

Academy: Woodcroft Academy		Prepared By: C Leach APT H&S C Completed By: H Hewitt	<b>Date:</b> 01-09-20
Activity Workplace: Novel Coronavirus (COVID-19) Revision: 8 01-09-2020 effective from Autumn Term 2020 Wearing of face masks, face coverings and face visors for parents, visitors and contractors added. None attendance guidance updated. Information Source: GOV.UK R10 SBMAT email 22-09-2020 and Guidance for full opening: schools Updated 1 October 2020 R11 Coronavirus (COVID-19): test kits for schools and FE providers, Updated 7 October 2020.Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE), Updated 13 October 2020. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, Updated 15 October 2020. COVID-19: cleaning in non-healthcare settings outside the home, Updated 16 October 2020. R12 SBMAT email 06-11-2020 and Guidance Education and childcare settings: New National Restrictions from 5 November 2020 and DFE guidance regarding ventilation. R13 Guidance for the full opening schools: Updated 3-12-2020 and close contact meanings added to last page. R14: 13-01-2020 DFE Restricting attendance during the national lockdown: schools Updated 11-01-2021	Manager:		Next Annual Review Date: 01-09-21



Hazard Initial risk		l risk		Ac	tion plan		Re	esidu	ual risk		
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H
Awareness and understanding  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	<ul> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Visitors</li> <li>Contractors</li> </ul> Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4	HIGH	R14 1.Staff, pupils, parents, visitors and contractors are advised that they must not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process if:  a. they currently have Coronavirus (COVID-19) symptoms even if tested negative for Covid-19.  b. have been in close contact with persons confirmed positive.  c. someone in their household or support bubble has symptoms even if tested negative for Covid-19.  d. they or a member of their household or support bubble have tested positive to a COVID-19 test in the last 10 days even if they do not have symptoms. e. have been contacted by	Signs displayed main Academy entrance and Treehouse entrance to alert parents/visitors/co ntractors.  Track and Trace QR code displayed on the noticeboard by Academy main entrance.  Covid-19 Policy and Procedures emailed to staff and displayed on Academy website.  Social distancing signs displayed on windows, entrances and floor areas to remind staff,	H	Completed	1	4	LOW



NHS Test and Trace within the last 10 days.	pupils and visitors.
f. have returned to the UK within the last 10 days from a	a Please see
country without a UK Government travel corridor exemption	Academy behaviour policy for specific
g. still have a high temperature after the isolation period has ended.	guidance on Covid-19, rules and behaviour.
R14 h. they are waiting for Covid-19 PCR test result.	Staff have received emails from Acting
i.they develop Covid-19 symptoms within an isolation period.	Principal
2. Regular GOV.uk Coronavirus (Covid-19) and NHS Test and Trace latest	covering/visor in communal areas and corridors.
information briefings to all staff.	Parents do not enter the
3. COVID-19 risk assessment and revisions communicated to staff.  R14. 4.Signs at all entry	
gates and external doors advising all persons that they MUST not enter the school,	outside – both parent and staff wearing a face
they must stay at home, self- isolate and follow PHE Stay at Homeguidance and NHS Test and Trace process if	Office staff advise the contractors
	and visitors of the test and trace



a. they currently have Coronavirus (Covid-19) symptoms even if tested negative for Covid-19.  b. have been in close conta with persons confirmed positive.  c. have someone in their household or support bubbl who has symptoms even if tested negative for Covid-19 d. they have a member of their household or support bubble have tested positive to a COVID-19 test in the la 10 days even if they do not have symptoms. e. have been contacted by NHS Test and Trace within the last 10 days f. have returned to the UK within the last 14 days from country without a UK Government travel corridor exemption g. still have a high temperature after the isolation period has ended.  R14 h. they are waiting for Covid-19 PCR test results.	Advise staff of the new PCR testing requirements.  Parents notified by Acting Principal letter that school is closed except for key worker and vulnerable children.  When Woodcroft
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5.Signs at all entry gates and external doors advising all persons of 2-meter social distancing rule where possible or 1-meter distancing plus using additional measures. 6.Latest PHE Coronavirus (COVID-19) posters displayed in staff areas/visitor areas, entrances, classrooms and toilets for social distancing, hygiene, wearing of face masks/ face coverings / face visors, safe removal of face coverings and NHS COVID-19 Test and Trace app where used 7.Latest PHE Coronavirus (COVID-19) leaflets distributed to staff. 8.Pupils reminded regularly to tell a member of staff if they feel unwell. 9.e-Bug resources to teach pupils and parents about hygiene used.		
10.Talks given to children about coronavirus (COVID-19) including use of teaching groups, social distancing and not to touch staff.		



11. Pupils with SEND
provided with specific help in
preparation for changes.
12.Parents, contractors and
visitors informed of the
measures in place to reduce
transmission of the virus.
13. Pupils informed of the
requirements to remove face
mask / face coverings safely
on arrival at school.
14.Arrangements discussed
for staff and pupils traveling
overseas. When returning
from overseas travel the
latest Government guidance
on quarantine to be followed.
15.Behavior policies with
rules for hygiene and social
distancing and consequences
for poor behaviour
communicated to staff, pupils
and parents.
16.Staff informed of the
requirements to wear face
masks/face coverings or face
visors in particular settings.
17.Parents, visitors and
contractors informed of the
requirements to wear
masks/face coverings or face
visors in particular settings.
18.Parents, visitors and
contractors informed on
arrival of the test and trace
requirements to provide



contact details or use of NHS COVID-19 app check in feature.
R14 19. Parents advised only vulnerable children, the children of critical workers and nursery class children to attend school.
R14 20. Visitors and contractors advised only those carrying out essential work or compliance inspections/maintenance are allowed to attend the school.
R14 21. Where a schools Covid-19 rapid testing programme is in place, information provided to staff.
R14 22. Staff advised to work from home where possible.
R14 23. SLT monitor staff, pupil, visitor, contractor and parent adherence to government Covid-19 guidance and the school's Covid-19 risk assessment and implement additional controls, as necessary.



