The Macclesfield Academy: Covid-19 Draft Risk Assessment for Reopening September 2020

Introduction

Following the closure of schools in England for most students which came into effect on 23rd March 2020, The Macclesfield Academy operated a "Rainbow School" for the children of key workers and those who are vulnerable because they have and EHCP or a social worker. On 15th June, provision in the "rainbow school" was increased to include Year 10 students. The government is now asking schools to re-open to all students at the start of term in September 2020. The reasoning behind this decision is set out in the DfE guidance on re-opening (last updated on 17th September 2020):

When we made the decision to ask schools to open only to a small number of children, this was done with the aim of reducing transmission of coronavirus (COVID-19), to protect the NHS and save lives. As the situation improved, we began to consider how we could bring more children and young people back into schools. From 1 June, we supported primary schools to welcome some children back, focusing on specific year groups being educated in small 'bubbles', and from 15 June secondary schools welcomed back year 10 and 12 students to spend some time in school in small groups, with public health risk reduction measures in place. Since 15 June, primary schools have also had the flexibility to bring back other pupils where they have space to do so.

Now, the circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased, our NHS Test and Trace system is up and running and we are clear about the measures that need to be in place to create safer environments within schools.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn therefore we need to ensure all pupils can return to school sooner rather than later.

(https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)

On 21st August the Chief Medical Officers of England and the devolved administrations and their deputies published a consensus statement setting out their analysis of the advantages and risks to students and staff of re-opening schools:

https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-schools-and-childcare-reopening

It is important to note that the grounds for the government decision that the much needed re-opening of schools is safe are:

i)   The decrease in the prevalence of coronavirus and
ii)   The efficacy of the test and trace system

The Office for National Statistics conducts a rolling programme of random household testing in order to estimate the prevalence of coronavirus in the community (ie outside of hospitals and care homes). The latest data for these "pillar 4" tests is for the week to 10th September. The ONS reports that:

During the most recent week of the study, we estimate that 59,800 people in England had the coronavirus (COVID-19) (95% credible interval: 46,900 to 75,200).1 This equates to 0.11% (95% credible interval: 0.09% to 0.14%) of the population in England or around 1 in 900 people (95% credible interval: 1 in 1,200 to 1 in 700).While the percentage of people testing positive for COVID-19 has decreased since the start of the study (26 April 2020), the most recent modelled estimate shows the number of infections has increased in recent weeks.

The Macclesfield Academy supports the government's conviction that reopening schools is in the best interests of our students. However, there are three important considerations that will need to be kept under constant review.

The first is that the national prevalence is now rising and more stringent control measures (including the "rule of 6") are now being applied. It is likely both that the prevalence will continue to increase and the control measures will continue to intensify over the coming weeks. At this stage, therefore, we should be extremely cautious about relaxing any of the control measures that are currently in place and should consider whether there are any additional controls which might contribute to reducing the risk of transmission of the virus within the Academy and/or provide additional reassurance to staff, students and parents.

The second is that fact that prevalence is not uniform across the country. The Public Health England data based on the week to 15th September (and including positive tests in hospitals and care homes as well as the results from test centres in the wider community- pillars 1 and 2) now show both that Cheshire East has a higher prevalence than the national average and that in some of the surrounding council areas (including several from which staff and students travel to the Academy), the rate is greater still while in many of the Metropolitan Boroughs to the North and North West it is now over 100 per 100000. Although these data are subject to the vagaries of different levels of testing availability and should be treated with some caution, it is important that we continue to monitor these more local figures carefully.

