



MANAGEMENT OF BRAYTON ACADEMY PREMISES DURING COVID-19 FULL RE-OPENING RISK ASSESSMENT

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Signed off by Responsible Person: Trust Board
Review Date: Live document (as per updates from Government)

Updated DfE face covering guidance (10/05/2021) – “As part of the Step 3 roadmap, it has been determined that it is no longer necessary to recommend the additional precautionary face covering measures that we recommended from the 8 March. The decision to lift further restrictions at Step 3 has followed a review of the latest data on infection and vaccination rates. From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils and students in classrooms or communal areas, in all schools and FE providers. Face coverings will also no longer be recommended for staff in classrooms. In all schools and FE providers, we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas)”.

The reintroduction of face coverings for students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (Bronze/Silver/Gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local Directors of Public Health to advise on.

On recommendation from the Director of PH in North Yorkshire recommending that all Selby schools continue to wear face coverings/masks due to the high number of cases in their area currently. Brayton will adhere to this.

Brayton Academy

Potential Hazard	Details of Risk	Who/What may be harmed?	Control Measures	Risk Rating
Transmission of COVID-19 in Academy (Applicable to all risks)	Control of the virus and infection in Academies (overview)	All staff, students, visitors, community.	<p>Prevention of the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.</p> <p>Government Guidance states that: Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the setting to distance, the lay out of the setting, and the feasibility of keeping distinct groups separate while offering a broad curriculum.</p> <ul style="list-style-type: none"> • Corridors and Circulation Spaces <ul style="list-style-type: none"> ○ Corridors marked out with social distancing indicators as a visual aid for staff and students. ○ A one-way system for movement is in place where possible for moving between year group bubbles to avoid crossing. ○ 2m line markings in ingress and egress. ○ Staggered break times, lunchtimes and start and finish times (see appendix). • Organisation of teaching spaces <ul style="list-style-type: none"> ○ Year group bubbles taught in areas to limited interaction between year group and reduced sharing of rooms as much as 	Likelihood 2 (Unlikely) Consequence 3 (Moderate) = 6 (Low-Medium Risk)