Staff/pupils who are	Staff				1.R14 Where staff are	There are no staff	HH	Completed	Ta		
confirmed clinically	Pupils	4	5	I	confirmed clinically extremely	currently working	1 11 1	Completed	2	5	I
vulnerable or	i upiis			H	vulnerable (CEV) the school	at Woodcroft					C
clinically extremely	Symptoms				advise that they should work	Academy who are					
vulnerable.	Continuous cough				from home where possible.	confirmed as					
Staff/pupils who live	High temperature			<b>&gt;</b>	2. R14 CEV staff who cannot	clinically					
with someone who	(over 37.8 degrees)			R	work from home and choose	extremely					
is confirmed	Loss of, or change to			Ш	to attend have their existing	vulnerable.					
clinically vulnerable	the sense of smell			2	COVID 19: Individual Risk	vuirierable.					
or clinically	(anosmia)				Assessment reviewed and	There are no staff					
extremely	(anosinia)				action plan updated and	currently on roll					
vulnerable.	Affects				agreed.	who have been					
Staff/pupils who are	Mild flu symptoms				3. <mark>R14</mark> Where a child has been	confirmed CEV.					
from Black, Asian	Respiratory infection				confirmed clinically extremely	One child was					
and Minority Ethnic	Breathing difficulties				vulnerable (CEV) the school	taken off roll in					
(BAME)	Asthma				advise that the child does not	September 2020					
backgrounds	Fatality				attend unless a medical	to be home					
backgrounds	1 atanty				professional confirms that	educated as they					
Long-term					shielding is not required.	were classified as					
conditions like					4. Pupils and staff who are	CEV.					
diabetes, cancer and					clinically vulnerable or have	OLV.					
chronic lung					underlying health conditions	Staff who are					
disease. Conditions					to attend school.	classified as					
such as obesity.					R14 5.Pupils and staff who	clinically					
Underlying health					are not CEV themselves but	vulnerable have					
problems					who live with someone who is	individual risk					
problems					CEV to attend school unless	assessments in					
Expectant mothers					the staff member can work	place.					
Expectant mothers					from home.	piace.					
Transmission /					6.Pupils and staff are	Pregnant staff					
Spread of Germs and					supported to follow good	and staff who					
Novel Coronavirus						have been					
(COVID-19)					social distancing practices	identified as					
(30 10)					and increased good hand	clinically					
Coronavirus can be					hygiene practises through	vulnerable have					
passed through close					increased communication	been advised not					
passed throught close					and facilities/materials.	Doon advisod not					



contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	7.Pupils are monitored by staff for good social distancing and increased hand hygiene practises. 8.Monitoring of pupils and staff compliance with clinical advice regarding attending school.  9.Pupils Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) infection. 10.Staff instructed not to supervise children in isolation at school for showing coronavirus infection (COVID-19) symptoms. 11.Concerns discussed with SLT when shown by staff, pupils, parents especially for pupils and staff with significant risks.  R14 12. Staff instructed not to carry out Covid-19 rapid testing of other persons.	to administer first aid, intimate care or support children in the isolation room if they are showing Covid-19 symptoms.  Please see individual risk assessments for any expectant mothers at Woodcroft Academy.  Care plans reviewed and kept in school office.  Member of staff who was pregnant began maternity leave – 13th Jan 2021. There are currently no further expectant mothers who are staff members.		
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Travel to and from	Staff			1.Staff who can work	There are	Ι.	<b>.</b>	<u> </u>	
school	Stall     Pupils	4 4	GH		currently no staff			4	>
SCHOOL	Pupils     Parents		(5)	remotely or from home do so.	at Woodcroft				5
Transmission /	Visitors		Ī	2.Non-essential use of public	Academy who				Ų
Spread of Germs and	<ul><li>Visitors</li><li>Contractors</li></ul>		I	transport avoided when	,				
Novel Coronavirus	• Contractors			possible.	use public transport to travel				
(COVID-19)	Symptoms			3.Travel alone using own	to/from school.				
(COVID-19)	Continuous cough			transport / cycle or walk when	to/ITOTTI SCHOOL				
Coronavirus can be	High temperature			possible	There are				
passed through close	(over 37.8 degrees)			4.When the use of shared	currently no staff				
contact with persons	Loss of, or change to			transport is unavoidable	at Woodcroft				
infected by the virus.	the sense of smell			persons are advised to:	Academy who				
Touching surfaces	(anosmia)			a. travel with as few people	share transport				
contaminated with the	(ariosinia)			as possible, b. avoid	to/from school.				
virus with hands and	Affects			travelling with persons	10/110111 0011001.				
touching eyes, nose	Mild flu symptoms			outside of own household or	When the Covid-				
and mouth and eating	Respiratory infection			support bubble unless	19 PCR tests				
with contaminated	Breathing difficulties			socially distanced, c. wash	arrived at the				
hands.	Asthma				Academy, staff				
	Fatality			hands with soap and water or hand sanitiser before using	will be notified not				
	_				to perform test on				
				transport, d. persons over the	another person.				
				age of 11 wear face	·				
				coverings over the nose and	Covid-19 PCR				
				mouth, e. sit as far away from	testing training				
				other persons as possible, f.	and procedures to				
				try to face away from other	be sent to all				
				persons, g. open windows to	staff.				
				give good ventilation, h. avoid					
				touching anything, i. cough or					
				sneeze into a tissue and put		1			
				it in a bin, j. wash hands with		1			
				soap and water or hand		1			
				sanitiser after using transport,					
				5.Cleaning and disinfecting of					



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	shared vehicle interiors		
	carried out on a regular basis		
	using standard cleaning		
	products.		
	6.When the use of public		
	transport is required persons		
	aged 11 and over to use a		
	face covering and try to		
	maintain 2- meter distance or		
	maintain 1- meter distance		
	with mitigation, where		
	possible check in using NHS		
	COVID-19 app and use		
	precautions as follows:		
	a. avoid peak travel where		
	possible, b. wash or sanitise		
	your hands during/after using		
	transport, c. avoid touching		
	your face, d. cover your		
	mouth and nose with a tissue		
	or the inside of your elbow		
	when coughing or sneezing,		
	e. travel side by side or		
	behind other people, rather		
	than facing them, where		
	seating arrangements allow,		
	f. touch as few surfaces as		
	possible, g. minimise the time		
	spent close to other people,		
	where possible, h. avoid loud		
	talking, shouting or singing,		
	i. dispose of waste safely,		
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					including items such as used disposable face coverings  R14 7. Where established by the school, staff to carry out Covid-19 rapid tesing at home and isolate at home following a positive result and also a negative result whilst experiencing Covid-19 symptoms.						
Pupils and staff access and egress and moving around the school  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close contact with persons infected by the virus.	<ul> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Visitors</li> <li>Contractors</li> </ul> Symptoms <ul> <li>Continuous cough</li> <li>High temperature</li> <li>(over 37.8 degrees)</li> <li>Loss of, or change to the sense of smell</li> <li>(anosmia)</li> </ul> Affects <ul> <li>Mild flu symptoms</li> <li>Respiratory infection</li> <li>Breathing difficulties</li> <li>Asthma</li> <li>Fatality</li> </ul>	4	4	HIGH	1.Grouping of pupils and staff where teaching requirements allow 2.Staggered start and finish times for staff and pupil groups and/or segregated entrance and exit gates and doors when available. 3.Arrangements communicated to parents for drop off and collection procedures to reduce contact between adults/pupils including not gathering at gates or doors. 4.Social distancing (2-meter) markings and signs at queuing locations (school gates, entry and exit doors) 5.Infrared temperature checks of pupils carried out at the start of the day in	See Staff Information sheet for staggered start and finish times for the children at Woodcroft Academy.  KS1 children to use the playground entrance/exit when arriving and leaving school.  KS2 children to use the car park entrance/exit when arriving and leaving school.  See parent information letters for correspondence to parents re: staggered drop off and pick up times.	HH	Completed	1	4	LOW