Cheshire East and Neighbouring Councils

Local Authority area	Cases per 100000 (week to 15th September)
Cheshire East	24
Cheshire West and Chester	27
Derbyshire Dales	8
England Median	*16*
Staffordshire Moorlands	17
Stockport	48
Stoke on Trent	30
Trafford	46
Warrington	95

North West Metropolitan Boroughs

Local Authority area	Cases per 100000 (week to 15th September)
Bolton	190
Bury	105
Knowsley	117
Liverpool	119
Manchester	90
Oldham	113
Rochdale	90
St Helens	100
Salford	100
Sefton	62
Tameside	91
Wirral	98

The third is that the severity of infection varies significantly according to factors such as age, comorbidity, ethnicity and gender. (See https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/908434/Disparities_in_the_risk_and_outcomes_of_COVID_August_2020_update.pdf and https://fullfact.org/health/Covid-19-inequalities-minority-ethnicities/.) The fall in the rate of infection since the height of the pandemic and the fact that school staff belong to occupational and socio-economic groups which are less prone to infection, mean that, at the start of term, any additional risk for staff or students who may be in vulnerable groups was likely to be minimal and remains very small. However, we will need to keep this under review and work with any colleagues and students for whom additional control measures might be helpful, particularly if they are pregnant, over 60, have a serious medical condition or belong to a BAME group.

The aim of the Risk Assessment which follows is to support the government's intention that schools should be fully open in September (with all that that involves in terms of class sizes) but to implement this in a way which errs on the side of caution and takes particular care to monitor both local circumstances and individual needs. Our control measures will continue to include, but not be limited to the control measures set out in the guidance on the full reopening of schools which are, in turn, based on the hierarchy of "sensible measures" set out in the DfE publication of 12th May, ***Coronavirus (COVID-19): implementing protective measures in education and childcare settings*** which informed our Summer Term risk assessment***:***

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

 We will continue to monitor the documentary evidence and, as the scientific understanding and advice develops, and our own understanding of the practical implications of increasing the number of our children present on our site increases, we will review and, as necessary, amend this Risk Assessment. Until "normal operations" are fully restored, our Health and Safety Committee will meet monthly to review the Risk Assessment and approve any modifications made.

Fundamental to our measures for minimising contact is the staggering of the start and finish of the day (by Key Stage) and of break and lunchtimes (by year group). For the foreseeable future, our school day will be organised as shown below.

	Lesson 1						Lesson 2							Lesson 3					
0840-0900	0900-0920	0920-0940	0940-1000	1000-1020	1020-1040	1040-1100	1100-1120	1120-1140	1140-1200	1200-1220	1220-1240	1240-1300	1300-1320	1320-1335	1335-1400	1400-1415	1415-1440	1440-1500	1500-1520
Year 7			Break						Lunch					Break					
Year 8				Break							Lunch						Break		
Year 9						Break						Lunch							
Years 10-11						Break							Lunch						

Form   Lesson 1   Lesson 2   Lesson 3   Form

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Risk Assessment

Risk	Gross Likelihood	Gross Impact	Control Measures	Net Likelihood	Net Impact (see note 1)
A student arrives in school showing symptoms of the Covid-19 virus	Low-Moderate	Moderate-High	• Remind parents of government guidance on staying safe outside the home at https://www.gov.uk/government/publications/staying-safe-outside-your-home • Instruct parents of children showing symptoms of Covid-19 that they should not attend school but should get tested asap • Ensure parents and students are kept up to date about recognised symptoms (see note 2) • Key Stage 3 form tutors check with students in their form at the start of each day that neither they nor any member of their household have any of the symptoms of Covid-19 through questioning before they enters the building • Key Stage 4 teachers check with students in the class that they will be teaching lesson 1 that neither they nor any member of their household have any of the symptoms of Covid-19 through questioning before they enters the building • Implement the procedure for sending a child home as set out in note 3 • Engage with the test and trace procedure (see notes 4 and 5)	Low	Low-Moderate