			<p>possible. (See appendix). Only movement is for specialist areas with cleaning scheduled between sittings.</p> <ul style="list-style-type: none"> ○ Year 7 and Year 8 combined during breaks and lunches, cleaning throughout and post sitting. ○ Year 9 and Year 10 combined during breaks and lunches, cleaning throughout and post sitting. ○ Outside learning encouraged where possible and in line with curriculum content. <ul style="list-style-type: none"> ● Reconfiguration of classrooms. <ul style="list-style-type: none"> ○ Classrooms desks facing forward. Consistent seating plans and records kept. ○ Furniture removed/changed to reduce potential touch points. ○ Seating plans, identified for students and colleagues (including ISW supporting a student 1:1) ○ SEND support staff must wear a face covering if they are unable to work without maintaining social distancing of 2 metres. ○ Rotation of resources (where they can't be provided by the students) to limit what needs to be cleaned on a daily basis and to allow access to a range of activities. ● Ventilation – Ensure the academy is well ventilated and a comfortable teaching environment is maintained. <ul style="list-style-type: none"> ○ Air conditioning – 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 – 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 where possible. ○ Natural ventilation – where possible, and safe, external opening doors may be opened. 	
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			<ul style="list-style-type: none"> ○ Student school uniform considered in relation to warmth – Recommend base layers underneath shirts. ● Prioritising Provision <ul style="list-style-type: none"> ○ Adjustments made to the timetable to ensure students are in bubble classrooms unless specialist areas required - KS4 taking priority. ● The school day <ul style="list-style-type: none"> ○ Start and finish time staggered for groups of students (See appendix) ○ Sanitising stations at every entry point and in each classroom, indoor area. ○ Consultation with colleagues, review and communication with whole staff. ○ External social distance lines from each entry point to the academy. ○ Students/parents received bespoke instruction per year group ○ Assemblies given virtually to avoid mass gatherings. ● Break and Lunch <ul style="list-style-type: none"> ○ Students to take break and lunches in bubbles, where possible. Y7/8 combined and Y9/10 combined. ○ Staggered breaks and lunch in separate facilities. ○ Alterations made to menu choices and systems to allow for quicker / easier distribution to students / flow through collection points. ○ Provision of hot meals for all dining facilities, hot meal plus vegetarian option, baked potato/pizza, full cold food offer. ○ Use of Gym & Sports Hall to provide additional space at lunch times. ○ Disposable utensils. ○ Catering staff remain in the kitchen / serving hall and use entrance / exit off kitchen. ○ Catering staff should observe the rules of if social distancing can't be met due to food hygiene and kitchen layout, Catering staff should wear face masks. 	
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| | | | <ul style="list-style-type: none"> ○ Water fountains in student bubbles must be cleaned frequently and users must sanitise their hands before use. ● Movement around the academy <ul style="list-style-type: none"> ○ Social distancing indicators as a visual aid for staff and students, one-way signs throughout. ○ For the majority of lessons, each year group bubble has their own suite of classrooms. Movement to practical areas supervised. ○ External social distance lines from each entry point to the academy. ○ Corridors divided where necessary for entry exit. ○ Full signage throughout the academy ○ Movement minimised - No lesson changeover unless to specialist area, break or lunch – staff move to students ○ Duty rota in place per pod to support effective movement. ○ Internal doors to be kept open where appropriate to fire regulations. Mag doors/door retainers will release on activation of fire alarm. ○ Temporary Marshalls to follow evacuation procedure. ○ Adults must keep a social distance of 2m away from other adults wherever possible including in class, during supervision, at break times and moving around school. ○ Lunch and break staggered and in different bubble areas per day. Enhanced cleaning throughout. ○ Assemblies – virtual in bubbles not in main hall. ● Staff workspaces and staff meetings <ul style="list-style-type: none"> ○ Staff room, give way system in place. Social distancing tape and signage. ○ Allocated work rooms, cleaning stations available. ○ For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc. follow the “If You Use It – Wipe It” principle with anti-viral wipes. ○ Colleagues briefed as part of training ○ Where it is deemed necessary for a ‘face to face’ staff meeting to be convened, this should take place in a well ventilated area | |
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			<p>where seats used MUST be 2 metres apart, to allow for stringent social distancing (note: proximity contacts – extended close contact within 1-2 metres for more than 15 minutes is deemed ‘close contact’ by PHE).</p> <ul style="list-style-type: none"> • Staff and students will be trained and receive guidance on the changes to practice in light of COVID19 <ul style="list-style-type: none"> ○ Consultation with colleagues, review and communication with whole staff. ○ Training of colleagues to take place frequently. ○ Students/parents received bespoke instruction ○ Staff reminded of medical conditions / needs of the students they are caring for e.g. allergies, asthma etc. Risk Assessments in place for individuals. • Practical subjects <ul style="list-style-type: none"> ○ Minimise the use of musical instruments. If unavoidable so sharing of resource and at least 3 metres apart in a well-ventilated room. ○ Peripatetic lessons take place in a large, well ventilated room. Teacher (visitor) to maintain social distance and in-group lessons, students to sit/stand two metres apart. Masks to be worn by the visitor where possible and 2 metres cannot be maintained (strings, percussion and guitar lessons). Students do not share equipment or instruments. ○ Practical music and drama lessons take place in a large, ventilated room. Equipment is not shared between bubbles and is cleaned between use. The room is cleaned between bubbles and students sanitise their hands before and after the lesson. ○ Singing in groups of 15 or fewer, in a large, ventilated space. Students to remain socially distanced and face the same direction. ○ Music and performing arts to follow the DCMS performing arts guidance. ○ PE – Students to be kept in consistent groups and outdoor sports should be prioritised where possible. 	
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| | | | <ul style="list-style-type: none"> ○ Changing rooms to be used with chemical fogging carried out in used changing areas between every class changeover. Please see COVID19 Cleaning Risk Assessment for more information. ○ Inside large indoor spaces used maximising distancing between students. ○ Sports equipment that has been touched / handled cleaned between groups and students and staff should clean their hands before and after activities. ○ Hand sanitiser to be used regularly during sporting activities. ○ Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Contact within those sports to be avoided unless part of the game. ○ Science and DT lessons to be in line with latest CLEAPSS https://www.cleapss.org.uk/ ○ Science departments to ensure gas guards are set to switched off when practical lessons are not taking place. Hand sanitiser stations are positioned outside of the Science classrooms and must not be moved to inside the classrooms. ○ Art equipment to be cleaned thoroughly or rotated on a 48 hour rotation (72 hours if plastic) <ul style="list-style-type: none"> ● Marking <ul style="list-style-type: none"> ○ Staff can take books and other shared resources home if they can be cleaned. If not or if work is to be marked it should be left for at least 48 hours (72 hours for plastic) before and after marking, ○ Paper work to be marked is placed in a plastic wallet that can be wiped down after collection or work and before handing work back to the students ○ Alternatively, staff can wash hands or sanitise before marking work, at regular intervals throughout and after completing marking. ○ Use of online or electronic assessments or individual worksheets for assessed work to be encouraged so the students can retain their exercise books for lessons. | |
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			<ul style="list-style-type: none"> ○ If students or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic). ● Displaying signs and posters around the premises as visuals outlining the Social Distancing, Personal Hygiene and changes to practice for ALL to see. <ul style="list-style-type: none"> ○ Hygiene signs at each entry point, and throughout academy. Handwashing advice at each handwash point. ○ 'Catch it, kill it, bin it' signs in each classroom, alongside sanitising stations including tissues and sanitiser. ○ Social distancing indicators throughout, one-way signs throughout, ○ External social distance lines from each entry point to the academy. ○ Provision of hand sanitizer products, tissues, disinfectant cleaning products, gloves and paper roll in used classrooms, on regularly used corridors and in entrance areas such as reception. ○ Enhanced daily cleaning. 	
	<p>Safety equipment and health and safety arrangements to limit the spread of COVID 19</p>	<p>All staff, students, visitors, community.</p>	<ul style="list-style-type: none"> ● Cleaning <ul style="list-style-type: none"> ○ Cleaning plan agreed with in house cleaning team. ○ Additional day cleaners employed for toilets and touch points and in the event of a bubble crossover. ○ Coordination of risk assessment from academy cleaning team. ○ Provision of hand sanitizer products, tissues, disinfectant cleaning product, gloves and paper roll in used classrooms, on regularly used corridors and in entrance areas such as reception. ○ IT equipment cleaned between users if it cannot be kept for the sole use of an individual – wipes in each classroom. ○ Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area. ○ Dedicated provision of cleaning products in each classroom / work area. ○ Cleaning carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. 	<p>Likelihood 2 (Unlikely) Consequence 3 (Moderate) = 6 (Low-Medium Risk)</p>

