

## Phoenix PRIMARY ACADEMY -FULL ACADEMY RETURN - COVID-19

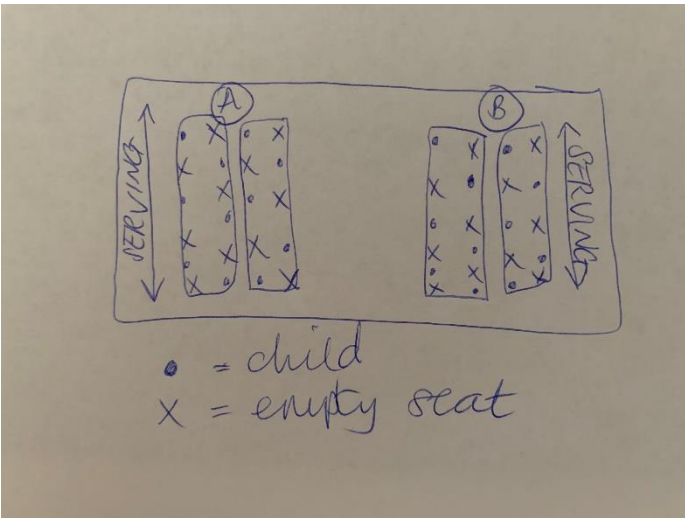
[Back to index](#)

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to academy	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Academy to have a one-way system introduced when parents bring pupils to the academy</li> <li>The pupils and parents will arrive at the normal entrance and will be met by a member of staff who will instruct them on the one way system they need to follow ie Emerald Room or main entrance</li> <li>2 metre spaces to be clearly marked out on pedestrian area next to entrance and 2 metre rules enforced while they are waiting for staff to receive their children</li> <li>Staff member who is outside enforcing the rules should wear a face covering visor, mask and gloves.</li> <li>Staff member collecting pupils should wear a face covering visor, mask, and gloves.</li> </ul>	HIGH	Yes	
Staff receiving child from Parent	Staff	Spread of Infection due	<ul style="list-style-type: none"> <li>Staff receiving children to wearing a face covering visor, mask, and gloves.</li> </ul>	HIGH	Yes	

		to close contact	<ul style="list-style-type: none"> <li>Staff will direct children to use the hand sanitiser on entry into their classroom (another member of staff supervise pupils) or they will be directed to the sinks within their rooms to wash their hands (member of staff will supervise)</li> </ul>			
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>The teacher will remain at a 2-metre distance from the children where possible.</li> <li>The teacher's desk will be kept 2 metres away from the children's tables/desks.</li> <li>Class bubbles will be no more than 30</li> <li>All desks will be forward facing</li> <li>Where social distancing cannot be maintained, 1:1 staff working with children to ensure that they are to the side or behind a child, not in front.</li> <li>Tissues available around the rooms for pupils to use when coughing or sneezing and they must go into a closed lid bin after one use.</li> <li>Soft toys to be removed from Classrooms</li> <li>Hand sanitiser to be provided in every room.</li> </ul> <ul style="list-style-type: none"> <li>Tissues available around the rooms for pupils to use when coughing or sneezing and they must go into a closed lid bin after one use.</li> <li>Maximum number of pupils per room to safely meet requirements is 9</li> <li>Soft toys to be removed from Classrooms</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>No glue sticks or paintbrushes to be used during lessons</li> <li>Hand sanitiser to be provided in every room.</li> </ul>			
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Teaching staff must keep that safe distance at all times where possible when teaching.</li> <li>Where children may require extra assistance a 2-metre rule must try to be enforced.</li> <li>Where 2 metre rule cannot be met Staff members must use PPE available to them (Visors, masks, Gloves, Apron)</li> <li>Hand sanitiser in every classroom and must be used every time a pupil enters the room</li> <li>Soft toys to be removed from Classrooms</li> <li>No glue sticks or paintbrushes to be used during lessons</li> </ul>	HIGH	<b>YES</b>	
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> <li><b>HAND DRYERS CAN BE USED IN TOILETS</b></li> <li>Inform the child of the importance of washing their hands after using the toilet and on their return to the classroom use the hand sanitiser on entering the classroom.</li> <li>Posters placed around site to reinforce this issue</li> <li>Toilet breaks to take place at designated times throughout the day and staggered across year groups</li> <li>All years to use toilets closest to their classrooms.</li> <li>Pupil will use hand sanitiser within classrooms every time they enter.</li> </ul>	MEDIUM	<b>YES</b>	

Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Pupils will remain in their bubble group when outside for breaks/lunch/activities.</li> <li>• Pupils informed again of the importance of social distancing whilst outside.</li> <li>• Dedicated area of playground/field to be marked out for each bubble group to use during breaks and same are used each time.</li> <li>• Teachers to provide activities which can abide by the rules.</li> <li>• Supervising staff must keep a 2 metre distance from each other at all times. PPE available for staff to use where this is not possible</li> </ul>	MEDIUM	YES	
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Staff must sit at least 1.5 metres apart from each other whilst eating their lunch.</li> <li>• Staff must make their own drinks using their own cup</li> <li>• Staff are permitted to bring their own lunch and store this in the fridge.</li> <li>• Fridge will be emptied and cleaned each night.</li> <li>• Microwave/Kettle will be available, but this must be cleaned after use.</li> <li>• No sharing of cutlery or food items.</li> <li>• Staffroom to be cleaned after use by onsite cleaner</li> <li>• Hand washing before/after use of everything</li> <li>•</li> </ul>			
Break Times Classrooms	Staff Children	Spread of Infection due	<ul style="list-style-type: none"> <li>• Member of cleaning staff working through out day to thoroughly clean all touch points</li> </ul>	MEDIUM	YES	

		to close contact	<ul style="list-style-type: none"> <li>• During breaks they will clean tables and door handles with a disinfectant or disinfectant spray.</li> <li>• If a child releases bodily fluid in class space, affected area to be cleaned with anti-bacterial spray and wiped with blue paper towels by staff member</li> <li>• Staff Must wear mask and gloves whilst carrying out this task and wash hands after cleaning.</li> </ul>			
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• . Children can bring a packed lunch, drink and their own water bottles. If children are eating their own packed lunch or a school provided packed</li> <li>• dinners will be eaten in the hall. All food will be served by adults.. Children must not face another child so they will be seated like this:</li> </ul> 	MEDIUM	YES	

			<ul style="list-style-type: none"> <li>Catering staff to wear PPE when delivering lunches to class spaces</li> <li>Tables will be wiped between sittings</li> </ul>			
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering Mask/Visor/Gloves/Apron and follow ATT procedure when dealing with injuries.</li> <li>Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>Where this is not possible Staff members to wear PPE and dispose of items within closed lid bin immediately after use.</li> <li>Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>Always wash hands after contact</li> <li>PPE used for first aid must be disposed of after use</li> <li>Staff to wash hands and sanitise after removal of PPE</li> </ul>	HIGH	<b>YES</b>	
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>In the event of a serious injury or incident call 999 immediately.</li> <li>Wear face covering visor, mask and gloves when in close contact or dealing with bodily fluids</li> <li>In the event of CPR being required it is advised only chest compressions are given and use of a defib if available.</li> <li>Always wash hands and sanitise after contact</li> </ul>	HIGH	<b>YES</b>	

First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> <li>• First Aiders must always wear gloves when administering first aid procedures.</li> <li>• Staff must wear a face covering mask and/or visor if having to deliver close contact first aid and follow ATT procedure for administering first aid (always refer to up to date information from Gov.UK)</li> <li>• Any dressings used to be double bagged.</li> <li>• Where any medications are administered try and encourage the pupils to self-administer or staff member must wear a face covering visor, mask, apron and gloves which must be disposed of immediately after use(always refer to up to date information from Gov.UK)</li> <li>• Staff to wash hands and sanitise after first aid procedures have taken place and PPE removed</li> <li>• Special Attention must be applied for pupils with specific needs including administering of Insulin and safe storage of this medication.</li> </ul>	HIGH	YES	
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> <li>• When staff are carrying out any intimate care they must:</li> <li>• Wear Gloves</li> <li>• Wear an apron</li> <li>• Wear a mask</li> <li>• Wear a visor</li> <li>• Nappies, wipes etc. must be double bagged and placed into a closed lid bin</li> <li>• Soiled clothes to be double bagged and given to Parents on collection of child.</li> </ul>	HIGH	YES	

