

Educational Setting	Montsaye Academy
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	4 th January 2021
Review Date	15 th February 2021



On January 4th, a national lockdown was announced:

https://www.gov.uk/guidance/national-lockdown-stay-at-home?utm_source=5%20January%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#going-to-school-college-and-university

Further to this announcement, schools were closed to most pupils but would remain open for children of critical workers and vulnerable pupils:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>

Montsaye Academy will be running critical worker and vulnerable pupil provision in the main building of the school. All pupils will access their remote lessons via teams with their teacher when on site. Provision will be supervised by support staff to allow teaching staff to teach their full timetables of remote learning. SLT/ELT/ML/DSL will be available daily on site to support lunch times and break times and be on hand to support with the rolling out of mass testing or any other issues that may arise with the day to day running of the site. Radios will be on for ease of contact.

Safeguarding of all pupils in school and at home:

Identified vulnerable children/EHCP/CP will be contacted every three days by student welfare officer/SENCO/or the LAC coordinator

All other pupils who are not actively participating in online learning will be contacted weekly by Progress leader or student welfare officer, this maybe more but is dependant on need.

All members of staff are expected to follow the usual safeguarding procedures and log all concerns on cpoms and all communication on Go for 4 schools. Both Go 4 schools and cpoms will be accessed daily by DSL and issues will be actioned following our procedures. Safeguarding addendum completed.

As a school we will liaise fully with NCC and other external agencies during the lockdown period

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Safeguarding meetings will continue- weekly safeguarding meeting and external meetings will continue online

Counselling will continue online for pupils

All other interventions will continue online, led by student welfare officers

Attendance:

All government guidance for attendance will be followed regarding coding of pupils

Go 4 schools will be used to monitor lesson attendance and non-attendance to lessons will be followed in at mentioned in the safeguarding section. Progress leaders will monitor lesson attendance daily.

Weekly attendance reports will be completed to monitor and track attendance

Risk assessment below:

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention	All staff/pupils on site	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who 	<ul style="list-style-type: none"> Good hygiene practices maintained all throughout the academy Pupils will be in allocated rooms SLT/DSL/First aider present at all times 	All staff and pupils	Ongoing	

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	<p>Visitors on site</p> <p>Staff needing support for any children with additional needs</p>	<p>have someone in their household who does, do not attend school</p> <ul style="list-style-type: none"> • clean hands thoroughly more often than usual • ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach • introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • minimise contact between individuals and maintain social distancing wherever possible • where necessary, wear appropriate personal protective equipment (PPE) • Staff training has taken place • RA is reviewed regularly 	<ul style="list-style-type: none"> • Radios on and available if needed • Pupils encouraged to wash/sanitise hands on entry and exit to the building • Pupils in allocated rooms with cleaning stations • Masks worn in communal areas by staff and students and in lessons. • All staff will and practice two metres in all situations with pupils and other colleagues • All staff will use hand gel on entry and exit to each classroom and on entry and exit to the building, as will pupils. Staff to regularly remind pupils • Cleaning stations in all rooms to encourage good hygiene practice • Hand gel provided in all rooms (70%+ alcohol) • Bins provided for catch it, bin it, kill it' • Key spaces to be used risk assessed and appropriate social distancing identified-localised risk assessment completed for all areas to be used appropriate social distancing for teaching staff in all classrooms and areas. • Reopening plan to allow - parents to drop off ensuring there is no 'mingling' between parents at any time on site (right hand bus lane for drop off/left hand bus lane for pick up). Parents will be instructed not to get out of their cars. • Limit areas to be used by pupils so that social distancing is more manageable. • Limit pupil access to certain areas – including toilets Humanities toilets during the lock down period 	<p>SLT/staff on site</p> <p>Pupils</p> <p>All staff</p> <p>Site team</p> <p>Site team</p>		
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			<ul style="list-style-type: none"> Room S8 identified as a contained room for use of pupil/adult with COVID 19 symptoms- this is well-ventilated and secure space away from other areas- room to be furnished and put on the cleaning schedule. PPE stored here. The room ready to use in the event of any student with symptoms During the lock down, visitors on site will be limited. Guidance is currently below Ensure screening questions are asked to all visitors to the site. A script for this purpose to be shared with visitors Staff to be reminded to maintain social distancing at all times and promote use of hand wash/hand sanitisers (70%+ alcohol content) frequently to reduce risk of spreading infection. Use of own face masks by staff when moving about the building / down corridors/enclosed spaces and in classrooms. Use of masks in classrooms is a change from January 2021, as a further precaution- due to the new variant. Pupils will also be encouraged to use them at all times Test and trace will start to take place from the 11th of January 2021 	First aiders SLT		
				Reception /site team		
				All staff		
Response to any infection	All staff and pupils in school Those at risk	<ul style="list-style-type: none"> engage with the NHS Test and Trace process manage confirmed cases of coronavirus (COVID-19) amongst the school community contain any outbreak by following local health protection team advice planning for roll out of mass lateral flow testing from the 11th of January 2021 	<ul style="list-style-type: none"> ensure that staff are clear of what is expected of them as per the guidance follow clear health care advice encourage testing ASAP and follow pathfinder guidance for this Engage with PHE in the event of a suspected outbreak 	First aiders- SLT	As and when needed to be applied	

