

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 R15: 24-02-2021 GOV.UK Actions for schools during the coronavirus outbreak updated 22 February 2021 Effective from 8th March 2021	Manager:		Next Annual Review Date: 01-09-21



На	zard		nitia	al risk		Ac	Action plan			Residual 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	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.  R15 c. someone in their household, support bubble or childcare bubble has symptoms even if tested negative for Covid-19.  R15 d. they or a member of their household, support bubble or childcare bubble have tested positive to a COVID-19 test in the last 10 days even if they do not have	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,	HH	Completed	1	4	LOW	



symptoms. e. have been contacted by NHS Test and Trace within the last 10 days. R15 f. have arrived in England within the last 10 days from anywhere outside the UK, Ireland, the Channel Islands or the Isle of Man. g. still have a high temperature after the isolation period has ended. h. they are waiting for Covid-19 PCR test result. i.they develop Covid-19 symptoms within an isolation period. 2. Regular GOV.uk Coronavirus (Covid-19) and NHS Test and Trace latest information briefings to all staff. 3. COVID-19 risk assessment and revisions communicated to staff. 4. Signs at all entry gates and	conversations outside – both parent and staff
staff.  3. COVID-19 risk assessment and revisions communicated to staff.  4. Signs at all entry gates and external doors advising all	communication is via the phone or conversations outside – both parent and staff wearing a face
persons that they MUST not enter the school, they must stay at home, self-isolate and follow PHE Stay at	Covering.  Office staff advise the contractors and visitors of the test and trace



Homeguidance and NHS	procedures – if
Test and Trace process if	they don't have
a. they currently have Coronavirus (Covid-19) symptoms even if tested negative for Covid-19.	the NHS App a form is completed to obtain details for track and trace purposes.
b. have been in close contact with persons confirmed positive.	Advise staff of the new PCR testing requirements.
R15 c. have someone in their household, support bubble or childcare bubble who has symptoms even if tested negative for Covid-19. d. they have a member of their household, support bubble or childcare 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 NHS Test and Trace within the last 10 days R15 f. have arrived in	
England within the last 10 days from anywhere outside the UK, Ireland, the Channel Islands or the Isle of Man.	provided to all staff.  Parent reminder
g. still have a high temperature after the isolation period has ended.	letters to only send children to school if they are eligible – 1



h. they are waiting for Covid- 19 PCR test results.  i. they develop Covid-19 symptoms within an isolation period.  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	parents key worker family.  Update signage to reflect updated guidance 08/03/21  See LFD risk assessment.  Staff to follow guidance issued by SLT for LFD testing.
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	



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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	$\square$



					arrival of the test and trace requirements to provide contact details or use of NHS COVID-19 app check in feature.  R15 21. COVID-19 rapid testing programme is in place - information provided to staff. 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 confirmed clinically vulnerable or clinically extremely vulnerable. Staff/pupils who live with someone who is confirmed clinically vulnerable or clinically extremely vulnerable. Staff/pupils who are from Black, Asian and Minority Ethnic (BAME) backgrounds	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 Fatality	4	5	VERY HIGH	1.Where staff are confirmed clinically extremely vulnerable (CEV) the school advise that they should work from home where possible.  2.CEV staff who cannot work from home and choose to attend have their existing COVID 19: Individual Risk Assessment reviewed and action plan updated and agreed.  3.Where a child has been confirmed clinically extremely vulnerable (CEV) the school advise that the child does not attend unless a medical professional confirms that shielding is not required.	There are no staff currently working at Woodcroft Academy who are confirmed as clinically extremely vulnerable.  There are no staff currently on roll who have been confirmed CEV. One child was taken off roll in September 2020 to be home educated as they	HH	Completed	2	5	HIGH	



