



James Elliman Academy
COVID-19 and other infections spread by the
respiratory route
April 2022

Approval

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Contents

1. Introduction and Risk Assessment	4
Guidance links	12
Risk Assessment	13
2. General transfer of a respiratory virus/Covid-19 virus, whether directly or indirectly	15
3. General controls to reduce transferring of respiratory viruses between persons	18
4. Minimising contact with individuals who are unwell at home	21
5. Contact with individuals who become unwell at the academy – children	23
6. Coming in to contact with others who become unwell at school – staff/adults	26
7. Transfer of respiratory infections/ Covid following an individual becoming unwell to multiple parties	27
8. Indirect contact via surfaces	28
9. Sports activities	29
10. Poor cleanliness	30
11. Contact or transmission via delivery drivers	32
12. Transmission where social distancing is not possible such as welfare emergency	33
13. Poor housekeeping and inappropriate cleaning standards	34
14. Poor facilities management of systems	35
15. Educational Day visits, inadequate plans in place	36
16. Wrap around care, inadequate plans in place	37
17. Indoor and outdoor performances, increased parties mixing	38
Risk Assessment Communication	39

1. Introduction and Risk Assessment

With effect from the 01st April 2022, the Government has published the following information and the academy will act on Government advice on managing COVID-19 and other infections spread by the respiratory route.

Key messages from the guidance

Living safely with respiratory infections, including COVID-19

As we learn to live safely with coronavirus (COVID-19), there are actions we can all take to help reduce the risk of catching COVID-19 and passing it on to others. These actions will also help to reduce the spread of other respiratory infections, such as flu, which can spread easily and may cause serious illness in some people.

COVID-19, along with many other respiratory infections such as influenza (flu), can spread easily and cause serious illness in some people. You may be infected with a respiratory virus such as COVID-19 and not have any symptoms but still pass infection onto others.

The risk of catching or passing on COVID-19 is greatest when someone who is infected is physically close to, or sharing an enclosed and/or poorly ventilated space with, other people. When someone with a respiratory viral infection such as COVID-19 breathes, speaks, coughs or sneezes, they release small particles that contain the virus which causes the infection. These particles can be breathed in or can come into contact with the eyes, nose, or mouth. The particles can also land on surfaces and be passed from person to person via touch.

You will not always know whether someone you come into contact with is at [higher risk of becoming seriously ill from respiratory infections, including COVID-19](#). They could be strangers (for example people you sit next to on public transport) or people you may have regular contact with (for example friends and work colleagues).

There are simple things you can do in your daily life that will help reduce the spread of COVID-19 and other respiratory infections and protect those at highest risk. Things you can choose to do are:

1. Get vaccinated.
2. Let fresh air in if meeting others indoors.
3. Practise good hygiene:
 - wash your hands
 - cover your coughs and sneezes
 - clean your surroundings frequently
4. Wear a face covering or a face mask.

Face coverings and face masks can help reduce the chance of you spreading infection to others, especially in crowded and enclosed spaces, and may protect you from becoming infected by some respiratory viruses.

If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, you are advised to try to stay at home and avoid contact with other people.

There is [guidance on steps you can take to protect other people if you are unwell with symptoms of a respiratory infection, including COVID-19](#).

1. Get vaccinated

Vaccines are the best defence we have against COVID-19 and other respiratory infections such as flu. They provide good protection against hospitalisation and death. They also reduce the risk of long-term symptoms. The COVID-19 vaccines are safe and effective and vaccine programmes are continuously monitored.

If you are eligible and you have not yet received your full course of a COVID-19 vaccine, you should [get vaccinated](#). A full course of a COVID-19 vaccine provides protection against severe disease, including against the Omicron variant, but this protection wears off

over time. Booster doses significantly improve the protection offered by vaccines. You should get a booster vaccine for COVID-19 if you are offered one.

You may be eligible for other vaccinations, particularly if you are at risk of becoming seriously ill. Get vaccinated as soon as you are able to.

There is [more information about the vaccinations available and when you should have them on the NHS website](#).

