



ST PAUL'S ACADEMY

***Health and Safety Risk Assessment  
Full opening (8<sup>th</sup> March 2021 Onwards) of the Academy (COVID-19)***

<b>Academy / School</b>	Saint Paul's Academy	<b>Directorate/Department/Section name:</b>		<b>Campus</b>
<b>Subject of Assessment</b>	<b>Wider opening of the school</b>	<b>Led by</b>	<b>Date</b>	<b>Review Date</b>
		O. Akif	28/02/2021	Ongoing
<p><b>Government Guidance:</b>  Guidance for full opening of schools:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings:  <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></p> <p>Actions for schools during the coronavirus outbreak:  <a href="https://www.gov.uk/government/publications/covid-19-school-closures">https://www.gov.uk/government/publications/covid-19-school-closures</a></p> <p>Coronavirus (COVID-19): implementing social distancing in education and childcare settings:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>Coronavirus (COVID-19): guidance for educational settings:  <a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19</a></p> <p>COVID-19: cleaning in non-healthcare settings:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Safe working in education, childcare and children's social care:  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p> <p>NHS Test and Trace process:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p>				



COVID-19: guidance for households with possible coronavirus infection:  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Coronavirus symptoms:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

MindEd learning platform for professionals:  
<https://covid.minded.org.uk/>

Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak:  
<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers:  
<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE):  
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Coronavirus (COVID-19): how to self-isolate when you travel to the UK:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>

Extra mental health support for pupils and teachers:  
<https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

Coronavirus (COVID-19): safer travel guidance for passengers:  
<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>



<p><b>Overarching guidance for all staff</b></p>	<p><b>In all education, childcare settings, preventing 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. The following are actions that children and young people, their parents and those who work with them can take during the coronavirus (COVID-19) outbreak, to help prevent the spread of the virus. These include:</b></p> <ul style="list-style-type: none"> <li>➤ Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your line-manager) and access a test as soon as possible (see the Covid-19 Briefing Sheet).</li> <li>➤ Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the Academy.</li> <li>➤ In the event you become unwell on-site please report this to your line manager who will take appropriate action.</li> <li>➤ Cleaning of hands more often than usual – washing hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrist are covered.</li> <li>➤ Follow and promote good respiratory hygiene – ‘catch it, bin it, kill it’.</li> <li>➤ Avoid touching your mouth, nose and eyes.</li> <li>➤ Maintaining the two metre social/physical distancing guidance.</li> <li>➤ Limit your contact with other staff members, and don’t congregate in shared spaces, especially if they are small rooms.</li> <li>➤ Do not use a fan heater in offices/classrooms as the air flow generated by these units facilitate the spread of droplets.</li> <li>➤ Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout).</li> <li>➤ Clean frequently touched surfaces with provided products.</li> <li>➤ Teaching and non-teaching staff should take twice-weekly tests using a home test kit provided by the Academy.</li> <li>➤ Think about ways to modify your teaching approach attempting to teach from the front to keep a distance from students as much as possible, particularly close face to face support (noting that it’s understood that this is not possible at all times, which is why robust hygiene and hand cleaning is so important). It is recommend that a face covering is worn when teaching.</li> <li>➤ It is now a requirement that a face covering is worn by staff when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained for example, morning line up and lunch duty.</li> <li>➤ Prevent sharing equipment and resources (stationery).</li> <li>➤ Keep your classroom door and windows open to provide air flow.</li> <li>➤ To actively support the non-mixing of each year group bubble.</li> <li>➤ Keep the school updated on your availability and well-being.</li> </ul>	
	<p><b>Details of workplace/ activity</b></p>	<p><b>Students and employees partaking in school activities within the school premises, including organised classroom activities, toilet breaks, pick-up and drop off (where applicable), First aid and external visitors to the school.</b></p>

