

Risk Assessment for:	<b>Covid 19 – Full Opening March 2021</b>					 <b>MARINE ACADEMY PLYMOUTH</b>   the university school LEADERSHIP   RESILIENCE   ASPIRATION
School:	Marine Academy Primary	Address:	Trevithick Road, St Budeaux, Plymouth, PL5 2AF			
Person(s) / Group at risk:	Staff, pupils, visitors and contractors					
Risk Assessment carried out by:	Leigh Withers (Principal)	Date:	21.08.2020	Approved by:	ELT	Date: 01/09/2020
	Marie Quinn (H&S Lead)	Date:	21.08.2020	Approved by:	Governing body	Date: 04/09/2020

Please see updated guidance from PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19 Flowchart, Version 4.0 Date 05.08.2020.

Changes in place for September are:

- There is no longer a need to routinely report individual suspected cases to Public Health England South West Health Protection Team (PHE SW HPT)
- There is still a need to report suspected cases to PHE SW HPT in the following scenarios:
  - The symptomatic person has been admitted to Hospital
  - The possible case REFUSES testing
  - There are a cluster of possible cases/unexpected increase in absenteeism
  - The possible case has DEFINITE link to a confirmed case
- The Flowchart has been changed to reflect the need to now self-isolate for 10 days in line with updated guidance.

Local reporting to Plymouth City Council

- You no longer need to report individual cases to Plymouth City Council.
- Inform Plymouth City Council if you are reporting to PHE SW HPT any suspected cases in line with the scenarios noted above
- Contact PCC if you have any concerns or queries regarding COVID-19 for additional advice and support
- Report any suspected cases in line with scenarios noted above using this email address: [childrenservicesresponse@plymouth.gov.uk](mailto:childrenservicesresponse@plymouth.gov.uk)
- If you have any concerns or queries regarding COVID-19 contact PCC on the email above.
- As with the PHE flow chart continue to report to PCC any confirmed cases or outbreaks in your setting using the [childrenservicesresponse@plymouth.gov.uk](mailto:childrenservicesresponse@plymouth.gov.uk) email address

Note: timely local reporting will enable swift local response and support.

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
<p><b>ACCESS</b>  <b>Uncontrolled access and egress – to site and buildings.</b>  Groups gathering, lack of social distancing, contact with surfaces, doors, handles</p>	<p>Staff  Pupils  Visitors  Contractors  Persons away from school site</p>	<p>Has the potential to reduce the capability of control over the spread of C-19</p> <p>Encourages gatherings.</p> <p>Increase the risk of contamination to surfaces such as door handle etc.</p>	<p>To minimise close contact:</p> <ul style="list-style-type: none"> <li>• Directional signage and barriers set out where required</li> <li>• Communication to all parents and carers with information on time allocation and drop off points. Make clear that they cannot gather at entrance gates or doors. During drop off and pick up child(ren) should be accompanied by one parent or carer only. Parents / Carers informed prior to children returning and reminders given as and when necessary.</li> <li>• Set individual entrance routes put into use for all year groups</li> <li>• To minimise risk to office staff and minimise movement of staff between classes and through the school, pupils must arrive promptly with all of their equipment, and clothing required for the day.</li> </ul> <p>Posters and briefings to those who have access to the school to remind them to focus on the 4 key points of infection control:</p> <ol style="list-style-type: none"> <li>1. Do not attend if symptomatic. If symptoms commence on site, isolate, inform leadership and leave. Unless caring for a student in which case PPE required, avoid contact with anyone with symptoms</li> <li>2. Frequent hand cleaning and good respiratory hygiene practices. All students and staff to wash their hands on entry and exit, after bathroom breaks, before and after lunch and at any other time necessary in the designated areas.</li> <li>3. Regular cleaning of settings has been increased with additional cleaning support from Cormac. Cleaning time allocation amended to enable a more thorough clean in the areas of the building that are in use. In addition, antibacterial spray, gloves, aprons and goggles / visors are provided where required.</li> <li>4. Minimising contact and mixing by grouping children into classes of no more than 12 pupils with staffing allocated to those classes. Entry to administration and support offices is limited to those who work in these areas so far as reasonably practicable.</li> </ol>	<p>Yes. School plan in place</p> <p>Actions required:  PPE for sick room</p> <p>Communication with staff and parents</p> <p>Cleaners DBS details  Daily / weekly schedule  SSW  RA</p> <p>Data sheets for staff cleaning  Coshh RA  PPE  Cleaning baskets  How to guide  Training</p> <p>Directional signs</p> <p>Posters on equipment to spray and wipe before and after use  Bin for resource areas</p>	<p>Yes</p>