2. Let fresh air in

The amount of respiratory virus in the air can build up in poorly ventilated areas. This increases the risk of spreading COVID-19 and other respiratory infections, especially if there are lots of infected people present. The virus can also remain in the air after an infected person has left.

Meeting outdoors greatly reduces this risk, but this may not always be possible.

Bringing fresh air into a room by opening a door or a window, even for a few minutes at a time, helps remove older stale air that could contain virus particles and reduces the chance of spreading infections. Trickle vents (small vents usually on the top of a window) or grilles can also be useful for bringing a little fresh air constantly. The more fresh air that is brought inside, the quicker any viruses will be removed from the room.

Ventilation is most important if someone in your household has COVID-19 or another respiratory virus, to try and stop the virus spreading. [See further guidance here](#).

Good ventilation has also been linked to health benefits such as better sleep and fewer sick days off from work or school.

There is further advice on [what you can do to improve ventilation](#).

3. Remember the basics of good hygiene

Following these basic rules of good hygiene will help to protect you and others from COVID-19 as well as many other common infections:

- cover your nose and mouth when you cough and sneeze
- wash your hands
- clean your surroundings

[GermDefence](#) is a useful website that can help you identify ways to protect yourself and others in your household from COVID-19. It provides scientifically proven advice on reducing the risks from COVID-19 and other viruses in your home.

Cover your nose and mouth when you cough and sneeze

Coughing and sneezing increases the number of particles released by a person, the distance the particles travel and the time they stay in the air. If an infected person coughs or sneezes without covering their nose and mouth, it will significantly increase the risk of infecting others around them. By covering your nose and mouth, you will reduce the spread of particles carrying the virus.

Cover your mouth and nose with disposable tissues when you cough or sneeze. Put used tissues in a bin and immediately wash your hands or use hand sanitiser. If you do not have a tissue, cough or sneeze into the crook of your elbow, not into your hand.

Wash or sanitise your hands

Hands touch many surfaces and can become contaminated with viruses and other germs. Once contaminated, hands can transfer these to your eyes, nose or mouth. From there, the germs can enter your body and infect you.

Washing or sanitising your hands removes viruses and other germs, so you are less likely to become infected if you touch your face.

Using soap and water is the most effective way to clean your hands, especially if they are visibly dirty. Hand sanitiser can be used when soap and water are not available. You should do this regularly throughout the day.

In addition, wash your hands:

- after coughing, sneezing and blowing your nose
- before you eat or handle food

- after coming into contact with surfaces touched by many others, such as handrails, and shared areas such as kitchens and bathrooms
- when returning home

Clean your surroundings

Surfaces and belongings can be contaminated with COVID-19 and other germs when people who are infected touch them or cough, talk or breathe over them. Cleaning surfaces will reduce the risk of you catching or spreading infections.

Clean surfaces in your home often. Pay particular attention to surfaces that are touched frequently, such as handles, light switches, work surfaces and electronic devices such as remote controls.

4. When to consider wearing a face covering or a face mask

Wearing a face covering or face mask can reduce the number of particles containing viruses that are released from the mouth and nose of someone who is infected with COVID-19 and other respiratory infections. Face coverings can also protect the person wearing the face covering from becoming infected by some viruses.

When to wear a face covering

- when you are coming into close contact with someone at higher risk of becoming seriously unwell from COVID-19 or other respiratory infections
- when COVID-19 rates are high and you will be in close contact with other people, such as in crowded and enclosed spaces
- when there are a lot of respiratory viruses circulating, such as in winter, and you will be in close contact with other people in crowded and enclosed spaces

If you have symptoms or have a positive COVID-19 test result and you need to leave your home, wearing a well-fitting face covering or a face mask can help reduce the spread of COVID-19 and other respiratory infections. See further advice in the [guidance for people with symptoms of a respiratory infection or a positive test result](#).

Those attending education or childcare settings will not normally be expected to wear a face covering. Face coverings for children under the age of 3 are not recommended for safety reasons.

