



Central Academy Risk Assessment for Parents / Carers



Cleaning	<ul style="list-style-type: none">• Regular cleaning of Academy, before and after school and throughout the day – specific cleaning attention will be given to the designated bubbles that students / staff will be in• Reduce access to shared resources – all students will have their own stationary, laptop and books• Classrooms cleared to ease cleaning• Teachers are responsible to clean any crockery / cutlery they use
Handwashing and hand sanitiser	<ul style="list-style-type: none">• Before leaving their house, all students must wash hands thoroughly• On entry to the Academy, all students to wash their hands and/or use hand sanitiser• Before and after break and lunchtime, all students must wash hands thoroughly• At the end of the day, all students must use hand sanitiser• Additional signage will be placed around the Academy to remind / promote satisfactory hand washing• Hand sanitiser is available around the Academy and in all teaching areas• Designated toilets for each bubble*• Students can bring in their own hand sanitiser

*Bubble refers to a small group of up to 15 students

Respiratory hygiene	<ul style="list-style-type: none"> • A box of tissues in every bubble • Bins with lids are in classrooms • Reminders on Catch it -Bin it -Kill it will be placed around the Academy and in bubbles • Staff will be required to encourage students not to touch their mouth, eyes and noses
Managing Behaviour	<ul style="list-style-type: none"> • All students will be reminded of our behaviour expectations • The behaviour policy has been amended to promote social distancing • All staff will understand the expectations and follow the same behaviour policy
Reducing contact with others	<ul style="list-style-type: none"> • Year 10 students will stay separate from the Key Worker/Vulnerable students and adults in school • 2 metre markings are in place in corridors to promote social distancing whilst moving around the school • Parents / Carers are recommended to use email and telephone communication only unless coming in for a pre-arranged meeting • The Academy will communicate with all stakeholders via the Newsletter and the Academy website • The Academy office will always have at least one Administrator in • In school meetings and shared spaces, staff will remain 2 metres apart; however, meetings via Teams will be encouraged where possible • Signs will be placed around the Academy to encourage social distancing • Staggered break and lunch times • Drop off and collection to be carried out by one adult only where possible

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Entrance and exit from the Academy	<ul style="list-style-type: none"> • Staggered start and end times • Year 10 students must enter and depart the Academy using the Student Gate only. Only Key Worker/Vulnerable students are allowed to walk through Reception • Parents / Carers to drop off students at the Student Gate only if necessary (Limit of one parent / carer) • All communication from parents / carers must be my telephone or email
Moving around the Academy	<ul style="list-style-type: none"> • One-way system will be signposted in the Academy • Staff and students to avoid communal areas • Clearly timed activities for each group to avoid contact with others • Doors to remain open to prevent students and staff having to touch door handles • Students will have designated toilets and toilet times • Appropriate signage will be displayed in all areas to remind students about social distancing and handwashing
Teaching groups	<ul style="list-style-type: none"> • Teaching groups of a maximum of 15 with two members of staff • No mixing with other classes • Staggered break and lunchtimes for Year 10s and Key Worker/Vulnerable students • All students will have their own desk and equipment • Tissues, hand sanitiser and cleaning material will be available in all teaching spaces
Lunch time arrangements	<ul style="list-style-type: none"> • Students will be required to bring their own food and FSM students will be given a packed lunch • Break and Lunch times will be staggered to decrease the number of students walking in the corridors

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Use of PPE	<p>Staff</p> <ul style="list-style-type: none"> • PPE will be used when administering first aid <p>Parents / Carers and Visitors</p> <p>Parent / Carers are not permitted to be on-site. Meetings will be held via telephone. If Parents / Carers need to collect their son / daughter early, they must ring beforehand, then wait for their son / daughter in the main reception area</p>
Extremely vulnerable (shielded) and vulnerable staff and students	<p>Staff</p> <ul style="list-style-type: none"> • All staff who are extremely vulnerable (shielded), vulnerable or pregnant may work from home • All staff that are not on the Academy rota should work from home • Staff living with someone extremely vulnerable (shielded) may work from home • Staff living with someone vulnerable may attend the Academy following a risk assessment <p>Students</p> <ul style="list-style-type: none"> • All students who are extremely vulnerable (shielded) will continue with online learning through Teams • For students who are vulnerable, their parents should follow medical advice and inform the Academy about whether they will return to school or not • Children living with someone extremely vulnerable (shielded) their parents should inform the Academy and can continue with online learning through Microsoft Teams

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<p>Medical</p>	<p>Staff</p> <ul style="list-style-type: none"> - Medical records for staff to be updated <p>Students</p> <ul style="list-style-type: none"> - The Medical lead to reassess all medical plans / care plans of students on-site to update any needs or considerations. - For all medications on-site to be assessed and updated due to circumstances changing
<p>If someone becomes unwell</p>	<p>Staff</p> <ul style="list-style-type: none"> • Must not come to school if tested positive for Covid-19 or suspect they have. If staff suspect they have Covid-19, they must request a test from https://www.gov.uk/apply- coronavirus-test. Staff must self-isolate until they receive the outcome and they must communicate this outcome to the Headteacher / Operations Manager. If the test is negative, the staff member can then return to work, if the test is positive, they must self-isolate for a further 7 days • If someone in their household has tested positive for Covid-19 or suspects they may have it, they must self-isolate and proceed with taking a test <p>Students</p> <ul style="list-style-type: none"> • Students must not be sent to school if they test positive or are suspected of having Covid-19 and should self-isolate for 7 days and keep isolating until they no longer have a temperature • If someone in a students' household has tested positive or suspects they may have Covid-19 they must self-isolate for 14 days • If a student arrives at school apparently unwell, we will contact their parent / carer to take them home • If a student becomes unwell whilst at school, we will take them straight to the Medical Room and request a parent/carers to collect the student straight away; if necessary, we will use the Academy's thermometer; parent / carers will be

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	<p>informed that their son / daughter cannot come to school for a further 7 days</p> <ul style="list-style-type: none"> • If a student or member of staff in the teaching group 'bubble' tests positive for Covid-19, all students must self-isolate for 14 days and staff should self-isolate until they have been tested and received the result <p>Parents / Carers and Visitors</p> <ul style="list-style-type: none"> • Parents / Carers and visitors must not come to the Academy if they or someone in their family has tested positive or suspects they may have Covid-19 • Reminders to parents will be regularly shared
Transition back into school learning	<p>Routines</p> <ul style="list-style-type: none"> • We will reintroduce regular routines and expectations straight away • Despite social distancing, we will encourage good relationships between students and adults in the classroom • With students in small groups, they will socialise during break and lunchtimes
<p><u>Print Name:</u> R. Shell-Macleod <u>Headteacher Signature</u></p> <p><u>Date of Assessment:</u> 5th June 2020</p> <p><u>Review 1:</u> (Date and Initial)</p>	

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