedures where necessary 				
<p>Risk of a member of staff or pupil with suspected COVID-19 symptoms being in school which leads to spread of infection</p>		<ul style="list-style-type: none"> • Current government guidance is being applied • The school engages fully with the NHS Test and Trace process and staff and parents understand and act on their obligations under NHS Test and Trace to get tested if they show symptoms of COVID-19 • Appropriate guidance is followed according to the result of the test. If the test is positive this may mean sending other pupils in the bubble home to isolate together with staff members who may have been in close contact as defined in the latest government guidance (families of staff/pupils without symptoms do not need to self-isolate unless the staff member/pupil develops symptoms). • Staff, pupils and parents have been briefed regarding the need to self-isolate with symptoms or if anyone in household has symptoms in accordance with the latest government guidance • Procedures are in place to ensure that staff, pupils or visitors do not enter the school if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional until it is safe to do so according to the latest government guidance • Any staff/pupils who become unwell at school must be isolated immediately and sent home as soon as possible with arrangements made for them to take a test under NHS Test and Trace • A room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising. Ground floor lift lobby and adjacent toilet • Arrangements are in place for staff supervision of any pupil displaying COVID-19 symptoms (2m distancing should be observed and where this is not possible, they should wear suitable PPE) Store room behind main office • Staff and pupil absence related to COVID-19 is monitored and 	<p>Y</p>	<p>Delce Academy March 21 Re-Opening Guidance</p>		<p>L</p>

		<p>carefully tracked so that no pupils or staff are accepted back into school before the incubation timeline has elapsed as set out in the latest government guidance</p> <ul style="list-style-type: none"> • Arrangements are in place to notify the Trust/Local Authority of any pupils or staff who test positive for COVID-19 • Pupils suspected of having COVID-19 are sent home until confirmation of a test result under NHS Test and Trace is received • The DfE actions for confirmed COVID-19 cases in school is followed for all confirmed cases • Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required 				
<p>Access to / egress from site results in social distancing measures not being adhered to and / or infection spreading</p>		<ul style="list-style-type: none"> • Arrangements for dropping off and picking up pupils have been reviewed. Staggered arrivals/pick-ups have been scheduled • Parents have been told to avoid getting out of cars where possible and to avoid congregating at the school entrance • Staff, pupils and parents have been briefed regarding organisational arrangements, including staggered start/finish times • Supervision supports the observation of social distancing rules when pupils get in and out of vehicles near the school entrance • The number of entrances and exits to be used has been maximised. Separate managed entrances/exits are used for different groups • Outside doors are used to access classrooms directly where these are available • No non-essential visitors are admitted to school • Procedure is in place for receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms • Hand sanitiser is used at the signing in station to minimise transfer • A dedicated waiting area and meeting room is made available for visitors, adjacent to reception where possible. Partitioned area in main reception area. Managed by LS and office staff • Protocols are agreed with transport provider(s) to reflect latest guidance • Recommendations are made to parents/pupils to avoid using public transport where possible • Designated person(s) are assigned to receive deliveries LS/PN/SA in school office • Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing and wearing PPE where appropriate 	Y	<p>Delce Academy March 21 Re-Opening Guidance</p>		L
<p>Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of</p>		<ul style="list-style-type: none"> • The latest government guidance on wearing PPE in schools is applied • School guidance has been issued to staff around the need for PPE and how to put on, and take off, PPE correctly 	Y	<p>Delce Academy March 21 Re-Opening Guidance</p> <p>Due to increased risk of poor hygiene (spitting) from children in the DEC,</p>		L

infection		<ul style="list-style-type: none"> • The need for PPE in some circumstances, such as providing intimate care, will be subject to a thorough individual risk assessment • Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required • Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination • Guidance has been issued regarding the correct disposal of PPE • Staff are provided with face masks if specifically required. Gloves and aprons are made available if required • Staff are referred to the government PPE guidance document 		staff have been provided with additional face coverings to use alongside standard PPE provision		
<p>Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student’s medication. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; <ul style="list-style-type: none"> • Dealing with a suspected case of Covid-19; • Inappropriate handling/removal of clinical waste • Intimate care procedures. 		<ul style="list-style-type: none"> • A specific First aid needs assessment has been completed • The FA assessment takes into account numbers and ages of students, number and training of employees; • This information forms the decision on what activities and groups can safely be managed within the school; • This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision; • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three-month additional time allowed for requalification due to current restrictions); • The school has a specific room/area dedicated for suspected cases of COVID-19;Isolation room • Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • The door to the isolation room will be closed (where possible). • Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained • Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided • The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. 	Y	<p>Delce Academy March 21 Re-Opening Guidance</p> <p>First Aid Policy Covid Addendum</p>		L