Long-term	R15 4.Pupils and staff who	were classified as		
conditions like	are clinically vulnerable or	CEV.		
diabetes, cancer and	have underlying health			
chronic lung	conditions to attend school	Staff who are		
disease. Conditions	where staff cannot work from	classified as		
such as obesity.	home.	clinically		
Underlying health	5. Pupils and staff who are not	vulnerable have		
problems	CEV themselves but who live	individual risk		
Production	with someone who is CEV to	assessments in		
Expectant mothers	attend school unless the staff	place.		
	member can work from	p.a.so.		
Transmission /	home.	Pregnant staff		
Spread of Germs and	R15 6. Clinically vulnerable	and staff who		
Novel Coronavirus	pupils and staff are supported	have been		
(COVID-19)	to follow good social	identified as		
(001.2.10)	distancing practices and	clinically		
Coronavirus can be	,	vulnerable have		
passed through close	increased good hand hygiene	been advised not		
contact with persons	practises through increased	to administer first		
infected by the virus.	communication and	aid, intimate care		
Touching surfaces	facilities/materials.	or support		
contaminated with the	7.Pupils are monitored by	children in the		
virus with hands and	staff for good social	isolation room if		
touching eyes, nose	distancing and increased	they are showing		
and mouth and eating	hand hygiene practises.	Covid-19		
with contaminated	8.Monitoring of pupils and	symptoms.		
hands.	staff compliance with clinical	3,		
	advice regarding attending	Please see		
	school.	individual risk		
	GONGON.	assessments for		
	9. Pupils Care Plans reviewed	any expectant		
	and amended to ensure child	mothers at		
	is not put at risk of	Woodcroft		
	coronavirus (COVID-19)	Academy.		
	infection.	<b>,</b>		
	10.Staff instructed not to			
	10.Stail instructed flot to	<u>                                       </u>		



					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.  12. Staff instructed not to carry out Covid-19 rapid testing of other persons.  R15 13. Covid-19 individual risk assessment completed for staff who fall into these groups: clinically vulnerable, from a Black, Asian or Minority Ethnic Origin (BAME) or pregnant.  R15 14. Pregnancy risk assessment carried out for new and expectant mothers.	Care plans reviewed and kept in school office.  Member of staff who was pregnant began maternity leave – 13 <sup>th</sup> Jan 2021. There are currently no further expectant mothers who are staff members.				
Travel to and from school  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close	<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> </ul>	4	4	HIGH	1.Staff who can work remotely or from home do so. 2.Non-essential use of public transport avoided when possible. 3.Travel alone using own transport / cycle or walk when possible 4.When the use of shared	There are currently no staff at Woodcroft Academy who use public transport to travel to/from school.  There are currently no staff		1	4	LOW



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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			as possible, b. avoid	to/from school.			
virus with hands and	Affects		travelling with persons				
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		· · ·	arrived at the			
hands.	Asthma		socially distanced, c. wash	Academy, staff			
	Fatality		hands with soap and water or	will be notified not			
			hand sanitiser before using	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	See LFD risk			
			sneeze into a tissue and put	assessment.			
			it in a bin, j. wash hands with				
			soap and water or hand	Staff to follow			
			· · · · · · · · · · · · · · · · · · ·	guidance issued			
			sanitiser after using transport,	by SLT for LFD			
			5.Cleaning and disinfecting of	testing.			
			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				
		1	maintain 2 motor distance of				



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,
including items such as used
disposable face coverings
R15 j. do not travel when
symptomatic.
R15 7. Staff to carry out
Covid-19 rapid testing at
home twice per week and
isolate at home following a
positive result and also
positive result and also



					following 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 (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 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	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.  See parent information letters for correspondence regarding parent/carer social distancing and markings identified	HH	Completed	1	4	LOW



Home guidance and NHS	on the school
Test and Trace process. 6.Distancing between staff	pathways.
and pupils, other staff,	One way system identified and
contractors and visitors	communicated to
maximised by use of signs	parents/carers as
and maintaining social distancing of 2 meters when	they drop off/pick up their children to
possible.	reduce congestion
7.Numbers of different	and gatherings.
temporary staff including	Teacher/TA to test
teaching staff and sports coaches entering the school	each child's temperature each
premises minimised.	morning as they
8.Timetable reviewed to	enter school.
reduce movement and avoid	Woodcroft
contact between teaching groups during movement	Academy has suspended all
around the building.	external
9. Accessing rooms from	sports/music teaching taking
outside where possible.	place at the
10.Entrance, exit and internal doors held open without	Academy.
compromising pupil or staff	Forest Schools
safety. Fire doors held open	delivered by Stanley Head takes
using automatic release	place outside – the
devices that release on the sounding of the fire alarm.	members of staff do not come into the
11.Managing numbers using	building and follow
toilets to prevent	the same procedures as
overcrowding.	visitors/contractors.
12.Staff wear face masks / face covering over the nose	(During Spring term 2021 National
Table covering over the flose	Lockdown – Forest