What makes a good face covering

Face coverings work best if they are made with multiple layers (at least 2 and preferably 3) and form a good fit around the nose and mouth. A wire nose bridge can improve the fit and may also help to prevent glasses from fogging. Scarves, bandanas or religious garments are likely to be less effective if they do not fit securely around the mouth and nose, and are of a single layer.

Reusable face coverings should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged. Single-use disposable masks should not be washed or reused and should be disposed of responsibly.

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How infections spread

It is important to understand how germs are spread and the actions that can be taken to break the chain of infection.

The mode of transmission is a term used to describe how germs are spread from person to person [\(2\)](#). There are different ways that this can happen.

There are 10 elements of Standard Infection Prevention and Control Precautions which when carried out effectively help reduce the risk of transmission of infections:

1. Environment or placement of someone who develops an infection
2. Hand hygiene
3. Respiratory and cough hygiene
4. Personal protective equipment
5. Safe management of the environment

6. Safe management of equipment
7. Safe management of linen or soft furnishings
8. Safe management of blood and body fluids
9. Safe disposal of waste (including sharps)
10. Occupational safety or managing prevention of exposure to infection (including needlestick or sharps injuries, and bites)

Airborne spread

Respiratory infections can spread easily between people. Sneezing, coughing, singing and talking may spread respiratory droplets from an infected person to someone close by. Examples of infections that are spread in this way are the common cold, COVID-19, influenza, and whooping cough.

Droplets from the mouth or nose may also contaminate hands, cups, toys or other items and spread to those who may use or touch them, particularly if they then touch their nose or mouth.

Direct contact spread

Infections of the skin, mouth and eye may be spread by direct contact with the infected area to another person's body. Examples of infections spread in this way are scabies, headlice, ringworm and impetigo.

Gastro-intestinal infections can spread from person to person when infected faeces are transferred to the mouth either directly or from contaminated food, water or objects such as toys or toilet flush handles. Examples of infections spread in this way include hepatitis A and Shiga Toxin-producing Escherichia Coli (STEC).

Environmental surfaces such as door handles and tables may also be contaminated with infectious particles. This can occur with viral gastroenteritis (for example, norovirus) because vomit contains many infectious virus particles.

Blood borne viruses are viruses that some people carry in their blood and can be spread from one person to another by contact with infected blood or body fluids, for example, while attending to a bleeding person or injury with a used needle. Examples of infections spread in this way are hepatitis B and HIV.

Human mouths are inhabited by a wide variety of organisms, some of which can be transmitted by bites. Human bites resulting in puncture or breaking of the skin are potential sources of exposure to blood borne infections, therefore, it is essential that they are managed promptly.

Transmission based precautions

Types of precautions

Contact precautions

Used to prevent and control infections that spread via direct contact with a person or indirectly from the persons immediate environment (including equipment). This is the most common route of cross-infection from one person to another (transmission of infection).

Droplet precautions

Measures used to prevent, and control infections spread over short distances (at least one metre) via droplets from the respiratory tract of one person directly onto the eyes, nose or inside the mouth (a mucosal surface or conjunctivae) of another person. Droplets then spread into the respiratory system.

Airborne precautions

Measures used to prevent, and control infection spread without necessarily having close contact with another person via small respiratory particles (aerosols) from the respiratory tract of one person directly into a mucosal surface or conjunctivae of another person. Aerosols can penetrate deep into the lungs (respiratory system).

Groups at higher risk from infection

For most children and young people, the risk from common infections is low and few will become seriously unwell.

Some children and young people have impaired immune defence mechanisms in their bodies either as a result of a medical condition or due to treatment they are receiving (known as immunosuppressed). People who are immunosuppressed may have a reduced ability to fight infections and other diseases.

Most children and young people in this group will be under the care of a hospital specialist and will have received advice on the risks to them and when to seek medical advice. Children and young people in this group should continue to attend their education or childcare setting unless advised otherwise by their clinician.

Usually the education or childcare setting will be aware of these children and young people and it is important this information is shared with the school nurse.