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| | | | <ul style="list-style-type: none"> ○ Follow the COVID-19: cleaning of non-healthcare settings guidance. Trust COVID cleaning risk assessment also available .https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings ○ No visitors to the academy without appointment. Drop off of essential items via reception bubble. ● Toilets <ul style="list-style-type: none"> ○ Staff and student toilets clearly signposted. ○ Toilets cleaned regularly. ○ Students encouraged to clean their hands thoroughly after using the toilet, visual signs to support. ○ Hand sanitiser stations outside toilets. ○ Students use toilet closest to bubble / lunch area. ● Hygiene and handwashing <ul style="list-style-type: none"> ○ Signage, message boards and hand sanitiser on entry, and across the academy reinforcing requirement to/how to wash hands. ○ Alternate cubicles/taps used. ○ Provision of hand sanitizer products, tissues, disinfectant cleaning products, gloves and paper roll in used classrooms, on regularly used corridors and in entrance areas such as reception. ○ 'Catch it, kill it, bin it' approach routinely exercised through the academy. ○ Limited shared resources – students/teachers to bring their own equipment. Forgotten equipment, new provided and kept. ○ Students can take resources such as library books, home as long as they are quarantined for 48 hours (72 if plastic) on their return if they cannot be cleaned. ● Clothing/ fabric – not wearing clean clothes each day may increase the risk of the virus spreading. <ul style="list-style-type: none"> ○ Policies agreed prior to the academy opening in relation to uniform/business dress. ○ Expectations and guidance communicated to parents. | |
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			<ul style="list-style-type: none"> ○ Fabric chairs to be removed from circulation where possible – plastic school chairs to be used. Where fabric chairs are still in place (eg. in staff rooms/offices/meeting rooms) they will be cleaned with fabric anti-bacterial cleaning spray. ○ Students will be required to remove any outdoor outerwear/clothing upon arrival at the academy in line with uniform procedures, placing it in their bag if possible. If it is not possible to place it in their bag then it should be stored in a suitable location separate from other student's possessions to avoid cross contamination. ○ Staff will be required to remove and store any outdoor outerwear/clothing in a suitable location separate from other colleague possessions to avoid cross contamination, where possible. ● Testing and managing symptoms <ul style="list-style-type: none"> ○ All persons who are displaying symptoms must not come into school and should follow Government guidance on self-isolating including test and trace process. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested ○ Colleagues and parents informed and reminded ○ Post-test support available to colleagues through HR ● Infection transmission within school due to staff/students or members within household displaying symptoms <ul style="list-style-type: none"> ○ Lateral Flow Testing and Rapid Home Testing in place in line with national guidance. Please see additional risk assessment which provides further details of arrangements. ○ Robust collection of monitoring of absence data, including tracking in place. ○ Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating including test and trace. . ○ Procedures in place for students/ colleagues displaying symptoms in school. Anyone showing symptoms isolated in one area (outside if suitable) – PPE available. Home contact made – testing guidelines reminded and encourage. 	
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| | | | <ul style="list-style-type: none"> ○ If a person becomes unwell with a new, continuous cough or a high temperature, (students' temperature should not be routinely taken), or has loss of, or change in, their normal sense of taste or smell, in attendance times or whilst on site, should follow government guidance on self-isolating and including test and trace. ○ Staff or students on site when they develop symptoms should be sent home as soon as possible. Staff should seek approval from the member of SLT on duty/on call to do so. ○ All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. <i>(It is anticipated settings will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits).</i> ○ Whilst awaiting pick up students/staff isolated in a separate area, outside if possible. If not with a closed door (and preferably an open window). ○ Students supervised whilst this takes place, face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If they need to use the bathroom before being collected it must be cleaned and disinfected before any other use is permitted. ○ If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. ○ Thorough hand washing and sanitiser must be used after dealing with someone who is unwell and are thoroughly cleaned. ○ The area around the person with symptoms must be cleaned with normal household disinfectant or bleach if available, after they have left to reduce the risk of passing the infection on to other people. | |
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			<ul style="list-style-type: none"> ○ If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. ○ Where the initial child, young person or staff member with symptoms tests negative, they can return to their setting and the fellow household members can end their self-isolation. ○ Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self-isolating until 10 days after symptoms have started. Fellow household members can end their self-isolation. ○ Where the child, young person or staff member tests positive, PHE will be contacted for advice to determine if it is necessary to consider collapsing any student 'bubbles' and if any staff and/or students should be sent home and advised to self-isolate for 10 days. ○ The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Inform LA. ○ Continue to work with local authority health protection team who will be able to advise if additional action is required. ○ In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice. ○ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the students or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ○ Additional enhanced cleaning of areas those students/staff members have been in contact with. ○ Clear recording system in place 	
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| | | | <ul style="list-style-type: none"> • Communication with parents/colleagues <ul style="list-style-type: none"> ○ Parents and colleagues receive clear communications informing them of current government guidance on action to take should anyone display symptoms – including the arrangements should that happen in school. ○ This to be part of training with colleagues and students ○ Daily communication update to continue. ○ Academy websites to be updated with current guidance
 • First Aid/Designated Safeguard Leads <ul style="list-style-type: none"> ○ First aid is up to date, but 3-month extension has been given. ○ Additional training/communication in place for first aiders. ○ Designated first aid room / classroom identified with social distancing measures and PPE available. ○ Subsequent cleaning available each day. ○ Individual risk assessment for students with medical needs. ○ Staff reminded of medical conditions / needs of the students they are caring for e.g. allergies, asthma etc.
 • PPE Provision <ul style="list-style-type: none"> ○ Government guidance communicated ○ PPE usage (first aid/DSL/positive handling) training completed ○ Colleagues reminded that wearing gloves should not replace handwashing. ○ According to government guidance, it is no longer recommended for students in classrooms or communal areas to wear face coverings. However, the director of Public Health in North Yorkshire has requested schools in Selby continue to wear masks due to increased positive cases in Selby. Face coverings will also be worn by staff in classrooms, unless social distancing can be maintained. Face coverings should be worn by staff and visitors in all situations inside and outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). ○ Face coverings do not need to be worn outside where social distancing can be maintained. | |
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			<ul style="list-style-type: none"> ○ Staff trained in safe wearing and removal of face coverings, sanitising before and after touching and storing in a plastic sellable bag. Visual reminders throughout. ○ If staff feel more comfortable wearing a visor/mask in the classroom and it is not detrimental to learning, this is acceptable and will be supported by the Trust. <ul style="list-style-type: none"> ● Home Visits <ul style="list-style-type: none"> ○ According to government guidance any staff members completing any home visits should not require PPE and should instead comply with social distancing measures as set out by the government guidance. ○ However, to support staff welfare any staff member completing home visits who feels they require PPE can contact their management leader to discuss their individual requirements. Staff completing home visits can also be issued with cleaning materials and sanitiser, if required, to support good hygiene routines. <p>Administration of medicines (such as epi-pens) and first Aid involving contact should only to be administered by staff if absolutely necessary. Full PPE must be worn by staff in such instances. This includes facemasks and shields, rubber gloves and plastic aprons. We will endeavour to wear PPE for urgent/emergency first aid and medical administration cases (which requires contact with individual) so far as is reasonably practicable.</p> <p>If a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <ul style="list-style-type: none"> ● Record Keeping 	
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			<ul style="list-style-type: none"> ○ Records kept of students and staff in each bubble, and any close contact that takes places between students and staff in different groups. ○ Seating plans to be consistent and maintained. ○ Records, with sufficient detail to support rapid contract tracing if required by the NHS Track and Trace of visitors, agency staff, volunteers etc. and who they have been working also kept by reception. ○ Additional adult interactions (other than timetabled lessons) to be recorded in student planner. ○ Records kept of which staff have assisted students or staff who are displaying symptoms via first aid spreadsheet. 	
	Maximising social distancing measures.	All staff, students, visitors, community.	<p>Social distancing of 2 metres should be maintained for staff so far as is reasonably practicable. Students to be encouraged to maintain a distance where possible and not touch staff or their peers at any time.</p> <ul style="list-style-type: none"> ● Student Behaviour <ul style="list-style-type: none"> ○ Clear messaging to students on the importance and reasons for social distancing between bubbles and wherever possible. Reminders on visual aids and floor markings. ○ Colleagues observing social distancing – role models ○ Movement minimised – teachers to classes, where practicably possible. ○ External social distance lines from each entry point to the academy. ○ Training in place for students in advance virtually, on first entry to the building. ○ Addendum to PD policy – communicated to colleagues, students and parents ○ Isolation in the Sports Hall – soft lines between bubbles, bubbles at least 2 metres apart. Well ventilated room. ○ Detentions in Assembly Hall – soft lines between bubbles, bubbles at least two metres apart. Well ventilated room. ● Classrooms and teaching spaces <ul style="list-style-type: none"> ○ Classrooms based in bubbles each day where practicably possible (see appendix) 	Likelihood 2 (Unlikely) Consequence 3 (Moderate) = 6 (Low-Medium Risk)