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		<ul style="list-style-type: none"> planning for the roll out of testing is taking place and we will be taking place 	<ul style="list-style-type: none"> Keep records and contact details of all visitors to the school as per procedure and guidance Add contact number column to visitors book and keep for 3 weeks Test and trace lateral flow tests set up for roll out on 11th of January 2021 			
Social Distancing in school	All staff and pupils in school	<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible 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. 	<ul style="list-style-type: none"> Clear protocols to be published for staff Teachers to socially distance when in class-space identified at the front of all classrooms Masks be used to allow less than 2 M distancing in practical subjects Social distancing of all adults adhered to fully when on site and ensure that they have signed in to support test and trace Staff will be on a rota and there will be a limit to staff on site. Where staff cannot work from home they will work in school Staff in school will be encouraged to participate in test and trace Lunch and break will be in the restaurant at one fixed point to allow for adequate supervision and cleaning 	MGA Teachers All staff All pupils staying in key areas during the day	August 2020 Sept 2020 and ongoing	
Cleaning	All staff and pupils who are on site if good cleaning practices are not in place and DFE guidelines	<ul style="list-style-type: none"> The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: Taps and washing facilities, 	<ul style="list-style-type: none"> If you have been informed that someone has tested positive with covid-19 or is displaying symptoms then any area/room they have accessed should be deep cleaned. S8 identified as an isolation room. Ensure the COSHH risk assessment for cleaning/site activities has identified the correct process and PPE to be worn. Training provided on how to dispose of PPE safely. 	Site manager /first aid and cleaning team	Daily and ongoing	

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	<p>are not followed</p> <p>Cleaning and site staff who may be exposed</p> <p>Parents and visitors if external surfaces- door handles etc. are not cleaned</p>	<ul style="list-style-type: none"> • Toilet flush and seats, • Door handles and push plates, • Handrails on staircases and corridors, • Lift and hoist controls, • Machinery and equipment controls, • All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, • Telephone equipment, • Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<ul style="list-style-type: none"> • All cleaning staff should follow deep clean checklist if a confirmed case of Covid 19 has been identified. • Cleaning team in daily as part of normal working pattern and enhanced cleaning of restaurant and café as well as high tariff areas throughout the day • Appropriate cleaning posters all on display. • Chairs wiped down after in restaurant and cafe. • Deep clean of all used spaces after use • Cleaning stations at every room that is being used with hand gel (70%+ alcohol content) tissues and wipes (effective against viruses to be topped up daily. • All water dispensers in use for pupils and wiped down after each pod has used them, they will be encouraged to bring in their own water and equipment (Parents informed that no equipment would be provided). This maintained to prevent cross contamination. • All tables will have trays for pupils to store books and equipment • Computers in allocated rooms will also need to be cleaned • Staff to also be encouraged to do the above and this will be part of the staff guidance. 	<p>Lunch time staff</p> <p>Cleaners</p>	<p>Daily and ongoing</p>	
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				All staff		
Lunchtime Catering facilities	All staff and students Catering staff Lunch time supervisors	Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> Serving food Queuing Different lunch periods 	<ul style="list-style-type: none"> Break will be at 11 and lunch at 12.20 during lockdown Cleaning to take place in the restaurant Limited menu to allow grab and go to avoid prolonged queuing Areas cleaned during changeover times lunchtime supervisors and cleaners on hand to do this. Masks to be used when queuing in the canteen and restaurant Pupils/staff to wash hands after eating hand gel will be provided in all rooms and in the restaurant 	Duty team and lunch time staff	Daily and ongoing	
Fire Safety	All on site who are not clear about evacuation	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<ul style="list-style-type: none"> Clearly highlight fire evacuation process and share with all staff and pupils- pupils will be in the main building- therefore all key protocols around evacuation remain the same Ensure that all hand sanitiser is kept away from naked flames. Fire routes labelled and identified for pupils on entry and instructions clear about actions in the event of the fire. Clearly labelled fire exit routes in all used Followed as per the policy- all year groups have had a fire drill in November so are aware of the procedure should there be a fire during lock down. 	Site manager MJJ/EXE	Fire drills In the event of a fire	