If a child who may be at higher risk due to their immune system is thought to have been exposed to an infection such as chickenpox or measles in the school setting, the parents and carers should be informed immediately so that they can seek further medical advice from their GP or specialist, as appropriate.

Women who are pregnant should ensure they are up to date with the recommended vaccinations, including COVID-19 immunisation (see [chapter 5](#)). Pregnant women should consult their midwife or GP immediately if they come into contact with positive cases of measles, mumps, rubella, slapped cheek syndrome and chickenpox as contact with these illnesses can affect the pregnancy and/or development of the unborn baby.

They should also avoid contact with animal litter trays due to the risk of toxoplasmosis.

Guidance links

The following information and guidance remains in place.

https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities?utm_source=01%20April%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19?utm_source=01%20April%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19?utm_source=01%20April%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk?utm_source=01%20April%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Risk Assessment

The **purpose** of this **risk assessment** is to ensure that the academy is safe to work in and to attend by all individuals thus ensuring they are appropriately protected from hazards. The process of a **risk assessment** involves:

The need to identify measures to control risks during education and childcare setting activities. Health and safety law requires the employer (The Park Federation Academy Trust) to assess risks and put in place measures to reduce the risks so far as is reasonably practicable. The law also requires employers to record details of:

- risk assessments
- the measures taken to reduce these risks
- expected outcomes

The academy has to record significant findings of the assessment by identifying:

- the hazards
- how people might be harmed by them
- what they have in place to control risk

Records of the assessment should be simple and focused on controls. Outcomes should explain to others what they are required to do and help staff with planning and monitoring.

Risk assessments consider what measures the academy needs to protect the health and safety of all:

- staff
- pupils
- visitors
- contractors

The academy has considered the risks that may arise in the course of the day. This could include anything related to the premises or delivery of its curriculum or activities, whether on-site or in relation to activities offsite.

We have used the concept “As Low as Reasonably Practicable (ALARP)”, to ensure we have considered all available Government and sector guidance. Where children at times are unable to attend the academy we are encouraging parental support as we may need to consider supporting them with remote learning.

This document should be read in conjunction with guidance provided to staff by the Principal, who will guide how risk management will be supported operationally. Any changes to the operation of the academy will be shared with staff and actions communicated with parents and children regularly. This risk assessment will be shared on the academy website and at times the academy may implement measures above the nationally available guidance.

Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
2. General transfer of a respiratory virus/Covid-19 virus, whether directly or indirectly	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> The virus is in general transmission so cannot be eliminated The academy will ensure we act swiftly to exclude children or staff who are unwell with an infectious disease as this is essential to preventing the spread of infection. Children with mild, respiratory symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education or childcare setting. All areas will be provided with tissue boxes and we will apply that catch it bin it strategy with dedicated bins for waste removal. All staff and visitors to the academy will be briefed on 	Yes					

			<p>the practices and protocols, which will continue to include using hand sanitisers or washing hands more regularly and signage will be displayed. Parents displaying signs of a respiratory infectious disease will be encouraged not to attend the academy</p> <ul style="list-style-type: none"> • We will continue to encourage parents to contact the academy by telephone where possible rather than attending the reception area. Visitors will be encouraged to wear masks if coming within 2m of staff or if invited to attend future events where indoor crowding may take place. • Perspex screens will remain in place • PPE will be assessed for specific requirements and procured in accordance with Government guidance for key roles. • The guidance does not recommend the use of PPE unless requested following cases in the academy. 						
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			<p>Therefore, we will continue to stock PPE and apply as required. As a measure of assurance, should staff wish to wear masks in communal or crowded indoor areas they may.</p> <ul style="list-style-type: none"> • The Principal retains the discretion to ask parents, visitors and staff to wear face coverings in common areas when necessary. • Staff will be briefed on how to manage if they suspect anyone of developing symptoms during the day • We will, have a procedure in place for children and staff ensuring that handwashing remains a key control. • A procedure for informing staff and children who have close contact with a potential case will be in place and based on the latest advice provided. Guidance will be shared as per their advice. 						
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				Yes	No	Further action required			
3. General controls to reduce transferring of respiratory viruses between persons	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> The Government have arranged vaccines on a voluntary basis for all adults to reduce the risk of transmission. We will be guided by our risk assessments and Government advice Automatic stay open devices are in place to reduce touch points. We will ensure windows are opened in classrooms and open corridor doors to classrooms to aid air circulation. We will follow HSE Guidance on ventilation of spaces when considering the use of heating and Air Conditioning. To balance the need for increased ventilation while maintaining a comfortable 	Yes					