Hazards and Risks	Control Measures
<p>1. <b>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.</b></p>	<ul style="list-style-type: none"> <li>• The Academy will inform parents, students, carers, employees and visitors not to enter the premises if they are: <ul style="list-style-type: none"> <li>➢ displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</li> <li>➢ asymptomatic but have tested positive from a Lateral Flow Antigen (LFD) test;</li> </ul> </li> <li>• Staff members, parents and carers will need to book a test if they or their child has symptoms - the main symptoms are: <ul style="list-style-type: none"> <li>➢ a high temperature;</li> <li>➢ a new continuous cough;</li> <li>➢ a loss or change to your sense of smell or taste;</li> </ul> </li> <li>• Staff members and students need to self-isolate immediately and not come to school if: <ul style="list-style-type: none"> <li>➢ they develop symptoms;</li> <li>➢ they have been in close contact with someone who tests positive for coronavirus (COVID-19);</li> <li>➢ anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19);</li> <li>➢ they are required to do so having recently travelled from certain other countries;</li> <li>➢ they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation;</li> </ul> </li> <li>• Staff members, parents and carers must provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace;</li> <li>• If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, you should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>• You should get a test, and: <ul style="list-style-type: none"> <li>➢ if the test delivers a negative result, you must remain in isolation for the remainder of the 10-day isolation period. This is because you could still develop coronavirus (COVID-19) within the remaining days;</li> <li>➢ if the test result is positive, you should inform the school immediately, and you should isolate from the day of onset of your symptoms and at least the following 10 full days. Your household</li> </ul> </li> </ul>



Hazards and Risks	Control Measures
	<p>should self-isolate starting from when the symptomatic person in your household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection;</p> <ul style="list-style-type: none"><li>• The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.</li><li>• Those with symptoms are also expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus.</li><li>• If your LFD test result is positive, you must immediately report your positive test result to the Academy. Your NHS organisation will provide you with information on where you need to go to have a confirmatory PCR test. Until the results of this test are known, you and your household should self-isolate according to HM Government Guidelines. If your PCR test is positive you DO NOT need to self-test using the LFD for 90 days, from the date you became positive.</li><li>• Upon returning to school, students (who have consented) will be asked to take their:<ul style="list-style-type: none"><li>➢ first 3 tests on-site under the supervision of a trained operator;</li><li>➢ fourth test themselves using a home test kit</li></ul></li><li>• Students will then continue taking twice-weekly tests using a home test kit provided by the Academy. Students must report their result to NHS Test and Trace as soon as the test is completed, either online or by telephone, as set out in the home test kit instructions.</li><li>• The Academy will actively encourage staff and students to avoid using public transport. If this is unavoidable individuals will follow the TFL guidance. Gloves/face coverings are to be removed before entry into the school building and hygienically stored away in a bag;</li><li>• Staff and students using public transport are recommended to use two face coverings; one for their inward journey and one for their outward journey. These face coverings should be washed daily once they return home;</li><li>• As a further preventative measure students must wear a face covering during lessons, lesson changeovers and the indoor communal areas of the Academy. This face covering must be separate to the face covering used for the inward and outward journey home. This face covering should be washed daily once they return home;</li></ul>



Hazards and Risks	Control Measures
	<ul style="list-style-type: none"><li>• It is now a requirement that a face covering is worn by staff when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained;</li><li>• As a further preventive measure it is recommended that staff wear a face covering while they teach/support in the classroom;</li><li>• The safe wearing of face coverings requires the:<ul style="list-style-type: none"><li>➢ cleaning of hands before and after touching – including to remove or put them on;</li><li>➢ safe storage of them in individual, sealable plastic bags between use;</li></ul></li><li>• Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and students are advised to bring a spare face covering to wear in case their face covering becomes damp during the day;</li><li>• Students must abide by the following guidelines in regards to wearing a face covering on campus:<ul style="list-style-type: none"><li>➢ don't touch the front of your face covering during use or when removing it;</li><li>➢ dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin);</li><li>➢ place reusable face coverings in a plastic bag you can take home with you;</li><li>➢ wash or sanitise your hands again before heading to your classroom;</li></ul></li><li>• Unless collecting ill students, parents and carers will be expected to wait outside the school gates;</li><li>• Parents and Carers to receive guidance on the protocols set out for the full opening of the school i.e. remain 2 metres apart from students not in their year group bubble, follow staff members instruction, and should not congregate outside the school;</li><li>• Parents and Carers will be asked to support and follow the COVID-19 'student code of conduct' to help prevent and reduce the risk of COVID-19. This will include:<ul style="list-style-type: none"><li>➢ The importance of social distancing when on-site;</li><li>➢ Good respiratory hygiene;</li><li>➢ Frequent handwashing;</li><li>➢ Wear a face covering during lessons, lesson changeovers and the indoor communal areas of the Academy;</li><li>➢ Drying of hands must be done with the provided disposable paper towel. The hand dryers will be inaccessible to use;</li><li>➢ Hand towels to be disposed of in a pedal activated lidded bin;</li><li>➢ Remain in your year group bubble at all times;</li></ul></li></ul>