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			<p>Regular communication briefings will take place. These may be in the form of emails, virtual sessions or in a group setting in a large area with distancing in place.</p> <p>Toilet facilities are designated to pupils and staff toilets will be cleaned on a frequent basis. All staff are encouraged to unlock and open the door then re-wash their hands.</p> <p>Posters in reception and at main entry points to ensure all children, parents, carers, or any visitors, such as suppliers or contractors, are informed not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)</p> <p>Plans and precautions are communicated to all, including:  Maintain social distancing  Not to group or gather around the school gate  Only one parent to drop or collect children  Not to enter the school grounds unless to attend a pre-arranged meeting. Anyone wishing to visit the school, including contractors and suppliers to be informed that there is no access to site unless it is an emergency or a pre-arranged appointment has been made.</p> <p>Visits and deliveries to be arranged for quiet times or outside school hours ensuring safety can be guaranteed. Government guidelines may change regarding deliveries so are to be checked regularly.</p>	Communication to parents	
<b>STAFF ACCESS</b> <b>Staff Access and egress – to site and buildings.</b> Groups gathering, lack of social distancing, contact with surfaces, doors, handles	Staff Pupils Visitors Contractors	Spread C-19 passing on or receiving self and to others	Staff will arrive and leave the building in their normal way. It is all staff responsibility to adhere to social distancing wherever it is reasonably practicable to do so. The majority of staff travel by car, cycle or walk and all staff using public transport are encouraged to find alternative measures wherever possible, in accordance with the Government guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> Hand sanitiser will be provided for all staff as they enter reception.	Communication to staff	Yes

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			Staff members will go directly to their allocated classrooms on arrival and are encouraged to arrive and leave the building as close to their set working hours as possible to minimise the need to move around the school or work stations.		