A member of staff arrives in school showing symptoms of the Covid-19 virus	Low-Moderate	Moderate-High	- Remind staff of government guidance on staying safe outside the home at https://www.gov.uk/government/publications/staying-safe-outside-your-home - Instruct staff showing symptoms of Covid-19 that they should not attend work but should get tested asap - Ensure staff are kept up to date about recognised symptoms (see note 2) - Implement the procedure for sending a member of staff home as set out in note 3 - Engage with the test and trace procedure (see notes 4 and 5)	Low	Moderate-High
A member of staff or a student develops symptoms of Covid 19 during the school day (see note 2)	Low-Moderate	Moderate-High	- Isolate immediately in A6 - Implement the procedure for sending them home as set out in note 3 - Engage with the test and trace procedure (see notes 4 and 5)	Low	Low-Moderate
Transmission of Covid-19 to a student in a lesson	Low-Moderate	Low-Moderate	- Ensure staff and students wash their hands thoroughly before and after each lesson (put posters on corridors and in classrooms to reinforce this) - Ensure staff and students follow the "catch it- bin it- kill it" protocol - Put posters on corridors and in classrooms to reinforce this - Replace classroom bins with pedal bins with lids to reduce infection from used tissues or disposable face coverings - Provide cleaning equipment for students to clean down work space before use - Ask parents to send students into school with supply of anti-bacterial wipes - Have reserve supply of anti-bacterial wipes in each classroom	Low	Low-Moderate

			- Agree cleaning protocols with cleaning company to ensure classroom surfaces are cleaned after each day they have been used - Implement red/green signage on doors to indicate where rooms have been used and, therefore, need cleaning. - Wherever possible, arrange desks in classrooms so that they are facing the front (NB the sitting of two students at a double desk facing the front of the room is supported by the DfE guidance even though the scientific basis for this is unclear) - In the small number of practical rooms where this is not possible, include additional control measures in the subject risk assessment - Do not share textbooks between students - Only use text books with plastic covers - Ensure students wipe textbooks before use - Do not take in student exercise books for marking - Work for assessment should either be submitted electronically or completed on paper and stuck in books by students after marking - Open windows of all teaching rooms at the start of the day and teach with doors and windows open whenever the weather conditions make this practicable - Use fans and/or air conditioning where appropriate to enhance ventilation - Where appropriate, teach out of doors - Clarify to parents the expectation that students should bring their own stationery equipment into school and that sharing of equipment is prohibited. - Where possible and appropriate, amend rooming arrangements in timetable so that unnecessary movement		

			is avoided (it is likely that this will only apply to a limited number of groups in YY7-8)
			• Ensure teacher's desks in teaching rooms are completely clear so they can be cleaned at the end of the day
			• Publish clear rules (including for queuing where necessary) for entry to and exit from each classroom
			• Minimise queueing for lessons and get students in to class as quickly to reduce risk of transmission on the corridors.
			• Publish clear rules for ways of working and interaction in each classroom; these should reflect the teaching and learning requirements of each subject and should be incorporated into
			• Remove all upholstered furniture which cannot be easily cleaned from teaching rooms
			• Conduct subject specific risk assessments for practical subjects including Science, Design Technology, Computer Science, Performing Arts, PE, and Visual Arts to include control measure such as:
			   ➢ Curriculum modification
			   ➢ Changes to use of equipment to eliminate sharing and ensure effective cleaning
			   ➢ Changes to rules on social distancing
			   ➢ Alteration to rooms
			   ➢ Arrangements for changing where required (in the first instance we will allow students who have PE to where their PE uniform for the whole of the day to avoid the need for changing)
			• Add Covid-19 addendum to Behaviour Policy stipulating requirement to comply with all aspects of the risk assessment and setting out sanctions (up to and including exclusion) for students who fail to do so
			• Identify any students who may not comply with the requirements of the Risk Assessment (owing to poor		

			behaviour, SEND or any other reason) and undertake individual risk assessments • Include all aspects of classroom risk assessments in staff and student briefings briefings and parent email at/before the start of term (NB the start of term will be staggered so that Year 7 will start on 2.9.20; YY 10-11 on 3.9.20 and YY 8-9 on 4.9.20.)		
Transmission of Covid-19 to a member of staff in a lesson	Low-Moderate	Moderate-High	As above plus: • Instruct staff to take all possible steps to avoid "close contact" with students (see note 6) and to record any incidents of "close contact" which take place. • Ensure staff who are clinically extremely vulnerable are not working in classrooms • Allocate Room 18, Room 55 and the conference room as withdrawal rooms for socially distanced TA support • Mark out a 2m "exclusion zone around the teacher's desk. Wherever possible, the teacher should remain in this zone and students outside it	Low	Moderate