classrooms". Staff wear a		
classrooms". Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Pupils with high temperature readings are isolated, sent home to self-isolate and required follow PHE Stay at Home guidance and NHS Test and Trace process. 6. Distancing between staff and pupils, other staff, contractors and visitors maximised by use of signs and maintaining social distancing of 2 meters when possible. 7. Numbers of different temporary staff including teaching staff and sports coaches entering the school premises minimised. 8. Timetable reviewed to reduce movement and avoid contact between teaching groups during movement around the building.	See parent information letters for correspondence regarding parent/carer social distancing and markings identified on the school pathways.  One way system identified and communicated to parents/carers as they drop off/pick up their children to reduce congestion and gatherings.  Teacher/TA to test each child's temperature each morning as they enter school.  Woodcroft Academy has suspended all external sports/music teaching taking	
Accessing rooms from outside where possible.	place at the Academy.	
10.Entrance, exit and internal doors held open without compromising pupil or staff safety. Fire doors held open	Forest Schools delivered by Stanley Head takes place outside – the members of staff do	



					using automatic release devices that release on the sounding of the fire alarm.  11.Managing numbers using toilets to prevent overcrowding.  12.Staff wear face masks / face covering over the nose and mouth or face visors during movement around school and in communal areas. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings.  R14  13. Staff to participate in school's Covid-19 rapid testing programs where available.	not come into the building and follow the same procedures as visitors/contractors. (During Spring term 2021 National Lockdown – Forest schools has been temporarily suspended)  Each class bubble has an allocated time to visit the toilet/go outside for playtime/lunch to ensure only 1 bubble in the corridor at any one time.  All staff wear face coverings/face visors in communal areas or corridors.  When Covid-19 PCR tests arrive at the Academy – staff to be given training to follow correct procedures.					
Visitors, Parents Delivery drivers Contractors  Transmission /	<ul><li>Staff</li><li>Pupils</li><li>Parents</li><li>Visitors</li><li>Contractors</li></ul>	4	4	HIGH	General 1.Secure gates and access doors outside of start and finish times to control access. 2.Separate access and	Caretaker closes staff car park gates to reduce access to Academy front doors.	RC/HH	Completed	2	4	MEDIU



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Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.  Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatallity  Affects With persons with symptoms Respiratory infection Breathing difficulties Asthma Fatallity  Breathing difficulties Asthma Contractors are asked by school staff if they a. they currently have Coronavirus (COVID-19) symptoms C. someone in their household has symptoms d. they have tested positive to a COVID-19 test in the last 10 days e. they have tested positive to a COVID-19 test in the last 10 days e. they have tested positive to a COVID-19 Symptoms C. someone in their household has symptoms d. they have tested positive to a COVID-19 Symptoms C. someone in their household has symptoms d. they have been in close contact with persons with symptoms C. someone in their household has symptoms d. they have tested positive to a COVID-19 symptoms C. someone in their household has symptoms d. they have been in close contact w	Signage on Academy front doors to ask contractors/visitor not to enter if they have any of the symptoms etc.  All visitors/contractor s are asked by the office staff to either scan the NHS QR code or



physical distancing, hygiene, wearing of face masks/face coverings/face visors over the nose and mouth provided on arrival.  5.On arrival at school name, date, contact number and email address of visitors, contractors and delivery drivers recorded and kept secure for 21 days or when available NHS COVID-19 Test and Trace app QR code used.  6.Hand washing/sanitising on arrival, before and after using attendance recording devices and using toilets.  7.Infared temperature checks carried out on arrival.  8.Additional COVID-19 control measure training given to school hosts.  9.Staff wear face masks / face covering over the nose and mouth during any interaction with parents,	All visitors and contractors have heir emperatures shecked at the Academy main entrance.  Hand sanitising unit is fitted on he wall by the main entrance.  Hand washing ligns visible uround the whole Academy.  All staff have ecceived written cotification that hey are to wear acce coverings when talking to parents – this must also only be putside.  Parents informed by letter that meetings
interaction with parents, contractors, visitors in all settings indoors, on the door and external areas such as playgrounds and entry gates.	y letter that



worn by staff exempt from wearing face masks / face coverings.  10.Supply of individually wrapped face masks available at reception for parents, visitors, and staff to wear.  Contractors  1.Contractors delivering services using school facilities, such as catering and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19.  2.School information sharing with contracted catering and cleaning services to reduce exposure to COVID-19.  3. Arrange times that contractors are on site to minimise numbers at any one time, when possible outside of school hours.  4. Contractors required to wear face masks/face coverings/face visors over the nose and mouth whilst inside the building including at the point of work, during	phone or via Zoom.  Only essential work to be undertaken at the Academy – planned boiler works to continue during National Lockdown.	



with staff. Face visors are
allowed to be worn by
persons exempt from wearing
face masks / face coverings.
Visitors/Parents
1.Meetings held when it is
necessary and remote
contact cannot be used.
Meetings held either off-site,
outdoors or in open spaces
with good ventilation with
open windows for short
durations whilst maintaining
social distancing with the
least amount of people.
2.Access to the school
allowed by prior appointment
only.
3.Numbers limited and
access to building controlled.
4. Visitors and parents
required to wear face
masks/face coverings/face
visors over the nose and
mouth whilst inside the
building including movement
around the building. Face
visors are allowed to be worn
by persons exempt from
wearing face masks / face
coverings.



Staff, pupils showing coronavirus infection (covid-19) symptoms whilst at	Staff     Casualty  Symptoms Continuous cough	5	4	/ERY HIGH	one time.  2.Delivery drivers to remain in vehicles where it is safe for staff to load/unload vehicles.  3.Staff to wear fluid resistant surgical mask and latex free gloves if unable to maintain social distancing from drivers during unloading.  4.Reduced delivery frequencies by ordering larger quantities less often 5.Contactless drop off points for deliveries available 6.Delivery notes left unsigned  R14. 1.Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of the SLT, self-	Government home testing kits stored in the school office for when needed.	HH	Completed	2	4	DIC
					R14 5. Only contractors carrying out essential work or compliance inspections/maintenance are allowed to attend the school.  Delivery drivers 1. Times arranged so that minimum amount of delivery drivers are on site to at any						