					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.  R15 13. Staff to participate in school's Covid-19 rapid testing programs/	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.  See LFD risk assessment.  Staff to follow guidance issued by SLT for LFD testing.					
Visitors, Parents Delivery drivers Contractors  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close	<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</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 egress doors away from pupil doors.  3. Parents, visitors and contractors are asked by school staff if they a. they currently have	Caretaker closes staff car park gates to reduce access to Academy front doors.  Signage on Academy front doors to ask contractors/visitor	RC/HH	Completed	2	4	MEDIUM



contact with persons	the sense of smell	Coronavirus (COVID-19)	not to enter if they	
infected by the virus.	(anosmia)	symptoms	have any of the	
Touching surfaces		b. they have been in close	symptoms etc.	
contaminated with the		contact with persons with		
virus with hands and	Affects	•	All	
touching eyes, nose	Mild flu symptoms	symptoms	visitors/contractor	
and mouth and eating	Respiratory infection	R15 c. someone in their	s are asked by	
with contaminated	Breathing difficulties	household or	the office staff to	
hands.	Asthma	support/childcare bubble has	either scan the	
nanus.	Fatality	symptoms d. they have	NHS QR code or	
	Fatality	tested positive to a COVID-	details re taken	
		19 test in the last 10 days		
		e. they have been contacted	on the St Bart's	
			Trust Track and	
		by NHS Test and Trace	Trace	
		within the last 14 days	documentation.	
		R15 f. have arrived in		
		England within the last 10	At the Academy	
		days from anywhere outside	entrance is a	
		the UK, Ireland, the Channel	container with	
		Islands or the Isle of Man	individually	
		If any questions are	wrapped surgical	
		answered yes, access is	face masks for	
			any visitors or	
		denied and they are advised	contractors.	
		that they MUST not attend		
		the school, they must stay at	A lidded bin is at	
		home, self-isolate and follow	the entrance to	
		PHE Stay at Home guidance	the Academy for	
		and NHS Test and Trace	the disposal of	
		process.	face masks.	
		4.School guidance on		
			All visitors and	
		physical distancing, hygiene,	contractors have	
		wearing of face masks/face	their	
		coverings/face visors over	temperatures	
		the nose and mouth provided	checked at the	
			GIOGROU AL LIIG	



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	Academy main entrance.  Hand sanitising unit is fitted on the wall by the main entrance.  Hand washing signs visible around the whole Academy.  All staff have received written notification that they are to wear face coverings when talking to parents – this must also only be outside.
arrival, before and after using	
and using toilets.	received written
carried out on arrival.	face coverings
given to school hosts.  9.Staff wear face masks / face covering over the nose	parents – this must also only be
and mouth during any interaction with parents, contractors, visitors in all settings indoors, on the door	Parents informed by letter that meetings between parents
and external areas such as playgrounds and entry gates. Face visors are allowed to be worn by staff exempt from	and teacher/headteac her will only be outside, over the
wearing face masks / face coverings.	phone or via Zoom.
10.Supply of individually wrapped face masks	Only essential work to be



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.	undertaken at the Academy – planned boiler works to continue during National Lockdown.	
1.Contractors delivering services using school facilities, such as catering and cleaning asked to provide copies of their risk assessment for managing		