		<ul style="list-style-type: none"> ● All building users are monitoring their own health, reporting of symptoms and self-isolating ● Where essential, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer School office ● First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; Isolation room by main office ● First aiders have completed appropriate training for ‘donning and doffing’ PPE – PHE guidance: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures ● PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings ● The first aid room is cleaned frequently and after each use (when first aid care has been provided). ● Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication ● Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <p style="text-align: center;">Waste disposal measures</p> <ul style="list-style-type: none"> ● Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows: ● Put in a plastic rubbish bag and tied when full; ● The plastic bag is placed in a second bin bag and tied; ● It is put in a suitable and secure place and marked for storage until the individual’s test results are known; ● Waste is stored safely and kept away from children; ● Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; ● If the individual tests negative, this can be put in with the normal waste; ● If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; ● If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or 				
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		otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment				
Staff and pupil wellbeing						
Staff and pupils (or close family members), which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19 are not given adequate consideration for this higher risk of infection leading to higher risk of infection in this group		<ul style="list-style-type: none"> • The latest government guidance is applied • The assumption that most staff and pupils, except those who have been shielding, will return to school is communicated clearly and in a timely manner • Staff and pupils with underlying health issues have been provided with updated guidance and discussions have been held with them regarding attending work/school • All members of staff and pupils with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated • Members of staff and pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice • Staff and pupils are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance • For vulnerable staff and pupils, concerns are discussed, procedures explained and risk assessments in place. • An individual risk assessment is in place for any clinically vulnerable or clinically extremely vulnerable members of staff and this is reviewed regularly. • A pregnancy risk assessment is in place for any pregnant staff and this is reviewed regularly. 	Y	Delce Academy March 21 Re-Opening Guidance		L

<p>Staff and / or Pupils suffer deterioration in their Mental health due to COVID-19</p>		<ul style="list-style-type: none"> Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities Regular contact is kept with any vulnerable families who are isolating Age-appropriate websites/resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them Pastoral support and extra-curricular activities should be used to support with re-building friendships and improving mental well being Schools should draw on external support for children as necessary Leadership teams should ensure all staff are aware of resources that can be used to support the mental well-being of young people Staff are directed to the trust’s Employee Assistance Programme provider and are made aware useful websites and resources that they might find also find helpful themselves Line managers stay in touch regularly with staff and check that they are well Staff are made aware of the Test and Trace Support Scheme Staff are made aware of national initiatives such as the Well-being for Education return programme and Education Support helpline Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils Appropriate work plans are agreed with staff and support is provided where necessary Staff working from home help to provide remote learning for any pupils who are not at school Staff are considered as individuals and managed accordingly Wellbeing and work-life balance are promoted with all staff The trust has access to trained staff who can deliver any bereavement counselling and support 	<p>Y</p>	<p>Delce Academy March 21 Re-Opening Guidance</p> <p>Pastoral team have set up a welcome back week for targeted children, restabilising routines and expectations as well as allowing for discussions around emotions and feelings Re-establish daily mindfulness sessions with new discrete lesson plans provided to suit and meet current needs All therapies and interventions to reconvene both those provided by in-school staff and external staff. Includes counsellor, external therapies and nurture provision therapies, as well as DEN sessions for key children to help with reintegration Nurture breakfast continues with key children to help start of day routines and engage with learning Wellbeing Group led and are actively working on ongoing activities to support staff mental health</p>		<p>L</p>
Operational issues						
<p>Existing site maintenance regimes are not up to date and/or all systems are not operational resulting in unsafe site or inoperable systems / facilities</p>		<ul style="list-style-type: none"> Current government guidance is being applied All utilities and systems (including gas, heating, water supply, mechanical and electrical systems and catering equipment) have been re-commissioned before reopening as would have been the case after a long holiday period Where water systems have not been maintained in line with required schedules, they have been chlorinated, flushed and certified by a specialist contractor prior to reopening. Ventilation systems have been tested and any practical improvements to improve ventilation have been put in place School leaders and premises team inspect the site prior to full re-opening and action any immediate priorities 	<p>Y</p>	<p>Delce Academy March 21 Re-Opening Guidance</p>		<p>L</p>