	Loss of, or change to	guidance and arrange a	Covid-19 PCR	
	the sense of smell	COVID-19 PCR test.	tests distributed	
	(anosmia)	Government supplied home	to staff when they	
Transmission /		PCR test kits provided by the	arrive at the	
Spread of Germs and	Affects	school in exceptional	academy. Staff to	
Novel Coronavirus	Mild flu symptoms	circumstances when a	receive effective	
(COVID-19)	Respiratory infection	symptomatic staff member	training of the	
,	Breathing difficulties	has barriers accessing	procedures of	
Coronavirus can be	Asthma	testing by the usual routes.	how/when to	
passed through close	Fatality	School arrange posting or	administer test.	
contact with persons		remote drop off of test kits to		
infected by the virus.		maintain 2-meter social	The safe isolation	
Touching surfaces		distancing.	room at	
contaminated with the		R14.2. Pupils at school who	Woodcroft	
virus with hands and		develop symptoms of	Academy is the	
touching eyes, nose		coronavirus infection	disabled toilet by	
and mouth and eating		(COVID-19) are placed in a	the staff room -	
with contaminated		safe isolation location and	sign on the door.	
hands.		parents informed to collect		
		the child. Childs household	Parents will	
		requested to self-isolate at	collect the child	
		home in accordance with	straight from the	
		government guidance and	emergency exit	
		arrange a PCR COVID-19	next to the	
		test for the symptomatic child.	isolation room to	
		Government supplied home	avoid walking	
		PCR test kits provided by the	through school.	
		school to parents/guardian in		
		exceptional circumstances	All staff have	
		when a symptomatic child	been informed	
		has barriers accessing	that staff who	
		testing by the usual routes.	have an individual	
		School arrange posting or	risk assessment	
		remote drop off of test kits to	should not	
		maintain 2-meter social	support a child in	
		distancing.	the isolation room	



2 2 4 11	
3.Staff with conditions that	who has
mean they are in a clinically	symptoms.
vulnerable or clinically	
extremely vulnerable health	All PPE is in a
group avoid supervising	labelled container
children who have been	within the
isolated at school for showing	isolation room.
coronavirus infection	
(COVID-19) symptoms.	Lidded bin
4.Should staff or children	provided within
develop coronavirus (COVID-	isolation room at
19) symptoms whilst at	all times.
school and experience	
breathing difficulties call an	Signage within
ambulance, dial 999 and	the isolation room
inform the call handler or	and toilets to
operator that the person has	instruct staff of
coronavirus (COVID-19)	safe procedures
symptoms.	for donning and
5.School isolation locations	doffing PPE.
are at least 2 metres away	
from other people and where	Any bags with
possible in a room or area	potentially
behind a shut door, such as a	
staff office or meeting room.	PPE, wipes,
6.School isolation locations	cleaning utensils
have a window that can be	are double
opened to provide ventilation.	bagged and left in
7.School isolation locations	the boiler house
have a supply of disposable	for 72 hours
tissues, a foot operated bin	before being
with bin bag, anti-bacterial	placed in the bins.
wipes, sink with liquid soap	Compareto tellet
and disposable hand towels	Separate toilet
or hand sanitiser 60%	facilities provided
alcohol, face masks with an	for isolating child



FFD2 or FFD2 roting in	veitle in the			1	
FFP2 or FFP3 rating in	within the				
preference when available	isolation room.				
from suppliers or fluid	0 14/ 1 /				
resistant surgical masks,	See Woodcroft				
latex free disposable gloves,	Academy Covid-				
disposable aprons, face visor	19 Policy for				
or safety goggles	positive				
8.Staff instructed on the safe	case/outbreak				
"donning and doffing" of PPE.	procedures.				
Putting on PPE video					
https://youtu.be/-GncQ_ed-	In the event of a				
<u>9w</u>	class self-				
Taking off PPE video	isolation or a				
https://youtu.be/-GncQ_ed-	local/national				
9w	lockdown –				
	children in years				
HSE guidance – using	1-4 have an				
disposable respirators	individual log in				
	for Google				
POF	Classroom.				
disposable-respirat	Teachers from				
or.pdf	each year group				
9.Consideration given to	to receive remote				
using first aiders to supervise	learning through				
pupils to reduce numbers of	the platform.				
staff who need access to	Early Years will				
PPE.	receive learning				
	through Tapestry.				
10.Staff supervising isolated	See Covid-19				
children remain at least 2	policy for remote	HH/JL	By the end of		
meters from the child.	learning	,	November		
44 When a 2 mater ant-	expectations.				
11. When a 2-meter safe	onpoolations.				
distance cannot be	Positive case				
maintained staff to wear	records				
FFP2, FFP3 tight-fitting face	completed by the				
	completed by the				



mask in preference or fluid	office and		1		
resistant surgical face mask,	principal are sent				
face visor or goggles, latex	to the Trust each	НН	By the end of		
free gloves and disposable	month.		Autumn term		
apron).			2		
12. Users of FFP2, FFP3	FFP2/FFP3				
tight fitting face mask should	masks to be				
be face fit tested for	purchased for the				
	use when doing				
compatibility and during use of the mask free from facial	intimate care and				
	when supporting				
hair where the mask seals to	children with				
the face. Fit testing video	symptoms.				
https://youtu.be/iVVITBcN5eA	Chana tha na suc				
13.Isolated children advised	Share the new				
not to touch people, surfaces	You tube videos				
and objects.	for donning and doffing PPE with				
14.Isolated children advised	all school staff,				
to cover their mouth and	all scrioor stair,				
nose with a disposable tissue	Woodcroft				
when they cough or sneeze	Academy				
and put the tissue in the bin	informed parents				
or in a bag or their pocket for	of the new 10 day				
disposing in a bin later.	isolation period				
15.If tissues are not	rather than 14				
available, children advised to	days.				
cough and sneeze into the					
crook of their elbow.	Woodcroft				
16.Isolated children use a	Academy will				
separate bathroom if	inform staff and				
available.	parents of				
17. Once vacated places of	receiving a				
isolation, bathrooms and any	negative Covid-19				
other locations such as	PCR test but still				
	having symptoms				



	1	,		 
classrooms or offices used by				
the isolated person will be	isolate.			
cleaned and disinfected in				
accordance with PHE				
"Decontamination in non-				
healthcare settings guidance"				
using standard cleaning				
products by staff wearing as				
a minimum disposable gloves				
and apron. Additional PPE				
(FFP2, FFP3 tight-fitting face				
mask in preference or fluid				
resistant surgical face mask				
and face visor or goggles				
worn when a risk assessment				
indicates a higher level of				
virus may be present.				
18.All waste that has been in				
contact with the symptomatic				
person, including used				
tissues and PPE, all PPE				
worn by staff in close contact				
with the person and all cloths				
and mop heads used to				
disinfect areas are put in a				
plastic rubbish bag and tied				
when full. The plastic bag				
then placed in a second bin				
bag and tied. Waste is put in				
a secure safe place and				
marked for storage for at				
least 72 hours before putting				
into usual external household				
	<u> </u>	<u> </u>	<u> </u>	