	11
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.	
Delivery drivers	
1.Times arranged so that	
minimum amount of delivery	
drivers are on site to at any	
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						
Staff, pupils showing coronavirus infection (covid-19) symptoms whilst at school  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close contact with persons infected by the virus.	Staff     Casualty  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	5	VERY HIGH	1.Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of the SLT, self-isolate at home in accordance with government guidance and arrange a COVID-19 PCR test. Government supplied home PCR test kits provided by the school in exceptional circumstances when a symptomatic staff member has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits to maintain 2-meter social distancing.	Government home testing kits stored in the school office for when needed.  Covid-19 PCR tests distributed to staff when they arrive at the academy. Staff to receive effective training of the procedures of how/when to administer test.  The safe isolation room at Woodcroft	HH	Completed	2	4	MEDIUM



Touching surfaces	<ol><li>Pupils at school who</li></ol>	Academy is the		
contaminated with the	develop symptoms of	disabled toilet by		
virus with hands and	coronavirus infection	the staff room -		
touching eyes, nose	(COVID-19) are placed in a	sign on the door.		
and mouth and eating	safe isolation location and			
with contaminated	parents informed to collect	Parents will		
hands.	the child. Childs household	collect the child		
	requested to self-isolate at	straight from the		
	home in accordance with	emergency exit		
	government guidance and	next to the		
	arrange a PCR COVID-19	isolation room to		
	test for the symptomatic child	. avoid walking		
	Government supplied home	through school.		
	PCR test kits provided by the			
	school to parents/guardian in			
	exceptional circumstances	been informed		
	when a symptomatic child	that staff who		
	has barriers accessing	have an individual		
	testing by the usual routes.	risk assessment		
	School arrange posting or	should not		
	remote drop off of test kits to	support a child in		
	maintain 2-meter social	the isolation room		
	distancing.	who has		
	3.Staff with conditions that	symptoms.		
	mean they are in a clinically			
	vulnerable or clinically	All PPE is in a		
	extremely vulnerable health	labelled container		
	group avoid supervising	within the		
	children who have been	isolation room.		
	isolated at school for showing			
	coronavirus infection	Lidded bin		
	(COVID-19) symptoms.	provided within		
	4.Should staff or children	isolation room at		
	develop coronavirus (COVID-	all times.		
	19) symptoms whilst at			
	school and experience			



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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	g · ·	
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		
and disposable hand towels	Separate toilet	
or hand sanitiser 60%	facilities provided	
alcohol, face masks with an	for isolating child	
FFP2 or FFP3 rating in	within the	
preference when available	isolation room.	
from suppliers or fluid		
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	
9w	class self-	
<u> </u>	isolation or a	
	isolation of a	



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	Taking off PPE video	local/national			
	https://youtu.be/-GncQ_ed-	lockdown –			
	<u>9</u> w	children in years			
		1-4 have an			
	HSE guidance – using	individual log in			
	disposable respirators	for Google			
	2	Classroom.			
	PDF	Teachers from			
	disposable-respirat	each year group			
	or.pdf	to receive remote			
	9.Consideration given to	learning through			
	using first aiders to supervise	the platform.		<b>                                     </b>	
	pupils to reduce numbers of	Early Years will			
	staff who need access to	receive learning			
		through Tapestry.			
	PPE.	See Covid-19			
	10.Staff supervising isolated	policy for remote	HH/JL	By the end of	
	children remain at least 2	· ·	TITI/JL	November	
	meters from the child.	learning		November	
		expectations.			
	11. When a 2-meter safe	D = 10 = = = = =			
	distance cannot be	Positive case			
	maintained staff to wear	records			
	FFP2, FFP3 tight-fitting face	completed by the			
	mask in preference or fluid	office and			
	·	principal are sent			
	resistant surgical face mask,	to the Trust each	HH	By the end of	
	face visor or goggles, latex	month.		Autumn term	
	free gloves and disposable			2	
	apron).	FFP2/FFP3			
	12. Users of FFP2, FFP3	masks to be		<u> </u>	
	tight fitting face mask should	purchased for the			
	be face fit tested for	use when doing			
	compatibility and during use	intimate care and			
	. ,	when supporting		<u> </u>	
	of the mask free from facial	children with			
	hair where the mask seals to	symptoms.		<u> </u>	
	the face. Fit testing video	Symptoms.			