<p><b>PREMISES</b></p> <p><b>Safe and Secure Premises and buildings</b> – defective, untested equipment, slips, trips, unavailable routes or exits</p>	<p>Staff Pupils Visitors Contractors Persons away from school site</p>	<p>Spread C-19 passing on or receiving self and to others</p>	<p><b>Safety:</b> A critical check list will be signed off. This includes checking the perimeter of the site, fire and security alarms, emergency lighting, exits and fire extinguishers and fire doors along with other operationally critical elements within the building.</p> <p>Follow up work to be reported to the Premises Manager and action taken to resolve in the safest way possible.</p> <p><b>Review:</b> whole school risk assessment and any other risk assessment to include any changes that have been necessary (i.e. handwashing, allocation of classrooms).</p> <p><b>Fire:</b> Fire risk assessment review to take into consideration any changes made to layout and the impact this may have on the fire evacuation and escape routes.</p> <p>The staffing rota will include the required number of trained fire marshals. Where there are any issues with the rota the Site Team Leader must be informed.</p> <p><b>Fire drills</b> As it is not possible to carry out fire drills with appropriate social distancing measures the school will follow the current understanding of the fire drill requirements from HSE. The HSE is taking a 'practical' approach and as long as other sensible control measures are in place – an updated fire risk assessment, toolbox talks with reminders to staff on emergency procedures etc. then it is not a current requirement to carry out fire drills. As a good measure classes will undertake a silent drill on a class by class basis to familiarise themselves with their new exit routes. Where it is not possible to carry out a drill, the Premises Manager must review and if necessary, update the fire management plans and ensure any changes to fire escape routes are clearly identified and communicated. During the reduced occupancy period you must:</p> <ul style="list-style-type: none"> <li>• carry out weekly checks of alarms systems, call points and emergency lighting</li> <li>• carry out regular hazard spotting to identify escape route obstructions</li> <li>• check that all fire doors are operational</li> </ul> <p>Ensure any PEEPs are still suitable and staff aware of contents</p> <p><b>Water:</b> Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded as standard.</p> <p><b>Electrical:</b> Fixed and portable electrical items to be checked by the site team prior to reopening. Any faulty</p>	<p>Daily site safety check sheet to be created and signed off by site staff</p> <p>H&amp;S folders and RA to be checked and amended as necessary</p> <p>Rota to include first aiders and fire marshalls</p> <p>Update fire assembly point to show new class names / references.</p> <p>Fire drill update at start of reopening – silent drill where possible</p> <p>Check peeps</p> <p>Create sign off sheet for pre-opening checks</p> <p>Signs next to equipment to wipe down. (Don't leave chemicals in areas students can access)</p>	<p>Yes</p>
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			<p>equipment to be taken out of use and repairs or replacements arranged where necessary.</p> <p><b>Hazards:</b> A full premises inspection will be undertaken by the Premises Manager to ensure the school is free from slips, trips or item falling hazards, there are clear routes and corridors and the external areas are free of debris, rubbish and animal faeces.</p> <p><b>Training:</b> Training of all staff via briefing prior to start. To include contents of RA, alternative layouts, changes to fire evacuation routes, use of PPE, location of isolation room for suspected cases. Daily morning and end of day briefings. Arrangements for remedial actions where necessary. Opportunities for all employees to raise concerns and make suggestions.</p> <p><b>Ventilation:</b> Open windows and prop doors open where it is safe to do so. Staff allocated to each room are responsible for opening and closing windows and doors.</p> <p><b>Waste:</b> Ensure bins for tissues are emptied throughout the day – cleaners will do this hourly. Follow guidance on disposal of waste</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of</a></p> <p>Antibacterial spray and wipes will be located adjacent to all photocopiers and in all staff only areas. Staff should wipe down any equipment before and after use. A poster will be displayed above all equipment as a reminder to all users.</p>		
<p><b>Class, Classrooms, and equipment.</b> Groups gathering, lack of social distancing, contact with surfaces, doors, handles</p>	<p>Staff Pupils Visitors Contractors Persons away from school site</p>	<p>Spread C-19 passing on or receiving self and to others</p>	<p><b>General Classroom Information</b> All unnecessary items from classrooms and other learning environments will be removed where there is space to store it elsewhere. Wherever possible, resources are not to be used in multiple rooms. Where they are, they should be sterilised before use.</p> <p>Follow government cleaning guidance if someone becomes ill with suspected Covid-19 Ensure cleaning products being used are suitable and that adequate</p>	<p>Milton / any other chemical – SSW, Plan of action, RA, Data sheet</p>	<p>Yes</p>

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<b>Shared Recourses</b>	Staff Pupils Visitors		<p>supplies of cleaning materials are available. See <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> and <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>.</p> <p>Tables will be front facing where possible at all times each day. Teachers can circulate but will need to do so without getting to the level of the student or front facing –EG- standing behind the student to examine work.</p> <p>Teachers are able to wear face coverings should they wish. Guidance states teachers do not need to wear face coverings where 2m social distancing can take place but whilst circulating in class, face coverings will be required.</p> <p>Resources are allowed to be distributed but kept to a minimum to avoid any unnecessary handing out of resource. Extra screens to be placed on student services desks in 6<sup>th</sup> form.</p> <p>Thresholding has been adapted to ensure appropriate distance between student and teacher.</p> <p>Doors remain open to ensure good ventilation</p> <p>IT/Computers/Photocopier machines to be cleaned on a regular basis with antibacterial wipes provided</p>		
<b>Poor hygiene practices</b>	Staff Pupils Visitors Contractors	<p>Spread C-19 passing on or receiving self and to others</p> <p>Increase the risk of contamination to</p>	<p>Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</p> <p>Zoono is a surface sanitiser providing protection for up to 30 days. Applied using HEA (High Efficiency Airless Sprayer) this surface sanitiser leaves behind a mono-</p>	Cleaning for staff – coshh, training, SSW, Order washing baskets, invincible Blue roll	Yes