<p>Current policies and procedures have not been adapted/updated to take account of COVID-19 impact resulting in conflict between policies or policies not fit for purpose in the current Covid climate</p>		<ul style="list-style-type: none"> Existing policies and procedures have been updated/adapted to take account of COVID-19 impact Fire procedures have been reviewed and revised where required, e.g., due to: <ul style="list-style-type: none"> pupils operating in discrete class group bubbles possible absence of Fire Marshalls social distancing rules during evacuation and at muster points Staff and pupils have been briefed on any new evacuation procedures Incident controller and Fire Marshalls have been trained/ briefed appropriately A staff rota for additional Fire Marshalls has been drawn up to cover any absences. Any additional staff temporarily taking on the role have been briefed accordingly 	Y	<p>Delce Academy March 21 Re-Opening Guidance</p> <p>Fire Safety and Emergency Practices</p>		L
<p>Third party contractors and visitors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>		<ul style="list-style-type: none"> Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times Where contractors are likely to spend significant amount of time on site and there is a potential for some mixing with staff/children, then they should be requested to conduct lateral flow tests In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Social distancing measures will be adhered to at all times for all visitors; Premises' contractors will be encouraged, where possible, unless in an emergency, to come after hours to mitigate against staff and children; all bookings for visitors will occur after school unless it is an essential case which is discussed with SLT 	Y			L
<p>Staff shortages due to absence may compromise operational safety</p>		<ul style="list-style-type: none"> The health status and availability of every member of staff is regularly updated so that deployment can be planned All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure Sufficient cover/supply staff are available Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles Staff have been trained /briefed across disciplines to avoid any 	Y	<p>Delce Academy March 21 Re-Opening Guidance</p>		L

		<ul style="list-style-type: none"> single points of failure There are sufficient qualified first aiders to cover the numbers of staff and pupils on site Premises staff levels are maintained and suitable for the use of the building Appropriate cleaning and premises staffing levels are in place Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste 				
Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.		<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately Material safety data sheets are held for all chemicals and readily available to all staff All cleaning chemicals are stored safely and securely in accordance with requirements COSHH safety training has been completed by all those using chemicals for cleaning, COSHH e-learning training is available from the Judicium portal Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Y	Delce Academy March 21 Re-Opening Guidance		L
Catering arrangements lead to increased risk of infection; failure of provision leads to pupils not being fed properly		<ul style="list-style-type: none"> The catering services are aware of all the latest government guidance and adhere to this Benefit related FSM pupils will be provided for whether they are in school or at home (term time). This will be provided in accordance with government guidance. Parents will be encouraged to register for FSM where their financial circumstances have changed and they now meet the requirement for FSM <p>Email and phone support to parents/carers</p>	Y	Delce Academy March 21 Re-Opening Guidance		L
Risk of infection during PE due to lack of COVID secure arrangements		<ul style="list-style-type: none"> Consistent groups should be kept Equipment should be cleaned thoroughly between use by different groups Outdoor sports should be prioritised Where lessons take place indoors, ventilation is maximised and where practical doors and windows opened whilst the lesson is taking place Sports equipment is thoroughly cleaned between each use Activities are selected that allow for social distancing and small consistent groupings Social distancing is maintained in changing rooms and the use of showers is avoided Hand sanitiser is available in changing rooms 	Y	Delce Academy March 21 Re-Opening Guidance teachers communicated that all PE lessons should be undertaken, where safe to do so and weather dependent, to be done outside to allow natural ventilation		L