	1		<u> </u>	
waste bin.				
19.Staff are to wash their				
hands thoroughly for 20				
seconds with soap and				
running water or use hand				
sanitiser following removal of				
PPE and after any contact				
with someone who is unwell.				
R14. 20. Staff who have				
helped or staff/pupils that				
have been in close proximity				
to someone with symptoms				
should if they develop				
symptoms or if the				
symptomatic person				
subsequently tests positive or				
they have been requested to				
do so by NHS Test and Trace				
must self-isolate at home and				
follow PHE Stay at Home				
guidance and NHS Test and				
Trace process.				
21.School ask parents and				
staff to inform them				
immediately test results are				
known.				
22.Contact made with the				
DfE Helpline on 0800 046				
8687 by the school when				
aware of someone who has				
tested positive for				
coronavirus (COVID-19) has				
attended the school. PHE				
attended the School, PHE				



 7	1	T		
health protection team Test				
and Trace and self-isolation				
requests followed by persons				
who have been in close				
contact.				
23.GOV.UK template letter				
provided on the advice of the				
health protection team is sent				
to parents and staff if				
needed.				
R14. 24.If the school has two				
or more confirmed cases				
within 10 days, or an overall				
rise in sickness absence				
where coronavirus (Covid-19)				
is suspected, the school				
follow health protection team				
guidance and recommended				
actions.				
25.Plan in place for the				
possibility of a local lockdown				
and continuity of education.				
26.Records kept for 21 days				
of pupils and staff in each				
group, and any close contact				
that takes places between				
children and staff in different				
groups.				
27.Staff or pupils in a class or				
group asked to self-isolate				
are advised to inform the				
school immediately and				
follow guidance for				
		<u> </u>		



Hand and	<ul> <li>Staff</li> </ul>				households with possible or confirmed coronavirus (COVID-19) infection if they develop symptoms themselves within their 14-day isolation period.  28. Careful consideration given to refuse a child access to school who is showing COVID-19 symptoms to avoid potential risk to others.  Decisions made using latest PHE guidance.  29.R14 Staff and pupils advised to continue to self-isolate after a negative test result if they are unwell, others in their household have symptoms, others in their household have symptoms and they have also received a negative test result, have been advised to self-isolate by NHS Test and Trace, have arrived into the UK from a non-exempt country within the last 10 days  Provision	All toileting	HH	Completed			
respiratory hygiene Transmission /	<ul><li> Pupils</li><li> Parents</li><li> Visitors</li><li> Contractors</li></ul>	4	4	HIGH	1.Hand wash facilities stocked with liquid soap. 2.Hand dryers or disposable paper towels for drying hands	facilities at Woodcroft Academy all have liquid soap units	11111	Completed	1	4	LOW



Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.  Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality  Affects Asthma Fatality  3. Hand sanitiser gel dispensers where sinks are not available e.g. shared spaces, signing in and out locations, entrance and exit points  4. Skin friendly skin cleaning wipes for children with skin conditions and children with complex needs.  5. Supply of disposable tissues available in classrooms, offices, shared spaces.  6. Bins with lids or remote/foot operated lids where available lined with a bin bag in classrooms, offices, shared spaces.  7. Covered bin at entrance for disposal of pupil face coverings on arrival and staff, visitor, parent face masks/face coverings on departure.  8. PHE "Wash your hands" signs posted in pupil, staff and visitor toilets.  9. "Catch it, Bin it, Kill it" posters displayed in toilets, classrooms and staff areas.  10. Support provided for	installed and the caretaker checks daily.  Outside each classroom is a hand sanitiser unit so children/staff can sanitise when entering and exiting.  Each classroom provided with tissues.  Each class has a lidded, footoperated bin for tissues and cleaning wipes.  Lidded bin at main Academy entrance for face mask disposal.  Hand washing signage outside/inside all toileting facilities within the Academy.





 ir	 1		
4.Supervision of children to			
ensure they wash or sanitise			
hands for 20 seconds with			
soap and water or hand			
sanitiser when they arrive at			
school, before and after			
removal of face coverings,			
breaks, when changing			
rooms, eating, using the			
toilet.			
5.Staff to cover their mouth			
and nose with a tissue or			
their sleeve (not their hands)			
when they cough or sneeze,			
put tissues in a bin and wash			
hands.			
6.Supervision to remind			
pupils to catch coughs and			
sneezes in tissues, put			
tissues in a bin and wash			
hands			
7.Supervision to remind			
children they should avoid			
touching eyes, nose, and			
mouth with unwashed hands.			
8.Face masks / face			
coverings worn by pupils			
disposed of in a covered bin			
on arrival.			
9.Pupils face coverings not			
allowed in school.			
10.Staff use individual,			
		 l l	



					sealable plastic bags to store face coverings between use.						
Classrooms Shared spaces Offices Staffrooms Meeting rooms  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Staff     Pupils     Parents     Visitors     Contractors  Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)  Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality  Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs	4	4	HIGH	1.Cleaning schedules reviewed and increased cleaning implemented. 2.Anti-bacterial wipes/sprays securely stored in classrooms and staff occupied rooms. 3.Frequently touched surfaces e.g. handrails, door handles, light switches, work surfaces, remote controls and electronic devices cleaned and disinfected using standard cleaning products such as detergents or anti-bacterial products as a minimum twice a day, before or after school and during the day. 4.Bins emptied frequently to suit usage. 5.Staff wear latex free gloves when cleaning, disinfecting surfaces and handling waste such as used tissues, used PPE. 6.Staff using cleaning and disinfecting products read COSHH Assessments and follow measures including wearing PPE specified.	Fogging takes place by the Academy caretaker each Friday evening until further notice.  See staff toilet cleaning rota for additional toilet cleaning during the day.  Frequently touched surfaces within classrooms and wiped down or sprayed with Dettol surface spray by staff during the day.  Staff who are cleaning the high contact points have received guidance from the acting principal to wear latex gloves when cleaning.	RC/HH	Completed	1	4	POM