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Access/Egress of school building	Everyone in the building or outside of the building not adhering to social distancing	<ul style="list-style-type: none"> One-way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. 	<ul style="list-style-type: none"> Consider school arrival arrangement to reduce congestion drop off site bus lanes to be signposted. Pupils arriving by car to be dropped off. No parents to get out of the car. If they want to communicate with the school this should be by email/ phone. Only essential visitors to enter school site by approval only. Guidance to be emailed out to them prior to the visit. Governors meetings and whole staff briefings to continue remotely and governors to attend for one off activities e.g. SCR check/Safeguarding check Fire routes to be clearly labelled and signposted to staff. Priority must be given to disabled users and those identified as having health related issues- disabled parking bays clear. Provide relevant guidance to parents on drop off and pick up arrangements in communication. Pupils being collected to stand by parking bays nearest the sports centre. Parents to drive up and collect their child. Social distancing on buses 	MJJ/EXE	Ongoing	
First Aid	All those on site First aiders administering first aid to those who have symptoms	<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and pupils has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are in place. 	<ul style="list-style-type: none"> Ensure that a first aider is available at all times and has had appropriate PPE training as required and access to the appropriate equipment. This will be centralised through student reception PPE is not essential for first aid but can be worn if it makes staff more comfortable 	S Flynn First aiders	Ongoing	

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	of COVID-19 Any first aiders administering first aid and not wearing appropriate PPE	<p>Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</p> <ul style="list-style-type: none"> Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<ul style="list-style-type: none"> Review of the First Aid policy to include consideration of the risk of infection of covid-19 (Pathfinder addendum). First aid kits to be available in first aid area and key areas of the school- PPE available in S8 Ensure that a first aider is on the rota during all of the lock down period Gloves and masks available at all times- as needed. For example if a child falls All PPE is available at student reception 			
Waste	Those emptying rubbish-cleaners/site team	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily Double bagging 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Appropriate protective wear for this activity. Bins in key areas to be cleaned at part of cleaning schedule. Bins regularly cleaned as part of the cleaning COVID-19 cleaning schedule including shredded paper bins. Any waste associated with COVID-19 needs to be stored remotely for 72 hours prior to being disposed- double bagged etc. in clinical bags before disposal. 	Site team and cleaning team	Ongoing	
Staff/Pupils within the shielded group	All staff and pupils within this category	<ul style="list-style-type: none"> Any member of staff or pupil that is within the clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. 	<ul style="list-style-type: none"> Appropriate RA completed for all staff in this category Any adaptations made as per the individual RA 	LPF	Sept 2020- review January 2021	

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		<ul style="list-style-type: none"> Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<ul style="list-style-type: none"> Government guidance followed and adhered to- ensuring staff feel safe All RA reviews to be shared with staff 			
Contractors	Contractors who don't follow social distancing guidelines Staff and pupils on site	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<ul style="list-style-type: none"> Provide appropriate paperwork laminated for ease of hygiene. Provide COVID-19 plans for working. <p>All access to the building to be planned so that appropriate planning can be put in place and two metres social distancing maintained.</p>	Site manager Site team	Ongoing	
Property Compliance	All entering the property and using the property	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the Trust and appropriate steps are in place to ensure the safety of all building occupants. 	Site manager	Ongoing	
Hygiene	All staff and pupils using the building	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. Computer screens will have a safety/hygiene reminder on them Large display screens as above Sanitation stations provided in each of the rooms 	<ul style="list-style-type: none"> Handwashing to be part of the expectation of all. Also after sneezing or blowing nose and going to the toilet. Good hygiene practices will be included in pupil and staff guidance. Cleaning stations outside of all spaces with hand gel (70%+ alcohol content) and tissues and reminders about good hygiene. Sanitiser to be used on entry/Exit to each working 	All Cleaning team to ensure these are all	Ongoing	