Transmission of Covid-19 to a TA or other member of staff providing 1:1 support	Low-Moderate	Moderate/ High	• Risk assess any individual students in need of support decide on specific control measures (up to and including the use of PPE or continuing with remote education for safety reasons) particularly for any students who have shown themselves to:
			   ➤ Be overly affectionate
			   ➤ Be emotionally very fragile and in need of reassurance
			   ➤ Require personal care
			   ➤ Be overly physical if frustrated or defiant
			• Explain to students (including through the use of social stories where necessary) that no staff will come within 2m to support them
				Low	Moderate

			• Instruct support staff to take all possible steps to avoid "close contact" with colleagues (see note 6) and to record any incidents of "close contact" which take place. • Use Rooms 18, Room 55 and Conference Room as withdrawal rooms for socially distanced TA support • Remove all upholstered furniture which cannot be easily cleaned from withdrawal rooms • Install portable partitions in withdrawal rooms to ensure distancing • Maintain records of which students have been supported in which rooms at which times in case these are required by for the track and trace procedures. • Include all aspects of working with 1:1 support in staff and student briefings and parent email at/before the start of term (NB the start of term will be staggered so that Year 7 will start on 2.9.20; YY 10-11 on 3.9.20 and YY 8-9 on 4.9.20.)		
Transmission of Covid-19 to students in ASPIRE	Low-Moderate	Moderate-High	• Apply principles in the guidance for mixed age provision in before and after school settings: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak • Instruct ASPIRE staff to take all possible steps to avoid "close contact" with colleagues (see note 6) and to record any incidents of "close contact" which take place. • Allocate potential ASPIRE students (maximum 30 in all) to one of the two ASPIRE rooms (maximum 15 per room) • Allow a maximum of 5 students in each room at any one time	Low	Moderate

			• Wash or sanitise any equipment used for food preparation after each use • Use a fan in each room to improve ventilation. • As breaks and lunches will be staggered, ASPIRE students must be in the dining room or on the ASPIRE out door area at these times unless alternative provision is made in an individual Risk Assessment • Maintain records of which students have been in which rooms at which times in case these are required by for the track and trace procedures.		
Transmission of Covid-19 in the isolation room	Low-Moderate	Moderate-High	• Apply principles in the guidance for mixed age provision in before and after school settings: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak • Instruct isolation staff to take all possible steps to avoid "close contact" with colleagues (see note 6) and to record any incidents of "close contact" which take place. • Decommission Room 41 as an isolation Room • Timetable isolation into Room 51 to provide effective ventilation and space for distancing. • Use wooden partitions to divide desks • Seat isolate students at least 2m apart • Maintain records of which students have been supported in which rooms at which times in case these are required by for the track and trace procedures.	Low	Moderate
Transmission of Covid 19 while students are entering or leaving the Academy at	Low-Moderate	Moderate	• Stagger the start and finish times of the school day by 20 minutes for each key stage (see daily schedule above)	Low	Moderate