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	<ul style="list-style-type: none"><li>➤ Deliberate breaking of the prevent and reduce COVID-19 'student code of conduct' will result in appropriate sanction, i.e. students will be sent home;</li><li>➤ If you become unwell you must report it to a member of staff;</li><li>• Where appropriate parents of SEN students or those with care plans will be individually consulted to ensure their plans are reviewed to include any new safety measures;</li><li>• Teaching Assistants have been given a specific set of guidelines for working alongside students with complex needs;</li><li>• All staff briefed and consulted on school procedures and the plans for re-entry of students;</li><li>• All staff have received training and briefed regarding infection control and school protocols;</li><li>• Staff have been sent out the up to date related guidance and support in relation to themselves and students such as stress and wellbeing including: <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></li><li>• In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students;</li><li>• Staff fully briefed on the COVID-19 full opening requirements.</li></ul>
<p><b>2. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</b></p> <ul style="list-style-type: none"><li>• <b>Classroom use / organised activities.</b></li></ul>	<ul style="list-style-type: none"><li>• On arrival to the Academy, students will be directed to use hand sanitisers and asked to put their face coverings on before entry.</li><li>• Students on entry to the building will be directed to their morning line-up area. This will help ensure students remain in their year group bubble.</li><li>• The furniture in each classroom has been arranged to minimise the risk of infection. This includes a 2 metre distance between students and the teacher and seating students side by side - facing forwards.</li><li>• Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces;</li></ul>



Hazards and Risks	Control Measures
	<ul style="list-style-type: none"><li>• Students are managed while entering the room and are directed to their designated desk, where their bag will be placed.</li><li>• There will be a hand sanitiser station inside/outside each student location entry point. Students and staff to use the hand sanitiser each time they enter and exit the classroom;</li><li>• Staff to report by email to the Premises Team any issues with the hand sanitisers or inadequate provisions;</li><li>• Each Head of Faculty with the support of their AVP on a weekly basis to check and take the necessary actions required within their faculties to ensure classrooms/learning spaces/shared offices continue to be Covid-secure;</li><li>• Doors to each classroom location to be open on entry and remain open – to negate the need to touch door handles/minimize the risk of cross-contamination;</li><li>• Members of staff to position themselves at the front of the classroom and remain 2 metres apart;</li><li>• Only hard seating to be used in these locations.</li><li>• All students reminded to bring a water bottle in per-day. As a preventative measure water fountains are not available;</li><li>• Students will bring their own resources with them and will not use their lockers;</li><li>• For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared;</li><li>• Classroom based resources, such as books and games, can be used and shared within each year group bubble; these will be cleaned regularly, along with all frequently touched surfaces;</li><li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between year group bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles;</li><li>• Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources;</li></ul>