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| | | | <ul style="list-style-type: none"> ○ Excess furniture removed from classroom where necessary. ○ Seating plans, identified for students and colleagues. ○ Students sat side by side and facing forwards in classrooms. ○ Staff maintain distance from students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from students – where possible. ○ Close face to face contact avoided and time spent within 1 metre of anyone minimised. ○ Large gatherings, where possible avoided, assemblies delivered virtually. ○ Enhanced cleaning throughout the day ○ Deep clean daily. ○ Regular review of arrangements <ul style="list-style-type: none"> ● Movement around the academy <ul style="list-style-type: none"> ○ Social distancing tape throughout, one-way signs throughout. ○ External social distance lines from each entry point to the academy. ○ Corridors divided where necessary for entry exit. ○ Staff maintain distance from students, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from students – where possible. ○ Close face to face contact avoided and time spent within 1 metre of anyone minimised. ○ Full signage throughout the academy ○ Sanitisers in every classroom and on entry and exit points, toilets and in corridors. ○ Individual maps per student and staff member ○ Movement minimised – No lesson changeover - staff move to students (other than to specialist areas) ○ Duty rota in place to support effective movement. ○ Internal doors to be kept open where appropriate to fire regulations. Mag doors/door retainers will release on activation of fire alarm. ○ Temporary Marshalls to follow evacuation procedure. | |
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			<ul style="list-style-type: none"> • Reception Area <ul style="list-style-type: none"> ○ Social distancing markings are clear on the floor. ○ Visitors to wait outside until allowed in one by one by reception staff. ○ Deliveries outside of reception. Signing for deliveries completed as per delivery company's protocols. Social distancing in place and sanitising of equipment to take place. ○ Parents – by appointment only • Arrival and departure to school <ul style="list-style-type: none"> ○ Staggered in groups or double bubbles – see appendix ○ Line marking in place externally ○ Duty points ○ Communication to parents re drop off and pick up. No parents allowed on site. ○ Sanitise hands on entry. • Transport <ul style="list-style-type: none"> ○ Guidance in place for students taking public transport. Face coverings provided where needed. ○ Bus companies consulted with in relation to social distances and provision for students. ○ The Academy will request a seating plan from the bus transport company where required. • Staff workspaces <ul style="list-style-type: none"> ○ Staff room, give way system in place. Social distancing tape and signage. ○ Allocated work room – set desk daily, excess furniture removed. ○ Colleagues briefed as part of training 	
Operational issue	Arrangements in the event of emergency evacuations	All staff, students, visitors, community.	<ul style="list-style-type: none"> • Fire procedures reviewed and revised to maintain social distance and safe emergency evacuation. <ul style="list-style-type: none"> ○ Temporary Marshalls trained ○ Roles and responsibilities reviewed and communicated ○ Routes as usual from classroom allocated. ○ Social distance in muster point identified and marked. 	Likelihood 1 (Very Unlikely) Consequence 5 (Catastrophic)