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		surfaces such as door handle etc.	<p>molecular layer that permanently bonds to the surface. These molecules are antimicrobial, silane based polymers that covalently bond to the surface forming a barrier of positively charged microscopic pins. The positively charged microscopic pin attract and pierce the negatively charged pathogens (germs and viruses), the pins rupture the cell walls and cause the pathogen to break up with lethal effect. The layer of molecular antimicrobial pins carries on working for up to 30 days. Routine cleaning can continue and does not affect the molecule or its antimicrobial activity. The physical rupture of the pathogen cell wall replaces the need for dangerous poisons, chemicals and alcohol. This method of rupturing the cell means the cell cannot mutate, preventing the development of superbugs.</p>  <p>Sufficient handwashing facilities are required. Where a sink is not nearby, hand sanitiser is provided.</p> <p>Zoono was used again on 24/09/20 with all communal areas covered. Third application to take place 05/11/20 Further Zoono application in March 2021</p> <p>Clean surfaces that pupils and staff may be touching, such as, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</p> <p>Ensure that all adults and pupils:</p>	<p>Gloves Bin bags (double bag)</p> <p>Posters for washing hands Posters for catch it, kill it, bin it displayed</p> <p>Double bag bins</p> <p>Memo to staff Staff responsible for closing – MUST be done each night</p>	

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			<ul style="list-style-type: none"> <li>frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning</li> <li>clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>are encouraged not to touch their mouth, eyes and nose</li> <li>use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> <p>Handwashing practise to be undertaken. Ensure that help is available for pupils who have trouble cleaning their hands independently. See guidance and resources available at: <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></p>		
<p><b>Transition between lessons</b></p> <p><b>Staff Indoor Duties</b></p>			<ul style="list-style-type: none"> <li>Keep left signage around the site (one way system to be put in place to ensure a smooth flow of students and staff.</li> <li>Hand sanitiser/cleaning stations around open areas.</li> <li>Staff to adhere to the social distancing measuring using the "keep left" approach around site</li> <li>Staff to adhere to the Behaviour Policy</li> <li>Staff to remain in the allocated zones to reduce student access</li> <li>Mandatory measures for masks to be worn by all students during transition from classes.</li> <li>Staff to wear facemasks/relevant visors</li> </ul>		
<b>STAFF related issues</b>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>Persons away from school site</p>	<p>Spread C-19 passing on or receiving self and to others</p>	<p>Staff with concerns over their availability to work should refer to the Absence Management Toolkit on the website staff area for further details, risk assessments and resources.</p> <p><b>Insufficient staff capacity</b> to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios:</p> <p>If there are any shortages of teachers, then cover supervisors can be allocated to lead a group, working under the direction of a teacher. Carefully planning the year groups for whom provision is offered (using the Dfe priority list) based on staff availability. Follow government guidance on creating and staffing your temporary teaching groups:</p>		Yes

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			<p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups</a></p> <p><b>Anxiety levels</b> of staff and community causing breakdown in staffing ratios, compromising group sizes / understanding of new changes, safe working practises. Principal to talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</p> <p><b>Testing:</b> Access to testing is already available to all essential workers. Home Testing available. <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></p> <p>Lateral Flow tests to be sent home with students every two weeks to carry out tests at home</p> <p><b>PPE:</b> Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> Adequate training / briefing on use and safe disposal Follow guidance on putting on and taking off standard PPE <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> and above guidance on use in education settings.</p> <p>All staff will have the option to wear a visor whilst on site teaching. Facemasks are mandatory in all communal areas, when walking around the site and in department work areas (unless eating).</p> <p>Staff working at their desk and with adequate social distancing will not be required to wear a face mask but any staff or visitor to that area/office will be required to do so.</p>		