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			<p>space- children will be expected to use sanitiser as well.</p> <ul style="list-style-type: none"> • Posters identifying good hygiene displayed in all areas to be used by pupils. • Staff training to include good hand hygiene. • All rooms used will be well ventilated (hence use of larger areas with big windows where possible • Pupils will be told to bring their own equipment- pens and drink to limit cross contamination wherever possible equipment is kept in pencil case. • New marking addendum provided for staff to ensure that work is marked in a timely and sage manner • Toilets for pupils- Humanities only • For staff to use own face masks/visors when moving about the building / down corridors/enclosed spaces and in classrooms 	available and topped up daily		
Accident reporting Covid-19 incidents	<p>Staff/ pupils could contract covid-19 if there is a confirmed case in school</p> <p>Members of the public and virus could be further spread</p>	<ul style="list-style-type: none"> • The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. • For further advice and guidance, you should contact your Health & Safety Adviser. 	<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough, high temperature or anosmia (loss of taste/smell), they must be sent home and advised to follow government guidelines for isolation. Test and track. • If awaiting collection to be moved to room S8 (ventilated/door closed) with appropriate staff supervision. Attending staff should be wearing PPE. • Room to be thoroughly cleaned and disinfected. • PPE disposed of as per guidance. • All disposed items from this room to be held remotely for 72 hours prior to transferring to the skip. 	ALL	Ongoing	

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			<ul style="list-style-type: none"> • Ensure relevant first aider on site and all incidents recorded. • To ensure all recorded in accordance with guidelines. • PPE guidance for staff administering first aid and S8 as designated isolation room. • S8 appropriately furnished. • All pupils or staff who were exposed to child displaying symptoms to be contacted and advised to self-isolate for 14days and access testing if appropriate. • PHE to be contacted in the event of a case/possible infection. • Reminders to staff in staff training about guidance and practice that should follow. 			
Personal Protective Equipment		<ul style="list-style-type: none"> • Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. • Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. • Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<ul style="list-style-type: none"> • Training as to where PPE is held and how to put it on and take it off (LA posters displayed and shared with all first aiders). • PPE posters to be displayed in key areas. • Ensure appropriate PPE always available. • Ensure that it is clear in guidance that DFE guidance maintains that it is not safe for pupils to wear facemasks. This will be clarified in student guidance. • S8 designated as the isolation room- should anyone develop symptoms 	S Flynn/First aiders		



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<p>Behaviour https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</p>	<p>Pupil and staff Pupils not adhering to the guidance Pupils who are victims of poor behaviour</p>	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. DFE guidance followed as attached- guidance from July 2020 for implementation in September 	<ul style="list-style-type: none"> Expectations made clear through communication with parents and children – children provided with laminated safety guidelines on entry as reminder. These displayed in all Zoned areas Behaviour addendum- high expectations of behaviour will be maintained throughout the lockdown period Distinction between intentional and unintentional behaviours- RJ focus Pupil friendly guidance to be created to ensure that pupils are clear of what the expectations are. Behaviour policies to have COVID 19 addendum. Additional support provided for those with additional needs/ vulnerable or requiring additional support. ERA lesson and ERA behaviours to be followed and adhered to- clear link to values to embed positive behaviours ERA points to be promoted further to celebrate positive behaviours 	<p>All</p> <p>JCB/Pastoral team ALL</p>		
<p>School Staffroom</p>	<p>All staff that use the staffroom</p>	<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<ul style="list-style-type: none"> Socially distanced seating and tables Hand gel etc. available for staff in the staffroom Training room/ERA room to become the new staff work area- again socially distant seating Staff to bring own mugs and tea/coffee and wipe down any items used in the staff areas 	<p>ALL staff</p>	<p>Ongoing</p>	

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Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items e.g. utensils 	<ul style="list-style-type: none"> No sharing of equipment- pupils will bring in their own and it will be placed in a tray on the desk so no one else uses it Items can be shared within class groups If they are shared to be wiped down Quarantine for 48 hours 72 for plastic between class groups 	ALL	Ongoing	
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> An equality impact assessment has been completed (Appendix 1) 	<ul style="list-style-type: none"> Vulnerable groups RA completed where appropriate All staff encouraged to follow guidelines for social distancing and health and safety 	MGA Trust	Ongoing	
Lack of staff	Pupils Other staff who will have to cover	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 	<ul style="list-style-type: none"> Staff will follow absence reporting in the same way Cover teachers used in shortage Staffing assessed daily as part of normal cover procedure and in the evening to assess provision for the following day HODs to plan in advance for cover work that fits alongside SOW, different eventualities planned for (short term absence, emergency cover should staff show symptoms and need to leave, 14-day quarantine etc.) 	LPF/GBA	As needed and ongoing	
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who 	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> grouping children together in year groups pods and zones in the schools avoiding contact between groups arranging classrooms with forward facing desks 	ALL	Daily	