| the beginning and end of the day | | | Allow students arriving before 8.15 on to the South Yard. Key Stage 4 students should wait at the western end of the South Yard (by the art rooms) while Key Stage 4 students are mustering. Begin the day with students in form groups at their fire alarm muster points. Check with students that neither they nor any of their household have symptoms before they enter the building. Send form groups into the building a group at a time to a designated toilet for hand washing. Ensure all students wash hands using soap and water on entry to the building Interview all students on entry to check that they and all members of their household are symptom free. In the event of heavy rain, use the Sports Hall for pre entry checks KS3 leave the building at 3.00; Key Stage 4 at 3.20 Include all aspects of entering and leaving the site in staff and student briefings and parent email at/before the start of term (NB the start of term will be staggered so that Year 7 will start on 2.9.20; YY 10-11 on 3.9.20 and YY 8-9 on 4.9.20.) | | |
| Transmission of Covid-19 on the corridors | Low | Moderate/ High | Put bins on corridors to support Catch-it- Bin It Kill It Plan and implement predominantly 1- way system around corridors Install signage to reinforce predominantly 1-way system Include all aspects of movement around corridors in staff and student briefings and parent email at/before the start of term (NB the start of term will be staggered so that Year 7 will start on 2.9.20; YY 10-11 on 3.9.20 and YY 8-9 on 4.9.20.) | Very Low | Moderate |

Transmission of Covid-19 in the dining room	Low-Moderate	Moderate/ High	- Designate students to four "bubbles": Year 7, Year 8, Year 9 and Year 10/11 - Stagger break and lunchtimes so that only one bubble is in the dining room at a time for school lunches and packed lunches - Recommission outdoor picnic tables for optional use by students having packed lunches - Alternate use of stools and counters and chairs/tables so that surfaces can be cleaned between use - Arrange with catering company for meals to be pre-bagged for collection at the counter - Include all aspects of break and lunchtimes in staff and student briefings and parent email at/before the start of term (NB the start of term will be staggered so that Year 7 will start on 2.9.20; YY 10-11 on 3.9.20 and YY 8-9 on 4.9.20.)	Low	Moderate
Transmission of Covid-19 during break and lunch time	Low-Moderate	Moderate/ High	- Supervise students out of doors to ensure that there are no sports or other activities which breach social distancing rules - Include all aspects of breaks and lunchtimes in staff and student briefings and parent email at/before the start of term (NB the start of term will be staggered so that Year 7 will start on 2.9.20; YY 10-11 on 3.9.20 and YY 8-9 on 4.9.20.)	Low	Moderate
Transmission of Covid-19 by students using toilets	Low-Moderate	Moderate/ High	- Posters in toilets reminding students of hand washing protocols - Include all aspects of use of toilets in staff briefings and parent email during fortnight beginning 1.6.20 and individual student briefing during week beginning 15.6.20 Increase number of bins/frequency of emptying to ensure used paper towels are not left on the floor	Low	Moderate

Transmission of Covid-19 to staff administering first aid	Low-Moderate	Moderate/ High	- Ensure all first aiders are familiar with PHE guidance: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov - Ensure all first aiders are familiar with the location and correct use of PPE equipment for use in emergencies	Low	Moderate
Transmission of Covid-19 from staff or students at Park Lane School	Low-Moderate	Moderate/ High	- Agree use of entrance and start time to avoid congestion - Where appropriate, individual Risk Assessments for PLS students to assess their capability of following self isolation rules - PLS students to use toilet within base - PLS students limited to PLS base - SG to work with PLS to ensure that there are clear protocols in place for: i) Checking that staff and students are asymptomatic ii) Entrances and exits iii) Handwashing and sanitisation iv) Dealing with symptomatic students - SG to take lead role in liaising with Park Lane and troubleshooting any issues which arise	Low	Moderate
Transmission of Covid-19 from visitors	Low-Moderate	Moderate/ High	- Install protective screen at reception - Do not invite any non-essential visitors on to school site - Conduct meetings with parents and other agencies by video link wherever possible - Conduct unavoidable meetings with parents and other agencies in the waiting room - Clean all surfaces in the waiting room at least once a day and after each meeting	Low	Moderate