			<ul style="list-style-type: none"> ○ Communicated to all parties. ○ Fire evacuation drill in place by year group as soon as practicably possible. 	= 5 (Low-Medium Risk)
	Vulnerable students and staff <i>Including staff availability</i>	All staff, students, visitors, community.	<ul style="list-style-type: none"> ● Students with underlying health conditions <ul style="list-style-type: none"> ○ Parents provided with clear updated guidance regularly – currently If a student or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education setting. ○ Parents reminded to make academy aware of any changes to underlying health conditions, school seek and act upon guidance. ○ Risk Assessments for individual students, where in place will be reviewed (including for any student who is pregnant, taking into account their increased vulnerability at 28 weeks and beyond, where consideration will be taken for them to be educated remotely from home) taking this risk assessment into account. ○ Robust live record keeping in place. ● Colleagues with underlying health conditions <ul style="list-style-type: none"> ○ Full records of colleagues with underlying health conditions and vulnerability groups in place. ○ Medical advice sought if necessary. ○ Colleagues clear about definitions associated categories and the relevant medical guidance. ○ All colleagues with underlying health conditions working in line with national guidance. ○ Robust live record keeping in place. ● Colleagues who are pregnant and those in their third trimester (28 weeks onwards) ● An individual risk assessment will be in place for all pregnant colleagues. ● A colleague who is pregnant with an underlying health condition which falls under the CEV category will be required to shield in line with current Government Guidance. 	Likelihood 2 (Unlikely) Consequence 4 (Major) = 8 (Low-Medium Risk)