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		<p>will not (as opposed to cannot) comply with social distancing.</p> <ul style="list-style-type: none"> Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home. 	<ul style="list-style-type: none"> Staff maintaining distance from pupils and other staff as much as possible Trays on desks with pupil's personal equipment on them so they not sharing anything and using their own personal equipment One way systems Staggered starts and finish times Staggered lunchtimes Students who are late will report to student reception as normal- and then move directly to their POD Masks to be worn by pupils and staff when moving around the school and in communal areas 			
Remote learning	All pupils and staff	<p>Training for teams has taken place Guidance was signed and released in September for both pupils and staff</p>	<ul style="list-style-type: none"> Staff should re-read this guidance and ensure that it is adhered to at all times  Acceptable Use Policy staff ICT Sep 2  ICT AUP Student Sept 2020.docx 	KBE SWO	Ongoing	
One to one interventions and safeguarding checks	Vulnerable pupils SWO	<p>One to one small group interventions take place Counselling has been taking place remotely- since the start of the pandemic All staff undertaking this activity are DSL trained</p>	<p>For any that may need to be delivered on a one to one basis the following guidance must be followed:</p> <ul style="list-style-type: none"> Permission is granted by parent or legal guardian, a note of this must be recorded on the Go 4 Schools communication log Students should keep their camera switched off 	JCB		

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Dedicated school transport, including statutory provision	Pupils travelling to school on public transport and local NCC buses	<p>It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	<ul style="list-style-type: none"> • NCC Bus Risk assessment • Staggered arrival and departure to minimise year groups mixing and preventing cross contamination • Normal school hygiene practices will follow as soon as children come off the bus • Pupils to wash hands as soon as they come off the bus and follow risk assessment • Masks will be worn on buses • Social distancing on buses 	EXE	Ongoing adapted for the January 2021 lockdown	
Learning outside the classroom (day trips, etc.)	All those participating in outside learning	<ul style="list-style-type: none"> • keeping children within their consistent group, and the COVID-secure measures in place at the destination • Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	<ul style="list-style-type: none"> • NNA whilst in lockdown 			

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	Staff leading sessions					
Extra-curricular activities (coaches, tutors, after school)	Pupils partaking in this Teaching staff	<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements could operate. 	<ul style="list-style-type: none"> NA whilst in lockdown 			
Physical activity	All those participating Teaching staff	<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided-where possible and clear guidance followed 	<ul style="list-style-type: none"> NA whilst in lockdown 			
Signage	All stakeholders visitors to site	<ul style="list-style-type: none"> What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc. 	<ul style="list-style-type: none"> Covid signs in all rooms and high usage areas Computer screen with good hygiene reminder? Which appears regularly On screens around the site as regular reminders Signs by cleaning stations around the site Pods to all have specific guidelines and expectations displayed 	EXE CDE	Ongoing	

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General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE; including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Handwashing techniques advice can be found [here](#)

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Appendix 1 Equality Impact statement



Equality Impact Assessment (EIA): Returning to work during the COVID-19 pandemic

Introduction

To fulfil the public body 'Equality Duty' to have 'due regard' to equality considerations under the Equalities Act 2010, an organisation must, whenever significant decisions are being made or policies developed, give thought to equality implications for people with particular protected characteristics. An equality impact assessment (EIA) should be completed to evidence its duty to have due regard to the needs of pupils and staff, with increased vulnerability to infection or poorer outcomes from COVID-19, when making the decision for school/trust operations during the COVID-19 pandemic.

This EIA seeks to identify the challenges presented by the current circumstances and provides advice and guidance on mitigating actions to address potential negative impacts. Given the nature of the challenge and the rapid, nature of the pandemic, identifying what it might mean for the Pathfinder Schools community as we start to return to school/the workplace more widely, is not straightforward. This EIA therefore does not present an exhaustive list of impacts; it sets out what we have identified to date. If and when there are major changes to national government guidance, or regional measures we will revisit this EIA to ensure it remains fit for purpose.