			• Ensure essential visitors email in advance with a declaration that they are free of the symptoms of Covid-19		
Transmission of Covid-19 to staff or students who are clinically vulnerable or clinically extremely vulnerable	Low-Moderate	High	• As the guidance is now that such staff and students can return to work in Covid secure environments, such staff and students will be in school unless there is medical advice to the contrary • Clinically extremely vulnerable staff will only work in classrooms if they are satisfied that there are sufficient control measures in place • Clinically vulnerable staff and students (including those who are pregnant, over 60 or from a BAME group) will be offered individual risk assessments to identify any additional control measures which should be put in place.	Low	High
Transmission of Covid-19 between Academy staff	Low-Moderate	Moderate-High	• Instruct staff to take all possible steps to avoid "close contact" with colleagues (see note 6) and to record any incidents of "close contact" which take place. • Remind staff to wash their hands on arrival, before and after lessons, and before and after lunchtime • Remind staff of the Catch It- Bin It- Kill It protocol • Continue to run all scheduled staff meetings of more than 25 people virtually • Where face to face meetings are held, apply appropriate control measures such as distancing and ventilation and keep them as short as possible. • Decommission upholstered furniture in staff room and replace with plastic chairs • Specify social distancing rules for each office space • Avoid non essential face to face meetings and training events with colleagues outside of school	Low	Moderate

Transmission of Covid-19 as a result of inappropriate use of face coverings	Low-Moderate	Moderate-High	- Follow DfE guidance that face coverings are not recommended in for students in classrooms but may be worn in school corridors - Follow HSE advice to support members of staff who choose to wear a face covering, advising these colleagues on their safe use - Advise staff working within 2m of students to consider the use of visors - Consider including use of face coverings in classrooms in individual risk assessments particularly where a high level of anxiety is a factor - Ensure any students wearing face coverings as part of individual risk assessments are fully briefed on their safe use. - Ensure parents understand that face coverings must be new or washed daily and that students must have a sealed plastic bag in school so coverings can be stored safely when not in use. - Display WHO posters on correct use of face coverings in classrooms and on corridors.	Low	Moderate
Transmission of Covid-19 to students taking part in extra curricular provision	Low-Moderate	Moderate	- PE extra curricular provision to be based in bubbles on different days in the first instance - Introduction of online fitness classes as part of PE provision - Music provision to be limited to bubbles or on line in preparation for "virtual" Christmas concert. - Extra curricular Art for Key Stage 4 only in the first instance. - YY7-9 enrichment provision to be in bubbles in the first instance - Breakfast club and homework club to be discontinued in the first instance	Low	Moderate

Transmission of Covid-19 as a result of failure to follow effective cleaning protocols	Low-Moderate	Moderate/ High	- Ensure students clean classroom surfaces after each lesson - Ensure cleaning contractors are fully familiar with the guidance on cleaning non healthcare settings outside the home https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings - Ensure agreed cleaning schedule complies with this guidance. - All staff to monitor that agreed cleaning schedule is being adhered to	Low	Moderate
Transmission of Covid-19 to a student while learning outside the Academy estate	Low-Moderate	Moderate/ High	- Secure prior agreement of headteacher and EVC for any learning activity that takes students off the Academy estate - Ensure risk assessment for the activity includes control measures for managing the risk of transmission of Covid-19	Low	Moderate/ High
Transmission of Covid 19 to a student working full or part time in Alternative Provision	Low-Moderate	Low-Moderate	- Inspect details of Risk Assessments from AP placements before students take up places in September - Ensure students moving between AP placements and the Academy are checked for symptoms on re-entry to the Academy	Low	Low-Moderate
Transmission of Covid-19 to a member of the Academy community en route to or from school	Low-Moderate	Moderate/ High	- Advise staff and students against travelling by public transport - If there is no alternative to public transport, make personalised adjustments to the staggered day so that it is not used at peak periods - Advise staff and students against sharing a car with anyone from a different household	Low	Moderate