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<p><b>Pregnant Members of Staff</b></p> <p><b>Staff- risk of infection/vulnerability to safeguarding</b></p>		Clinically Vulnerable staff	<p>Individual risk assessment will be put in place. CEV staff will be required to work from home.</p> <p>Separate individual Risk Assessment to take place. Pregnant staff at 28 weeks will work from home unless their job makes this impossible. Teachers and most support staff will now still be required in school beyond 28 weeks. .</p> <p><b>Home Visits:</b> Where home visits are necessary, staff should not go inside the house unless there is an urgent safeguarding risk. Any planned home entry should ensure parental permission in advance of visit and DSL informed.</p> <p>Where staff need to enter a house, they should be accompanied by another colleague and will need to wear face mask at all times.</p> <p>Staff should inform LM of any planned home visits for each day and the timings of these visits.</p> <p>Staff should 'check-in' with LM after home visit to ensure safety- where a LM cannot get in touch with a staff member, following a planned visit, the staff member should inform the DSL.</p> <p>All social distancing measures should still apply.</p>		

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<b>Pupil related issues Vulnerable &amp; Keyworker pupils</b>	Staff Pupils Visitors Contractors Persons away from school site  Staff, Pupils, visitors	Spread C-19 passing on or receiving self and to others	Vulnerable groups who are clinically, extremely vulnerable: <i>Parents should follow medical advice if their child is in this category:</i> <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</a> or if someone within their household is in this category <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a> Risk assessments for children with EHCP complete before attendance.	Measures In place	Yes
<b>Whole School Return Students &amp; Staff</b>		Spread C-19 passing on or receiving self and to others	There will be no break time canteen service, students will use their allocated areas for each year group. Additional cleaning to take place between sessions.  Line ups for year 7,8 & 9 students before school, after break and lunch to decrease pupil flow.  Food will be delivered at lunch time to the relevant year group zones in sealed containers by the kitchen staff. Where possible kitchen staff will be allocated the same duty zone/area. PPE/Masks/Visor/equipment to be worn by all canteen staff  Teachers will be required to circulate differently- standing behind students to observe work and not moving down to the level of the child.  Students enter and leave classroom with masks on  Specific toilet cubicles allocated to each year group around site and will be regularly cleaned during the day  Students will enter the building between 0750hrs and 0830hrs where breakfast will be available in all allocated seating areas for year groups.	Timetables issued, welfare checks underway  Regular cleaning  Tables all labelled showing specific year group order  Tape in each class highlighting teacher space  Individual timetables and seating plan for each student	

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<b>Educare</b>	Staff, Pupils, visitors	Spread C-19 passing on or receiving self and to others	<p>Year 7 students will be leaving the school premises ten minutes earlier to decrease pupil flow on exit – escorted by teaching and pastoral staff.</p> <p>Year 8 students will be leaving the school premises five minutes earlier to decrease pupil flow on exit – escorted by teaching and pastoral staff.</p> <p>The behaviour policy will be applied effectively should students not follow health and safety procedures. As they will have been directed any refusal to follow guidelines on things such as distancing will be treated as defiance and sanctioned appropriately. Face coverings will be required by students during lunch time detentions and will be sat in year group bubbles.</p> <p>Windows and doors will remain open in the Compass and detention rooms. Designated seating areas for the year group bubbles to be seated. Students to wear masks until placed in their seated area.</p> <p>Staff will carry out duties by gathering points (bus stops) to ensure a smooth easy flow of students to arrive on site in time and by the appropriate measures set in place.</p> <p>National system followed in respect to confirmed cases, suspected cases and track and trace direction. All staff made aware of system and able to access HR support.</p> <p>Parents informed on case by case basis and further action directed through communications. DfE phone line will be called and LA updated. All guidance then passed on to relevant stakeholders.</p> <p>Face coverings for all students, unless exempt, are mandatory in all communal areas (where they are not eating), including assemblies in their year groups, and during lesson transitions. In addition facemasks to be used in class where 2m social distancing cannot take place.</p> <p>Students are to enter/leave the building from the side entrance gate and gather each morning in their own allocated seating area for registration</p>	<p>Behaviour policy</p> <p>Only exception to this is the delivery of first aid and where suspected covid case arises.</p>	