			<ul style="list-style-type: none"> • When a pregnant colleague enters their third trimester from 28 weeks and beyond, the Trust Board have agreed they can work from home. <p>Individual Risk Assessments – Clinically/Extremely Vulnerable/BAME: Employees and Students</p> <ul style="list-style-type: none"> ○ Individual Risk Assessments are in place for all employees and students, who fall into any of these categories. These will be reviewed on a regular basis, in line with government guidance. ○ Staff and Students who are categorised as clinically extremely vulnerable have been advised previously not to attend the academies during the lockdown periods, in line with government guidance. Where this is the case academies will make appropriate arrangements for student to be able to continue their education at home. ○ Staff and students who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, have also previously been advised to shield in line with government guidance. ○ Government guidance lifted ALL shielding guidance with effect from 1 April 2021 and ALL in these categories are able to return to their academy. 	
Mental Health of students and colleagues may have been adversely affected	Students' and mental health has been adversely affected during the period the schools has been closed		<ul style="list-style-type: none"> • Student support <ul style="list-style-type: none"> ○ 1 mental health first aid trained colleagues at Brayton Academy, several DSL – identified to students and parents. ○ 6 members of staff trained at level 3 Mental Health Early Help and Intervention • Colleague support <ul style="list-style-type: none"> ○ Consultation with colleagues in the setting up of individual school plans and systems as far as possible and discussions / sharing of this risk assessment. ○ Training day in place to ensure familiarisation of plans. ○ Weekly briefings (virtually). ○ Individual RA where necessary. ○ HR signpost to support. 	Likelihood 1 (Very Unlikely) Consequence 4 (Major) = 4 (Low-Medium Risk)

			<ul style="list-style-type: none"> ○ The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. https://www.educationsupport.org.uk/ ● Bereavement support <ul style="list-style-type: none"> ○ Trained colleagues in school to offer virtual support where necessary ○ HR signpost to support. <p>Student attendance will be closely monitored in line with existing procedures with additional support from the MAT where required if there is a sudden dip in attendance.</p>	
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OTHER CONSIDERATIONS:

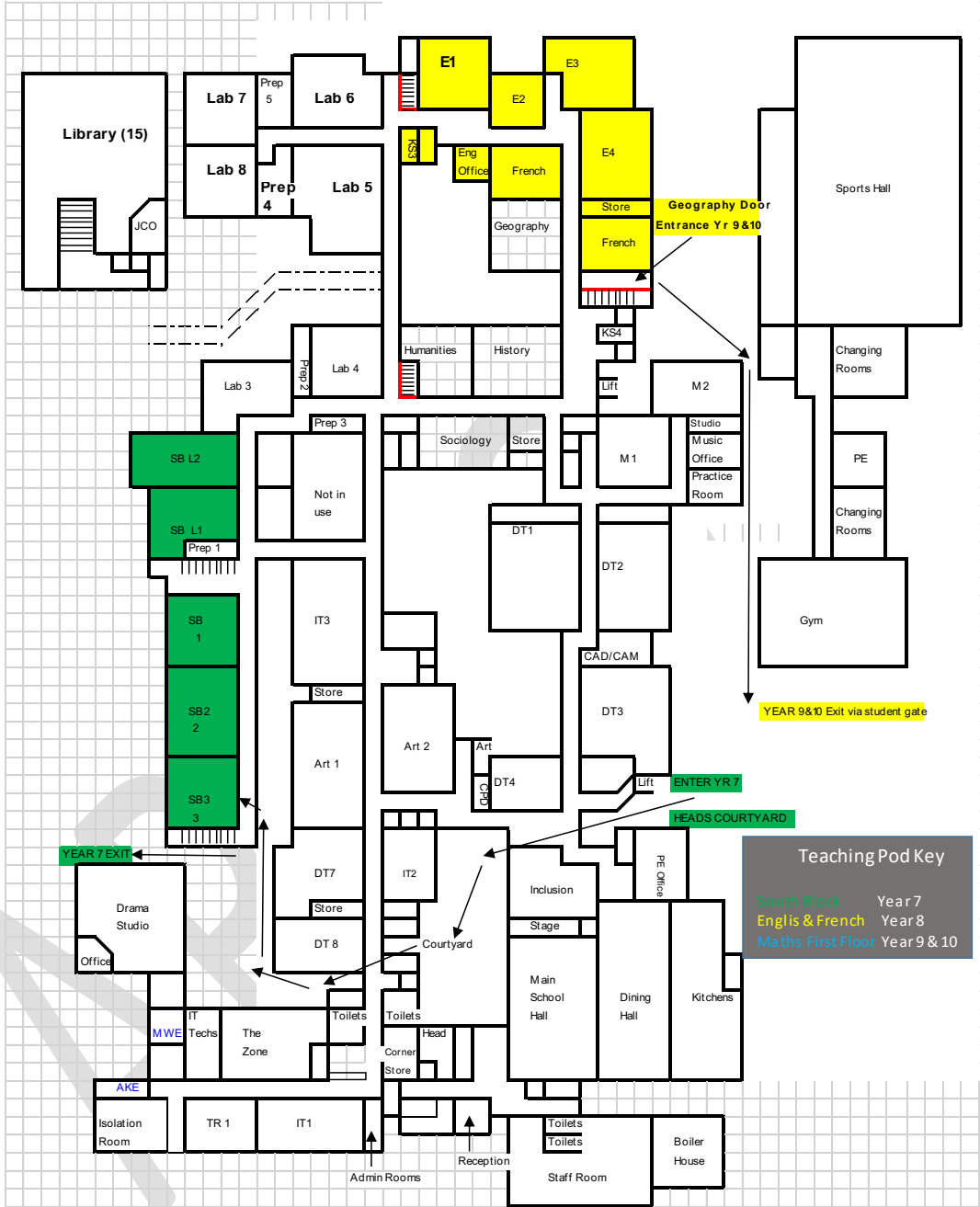
Sources:

Government guidance:

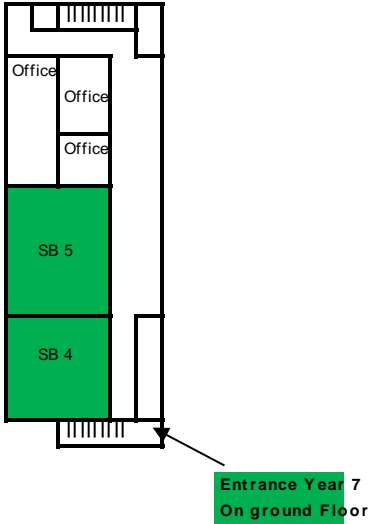
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Appendix 1 – Bubble Maps

Ground Floor

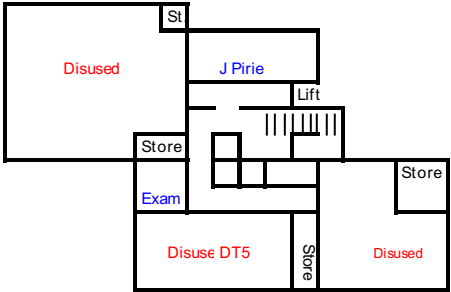


First Floor



Teaching Pod Key

- South Block Year 7
- Englis & French Year 8
- Maths First Floor Year 9 & 10



Appendix 2 —Staggered Times

School Day:**Pods**

Year 7 South Block

Year 8 English and French

Year 9 Maths

Year 10 Maths

School Transport - Holding rooms

8.05 – 8.15 - Year 9 & 10 – Gym/sports hall toilets/PE Courtyard

2.20 -2.30 Not needed

8.05 – 8.30 - Year 7 & 8 – Dining Hall/Main toilets/ Tennis Courts

2.20 – 2.30 Dining Room

Year group details**Year 9 & 10**

- On site from 8.05
- Main gate then to Gym /PE courtyard
- To form at 8.15
- At 8.15 Geography stairs up to maths
- Break/lunch down Geography stairs to outside and as per table
- End of school down Geography stairs to outside and exit site via side student gate
- Any on call toilets to use art toilets

Year 7 & 8

- On site from 8.20
- Main gate then to Dining Hall /Tennis courts
- To form at 8.30
 - Year 7 across Heads courtyard and out via Drama courtyard
 - Year 8 enter via Geography door
- Break/lunch as above in reverse
- End of school down
 - Year 7 exit via Drama courtyard – as now
 - Year 8 out of Geography door and exit site via side student gate
- Any on call toilets to use main toilets

	On Site	Form Time	Period 1	Period 2	Period 3a	Period 3b	Period 3c	Period 4	Period 5a	Period 5b	Period 5c	Period 6
			8.45-9.35	9.35-10.25	10.25-10.45	10.45-11.15	11.15-11.35	11.35-12.25	12.25-12.50	12.50-13.15	13.15-13.40	13.40-14.30
Year 7	8.20	8.30-8.45			Break				Lunch			Finish 14.20
Year 8	8.20	8.30-8.45			Break				Lunch			Finish 14.20
Year 9	8.05	8.15-8.45					Break				Lunch	Finish 14.30
Year 10	8.05	8.15-8.45					Break				Lunch	Finish 14.30