In line with our commitment to 'Inspire Greatness' we have gone beyond legislation wherever possible, a broader range of protected characteristics than those contained within the Equality Act have been considered. In addition, when considering the impact on colleagues with a disability thought has been given to the following:

- Physical impairments and long-term illness
- Mental health conditions
- Those who may not have disclosed a disability

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- Those who do not have a diagnosis of a disability but are living with a significant health condition or impairment

COVID-19: Equality Impact Assessment – Staff- Returning to work during the COVID-19 pandemic

Policy or Decision:	COVID-19: Wider opening of schools, shielding arrangements no longer in place prompting those deemed extremely clinically vulnerable returning to the workplace.	Assessment conducted by – name:	Nina Adams
Organisation name:	Pathfinder Schools	Assessment conducted by – job title:	HR Manager
Covered by this assessment:	Staff	Assessment date:	20/08/2020

Groups with protected characteristics	Potential negative impact	Mitigating actions to address identified negative impacts	Person/s responsible
Age	Staff aged over 70, who are classed as vulnerable, may feel particularly anxious about returning to the school environment/workplace Some staff may have new caring responsibilities for elderly relatives as a result of the pandemic	A workforce Risk Assessment - 'Increased Vulnerability' has been completed Individual risk assessment to be completed where appropriate	Headteachers Leadership team/s Line Managers School level HR representatives

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Groups with protected characteristics	Potential negative impact	Mitigating actions to address identified negative impacts	Person/s responsible
		<p>Ensure that wellbeing support and signposting to counselling/wellbeing resources are well promoted and available.</p> <p>Consider support from Occupational Health where appropriate</p>	
Disability-physical and long term illness	<p>Routes for navigating the school/workplace may have been changed to accommodate distancing</p> <p>Visually impaired staff may not see some of the new COVID-19 distancing signage</p> <p>Staff with a hearing impairment who lip read may have their ability to do reduced if colleagues are wearing masks/visors</p> <p>Staff who are 'clinically/extremely clinically vulnerable' and have a higher risk in relation to COVID-19 may have concerns regarding immunity to infection, but staff may have other diseases, that do not make them 'clinically/extremely clinically vulnerable' but mean they share concerns regarding immunity to infection</p>	<p>A workforce Risk Assessment - 'Increased Vulnerability' has been completed</p> <p>Give staff with disabilities time to find the most appropriate route(s) around school and support them in doing so</p> <p>Ensure visually impaired staff are briefed on the change in working practices/environment and are supported to achieve social distancing without or with limited access to visual indicators</p> <p>A limited number of staff will be wearing masks/visors-consideration to be given to those who they work closely with to ensure that communication is not compromised</p>	<p>Headteachers</p> <p>Leadership team/s</p> <p>Line Managers</p> <p>School level HR representatives</p>

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Groups with protected characteristics	Potential negative impact	Mitigating actions to address identified negative impacts	Person/s responsible
		<p>Ensure staff with a health condition or impairment are given an opportunity to discuss changes to the working environment and what it might mean for them and adjustments made as necessary before returning to school/the workplace.</p> <p>Ensure an appropriate individual risk assessment is carried out with staff who have a health condition or impairment or a long-term illness (previously advised to shield)</p> <p>Ensure that wellbeing support and signposting to counselling/wellbeing resources are well promoted and available.</p> <p>Consider support from Occupational Health as appropriate</p>	
Disability-mental illness	<p>Potential challenges and causes of anxiety/stress for staff with mental health problems or disorders include:</p> <ul style="list-style-type: none"> • Change of structure and routine • Introduction of new workplace practices • Lack of confidence in reaching out to colleagues for interaction or support 	<p>Ensure a risk assessment is carried out for appropriate colleagues</p> <p>Reasonable adjustments to be put in place, where possible, in response to any identified negative impact</p>	<p>Mental Health First Aiders</p> <p>Headteachers</p> <p>Leadership team/s</p> <p>Line Managers</p> <p>School level HR representatives</p>