7.Staff wash hands thoroughly after removing used PPE and using cleaning and disinfecting products. 8.Cleaning contractor provide COVID-19 Risk Assessment to School Principal. 9.Clutter, rarely used and difficult to clean items removed and stored to make cleaning easier. 10.Water fountains removed or covered to prevent use. Pupils/staff encouraged to bring pre-filled water bottles	from Chartwell's –	
or covered to prevent use.	removed.  The Academy water station has been covered up and parents informed in November 2020 to provide their	





removed and classrooms arranged with forward facing desks, pupils are seated side by side.	at Woodcroft Academy is taught as a bubble – they do not come into contact with any other year group in the Academy.  TC – HLTA and KK – TA cover staff PPA and absence. (both employees are low risk)  HH to keep copies of staff timetables to be used for close contact purposes for 21 days.  Classrooms from years 1 – 4 are organised with the tables faced forwards.  Furniture in EYFS has been removed to create more room within the classroom.				4	
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is minimised. 9.When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.	All teaching staff advised to wear a face covering when working directly with	
10.Pupils and staff provided with own stationery to prevent sharing. 11.Classroom based resources, such as books and games, kept within 1	children.  All children advised to bring own stationery.  Reading books	
teaching group when possible. 12.Pupils limited on items brought into school to essentials such as lunch boxes, hats, coats, books, stationery, water bottles and	that have been taken home by pupils are quarantined within each classroom for 48 hours before being re-	
bags.  R14. 13. Pupils limited to taking home shared resources, unnecessary sharing avoided. Resources cleaned or quarantined for at least 48 hours (72 hours for	All windows in classrooms and corridors to be opened.	
plastics) before being taken home and on return. 14.Contactless drop off points used for issue of materials such as stationery supplies.	Pupils advised by parent email to bring an extra layer to wear during colder months.	
15.Outside space used for education where possible	See Academy behaviour policy	



following a full and thorough risk assessment.  16. Ventilation in the building maximised while a comfortable teaching environment is maintained. Mechanical ventilation systems  a. adjusted to increase the ventilation rate wherever possible b. adjusted to full fresh air ventilation unless used to ventilate a single room alon with an additional fresh air supply.  Natural ventilation a. windows and doors opened without compromising staff or pupil safety. b. windows (high level wher available) and external door opened enough in cooler temperatures to provide constant background ventilation. c. windows and external doors opened more fully when room is unoccupied to purge the air in the space. d. internal doors (not fire resistant doors) opened to	relating to behaviour management and Covid-19 procedures.  Staff to be informed that any plastic resources need to be quarantined for 72 hours before being redistributed, other resources are 48 hours only.  Woodcroft Academy to communicate to parents that during the National Lockdown, school is only open for the children of critical workers and vulnerable children.
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create a throughput of air. Clothing a. additional indoor clothing worn by pupils and staff in cooler temperatures. Room layout a. furniture where possible rearranged to avoid direct drafts. Heating a. heating used as necessary to ensure comfort levels are maintained in occupied spaces 17. Assemblies, gatherings or use of classrooms and shared spaces by more than 1 group at the same time avoided. 18. Where possible actions taken for behaviour management will not involve touching a pupil.  R14 19. Only vulnerable children, the children of critical workers and nursery class children to attend school.	
R14 20. School provision of remote education equipment and learning resources in	



					accordance with Department of Education guidance.						
Use of offices Staffrooms Meeting rooms  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	<ul> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Visitors</li> <li>Contractors</li> </ul> Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4	H9IH	General  1.Rooms arranged to maintain 2-meter social distancing space between chairs and tables.  2.Staggered use of to reduce contact with colleagues.  3.Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety.  4.Small offices and storerooms and cupboards accessed by one person at a time.  5.Locker rooms, changing areas and toilets avoided when occupied by other persons.  6.Floor tape to mark areas to help staff/visitors/parents to keep 2-meter distance.  7.Use of hot desks and workspaces avoided  8.Meetings / discussions with others held when it is	Only 3 members of staff within the staff room at any one time — signage displayed on staff room entrance.  School office not to be entered by teaching staff.  Deliveries told through inter-com to leave parcel etc. outside main door.  Office staff advised to wear face covering when walking around school.  Communal equipment cleaned by staff member after each use.	HH	Completed	1	4	POM



Control of the state of the sta	Meetings/discussions held either outdoors or in open spaces with good ventilation	Cleaning company clean the staff room at the end of each day.			
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					persons exempt from wearing face masks / face coverings.  R14. 17. Staff advised to work from home where possible.						
					Staffrooms  1. Appliances such as kettles, microwave ovens and crockery, utensils handles and controls cleaned before and after use.  2. Staff remain 2-metres apart from each other whilst eating.  3. Staff place own food waste and wrappers in waste bins provided.  4. Wash plates cutlery, before and after use, use a disposable paper towel or allow to air dry and put away after use.						
Lunch service  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close contact with persons infected by the virus.	<ul> <li>Staff</li> <li>Pupils</li> <li>Visitors</li> <li>Parents</li> <li>Contractors</li> </ul> Symptoms <ul> <li>Continuous cough</li> <li>High temperature</li> <li>(over 37.8 degrees)</li> <li>Loss of, or change to</li> </ul>	4	4	HIGH	1.Lunch times staggered for different teaching groups. 2.Pupils wash hands in their teaching groups before eating. 3.Pupils remain in teaching groups and maintain 2-meter social distancing between others when possible. 4.Teaching groups kept apart through distancing.	Woodcroft lunches staggered from 11.30 until 12.30,  Each bubble is supervised by their own lunchtime supervisor.	НН	Completed	1	4	TOW



contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.  (ar Aff Aff Aff Aff Aff Aff Aff Aff Aff Af	e sense of smell inosmia)  Iffects ild flu symptoms espiratory infection reathing difficulties sthma atality	5. Plates and cutlery thoroughly washed at 70°C between use. 6. Pupils que in their groups at the food servery. 7. Tables cleaned / disinfected by staff between groups 8. Staff wear disposable latex free gloves when serving food and cleaning down 9. Catering contractor provide COVID-19 Risk Assessment to School Principal. 10. Staff wear face masks/ face coverings over the nose and mouth in communal areas. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings. 11. Water fountains removed or covered to prevent use. Pupils encouraged to bring pre-filled water bottles from home.	Only one bubble/class eat in the hall/extra classroom at a time.  When each class has finished eating, the tables and chairs are cleaned before the next class come in.  Chartwell's Catering provided risk assessment — please risk assessment for their serving and cooking covid procedures.  Water fountains not used by children — children advised, by parental email to bring a prefilled water bottle.		
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Break time  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	<ul> <li>Staff</li> <li>Pupils</li> <li>Visitors</li> <li>Parents</li> <li>Contractors</li> <li>Symptoms</li> <li>Continuous cough</li> <li>High temperature</li> <li>(over 37.8 degrees)</li> <li>Loss of, or change to the sense of smell</li> <li>(anosmia)</li> <li>Affects</li> <li>Mild flu symptoms</li> <li>Respiratory infection</li> <li>Breathing difficulties</li> <li>Asthma</li> <li>Fatality</li> </ul>	4	4	HIGH	1.Breaks staggered in teaching groups to limit numbers in corridors and circulation routes 2.Play equipment cleaned between use by different teaching groups. 3.Segregated group areas using barriers/fencing to avoid groups mixing. 4.Water fountains removed or covered to prevent use. Pupils encouraged to bring pre-filled water bottles from home.	Each class/bubble has their own playground to play on for playtimes.  KS1 and KS2 playtimes are staggered.  Water fountains not used by children — children advised, by parental email to bring a pre- filled water bottle.	HH	Completed	1	4	LOW
Providing personal or intimate care to pupils  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and	Staff     Pupils  Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)  Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma	4	4	HIGH	1. Clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care and to maintain 2-meter social distancing from pupils.  2.PPE provided for staff use includes disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles.  3.Staff providing personal or intimate care instructed on	Staff who are classified as clinically vulnerable have individual risk assessments in place.  Pregnant staff and staff who have been identified as clinically vulnerable have been advised not to administer first			2	4	MEDIUM