Hazards and Risks	Control Measures
	<ul style="list-style-type: none"><li>• When marking work ensure you sanitise your hands frequently;</li><li>• Interactive white board is available in each location for the classroom teacher to use. However, each teacher must clean the keyboard, desk and projector before they leave. Disinfectant wipes will be available in each location;</li><li>• Supply of tissues to be available in each location for staff and teachers;</li><li>• Good respiratory hygienic signs, 'Catch it. Bin it. Kill it' will be displayed throughout the campus.</li><li>• To improve ventilation in each location, windows and doors kept open;</li><li>• Every location will have a lidded bin (ensure lid of bin is closed);</li><li>• At the end of the teaching provision, students to be escorted off-site. They will be reminded about social distancing and instructed to go directly home;</li><li>• Each teaching location to be deep cleaned after each day. This should include all electronics (keyboards/projectors/interactive whiteboards);</li><li>• There will be an ongoing review of student well-being while they are on-site;</li><li>• There will be reminders given throughout the day about the importance of social distancing;</li></ul>
<b>3. Spread/contraction of COVID-19 due to inadequate site prevention measures</b>	<ul style="list-style-type: none"><li>• Signage put in place at the front of the building instructing those with any COVID-19 related symptoms to not enter;</li><li>• Visitors gaining access to the site will be restricted. Hand sanitiser stations positioned outside reception for students, employees, contractors and visitors to use before they approach the reception desk or enter the building;</li><li>• Additional hand sanitiser stations will be positioned at entrance points to the campus for staff and students to use before they enter;</li><li>• Hand washing/sanitising is required at the following times:<ul style="list-style-type: none"><li>➢ Entry and exit from the school;</li><li>➢ After using the toilet;</li><li>➢ On entry to the restaurant;</li></ul></li></ul>



Hazards and Risks	Control Measures
	<ul style="list-style-type: none"><li>➤ Before and after eating;</li><li>➤ When wearing/removing a face covering;</li><li>➤ On entry and exit from each teaching location.</li></ul> <ul style="list-style-type: none"><li>• Systematic cleaning of the school building will take place throughout the day. Hygiene supplies will continue to be checked regularly throughout the day and replenished if necessary;</li><li>• Building Entry points – All doors (including office doors) to remain open throughout the day – this will help to eliminate the risk of cross-contamination by removing the need to touch handles. Allow social distancing to occur;</li><li>• Good respiratory hygienic signs will be placed around the school building and will emphasis the 'catch it, bin it, kill it' approach;</li><li>• Touching of the face is discouraged;</li><li>• Signage on good hand-washing practice is above every sink on site;</li><li>• Toilet entry doors – These are to remain open - this again will help to eliminate the risk of cross-contamination by removing the need to touch handles;</li><li>• Toilets and wash stations have single use paper towel for drying hands and disposed of in lidded bins;</li><li>• All staff are required to conform to the 2 metre social distancing requirements, to avoid close contact;</li><li>• Direct close contact:<ul style="list-style-type: none"><li>➤ Face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, face-to-face conversation or unprotected skin-to-skin contact;</li></ul></li><li>• Proximity contact:<ul style="list-style-type: none"><li>➤ Extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual;</li><li>➤ Travelling in a small vehicle, such as a car, with an infected person;</li></ul></li><li>• All staff are required to conform with social distancing requirements at all times;</li><li>• All students are required to remain in their year group bubble and observe the social distancing rules with staff and other year group bubbles;</li></ul>



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	<ul style="list-style-type: none"><li>• Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;</li><li>• Photocopying – Staff to use the hand sanitizer located in the MRO room on entry and exit. After each use that member of staff must sanitise the machine with the provided disinfectant wipes;</li><li>• Shared offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact;</li><li>• Each staff area has been assessed, a maximum number of staff per room has been placed on the door;</li><li>• The windows in shared offices/classrooms must remain open to ensure a constant supply of ventilation is circulated;</li><li>• The use of fan heaters are no longer prohibited in offices/classrooms as the air flow generated by these units facilitate the spread of droplets;</li><li>• The lift will be only be available for those with limited mobility;</li><li>• The lift will be cleaned and sanitised daily;</li></ul>
<p>4. <b>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</b></p> <ul style="list-style-type: none"><li>• <b>Dining;</b></li><li>• <b>Moving around the school;</b></li><li>• <b>Lunch-time / courtyards.</b></li></ul>	<ul style="list-style-type: none"><li>• Students and staff to sanitise their hand before they enter the restaurant and food pod;</li><li>• Separate scheduled lunch time slots for each Year Group;</li><li>• Student lunch will be provided in a pre-packed bag and consumed in their designated outside lunchtime area. This will limit the time students spend in the restaurant area to help reduce the risk/spread of the virus;</li><li>• Restaurant lunch area cleaned before lunch commences;</li><li>• Daily inspection and enhanced cleaning programs in place for external areas;</li><li>• Only one staff member will use a clean lunch space before it is cleaned again;</li><li>• Staff lunch seating in the restaurant is kept 2m apart;</li><li>• Dining is organised so that no person sits facing another while eating;</li></ul>