			<p>temperature, heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <ul style="list-style-type: none"> • We will have in place daytime cleaners who will use virucidal chemicals in frequently touched areas, at all other times cleaning products will be in line with government guidance • TAs/LSAs will continue to support movement around the classroom, supporting learning. • Appropriate staff ratios and emergency cover will be in place to manage the day. • Staff will be allocated as require to support the academy operation. • Communication to staff, children and parents sent regularly on changes via the App and Website • Appropriately trained Welfare Staff will be in place who will follow the latest guidance. • Welfare staff will be issued with PPE inclusive of IIR masks and we will continue 						
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			<p>to assess the need for using PPE.</p> <ul style="list-style-type: none"> • PPE will remain available for staff whose tasks necessitate this • Children will be educated on how to wash their hands and should the need be in place to use alcohol based sanitisers they will be supervised. Supervision of hand sanitiser use given risks around ingestion. Small children and children with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes will be used as an alternative • Shared resources will be cleaned periodically. • Catch it bin it procedures will be in place with tissues and pedal bins available in classrooms and offices. • Cleaning colleagues are trained on how to remove this waste and will be provided with PPE. 						
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				Yes	No	Further action required			
4. Minimising contact with individuals who are unwell at home	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> Parents should notify the academy as soon as they are aware that someone within their household may be infectious so that contact can be limited and education provision for an absent child is considered. Staff should notify the academy if they are unable to attend the academy due to illness 	Yes					

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				Yes	No	Further action required			
5. Contact with individuals who become unwell at the academy – children	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> If anyone becomes unwell with symptoms then they should be moved to a room with open windows and await collection. Use of walkie talkie or classroom telephone to notify Welfare Officer – Welfare Officer goes to classroom No children should be sent to the medical room if a child, young person or staff member becomes unwell with symptoms of coronavirus while in the academy and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult. If a distance of 2 metres cannot be maintained. If contact 	Yes					

			<p>with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask and visor should be worn by the supervising adult.</p> <ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using virucidal cleaning products before being used by anyone else or as advised by PHE. • The PPE available, to the welfare staff will be IIR masks, disposable aprons, disposable gloves, and if necessary and other bodily fluids are present, then a face mask and visor must also be available • In an emergency, staff will call 999 if they feel persons are seriously ill or injured or their life is at risk. Staff must not visit the GP, 						
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			<p>pharmacy, urgent care centre or a hospital.</p> <ul style="list-style-type: none"> • Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or children who have been in close contact with that person with symptoms, even if wearing a face covering, should follow the latest guidance • If the asymptomatic person subsequently becomes unwell they should contact their GP for advice and update the Principal. • The following measures should be applied if managing a person with suspected symptoms. 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. • Medical advice should be sought if someone becomes unwell. 						
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				Yes	No	Further action required			
6. Coming in to contact with others who become unwell at school – staff/adults	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> Clean the affected area with appropriate virucidal cleaning materials after someone with symptoms has left to reduce the risk of passing the infection on to other people. All staff will be briefed to monitor for symptoms and to seek medical advice as necessary. 	Yes					

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				Yes	No	Further action required			
7. Transfer of respiratory infections/ Covid following an individual becoming unwell to multiple parties	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> The academy will contact the relevant UK Health security Agency (UKHSA) health protection team (HPT) and act on advice. 	Yes					