touching eyes, nose and mouth and eating with contaminated hands.	Fatality				the safe "donning and doffing" of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w  Taking off PPE video https://youtu.be/-GncQ ed-9w  4.Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to assess PPE requirements based on individual circumstances. 5.Hand washing or sanitising by staff and pupils receiving support before and after care is provided. 6.Temprature check of staff and pupil before providing care. 7.When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.	aid, intimate care or support children in the isolation room if they are showing Covid-19 symptoms.  Please see individual risk assessments for any expectant mothers at Woodcroft Academy.  Share updated You Tube video of donning and doffing of PPE with all Academy staff.		By the end of Autumn term 2.			
Providing first aid  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close	<ul> <li>Staff</li> <li>Casualty</li> <li>Symptoms</li> <li>Continuous cough</li> <li>High temperature</li> <li>(over 37.8 degrees)</li> <li>Loss of, or change to</li> <li>the sense of smell</li> <li>(anosmia)</li> </ul>	4	4	H9H	1.Clinically extremely vulnerable or clinically vulnerable staff advised not to provide first aid. 2.First aiders wash/sanitise hands before and after treating a casualty. 3.Disposable gloves, disposable apron, fluid	Staff who are classified as clinically vulnerable have individual risk assessments in place.  Pregnant staff and staff who	HH		2	4	MEDINM



contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.  Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	resistant surgical mask worn when administering first aid. 4. Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting. 5. First aiders instructed on the safe "donning and doffing" of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w  Taking off PPE video https://youtu.be/-GncQ_ed-9w 6. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. 7. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. 8. In an emergency 999 to be called and the emergency services advised if the injured person is showing COVID-19 symptoms. 9. Staff and parents advised not visit the GP, pharmacy, urgent care center or a	By the end of Autumn term 2.
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Staff administration of medicines or supervision of pupils who self-administer.  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close contact with persons infected by the virus.	Staff     Pupils  Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)  Affects Mild flu symptoms Respiratory infection Breathing difficulties	4	4	HIGH	hospital if showing COVID-19 symptoms. 10.Assessment of First Aid requirements reviewed.  1.Temprature check of staff and pupil before providing administer medication. 2.Supervising staff maintain 2m social distance from pupil and other staff assisting. 3.Review medication plans to assess if additional PPE requirements for staff administering medication are required. 4.Staff in close contact with the child whilst administering medication wear face visors.	Staff who are classified as clinically vulnerable have individual risk assessments in place.  Pregnant staff and staff who have been identified as clinically vulnerable have been advised not	HH	Completed	2	4	MEDIUM
Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Asthma Fatality					to administer first aid or administer pupil medicines.  Please see individual risk assessments for any expectant mothers at Woodcroft Academy.					
Availability of Equipment and PPE	<ul><li>Staff</li><li>Pupils</li></ul>	5	4	> ш	Alcohol-based hand sanitiser containing at least 60% alcohol available where	Hand sanitiser units have been installed on all	HH	Completed	2	4	<u>≥</u> ⊔



Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)  Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit points.  2.Latex free gloves available in classrooms and isolation locations and first aid rooms.  3.Face masks with an FFP2 or FFP3 rating available in isolation rooms.  4.Fluid resistant surgical mask available in first aid rooms and classrooms.  5.Face visors or safety goggles available in isolation locations and first aid rooms.  6.Disposable aprons available in isolation locations and first aid rooms.  7.Replenishment of stocks of hand sanitising gel, liquid soaps and PPE.	Academy main entrances/exits and classroom entrances/exits.  Where these are not installed, bottles of hand sanitiser are available – Principal's office, isolation rooms and staff room.  PPE available in the isolation room and main stock supplies available at the Academy office.					
R14. Safely reoccupying buildings and using equipment that have not been in use for long periods.	<ul> <li>Staff</li> <li>Pupils</li> <li>Visitors</li> <li>Parents</li> <li>Contractors</li> </ul> Risk to health and safety from poorly maintained building systems and equipment including heating, water, fire safety exits,	5	4	VERY HIGH	1.Wider risk assessments reviewed and updated having considered the implications of coronavirus (COVID-19). 2.Valid test, inspection and maintenance of systems and equipment in place. 3.Water fountains removed or covered to prevent use and their mains fed water supplies managed through regular flushing and through	Caretaker within Woodcroft Academy to maintain all systems whilst Academy closed.  Woodcroft Academy is not due to close during the National Lockdown due to	RC/HH	Completed	1	4	ПОМ



	emergency lighting, fire alarms, electrical wiring, gas, portable electrical equipment, passenger lifts, ventilation, access and security, catering equipment				cleaning to prevent bacterial growth R14 4. Fire safety management plans reviewed and checked in line with operational changes. R14. 5. On-going in house safety checks of escape routes, fire alarm system, emergency lighting and fire extinguishers maintained. R14. 6. On-going fire drills carried out with adjustments made for social distancing between pupil groups and staff.	the amount of children on site. Staff will all be needed on site.  Fire drill practices to take place termly as prearranged.					
Educational visits  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	<ul> <li>Staff</li> <li>Pupils</li> <li>Parents</li> </ul> Symptoms <ul> <li>Continuous cough</li> <li>High temperature</li> <li>(over 37.8 degrees)</li> <li>Loss of, or change to the sense of smell (anosmia)</li> </ul> Affects <ul> <li>Mild flu symptoms</li> <li>Respiratory infection</li> <li>Breathing difficulties</li> <li>Asthma</li> <li>Fatality</li> </ul>	5	4	VERY HIGH	R14 1. Educational visits are not allowed during national lockdown.	NO educational visits to take place at Woodcroft Academy.	HH	Completed	2	4	MEDIUM