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	<p><b>Moving around the school:</b></p> <ul style="list-style-type: none"><li>• Movement to different areas within the schools is reduced as much as possible;</li><li>• Suitable external doors are used to move students from one area to another. Effectively creating external corridors in the open air;</li><li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows);</li><li>• To ensure corridors are sterile environments and kept as clear as possible, staff are to avoid lining students up in the corridors at the start of a lesson;</li><li>• Corridor doors/walls are demarcated to show the correct one-way direction;</li><li>• When there is more than one year group being taught in the faculty, KS3 students will be dismissed first;</li></ul> <p><b>Lunch-time / courtyards:</b></p> <ul style="list-style-type: none"><li>• Separate designated outside courtyard areas (at a safe distance using government guidance) are issued for each year group bubble:<ul style="list-style-type: none"><li>➢ Yr 11 – Top field;</li><li>➢ Yr 10 both Mugas and small space outside the Muga on the Universal area;</li><li>➢ Yr 8 Universal area;</li><li>➢ Yr 9 – Restaurant Courtyard;</li><li>➢ Yr 7 – Main Hall Courtyard;</li></ul></li><li>• Muga team sports during lunch-time are not permitted;</li><li>• Lunch order for students is as follows:<ul style="list-style-type: none"><li>➢ 12.00 -12.20pm - Year 11 Restaurant &amp; Year 10 Food Pod;</li><li>➢ 12.25 -12.45pm - Year 9 Restaurant &amp; Year 8 Food Pod;</li><li>➢ 12.00-12.20pm Yr 7 – Main Hall Courtyard;</li></ul></li><li>• The food served is quick and easy to help reduce the risk of congestion;</li></ul>



Hazards and Risks	Control Measures
	<ul style="list-style-type: none"><li>• Food Pod entry and exit points are marked out to prevention the mixing of Year Groups;</li><li>• Entry and exit points are mapped out in each courtyard to prevent year groups mixing;</li><li>• End of lunch line up for each year group to take place in the same morning line up location. A controlled dismissal will take place to help ensure year group bubbles do not mix.</li><li>• Additional bins and seating have been placed in the each courtyard.</li></ul>
<p><b>5. Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</b></p> <ul style="list-style-type: none"><li>• <b>Dealing with general First aid;</b></li><li>• <b>Lack of trained first aiders;</b></li><li>• <b>Dealing with a suspected case of Covid-19;</b></li><li>• <b>Inappropriate handling / removal of clinical waste</b></li><li>• <b>Intimate care procedures.</b></li></ul>	<ul style="list-style-type: none"><li>• Trained first aider(s) will always be on-site and will always have their mobile phone on them in case of an emergency;</li><li>• The mobile phone numbers for each First Aider are held in reception and will be the first point of contact if a student is unwell or is displaying symptoms of COVID-19;</li><li>• The Academy has a specific isolation area (changing rooms in the annexe building) dedicated for suspected cases of COVID-19. To improve ventilation the windows in these isolation rooms will be left open;</li><li>• Those on-site who display symptoms of the virus during the school day and those who have tested positive as a result of an onsite LF test will be isolated in the designated room until additional medical assistance can be gained. This maybe 111 support, an ambulance or until they leave the site to self-isolate;</li><li>• Collection procedures for those who are unwell including those who have tested positive as a result of an onsite LF test are as follows:<ul style="list-style-type: none"><li>➢ Parent/carer reports to reception who will provide instructions on arrangements for collection;</li><li>➢ Reception to direct parent/carer to the student exit gate (entry into the main building will be restricted);</li><li>➢ First Aider on call will be contacted by reception to walk the unwell student to the exit gate to meet their parent/carer for pick up;</li></ul></li><li>• In an emergency call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, Pharmacy, urgent care centre or a hospital;</li><li>• If anyone in the Academy becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow <a href="#">stay at home: guidance for households with possible or confirmed coronavirus</a></li></ul>