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			<p>Educare students will be split into year groups and housed in two separate class rooms – Y7&amp;8 Library and Y9&amp;10 B6 Windows and doors will remain open in the Educare area. Designated seating areas (same desk each day with clear instruction for the year group bubbles to be seated. Students to wear masks until placed in their seated area.</p> <p>Regular cleaning and surface areas wiped and Cormac staff sent to sanitise rooms</p> <p>Designated toilet cubicles for year groups to use</p> <p>There will be break/lunch time canteen service, students will use their allocated areas for each year group. Additional cleaning to take place between sessions.</p> <p>Teachers will be required to circulate differently- standing behind students to observe work and not moving down to the level of the child.</p> <p>Sixth Form students are to work in the designated sixth form centre – no access to other parts of the building and will leave site by lunch time.</p> <p>Sixth Form RSA practical will take place in the Drama and Music with no access to any other parts of the building.</p>		

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<b>Vulnerable &amp; Shielding Students</b>	Staff, Pupils, visitors	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> <li>Regular "Fire Practice Drills" (keeping students in the same bubbles required)</li> <li>Individual RA to be completed where appropriate</li> <li>Individual space to be provided for break/lunch times (Library Zone)</li> </ul>	SENCO RA in place	
<b>Duke of Edinburgh DofE</b>	Staff, Pupil, Visitors	Spread C-19 passing on or receiving self and to others	<p>DofE 6<sup>th</sup> form activities to take place during sessions in allocated zones/year groups</p> <p>Social distancing measures to be followed as and when observing classes</p> <p>Visors/masks to be given out</p>		

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<b>Prioritising provision</b>	Pupils	Education	SEN Students will be allocated their own space at break and lunch time abiding by the social distancing rules sticking to year groups		
<b>Cleaning –</b>	Staff Pupils Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<p>All staff and contractors to follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Clean and disinfect equipment and surfaces more regularly. This includes keyboards, mouse, tables, chairs, door handles, light switches, and bannisters.</p> <p>Staff to wipe down computers, phones, <a href="#">photo copier</a>, smart boards on a regular basis.</p> <p>Waste bins to be emptied at least twice daily. Waste bins for tissues may need emptying more frequently – on an hourly basis.</p> <p>Ensure all waste is bagged and sealed.</p>	<p>Create handout / guide / memo</p> <p>Day time cleaner duties PPE After school cleaner Day time cleaner – lunch time duty</p>	Yes
<b>First Aid, Intimate Care, Isolation Rooms</b>	Staff Pupils Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child to be clear and understood by staff and taken to the designated room (E9) If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. A telephone call should be made home to try and encourage parents to take the relevant testing procedures.</p> <p>If contact with the student is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>	Poster / map to show sick bays	Yes

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
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			<p>First aid door to be left open to encourage ventilation in the area.</p> <p>Where the first aid room is being used by a non-covid suspected case, an alternative room, located in the sports centre has been identified- for students exhibiting covid-symptoms.</p> <p>Non-contact thermometers will be used to screen any pupils showing signs of ill health. Where a pupil shows a temperature they will be required to follow government guidance.</p> <p>Science goggles allocated to first aiders. It is the responsibility of staff to retain, sterilise before and after use and replace where required.</p> <p>PPE stocks available and staff to receive video instruction through the government guidance video tools and instructed to follow government guidance on the use of PPE.</p> <p>Review first aid risk assessment and make any necessary changes.</p> <p>Areas are to be thoroughly cleaned and checked for additional hazards at the start and end of the day, and after use</p> <p>Ensure rota system in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements to form part of daily briefings.</p> <p>Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open</a></p>		

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
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			Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes. These are found in the Absence Management toolkit with notification form in the COVID 19 folder on the z drive.		
<b>Training, Information, Instruction, Supervision</b> -	Staff Pupils Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<p>Consider need for additional training on a regular basis as staffing changes.</p> <p>Dietary or allergy information shared with relevant responsible staff.</p> <p>For staff, regular briefings to remind of sanitation, distancing, breaks, remain alert, talk and ask questions.</p> <p>All training provided for staff – COVID Testing Station Please see separate RA for Testing Site in the Gym</p>	<p>Virtual training Online training</p> <p>PPE Cleaning Coshh</p> <p>Please see RA</p>	Yes
<b>Visitors to school, including parents &amp; reviewers</b>	Staff Pupil Visitors	Spread C-19 passing on or receiving self and to others	<p>Parent tours are pre-booked so numbers are managed. Parents asked to wear facemasks Parents not allowed to go into lessons with students Social distancing measures in place</p> <p>CAHMS, EP, School nurse, Social workers etc to be allowed onsite and parents of SEN students following SD procedures and wearing of facemasks.</p> <p><b>Parent eves, open mornings all cancelled for November lockdown period.</b></p> <p><b>Reviewers/External QA</b> Numbers minimised Reviewers are allowed around the school building and mask is at their discretion so long as social distancing is in place Reviewers are allowed into lessons but no more than two at a time and masks need to be worn With regular hand sanitising, using stations available, the handling of books is allowed</p>		
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>			<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> </ul>		Yes