Music, dance and	Staff			1.Keeping groups separate	There are	HH	Completed	1_		
drama		5 4	HIGH	(in bubbles) as well as	currently no	ПП	Completed	2	4	5
urama	Pupils     Visitors		(7)	` '						5
Transmissism /	Visitors     Descriptors			through maintaining social distance between individuals.	music sessions					
Transmission /	Parents     Contractors		I		taking place at					
Spread of Germs and	<ul> <li>Contractors</li> </ul>			2.Playing outside wherever	Woodcroft					ш
Novel Coronavirus				possible	Academy which					<b>=</b>
(COVID-19)	Symptoms		ERY	3.Limiting group sizes to suit	involve sharing of					
	Continuous cough		Щ	the space, airflow and 2	instruments.					
Coronavirus can be	High temperature			meter social distancing when						
passed through close	(over 37.8 degrees)			singing, wind and brass	Children will sing					
contact with persons	Loss of, or change to			instrument playing	withing their class					
infected by the virus.	the sense of smell			4. Positioning pupils back-to-	bubble only but					
Touching surfaces	(anosmia)			back or side-to-side so that	advised to sing in					
contaminated with the				air from instruments does not	their seated place					
virus with hands and	Affects			blow into another person.	rather than stood					
touching eyes, nose	Mild flu symptoms			5.Avoiding sharing of	together.					
and mouth and eating	Respiratory infection			instruments and identifying						
with contaminated	Breathing difficulties			designated users through	There are no					
hands.	Asthma			name labels on instruments.	external agencies					
	Fatality			6.Ensuring good ventilation	providing music,					
				and adequately sized rooms	dance or drama					
				are used.	at Woodcroft					
				7.Avoid singing, wind and	Academy.					
				brass playing in larger groups	·					
				such as school choirs and						
				ensembles, or school						
				assemblies.						
				8.Clean and disinfect						
				instruments between shared						
				use.						
				9.Staff wear a face visor						
				when working close contact						
				of less than 2 meters with a						
				child cannot be avoided.						
				10.Staff that move between						
				classes and year groups,						



keep their distance from
pupils and other staff, ideally
2 metres from other adults.
11.Background or
accompanying music lowered
to avoid raising of voices.
Microphones used when
available Sharing of
microphones avoided.
12.Demonstrating partnering
work avoided.
13.Increased handwashing
before and after handling
equipment
14.Limited handling of music
scores and scripts
15.Hired equipment cleaned
before and after use. 16.
16. Latest advice in
the DCMS performing
arts guidance, followed by
schools in local restrictions
tiers 1 and 2 when planning
indoor and outdoor face to
face performance.
17. Schools in local
restrictions tier 3 areas
should not host performances
with audiences.
18 Peripatetic teaching
across multiple groups or individuals limited and in
accordance with social
distancing and staff advised
to follow self-isolation
guidance when they have



					COVID-19 symptoms even if tested negative for COVID-19, still have a high temperature after the isolation period has ended						
Physical activity  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	<ul> <li>Staff</li> <li>Pupils</li> <li>Visitors</li> <li>Parents</li> <li>Contractors</li> </ul> Symptoms <ul> <li>Continuous cough</li> <li>High temperature</li> <li>(over 37.8 degrees)</li> <li>Loss of, or change to the sense of smell</li> <li>(anosmia)</li> </ul> Affects <ul> <li>Mild flu symptoms</li> <li>Respiratory infection</li> <li>Breathing difficulties</li> <li>Asthma</li> <li>Fatality</li> </ul> Fatality	5	4	VERY HIGH	1.Pupils kept in consistent groups 2.Sports equipment thoroughly cleaned between each use by different individual groups 3.Contact sports avoided. 4.Outdoor sports prioritised where possible 5.Large indoor spaces used where outdoor space is not available. 6.Maximising distancing between pupils. 7.Cleaning/disinfecting of indoor space regularly. 8.Hand washing/sanitising before and after activity. 9.Work with external coaches when safe to do so. 10.Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available. 11.Only team sports on the list return to recreational team sport framework are provided following a specific COVID-19 risk assessment.	Pupils at Woodcroft Academy only do physical education in their own teaching group.  Sports equipment cleaned by the member of staff after use.  Staff have been advised to do PE outside unless the weather is poor. The hall would then be use only.  No external sports coaching being used at Woodcroft Academy currently.  Outdoor education curriculum being provided by	HH	Completed	2	4	MEDICM



					R14 12.Swimming and water safety lessons are not allowed under national lockdown. 13.Competitions between different schools are not allowed.	Stanley Head OEC – the staff remain outside at all times, face visors are worn at all times and the staff remain 2 metres distanced from staff and pupils. The Stanley Head staff have their temperatures taken on arrival and use the Test and Trace QR code.  No swimming lessons to take place at Woodcroft Academy.				
Stress	<ul> <li>Staff</li> <li>Pupils</li> <li>Symptoms</li> <li>Anxiety</li> <li>Excessive drinking</li> <li>Overeating</li> <li>Sleeping poorly</li> <li>Shaking, chills or hot flushes</li> <li>A tingling sensation in your arms or legs</li> <li>Headaches</li> </ul>	4	4	HIGH	1.SBMAT Stress Policy communicated to all staff. 2.Awareness about all types of stress and its causes raised through discussions, literature and training. 3.Changes to work-related practices to reduce the factors which may lead to stress in the workplace. 4.Opportunities for staff and employees to maintain and	SBMAT stress policy shared with Woodcroft employers  Regular updates shared with staff.  Senior leaders talking and checking staff well-being regularly.	HH/JL	2	3	MEDIUM



Muscle tension Dizziness	promote their health and well- being	Staff well-being			
High blood pressure	5.A culture of open	INSET Day –			
Indigestion	communication throughout	Friday 18 <sup>th</sup>			
Constipation or	the organisation	December.			
diarrhea	6.Good management and				
Shallow breathing or	team building practices for				
hyperventilating	those with management and				
	supervisory responsibilities				
Affects	7.Supportive environment in				
Poor emotional and	which issues and concerns				
physical wellbeing	can be raised and dealt with				
	appropriately				
	8.Guidance for managers to				
	assist in the sensitive				
	management of staff likely to encounter stressful situations				
	9.Appropriate training				
	interventions to help alleviate				
	the stress				
	10.Assist and advise staff				
	suffering from work-related				
	stress				
	11.Internal and external				
	sources of assistance for				
	staff with clearly identified				
	work-related stress issues				
	R14 12. Access to a free				
	helpline for school staff and				
	targeted support for				
	emotional health and well-				
	being available at The				
	Education Support				
	Partnership and well-being				
	for Education Return				
	Programme.				



#### Close contact means:

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

The level of risk is calculated by:	The likelihood x	The Consequence						
	1- Very unlikely 2- Unlikely 3- Fairly likely 4- Likely 5- Very likely	<ul> <li>1- Insignificant (no injury)</li> <li>2- Minor (minor injury needing first aid)</li> <li>3- Moderate (up to 3 days absence)</li> <li>4- Major (more than 3 days absence)</li> <li>5- Catastrophic (death)</li> </ul>						

#### Risk rating:

1 – 4	Low (acceptable)	No further action required
5 – 9	Medium (adequate)	If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review
10 – 16	High (tolerable)	Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.
17 - 25	Very High (unacceptable)	Do not undertake the activity. Implement immediate improvements