	https://youtu.be/iVVITBcN5eA 13.Isolated children advised not to touch people, surfaces and objects. 14.Isolated children advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin or in a bag or their pocket for disposing in a bin later. 15.If tissues are not available, children advised to cough and sneeze into the crook of their elbow. 16.Isolated children use a separate bathroom if available. 17. Once vacated places of isolation, bathrooms and any other locations such as classrooms or offices used by the isolated person will be 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	Share the new You tube videos for donning and doffing PPE with all school staff,  Woodcroft Academy informed parents of the new 10 day isolation period rather than 14 days.  Woodcroft Academy will inform staff and parents of receiving a negative Covid-19 PCR test but still having symptoms having to still self- isolate.	
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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	
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.	
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		
R15 or have tested positive		
to a LFD 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		
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.		
R15. 24.If the school has two		
or more confirmed cases		
of more committed cases		



within 14 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
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, R15 have arrived in England within the last 10 days from anywhere outside the UK, Ireland, the Channel Islands or the Isle of Man.						
Hand and respiratory hygiene  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	<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 Mild flu symptoms	4 4	HIGH	Provision  1.Hand wash facilities stocked with liquid soap.  2.Hand dryers or disposable paper towels for drying hands  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	All toileting facilities at Woodcroft Academy all have liquid soap units installed and the caretaker checks daily.  Outside each classroom is a hand sanitiser unit so children/staff can sanitise when entering and exiting.	HH	Completed	1	4	LOW



with contaminated hands.	Respiratory infection Breathing difficulties Asthma Fatality	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.	Each classroom provided with tissues.  Each class has a lidded, footoperated bin for		
		7.Covered bin at entrance for disposal of pupil face	tissues and cleaning wipes.		
		coverings on arrival and staff, visitor, parent face masks/face coverings on departure. 8.PHE "Wash your hands"	Lidded bin at main Academy entrance for face mask disposal.		
		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	Hand washing signage outside/inside all toileting facilities within the Academy.		
		pupils who spit uncontrollably or use saliva as a sensory stimulant. Risk assessment carried out and suitable controls implemented.  11.COSHH Assessment for	COSHH assessment in place for hand sanitizer and communicated to staff.		
		hand sanitiser communicated to staff.  12.Supply of individual, sealable plastic bags for staff to store face coverings between use.	All staff have been provided with sealable bags for face coverings which		



13.Small contingency supply	are also available			
of face mask/coverings	at the office.			
available for staff and visitor				
use.				
Practice				
1.Staff dispense hand				
sanitiser gel to pupils.				
2.Skin friendly skin cleaning				
wipes used by children with				
skin conditions or children				
with complex needs.				
3.Staff encouraged to wash				
or sanitise hands, on arrival,				
before and after donning and				
removal of face coverings,				
using signing in and out				
systems, using the toilet,				
breaks, sporting activities,				
food preparation, eating any				
food, including snacks,				
before leaving school.				
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, sealable plastic bags to store face coverings between use.						
Cleaning Classrooms Shared spaces Offices Staffrooms Meeting rooms  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<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</li> </ul>	4	4	HIGH	General 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	Fogging takes place by the Academy caretaker each Friday evening until further notice.  See staff toilet cleaning rota for additional toilet	RC/HH	Completed	1	4	LOW



Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.  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  Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs  Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs  Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs  Effects Mild flu symptoms Respiratory infection Breathing difficulties such as detergents or antibacterial 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.  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.	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.  Academy has received Covid-19 risk assessment from Chartwell's – cleaner. See Academy office for risk assessment.  All soft furnishings and small toys within school have been removed.