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			<ul style="list-style-type: none"> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> </ul> <p>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</p>		
<b>Governor oversight during the COVID-19 crisis</b>	School	Leadership and governance	<p>The governing body continues to meet regularly via online platforms.</p> <p>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</p> <p>The Principals report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</p> <p>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</p> <ul style="list-style-type: none"> <li>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>		Yes

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
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Lettings/Sports Fields	Marine Academy Football club Visitors/Staff	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> <li>• Visitors/coaches/managers to report to duty member of MAP Staff at the entrance of the playing area on the allocated pitch</li> <li>• Players to be escorted by Parents to the playing area (avoid meeting other parents or players on arrival). Remain in car until the session prior has finished and wait for footfall to disperse</li> <li>• Players to wear MAP training kit and appropriate footwear and bring their own drink clearly marked with child's name. Players will be expected to abide to the regulations imposed and this will be monitored by both the coaching and MAP sports staff. Parents will be made aware of any continued breaches of this with possible removal from session and future sessions for persistent offenders.</li> <li>• One parent per player to accompany the child to the session.</li> <li>• Social distancing measures will be expected by parents within their groups and those who cannot conform to this will not be permitted back as long as restrictions are in place. Marine Academy Sports staff will be responsible for sanitising sports and grounds equipment</li> <li>• If a player displays symptoms on arrival then MAP staff will instruct the player to be removed from the premises immediately.</li> <li>• If a player develops symptoms during the session the coach will escort the player to MAP staff who will locate the parent and instruct the player to be taken off site immediately. The parents whose children were in the same working group as the child will be alerted for them to adopt the appropriate action as outlined in the Government procedures. Coaches and Staff will wear appropriate PPE when necessary especially in the event of reacting to an injury and will observe the same sanitising procedures as players before and after sessions</li> </ul>	Create handout / guide / memo	Yes

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
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			<ul style="list-style-type: none"> <li>All teams will have their allotted training slots and will be expected to strictly adhere to this. Coaches will be expected to arrive in sufficient time to set up, plan their session, and supervise the players on their arrival activities</li> <li>Session finishing times will be staggered slightly to reduce the footfall leaving simultaneously. Coaches will escort players to the parents area and will be requested to leave the site immediately observing the social distancing guideline</li> </ul> <p><u>Outdoor lettings now allowed.</u></p> <p><u>Tier two system</u></p> <p>In line with the current timetable of use all youth groups under 18 years of age will continue and follow the pre lockdown procedures implemented by MAP</p> <p>Adults groups (18+) currently at MAP will be advised by their respective Governing bodies of the rules around their activities. These sessions will only be accepted by MAP for bookings on their GB approval and acceptance by MAP regarding this. The MAP Juniors Football club can utilise the pitches for matches as per outdoor usage rules and follow the same match-day procedures already in place.</p> <ul style="list-style-type: none"> <li>organised outdoor sport, and physical activity and exercise classes to continue</li> <li>organised indoor sport, physical activity and exercise classes will only be permitted if it is possible for people to avoid mixing with people they do not live with (or share a support bubble with). There are exceptions for indoor disability sport, sport for educational purposes and supervised sport and physical activity for under-18s, which can take place with larger groups mixing</li> </ul>		