Hazards and Risks	Control Measures
	<p><a href="#">(COVID-19) infection</a>, which sets out that they must self-isolate for at least 7 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms;</p> <ul style="list-style-type: none"><li>• The Academy will take swift action by contacting the DfE and be guided as to the next steps when they become aware that someone has tested positive for coronavirus (COVID-19). This team will also contact the Academy directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the Academy – as identified by NHS Test and Trace;</li><li>• The DfE and other government agencies will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The DfE and other government agencies will work with the Academy in this situation to guide them through the actions they need to take;</li><li>• Based on the advice from government agencies, the Academy will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious;</li><li>• Close contact means:<ul style="list-style-type: none"><li>➢ anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19);</li><li>➢ Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:<ul style="list-style-type: none"><li>- face-to-face contact including being coughed on or having a face-to face conversation within 1 metre;</li><li>- been within 1 metre for 1 minute or longer without face-to-face contact;</li><li>- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day);</li><li>- travelled in the same vehicle or a plane;</li><li>- sexual contacts;</li></ul></li></ul></li><li>• If the Academy have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the Academy will continue to work with government agencies who will be able to advise if additional action is required;</li><li>• In consultation with government agencies, where an outbreak in the Academy is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has</li></ul>



Hazards and Risks	Control Measures
	<p>tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice;</p> <ul style="list-style-type: none"><li>• If a student is coughing continuously or becomes unwell in class they will be escorted to the isolation room for assessment;</li><li>• If a student needs to go to the bathroom while awaiting collection they must use the bathroom located in the isolation room. The bathroom will be cleaned and disinfected before being used by another person;</li><li>• In the event of a first aid emergency, contact with that student maybe necessary and therefore PPE will be needed for that first aider to remain safe;</li><li>• PPE items - disposable gloves, a disposable apron and a fluid-resistant surgical 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;</li><li>• Individual PPE 'Grab and Go' bags (containing all PPE items) will be located in each teaching location, admin corridor, annex building and reception;</li><li>• The Department for Education recommends that any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. However, the Academy will give the option for members of staff to go home to shower and change. Before they leave the site they should wash their hands thoroughly for 20 seconds;</li><li>• 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 will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people;</li><li>• Students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way;</li><li>• First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li></ul>



Hazards and Risks	Control Measures
	<ul style="list-style-type: none"><li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li><li>• The first aid isolation room will be cleaned frequently with disinfectant and after each use (when first aid care has been provided).</li></ul> <p><b>Waste disposal measures</b></p> <ul style="list-style-type: none"><li>• 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:<ul style="list-style-type: none"><li>➤ Put in a plastic rubbish bag and tied when full;</li><li>➤ The plastic bag is placed in a second bin bag and tied;</li><li>➤ It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li><li>➤ Waste is stored safely and kept away from children;</li><li>➤ 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;</li><li>➤ If the individual tests negative, this can be put in with the normal waste;</li><li>➤ If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li><li>➤ 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 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;</li></ul></li></ul>
<b>6. Fire and evacuation procedures being inadequate at this time due to lack of trained fire marshals or occupants being spread around</b>	<ul style="list-style-type: none"><li>• Evacuation plans including the following have been reviewed:<ul style="list-style-type: none"><li>➤ Safe assembly of occupants following social distancing requirements between each year group bubble and members of staff;</li><li>➤ Safe exit via the nearest final exit;</li><li>➤ Training occupants of any changes to evacuation;</li></ul></li></ul>



ST PAUL'S ACADEMY

Hazards and Risks	Control Measures
the building without suitable procedures in place.	<ul style="list-style-type: none"><li>➤ Ensuring there are enough trained fire marshals on site with the ability to sweep all used areas of the school;</li><li>• All other fire system testing and maintenance has continued as normal.</li></ul>