1, .	
or covered to prevent use.	The Academy
Pupils/staff encouraged to	water station has
bring pre-filled water bottles	been covered up
from home.	and parents
	informed in
Classrooms	November 2020
Shared spaces	to provide their
4.5	child with a filled
1. Resources, such as books,	water bottle each
and games cleaned regularly.	day.
2.Resources that are shared	
between groups cleaned	The children's
meticulously between use by	school reading
different groups or rotated to	books are kept
allow them to be left unused	separate for
and out of reach for a period	72hours after they
of 48 hours (72 hours for	have been
plastics).	returned before
· /	being re-
3.Areas shared by different	distributed.
teaching groups cleaned and	
disinfected in between use.	The intervention
4.Toilets cleaned and	area between
disinfected following high	KS1 and KS2 has
usage at breaks and lunch	been re-
times.	organised so that
5.Thorough cleaning and	each key stage
disinfecting of rooms and	has a table to use
shared spaces at end of the	for interventions –
•	these are cleaned
day.	after each group
6.Deep clean using	has used them.
preventative fogging	
equipment and disinfectant	Chartwell's
solution at the request of the	Cleaners clean all
	high contact
<u> </u>	ingi condu



				School Principal or SBMAT Management Team.  Offices, Staffrooms, Meeting Rooms  1.Daily cleaning and disinfecting of surfaces such as keyboards, desks, equipment, tables. 2.Equipment controls such as printers, ink cartridge compartment covers and paper trays cleaned before and after use. 3.Shared areas cleared of waste and belongings after use.	areas within classrooms and corridors every night.					
Use of learning spaces  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	<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> </ul>	4 4	HIGH	1.When circumstances allow teaching group created with fewer pupils than normal class size especially KS1.  2.Pupils remain in their teaching group except for specialist teaching.  3.Staff when possible remain with teaching group to avoid different group contact.  4.Records of pupils and staff in each group, and any close contact that takes places between children and staff in different groups are made and retained for 21 days.	Each year group 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	Completed	1	4	LOW



with contaminated	Breathing difficulties	5.Rooms arranged to	HH to keep		
hands.	Asthma	maintain social distancing	copies of staff		
	Fatality	space between pupils and	timetables to be		
		staff where possible.	used for close		
		•	contact purposes		
		Unecessary furniture	for 21 days.		
		removed and classrooms	101 = 1 0.0., 01		
		arranged with forward facing	Classrooms from		
		desks, pupils are seated side	years 1 – 4 are		
		by side.	organised with		
		6.Face to face contact	the tables faced		
		avoided.	forwards.		
		7.Staff maintain 2-meter			
		distancing from other adults	Furniture in EYFS		
		and pupils when possible.	has been		
		8.At a distance of less than 2-	removed to create		
		meters contact time between	more room within		
		staff and pupils or other staff	the classroom.		
		is minimised.			
		9.When working with a child	All teaching staff		
		and close contact (less than	advised to wear a		
		2-metres) cannot be avoided	face covering		
		staff wear face visors.	when working		
		10.Pupils and staff provided	directly with		
		<u> </u>	children.		
		with own stationery to			
		prevent sharing.	All children		
		11.Classroom based	advised to bring		
		resources, such as books	own stationery.		
		and games, kept within 1			
		teaching group when	Reading books		
		possible.	that have been		
		12.Pupils limited on items	taken home by		
		brought into school to	pupils are		
		essentials such as lunch	quarantined		
			within each		



boxes, hats, coats, books,	classroom for 48
	hours before
stationery, water bottles and	being re-
bags.	distributed.
13.Pupils limited to taking	distributed.
	All usin days in
home shared resources,	All windows in
unnecessary sharing	classrooms and
avoided. Resources cleaned	corridors to be
or quarantined for at least 48	opened.
hours (72 hours for plastics)	
before being taken home and	Pupils advised by
on return.	parent email to
14.Contactless drop off	bring an extra
points used for issue of	layer to wear
materials such as stationery	during colder
	months.
supplies.	
15.Outside space used for	See Academy
education where possible	behaviour policy
following a full and thorough	for information
risk assessment.	relating to
16.Ventilation in the building	behaviour
maximised while a	management and
comfortable teaching	Covid-19
environment is maintained.	procedures.
Mechanical ventilation	
systems	Staff to be
a. adjusted to increase the	informed that any
	plastic resources
ventilation rate wherever	need to be
possible	quarantined for
b. adjusted to full fresh air	72 hours before
ventilation unless used to	being re-
ventilate a single room along	distributed, other
with an additional fresh air	resources are 48
supply.	hours only.
F F - 2 .	