Break 3a – 10.25 – 11.15

Year 7 - Main toilets, tennis courts and Dining room

Year 8 – Art toilets, tennis courts and Dining room

Break 3c – 11.15 – 11.35

Year 9 – Main toilets, tennis courts and Dining room

Year 10– Main toilets, tennis courts and Dining room

Lunch 5a – 12.25 – 12.50

Year 7 – Dining Hall & Main Hall / Main Toilets / Tennis Courts

Year 8 – Dining Hall & Main Hall/ Art Toilets / Tennis Courts

Lunch 5c – 13.15-13.40

Year 9 – Dining Room / Main Toilets / Tennis Courts

Year 10 – Dining Room / Main Toilets / Tennis Courts

Appendix 3

NYCC Covid 19 Working towards wider re-opening

https://cyps.northyorks.gov.uk/covid-19-working-towards-wider-re-opening-schools?utm_campaign=1468531_CYPS%20Coronavirus%20update%20-%2010%20July%202020&utm_medium=email&utm_source=North%20Yorks%20County%20Council&dm_i=4BPJ,VH4J,4HUODD,3V1GE,1

COVID-19 PROCEDURE

The diagram below identifies the procedure for individuals (adults and students) and their households should they become unwell or if they are sent home because they have been in contact with someone who is ill. If there is one confirmed positive test (staff or student) the academy will contact the local health protection team. This team will also contact the academy directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The health protection team will provide definitive advice on who must be sent home.

A person with symptoms

If a person becomes unwell with a new, continuous cough or a high temperature, or has loss of, or change in, their normal sense of taste or smell, then they will be sent home, asked to arrange a test and to self-isolate for at least 10 days.

If a person becomes unwell with a new, continuous cough or a high temperature, or has loss of, or change in, their normal sense of taste or smell, then other members of their household should self-isolate for 10 days from when the symptomatic person first had symptoms.

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If a person with symptoms tests positive, then other members of their household should self-isolate for 10 days from the day **after** the symptomatic person first had symptoms. If anyone else in the household starts displaying symptoms, they need to stay at home for at least 10 days from the day after their symptoms appear, regardless of what day they are on in their original isolation period.

A person who is sent home because they have been in *close contact with someone who has tested positive.

The Health Protection Team will provide definitive advice on who must be sent home. A person who has been in *close contact with someone who has tested positive will be sent home and asked to self-isolate for 10 days.

If a person has been in *close contact with who has tested positive and is sent home to self-isolate for 10 days, then their household does not need to self-isolate, unless the person who is self-isolating subsequently develops symptoms.

If a person has been in contact with who has tested positive subsequently develops symptoms themselves within their 10-day isolation period, then they should stay at home and get a test.

If the test delivers a negative result, then they must remain in isolation for the remainder of the 10-day isolation period as they still could get symptoms after being tested.

If the test delivers a positive result, then they should inform their school immediately, and must isolate for at least 10 days from the day **after** the symptomatic person first had symptoms

If the test delivers a negative result, their household can stop self-isolating if they do not have symptoms.

If the test delivers a positive result, then their household should self-isolate for at least 10 days from the day **after** the symptomatic person first had symptoms

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person



RISK ASSESSMENT GUIDANCE

RISK ASSESSMENT

A Risk Assessment is a means of making sure that risks are managed with suitable and cost effective control measures. Assessing risks allows you to prioritise the action you take to control them.

HAZARD

A Hazard is anything that has the potential to cause harm.

HAZARDOUS EVENT

A hazardous event takes place when someone or something interacts with the hazard and harm results.

LIKELIHOOD

Likelihood is a measure of the chance that a hazardous event will occur.

CONSEQUENCE

Consequence is the possible outcome of the hazardous event. E.g. Damage or harm

RISK

The risk is a combination of the likelihood of a hazardous event occurring and the possible consequence of the event

RISK = Likelihood x Consequence

RISK MATRIX

By measuring the likelihood and consequence of a hazardous event, each hazard can be given a risk rating. See table below:

Likelihood

1. **Very Unlikely** chance of hazardous event happening
2. **Unlikely** chance of hazardous event happening
3. **Fairly Likely** chance of hazardous event happening
4. **Likely** chance of hazardous event happening
5. **Very Likely** chance of hazardous event happening

Consequence

1. **Insignificant** – No Injury
2. **Minor** – Minor injuries possibly needing first aid
3. **Moderate** – Moderate injuries possibly needing further medical attention
4. **Major** – Major injuries resulting in hospital care
5. **Catastrophic** – Threat to life

Risk Matrix Guidance

1 – 4 Accept

No further action, but ensure that controls are maintained

5 – 9 Improve

Look to improve at next review

10 – 16 Mitigate

Look to improve within specified timescale

17-25 Remove

Stop activity and make immediate improvements

	5	5	10	15	20	25
4	4	8	12	16	20	
3	3	6	9	12	15	
2	2	4	6	8	10	
1	1	2	3	4	5	
	1	2	3	4	5	

LIKELIHOOD