<p>Wrap around and extra-curricular provision leading to compromised bubbles and increased risk of infection</p>		<ul style="list-style-type: none"> ● Team sports and competitions do not take place ● The provision should be used under the following circumstances: <ul style="list-style-type: none"> - the provision is being offered as part of the school's educational activities (including catch-up provision) - the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution - the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group ● Schools should engage with any external wraparound providers to try to keep bubbles consistent as much as possible ● Where parents are using other external childcare they will be made aware of: <ul style="list-style-type: none"> - advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. - encourage them to check providers have put in place their own protective measures - send them the link to the guidance for parents and carers ● Where school premises are hired out to external providers they will be made aware of the following: <ul style="list-style-type: none"> - the relevant government guidance for their sector - their responsibility to put in place protective measures <p style="text-align: center;">Overarching principles of any extended provision</p> <ul style="list-style-type: none"> ● 2m+ distance is ideally maintained between pupils from different class bubbles ● Registers are kept and seating plans are adhered to 	Y	<p>Delce Academy March 21 Re-Opening Guidance</p>		L
<p>Music, dance, and drama in school – increased risk of infection due to the nature of the activity</p>		<ul style="list-style-type: none"> ● Social distancing and consistent groupings are maintained during dance, drama and music ● Keep a log of seating plans ● Teachers closely monitor and supervise the use of equipment ● Where music equipment is shared it is disinfected regularly after every use, including any accessories. ● Singing, wind and brass instrument playing should be undertaken in line with the latest guidance ● Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles. Where these activities are taking place in smaller groups need to allow significant space, 	Y	<p>Delce Academy March 21 Re-Opening Guidance</p>		L

		<p>natural airflow (at least 10l/s/person for all present) Outdoor use should be considered as a first option</p> <ul style="list-style-type: none"> • Performers should be encouraged to not raise their voices unduly • Pick and drop off points are designated for returning equipment with appropriate quarantine/cleaning procedures in place • No performances with audiences are held • Peripatetic teachers will work closely with the leadership team to review risks ensuring distancing requirements are maintained where appropriate and efforts are made to reduce the number of groups taught and locations worked in. 				
Arrangements not kept up to date with current guidance (e.g., local/national arrangements for CEV staff and pupils) leading to ineffective measures to manage current level of Covid risk		<ul style="list-style-type: none"> • COVID arrangements are regularly reviewed to ensure they are in line with current guidance and any additional restrictions introduced as part of the Contingency Framework/national lockdown 	Y	Delce Academy March 21 Re-Opening Guidance		L
Increased risk of infection for Clinically Extremely Vulnerable (CEV) staff and clinically vulnerable (CV) staff		<ul style="list-style-type: none"> • Under national lockdown CEV staff are advised to work from home in line with current government guidance • Risk assessments are in place for all CEV staff who choose to attend work • CV staff have a risk assessment in place and if their role is conducive to home working this may be considered • All staff must follow the systems of controls to reduce risk of transmission • Specific risk assessments for new and expectant mothers are completed in line with current Government Guidance. • An ongoing review will be carried out for expectant mothers from 28 weeks gestation and for new or expectant mothers with underlying health conditions to identify reasonable adjustments and home working arrangements when required 	Y	Delce Academy March 21 Re-Opening Guidance		L
Increased risk of infection for Clinically Extremely Vulnerable (CEV) pupils		<ul style="list-style-type: none"> • Under national lockdown, shielding is currently in place and all children still deemed CEV are advised not to attend school. 	Y	Delce Academy March 21 Re-Opening Guidance		L
Increased risk of infection for staff who may otherwise be at increased risk or may have close family members who are		<ul style="list-style-type: none"> • Individual risk assessments will be conducted via leadership team as required • All staff are regularly reminded to follow the system of controls to keep everyone safe 	Y	Delce Academy March 21 Re-Opening Guidance		L