opened v comprom safety. b. window available opened e temperat constant ventilatio c. window doors op when roo purge the d. interna resistant create a t Clothing a. additio worn by p cooler ter Room lay a. furnitur rearrange drafts. Heating a. heating to ensure maintaine spaces	woodcroft Academy to communicate to parents that during the National Lockdown, school is only open for the children of critical workers and vulnerable children.  woodcroft Academy to communicate to parents that during the National Lockdown, school is only open for the children of critical workers and vulnerable children.  woodcroft Academy to communicate to parents that during the National Lockdown, school is only open for the children of critical workers and vulnerable children.  woodcroft Academy to communicate to parents that during the National Lockdown, school is only open for the children of critical workers and vulnerable children.  woodcroft Academy to communicate to parents that during the National Lockdown, school is only open for the children of critical workers and vulnerable children.  Reademy are following the DfE Government guidance for remote learning.  Remote learning expectations communicated to
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					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.						
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	HOH	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	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	HH	Completed	1	4	MOT



workspaces avoided 8.Meetings / discussions wit others held when it is necessary and remote contact cannot be used. Meetings/discussions held either outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing. 9.Screens used to protect reception staff 10. Contactless drop off points used for deliveries an issue of materials such as stationery supplies 11.Equipment not shared unless unavoidable. 12.Shared equipment cleaned before and after use 13.Solid screens used to segregate staff who work in close proximity. 14.Staff rotation in offices avoided 15. Restrict movement around the school between departments and rooms and use of electronic devices to communicate. 16.Staff wear face masks/ face coverings over the nose	each use.  Cleaning company clean the staff room at the end of each day.  e.
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					and mouth in communal areas. Face visors are allowed to be worn by persons exempt from wearing face masks / face coverings.  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.	HH	Completed	1	4	ПОМ



virus with hands and touching eyes, nose and mouth and eating with contaminated hands.  Aff Mil	fects 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 pre- filled 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> </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 <ul> <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	MOT
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	HIGH	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	MEDIUM



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	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.	have been identified as clinically vulnerable have been advised not 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.  Share updated You Tube video of donning and doffing of PPE with all Academy staff.  By the end of Autumn term 2.	
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					hospital if showing COVID-19 symptoms. 10.Assessment of First Aid requirements reviewed.  R15 11. Try to assist at a safe distance from the casualty as much as you can.  R15 12. If the casualty is capable, tell them to do things for you.						
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. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	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 Fatality	4	4	HIGH	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 to administer first aid or administer pupil medicines.  Please see individual risk assessments for any expectant	HH	Completed	2	4	MEDIUM



						mothers at Woodcroft Academy.					
Availability of Equipment and PPE  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.	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 Fatality	5	4	VERY HIGH	1. Alcohol-based hand sanitiser containing at least 60% alcohol available where 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.	Hand sanitiser units have been installed on all 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.	HH	Completed	2	4	MEDIOM
Educational visits Transmission /	<ul><li>Staff</li><li>Pupils</li><li>Parents</li></ul>	5	4	VE	R15 1. Educational visits are not allowed until Government guidance is reviewed.	NO educational visits to take place at	HH	Completed	2	4	W (



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				Woodcroft Academy.					
Music, dance and drama  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	<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 (anosmia)</li> </ul> Affects <ul> <li>Mild flu symptoms</li> <li>Respiratory infection</li> <li>Breathing difficulties</li> </ul>	5	4 VERY HIGH	1.Keeping groups separate (in bubbles) as well as through maintaining social distance between individuals. 2.Playing outside wherever possible 3.Limiting group sizes to suit the space, airflow and 2 meter social distancing when singing, wind and brass instrument playing 4. Positioning pupils back-to- back or side-to-side. 5.Avoiding sharing of instruments and identifying designated users through name labels on instruments. 6.Ensuring good ventilation	There are currently no music sessions taking place at Woodcroft Academy which involve sharing of instruments.  Children will sing withing their class bubble only but advised to sing in their seated place rather than stood together.	HH	Completed	2	4	MEDIUM