			• Ask parents to avoid driving onto the learning zone if possible and, where this is unavoidable, to exercise particular care. • Advise parents and students against walking to school with students from outside their bubble (including those from other settings including Macclesfield College) • Advise students to take particular care when walking through congested areas such as the entrance to Macclesfield College at 0900.		
Lack of capacity to implement control measures in Risk Assessment owing to high number of absent staff	Moderate	Moderate/ High	• Implement all control measures above • Staff to inform line manager and cover line of possible absence by 3.00 on the previous day if possible • Staff taken ill overnight to inform bubble leaders of absence by 7.00 am • Identify back up staff to cover each bubble if possible • Establish group email via School Comms so that parents can be informed at the earliest possible point if a "bubble" needs to close on any particular day	Low	Moderate
Failure to engage effectively with NHS track and trace systems	Low-Moderate	Moderate-High	• Ensure all staff are briefed on track and trace system • Ensure all SLT have CEC and DfE contact details (see notes 4 and 5 below) • Designate member of SLT on duty each lesson to take responsibility for management of symptomatic students and positive test results. • Ensure parents of any child with symptoms are given details of track and trace system • Communicate implications of tack and trace system to parents including the role of the local health protection team in making decisions about closing the Academy to groups of students, complete "bubbles" or all students.	Low	Moderate-High

Failure of Health protection Team to provide timely advice in the event of a positive test result for a student or member of staff	Low/Moderate	Moderate/High	- Implement DfE and CEC guidance (see note 4 and note 5) on seeking public health advice using the Cheshire East number first and then the DfE helpline number - Notwithstanding the CEC request to take no decisions until advice is received from the HPT, if timely advice is not available from either source, the Headteacher or, in his absence either Deputy Head should make and communicate any decisions about whole or partial closure erring on the side of caution. - Unless exceptional circumstances apply, such decisions will usually involve closing for all students in the same "bubble" as the student who has tested positive on the grounds that any or all of the bubble may have had "close contact" with the positive case (see note 6). - Check the "track and trace" log to see if the positive case has had "close contact" with students from any other bubble. - In the event of a member of staff testing positive, check their records to see if they have had "close contact" with any other member of staff or student.	Low	Low
Risk of transmission of Covid-19 to, from, or between staff of Oweness Ltd who provide outsourced ICT support	Low/Moderate	Moderate/High	- SG to be responsible for communication with Oweness - Check Oweness have a risk assessment in place - Check their RA includes: i) Checks that staff are asymptomatic ii) Arrangements for any staff who are clinically vulnerable or extremely vulnerable iii) Requirements for hand and respiratory hygiene iv) Instruction to avoid "close contact" (see note 6) v) Requirement to be familiar with the TMA RA vi) Guidance on safe working in the IT office	Low	Moderate
Risk that Covid-19 related control measures compromise control	Moderate	High	- Leave fire doors on corridors closed - Ensure cleaning schedule includes regular cleaning of handles on fire doors	Low	High

measures in our Fire Risk Assessment			- Ensure everybody understands that the one way system does not apply in the case of an emergency evacuation Ensure registration process is amended to reflect reorganised muster points Ensure that the risk of accidental fire alarms is reduced by installing "knock-proof" covers on all alarm points on high volume corridors within the one way system - Mark socially distanced muster points for fire alarms		
Risk that infection is spread via hirers of the Academy buildings	Low-Moderate	Moderate-High	• Maintain moratorium on hiring out of Academy buildings (to be reviewed October half term)	Nil	Moderate-High
Transmission of Covid-19 as a result of staff and/or students being inadequately briefed on control measures	Low-Moderate	Moderate-High	• Staggered start to term: 1.9.20 Staff Briefing 2.920 Staff briefing and Y7 induction 3.9.20 YY10-11 briefing on return to school 4.9.20 YY 8-9 briefing on return to school	Low	Moderate

Notes

(1) The gross likelihood is the likelihood of infection if no control measures were in place (ie if the Academy was operating as normal). The net likelihood is the likelihood given the effective implementation of the control measures set out in this risk assessment. The impact would be high for those who are extremely clinically vulnerable. It would be moderate for other members of the Academy community.