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<p><b>Food Tech</b></p> <p><b>Extra-Curricular Activities</b></p>	<p>Students/staff /parents/other children</p>		<p>Staggered entry will take place where other measures are not available.</p> <ul style="list-style-type: none"> <li>• Additional cleaning and equipment to be cleaned thoroughly throughout the day</li> <li>• Outside PE encouraged if possible to do so</li> <li>• Masks to be worn by all students whilst changing in the changing rooms</li> <li>• Having consistent groups/ teams in lessons if you are leading team activities through small sided games. No tackling is permitted therefore rugby and football must be non-contact.</li> </ul> <p>Masks to be worn whilst gathering in a group. Masks/visors can be removed whilst taking part in a practical session, making sure social distancing rules are carried out.</p> <p>Extra-curricular activities to take place during lunch sessions and after school in allocated zones/year groups</p> <p>Windows to be opened as and where possible for groups</p> <p>PHE Guidelines around Performing Arts/PE and Extra Curricular activities to be followed</p> <p><a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></p>		

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Open Events			<p><b>November lockdown:</b> Wrap around provision has replaced extra-curricular clubs, meaning essential provision for additional learning time, providing space for HWK and study for DS students unable to do so at home, provision which supports curriculum and child care needs will continue. All students will be formal on a register and parents will have signed up to this provision. We consider these both a safeguarding imperative and also an imperative to provide additional study time for our large DS cohort. All of this provision will be delivered in bespoke year bubbles and students will not mix with others from a different bubble.</p> <p>PE extra-curricular has been cancelled for November lockdown</p> <p>PE extra-curricular has been cancelled for January lockdown</p> <p>Parents asked to wear masks during Open Mornings. This is by booking only so we can manage numbers and we ensure parents witness transition from an open area and not in enclosed areas such as corridors.</p> <p>Parents evenings and Open evenings have been cancelled due to large volumes of arrivals. Open mornings continue with managed numbers attending via our booking system.</p>		

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			Sanitiser and hand gel available in reception and at various points on the tour. Parents not allowed to walk into classrooms but the guide can go in and select books for others to see. There are no student/parent interactions and student guides are not used.  <u>Parents evening cancelled during November lockdown</u>		

<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	<b>Action by Whom</b> <i>(list the name of the person/people who have been designated to conduct actions)</i>	<b>Action by When</b> <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	<b>Action Completed</b> <i>(record the actual date of completion for each action listed)</i>	<b>Residual Risk Rating</b>
Legionella control: water flushing to take place after school hours. Either before or after teaching staff and students arrive. Caretaker to use antibacterial cleaner on taps and touch points.	Site team	Weekly	Sep 20	Low Risk
Fire checks / other compliance checks: Premises Manager to audit checks are taking place as an additional precaution while full drills have not taken place.	Site team	Weekly	Sep 20	Low Risk
Lifts – if we have any students who need lift access, procedure to be put in place for regular cleaning.	Site Team	Weekly	Sep 20	Low Risk
Weekly checks on maximum capacity as it is likely key worker numbers will increase as more people are asked	Marie Quinn	Weekly	Sep 20	Low Risk

to return to their workplace. Must ensure the school does not become overcrowded and can be staffed safely.				
<p><b>DATE OF REVIEW: Sep 2020</b>  <b>Updated v2: 11/09/20</b>  <b>Reviewed 18/09/20 (no changes)</b>  <b>Reviewed 25/09/20</b>  <b>Reviewed 01/10/20</b>  <b>Reviewed 07/10/20</b>  <b>Reviewed 16/10/20</b>  <b>Reviewed 02/11/20</b>  <b>Reviewed 05/11/20</b>  <b>Reviewed 06/11/20</b>  <b>Reviewed 18/11/20</b>  <b>Reviewed 26/11/20</b>  <b>Reviewed 15/12/20</b></p> <p><b>Reviewed 14/01/21</b>  <b>Reviewed 04/02/21</b>  <b>Reviewed 03/03/2021</b>  <b>Reviewed 22/03/21</b>  <b>Reviewed 29/03/21</b>  <b>Reviewed 30/04/21</b></p>	<p><b>COMMENTS: Zoono was used again on 24/09/20</b>  <b>Third application of Zoono to take place 05/11/20 &amp; 06/11/20</b>  <b>Zoono completed 4<sup>th</sup>/5<sup>th</sup> Jan 2021</b>  <b>Zoono completed 4<sup>th</sup>/5<sup>th</sup> Feb 2021</b>  <b>Zoono completed 4<sup>th</sup>/5<sup>th</sup> March 2021</b></p>			