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Groups with protected characteristics	Potential negative impact	Mitigating actions to address identified negative impacts	Person/s responsible
	<ul style="list-style-type: none"> Concern for the health and wellbeing of family, friends and colleagues 	<p>Ensure that wellbeing support and signposting to counselling/wellbeing resources are well promoted and available.</p> <p>Proactively look out for signs that the mental health of any member of staff is deteriorating and address this as appropriate, seeking support where needed</p> <p>Consider support from Occupational Health as appropriate</p>	
Gender	<p>Evidence of males being at higher risk of being admitted to hospital.</p> <p>Staff in abusive home situations may be anxious about what limitations an abusive partner/family member might impose on them when they return to the workplace.</p>	<p>A workforce Risk Assessment - 'Increased Vulnerability' has been completed, a COVID-19: Individual Staff Risk Assessment is completed dependent upon cumulative vulnerability and job role.</p> <p>Raise concerns if there are signs that something might be wrong e.g. nonattendance at meetings, work, emails not answered or always answered at a particular/irregular time, obvious increase in levels of anxiety, signs of physical abuse</p>	<p>Headteachers Leadership team/s Line Managers School level HR representatives</p>

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Groups with protected characteristics	Potential negative impact	Mitigating actions to address identified negative impacts	Person/s responsible
Marriage and civil partnership (including those who are single)	<p>Staff who are single and live alone may have become used to their own company and be anxious about returning to the workplace</p> <p>Staff going through divorce or relationship breakdown may be particularly vulnerable to poor mental health</p>	<p>Particular attention paid to the wellbeing of staff who live alone or who are going through a relationship breakdown</p>	<p>Headteachers Leadership team/s Line Managers School level HR representatives</p>
Pregnancy and maternity	<p>Pregnant staff may have concerns/anxieties regarding their health and the health of their unborn child/baby if they were to contract COVID-19</p> <p>Returning from maternity leave during this period may have caused some staff to feel isolated and less connected to work than they were, and returning to the workplace may feel quite daunting</p>	<p>Guidance document issued to pregnant staff in July 2020 outlining arrangements for 09/20</p> <p>Ensure an appropriate risk assessment has been carried out with pregnant staff</p> <p>Ensure staff returning to work from maternity leave have been briefed on risk assessments and changed working practices</p> <p>Consideration given to colleagues in the later stages of pregnancy working from home or being redeployed</p> <p>Managers with a member of staff in their team who is pregnant to regularly revisit pregnancy risk assessment and COVID-19 risk assessment (particularly if we go into lockdown again), adapting it as necessary</p>	<p>Headteachers Leadership team/s Line Managers School level HR representatives</p>

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Groups with protected characteristics	Potential negative impact	Mitigating actions to address identified negative impacts	Person/s responsible
Race	Evidence to show the Black, Asian and Minority Ethnic (BAME) people are at greater risk of death from COVID-19	A workforce Risk Assessment - 'Increased Vulnerability' has been completed, a COVID-19: Individual Staff Risk Assessment is completed dependent upon cumulative vulnerability and job role.	Headteachers Leadership team/s Line Managers School level HR representatives
Religion or belief	No evidence of impact	n/a	n/a
Sexual orientation	No evidence of impact	n/a	n/a
Caring responsibilities	Potential causes of anxiety/stress for staff with caring responsibilities include: (i) trying to balance working and caring responsibilities, including dealing with potential local lockdowns which means their child's school is closed for a period of time (ii) having taken on additional responsibilities in relation to caring for older or vulnerable family members being concerned about how to continue to manage that (iii) needing to devote additional time to caring for older or vulnerable family members, meaning less time for relaxation and taking care of own wellbeing (iv) some staff may live with someone who is recovering from COVID-19 and be concerned about the impact on them of returning to the workplace as well as balancing work and caring for them	Special/discretionary leave available to staff Flexible working arrangements available to staff Ensure that wellbeing support and signposting to counselling/wellbeing resources are well promoted and available.	Headteachers Leadership team/s Line Managers School level HR representatives

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Groups with protected characteristics	Potential negative impact	Mitigating actions to address identified negative impacts	Person/s responsible
Socio-economic background	<p>Uncertainty over job stability could be particularly worrying for staff from low socio-economic backgrounds, meaning they are anxious about returning to work and potentially spending more on travel and subsistence than they have done in lockdown</p> <p>Staff on furlough may be anxious about when/if they are going to return to the workplace and the ongoing impact this has on their ability to meet their financial commitments</p>	<p>Provide signposts for financial support and advice</p> <p>Ensure staff members on furlough receive timely, clear and accurate information</p> <p>Ensure wellbeing support available to colleagues is promoted and readily available</p>	

Appendix 2: Risk assessment for mass testing



Mass testing Risk Assessment MA.doc

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