Education risks						
<p>Risk of all pupils from Inspire Partnership schools failing to maintain recommended daily learning activities and continuing to make good progress. The risks of not maintaining good learning progress are especially high for pupils with SEND, younger age pupils and pupils deemed disadvantaged.</p>		<ul style="list-style-type: none"> • School attendance is mandatory from 8th March. Schools must communicate these expectations regularly and consistently with all families and other professionals where appropriate • Schools must follow the usual systems for monitoring and reporting poor attendance • Schools should identify ‘at risk’ families and develop plans to re-engage these families • Trust guidance for diagnostic assessments will be produced for EYFS and R/W/M in KS1/2. Schools are to implement such guidance ensuring that teachers quickly work to understand gaps and have a systematic plan in place for the summer term • School leaders hold Progress Review Meetings at the end of the Spring term to ensure gaps have been appropriately identified and effective strategies are in place for the summer term • Everyone must follow the systems of controls to reduce risks for the community • Delce Academy has ensured that, where appropriate, pupils engage with remote learning via electronic devices / printed learning. • Audit of provision of parental access to broadband networks / devices per household / access flexibility / pupils at risk of not completing learning or engaging in learning. Planned intervention to include: <ul style="list-style-type: none"> • Ensure pupils without access are provided with school device resources • Identified pupils to receive daily phone calls from identified staff including senior leaders where appropriate • Middle and senior leaders to monitor weekly lesson completion and engagement. Engagement tracker used to identify next steps and follow up activities with parents to increase engagement. CW to monitor • Covid catch up funding is strategically planned for and utilised. This is recorded on the catch-up funding strategy document and is available on the school website 	Y	<p>Pastoral team have set up a welcome back week for targeted children, restabilising routines and expectations as well as allowing for discussions around emotions and feelings</p> <p>Re-establish daily mindfulness sessions with new discrete lesson plans provided to suit and meet current needs</p> <p>All therapies and interventions to reconvene both those provided by in-school staff and external staff. Includes counsellor, external therapies and nurture provision therapies, as well as DEN sessions for key children to help with reintegration</p> <p>Nurture breakfast continues with key children to help start of day routines and engage with learning</p>	L	
<p>Widening of education gaps for pupils with SEND further disadvantaging them in comparison to their peers</p>		<ul style="list-style-type: none"> • Ensure that pupils with identified learning needs continue to make progress and have their needs met. • All pupils with an EHC plan and vulnerable pupils requiring 1:1 support have an individual learning plan in place which clearly identifies bespoke strategies to ensure learning needs are met. Learning plans should include: <ul style="list-style-type: none"> • Additional resources required to complete remote learning (where 	Y		L	

		<ul style="list-style-type: none"> appropriate) How additional adults are providing learning support and any other factors that are contained in EHC plans that require modification How learning progress and needs are communicated with parents and carers Specific learning strategies required to be supported by parents and carers 				
Widening of education gaps for pupils with poor language and vocabulary as a result gaps in attainment widen		<ul style="list-style-type: none"> To ensure that pupils of KS1 age continue to maintain progress language and oracy development. Risk mitigation includes: SLT to monitor that Inspire Partnership EYFS guidance document is being used to support planning. SLT to monitor that Inspire Partnership Language and Oracy framework is being adapted for any remote learning and supports weekly planning in school. Leaders to routinely monitor promotion of good oracy skills in lessons Remote learning/in school learning to include recommended sentence stems / discussion items to be included in remote learning and clear modelled vocabulary for each session. All schools have identified specific pupils for planned language and oracy intervention delivered by identified adults. SEND leaders have monitored planning / EHC plans to ensure any specific language and vocabulary needs are differentiated and included in remote learning / physical learning Leaders have worked with planning teams to ensure that planned phonics interventions are happening for all pupils not making required progress or who have been identified as at risk of not making sufficient progress via learning assessments. Additional reading interventions planned and delivered for pupils who are at risk of not making required progress in reading or who are falling behind year group expectations. Support to include: Delce Academy has also provided: Doorstep meetings to reintroduce teachers to vulnerable pupils. Phased reintegration Adapted curriculum HSSW support Pastoral Team support 		Senior leaders to introduce Inspire Gaps Analysis Assessments for Reading, Writing & Maths with training and guides. Phase teams and ongoing Leadership discussions and PP meetings identify gaps and ways to address any that may have occurred during remote learning		
Risk of widening of education gaps as a result of failure to focus on core provision expectations.		<ul style="list-style-type: none"> Planning and monitoring of education provision ensures that quality first teaching follows national guidance and Trust wide expectations. Remote learning policy to be followed The majority of children will access the full curriculum Whilst a broad and balanced curriculum should remain in place, school leadership teams may consider suspension of some subjects for some pupils in exceptional circumstances e.g. PRIME 	Y			L

		<p>areas in EYFS may be given more attention for some children</p> <ul style="list-style-type: none"> • Across KS1/KS2 reading should be a focus in every curriculum subject. Children should have regular opportunities to read, be read to and to develop their vocabulary/spoken language skills. Schools will monitor planning, lessons, pupil voice etc. to ensure this is prioritised by all staff • Covid catch up funding is strategically planned for and utilised. This is recorded on the catch-up funding strategy document and is available on the school website 				
Additional site-specific issues						