(2) Following a change to the advice on 18th May, the NHS now advises that:

The main symptoms of coronavirus are:
- *a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)*
- *a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)*
- *a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal*

(3) If a student or a member of staff becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

(4) DfE advice on engagement with Test and Trace (18.9.20)

The new dedicated advice service for nurseries, schools and colleges was launched yesterday. The service is for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive). This new service has been introduced by Public Health England (PHE) and is delivered by the NHS Business Services Authority, working to agreed PHE and DfE guidance. It can be reached by calling the DfE's existing coronavirus helpline number on 0800 046 8687, and selecting option 1. This option will take you through to the dedicated team of advisors who will inform you what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call. This new advice service has been introduced following a significant increase in calls to PHE's Health Protection Teams since the start of the new school term. The new service, working together with Health Protection Teams, aims to ensure calls are handled promptly. We want to ensure education settings have access to the advice they need to make decisions. This dedicated advice service is designed to expand the options available for that support. This approach will free up capacity of PHE's Local Health Protection Teams to deal with more complex cases, for example special schools and universities, or outbreaks. Depending on your local arrangements, you may also want to inform your local authority of a positive case in your setting. Where more detailed local arrangements are in place with your local authority, and are working, you can continue to receive support through that route to take action in response to a positive case.

(5) CEC advice on engagement with Test and Trace is set out in the flowchart at appendix 1 below

(6) "Close contact" with someone who has tested positive for coronavirus is defined as:
   a. being coughed on, or
   b. having a face-to-face conversation within 1 metre, or
   c. having unprotected skin-to-skin physical contact, or
   d. travel in a small vehicle with the case, or
   e. any contact within 1 metre for 1 minute or longer without face-to-face contact
   f. extended close contact (between 1 and 2 metres for more than 15 minutes) with a case.

APPENDIX 1 From Cheshire East Council: School Response to Confirmed Case of Covid-19

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SCHOOL NOTIFIED OF CASE OF COVID19
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Does the child/staff have a positive test result? → **YES**

NO / NOT TESTED

Does the child/staff member have COVID19 symptoms?
- new continuous cough and/or
- fever (temperature of 37.8°C or higher)
- loss of, or change in, normal sense of taste or smell (anosmia)

YES →

SUSPECTED CASE OF COVID19

- Record minimum dataset (Appendix 1)

- Advise parent/staff that the person with symptoms should self-isolate for 10 days and the rest of the household for 14 days

- Advise the child/staff to get tested ASAP

NO ↓

Child / staff gets NEGATIVE test →

MANAGE AS PER OTHER CHILDHOOD ILLNESSES

If Diarrhoea and Vomiting child / staff must stay off school whilst symptomatic and 48 hours after the last symptoms

See: Exclusion periods for other infectious diseases

Child / staff gets POSITIVE test result - follow CONFIRMED CASE

CONFIRMED CASE OF COVID19

- Ask parent for date of onset of symptoms/date of test

- Gather information for contact tracers, e.g. date child last in school, information on classes attended.

- Notify HPT / Hub / LA (see front of pack)

- HPT / Hub / LA will help identify contacts and will provide letters with the appropriate public health actions and advice

FIRST CONTACT:
Cheshire East LOCAL Triage:
01270 371323 AND
Covid19@cheshireeast.gov.uk
Cheshire East will advise you if you need to inform
Cheshire & Merseyside Health Protection Team or inform them on your behalf

What will happen next ?
Schools DO NOT MAKE ANY DECISIONS UNTIL
…. The health protection team makes contact with your school and will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious. Next steps will be outlined at this point.

Potential Use of School Test Kit in exceptional circumstances

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