with contaminated	Asthma	and adequately sized rooms	There are no		
hands.	Fatality	are used.	external agencies		
	,	7.Avoid singing, wind and	providing music,		
		brass playing in larger groups			
		such as school choirs and	at Woodcroft		
		ensembles, or school	Academy.		
		assemblies.	7 toddoniy.		
		8.Clean and disinfect			
		instruments between shared			
		use. R15 or left unused for			
		48 hours (72 hours for			
		plastics) between use by			
		different individuals.			
		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 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-18, 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	<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	5	4 VERY HIGH	1.Pupils kept in consistent groups 2.Sports equipment thoroughly cleaned between each use by different individual groups R15 or left unused for 48 hours (72 hours for plastics) between use by different individuals 4.Outdoor sports prioritised where possible 5.Large indoor spaces used where outdoor space is not available. 6.Maximising distancing	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	HH	Completed	2	4	MEDIUM



and manufic and a stire or	Mild fly average	hotugosile	autaida unlaga tha	<del></del>
and mouth and eating	Mild flu symptoms	between pupils.	outside unless the	
with contaminated	Respiratory infection	7.Cleaning/disinfecting of	weather is poor.	
hands.	Breathing difficulties	indoor space regularly.	The hall would	
	Asthma	8.Hand washing/sanitising	then be use only.	
	Fatality	before and after activity.		
		9.Work with external coaches		
		when safe to do so.	sports coaching	
		10.Additional through	being used at	
		ventilation provided in indoor	Woodcroft	
		spaces by opening of	Academy	
		windows and doors and using	currently.	
		fresh air ventilation systems		
		when available.	Outdoor	
		11.Only team sports on the	education	
		list return to recreational	curriculum being	
		team sport framework are	provided by	
		provided following a specific	Stanley Head	
		COVID-19 risk assessment.	OEC – the staff	
		R15 12.Swimming and water	remain outside at	
		safety lessons when opening	all times, face	
		up of swimming pools takes	visors are worn at	
		place.	all times and the	
		13.Competitions between	staff remain 2	
		different schools are not	metres distanced	
		allowed.	from staff and	
		allowed.		
			pupils. The	
			Stanley Head	
			staff have their	
			temperatures	
			taken on arrival	
			and use the Test	
			and Trace QR	
			code.	
			No swimming	
			lessons to take	



Stress	Staff     Pupils	4	4	H5	1.SBMAT Stress Policy communicated to all staff. 2.Awareness about all types	place at Woodcroft Academy. SBMAT stress policy shared with Woodcroft	HH/JL	2	3	<b>∑</b>
	Symptoms Anxiety Excessive drinking Overeating Sleeping poorly Shaking, chills or hot flushes A tingling sensation in your arms or legs Headaches Muscle tension Dizziness High blood pressure Indigestion Constipation or diarrhea Shallow breathing or hyperventilating  Affects Poor emotional and physical wellbeing			H	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 promote their health and wellbeing  5. A culture of open communication throughout the organisation  6. Good management and team building practices for those with management and supervisory responsibilities  7. Supportive environment in which issues and concerns 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	employers  Regular updates shared with staff.  Senior leaders talking and checking staff well-being regularly.  Staff well-being INSET Day – Friday 18th December.				MED



	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 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.
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#### Close contact means:

#### **R15**

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
  - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
  - been within 1 metre for 1 minute or longer without face-to-face contact
  - sexual contacts
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - travelled in the same vehicle or a plane

The level of risk is calculated by:	The likelihood	X	The Consequence	
	1- Very unlikely 2- Unlikely		1- Insignificant 2- Minor	(no injury) (minor injury needing first aid)



3- Fairly likely

Likely

5- Very likely

Moderate Major

(up to 3 days absence)

(more than 3 days absence)

Catastrophic (death)

## Risk rating:

10 - 16

17 - 25

Low (acceptable) 1 - 4No further action required

High (tolerable)

Very High (unacceptable)

5 – 9 Medium (adequate) If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review

Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.

Do not undertake the activity. Implement immediate improvements