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				Yes	No	Further action required			
8. Indirect contact via surfaces	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> • Workstations and equipment should be cleaned between sessions. • Alcohol sanitisers can be used with disposable wipes to clean telephones or keyboards, in addition to normal cleaning if staff require this • Virucidal wipes for use can be requested from cleaner colleagues to support them. • We will act on guidance and where necessary limit shared resources to be taken home • All shared areas will be subject to cleaning such as handrails and handles 	Yes					

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				Yes	No	Further action required			
9. Sports activities	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> Sports activities will return to normal and where necessary equipment will be cleaned periodically. External play will be prioritised Where internal play takes place we will ensure that windows and doors are opened to ensure air circulation We will consult government guidance when planning for team sports We will clean equipment that is shared Water bottles or other refreshment containers should not be shared. 	Yes					

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				Yes	No	Further action required			
10. Poor cleanliness	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> • Timetable/protocol for washing hands thoroughly during the day • Monitor the number of people using toilet facilities at any one time • Staff and children to wash hands after using the toilet facilities • Provision of additional hand washing facilities to the usual welfare facilities if required • Access and use of soap and water for at least 20 seconds or access and use alcohol-based if soap and water are not available • Provision of suitable and sufficient designated pedal rubbish bins for hand towels and tissues with 	Yes					

			<p>regular removal and disposal.</p> <ul style="list-style-type: none"> • Hand dryers to be used in line with government guidance. • We will have cleaning regimes for toilet facilities and hand washing facilities particularly door handles, locks and the toilet flush • We will ensure adequate cleaning staff on site all day • Replenishment timetable for soap and sanitiser • Training and reminders to avoid touching face/eyes/nose/mouth with unwashed hands and cover for cough or sneeze with a tissue then throw it in the bin • We have an on-going procurement process to ensure we have sufficient stock of sanitiser and soap • Use of Catch It, Bin It, Kill It signage and bins 						
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Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
11. Contact or transmission via delivery drivers	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> We will agree access points Protocol for parcels/mail Socially distanced checking/signing off Hygiene point for drivers loading/unloading Boxes to remain unopened for 72 hours where practicable or treated with virucidal chemicals 	Yes					

Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
12. Transmission where social distancing is not possible such as welfare emergency	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> PPE has been identified, procured, will be issued and training given for staff in the form of disposable gloves, aprons, face masks and visors. We will introduce any further guidance that is released. 	Yes					

Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
13. Poor housekeeping and inappropriate cleaning standards	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> Cleaning teams have received on-going training to reduce the risk to themselves and others especially when using PPE. Cleaning teams to follow guidance issued by the Trust alongside Government advice with day time cleaning focussing on cleaning touch points with virucidal chemicals. Bin will be emptied daily and clinical waste management (tissues) will be removed Periodic monitoring will continue to take place Teaching/Support Staff will be briefed to clean soft toys 	Yes					

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				Yes	No	Further action required			
14. Poor facilities management of systems	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> We have protocols for contractors who maintain all academy systems. They will not attend the academy if they feel unwell and will use hand sanitiser on arrival. All relevant mandatory and statutory testing and recording is completed Good ventilation maintained Water system maintained in good health in line with our Water Safety Management System We will monitor false fire signals. 	Yes					

Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
15. Educational Day visits, inadequate plans in place	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> Trips will go ahead and we will undertake separate risk assessments for these trips We will not consider international travel at this stage and if this was introduced at a later date we would follow the guidance available at the time and communicate this with parents and complete a separate risk assessment 	Yes					

Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
16. Wrap around care, inadequate plans in place	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> Where external parties support the academy with wrap around care, they will undertake and provide the academy with their risk assessment 	Yes					

Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
17. Indoor and outdoor performances, increased parties mixing	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> The academy will ensure there is sufficient ventilation and follow any specific new guidance that is released. 	Yes					

Risk Assessment Communication

The Principal has communicated with staff and parents the measures that are being put in place.

All employees undertaking the activity must have read and understood the risk assessment. If there are any questions or concerns, these must be raised with the Principal before the activity begins.

All parents have the opportunity to contact the academy to discuss any elements.

Employee Name	Signature	Date

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