			<ul style="list-style-type: none"> <li>• Staff must wash their hands once gloves and masks are removed and dispose of single use PPE</li> <li>• ATT procedure to be displayed outlining instructions which must be followed.</li> <li>• Record all intimate care carried out.</li> </ul>			
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child.</li> <li>• Encourage child to use a tissue to wipe eyes/nose etc.</li> <li>• If contact is required, consider wearing a face covering visor or mask.</li> <li>• Wash and sanitise hands after contact</li> </ul>	MEDIUM	YES	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where possible allow the child to vent their frustrations</li> <li>• Where possible allow child to be in a room on their own or outside</li> <li>• If team teach techniques are required, it is advised face covering mask and or visor, apron and gloves are worn.</li> <li>• Pupil May need sperate care and attention in another space, area to be designated by academy and PPE used at all times</li> </ul>	HIGH	YES	
Children leaving at the end of the academy day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• One-way system in place with a staff member supervising outside to inform Parents to abide by the 2 metre social distancing rule. Pedestrian areas outside main entrance to be marked clearly with 2 metre spacing to ensure social distancing measures are met.</li> <li>• Collection and pupil leaving times will be staggered and the process outlined within Access/Egress mentioned above in the section “arriving to academy”</li> </ul>	HIGH	YES	



			<ul style="list-style-type: none"> <li>Children released when Parent is next in queue and child will be fetched from classroom. Consider radio communication to staff in classrooms.</li> </ul>			
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged and social distancing rules observed. PPE will be available for staff to use if social distancing requirements cannot be met</li> <li>Parents will be not be allowed onto the academy site and 2 metre spaces clearly marked outside the academy gates and monitored by staff to discourage parents from congregating together.</li> </ul>	HIGH	YES	
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.</li> <li>All staff are able to access the following information on-line for up to date information on COCID-19               <ul style="list-style-type: none"> <li>➤ Public Health England</li> <li>➤ Gov.co.uk</li> <li>➤ NHS</li> <li>➤ DfE</li> <li>➤ Department for Health and Social Care</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection available on ATT LMS and delivered online including:               <ul style="list-style-type: none"> <li>○ Infectious diseases</li> <li>○ COVID19</li> </ul> </li> </ul>	MEDIUM	YES	

			<ul style="list-style-type: none"> <li>○ First aid at Work</li> <li>○ First Aid Appointed person</li> <li>○ First Aid/Riddor</li> <li>● Staff are made aware of the academy's infection control procedures in relation to coronavirus via website, email and staff information packs provided during pre-opening meetings</li> <li>● Staff to contact the academy as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>● Parents are made aware of the academy's infection control procedures in relation to coronavirus via Website, letter, posters or social media – they are informed that they must contact the academy as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>● Pupils are made aware of the academy's infection control procedures in relation to coronavirus via academy staff and are informed that they must tell a member of staff if they feel unwell.</li> <li>● Any unwell pupil will be separated from their group and have their temperature recorded immediately.</li> </ul>			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> <li>● Posters are displayed throughout the academy reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the academy.</li> <li>● Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection</li> </ul>	HIGH	<b>YES</b>	

			<p>control procedures in accordance with the DfE and PHE's guidance.</p> <ul style="list-style-type: none"> <li>• Sufficient amounts of soap and hand sanitiser available in classrooms, clean water and paper towels are supplied in all toilets and kitchen areas.</li> <li>• Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary using sinks in classrooms.</li> <li>• Pupils are forbidden from sharing cutlery, cups or food or from bringing these items from home.</li> <li>• Air con can be used with windows and doors (Where appropriate) opened to provide natural ventilation</li> <li>• Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• Central ATT Estates team to arrange enhanced cleaning prior to opening which will be undertaken where required – ATT Cleaning provider to provide guidance, risk assessments and cleaning specification prior to re-opening</li> </ul>			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Forehead temperature gun in place at academy to take temperature and minimise contact between staff and pupils.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.</li> <li>• The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> <li>• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>• Room to be taken out of circulation for 72 hours and pupils/staff to self-isolate in confirmed cases of COVID19.</li> <li>• Fogging treatment to be carried out to affected area in confirmed cases. To be arranged at ATT estates on notification.</li> </ul>			
--	--	--	--	--	--	--

			<ul style="list-style-type: none"> <li>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the academy to minimise the spread of infection.</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable but separated from bubble group, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using anti-bacterial spray and blue paper towels provided within class space in line with guidance, using PPE at all times.</li> <li>• Cleaning staff on site during opening hours to meet hygiene standards</li> <li>• Parents are informed not to bring their children to the academy or on the academy premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Staff and pupils do not return to the academy before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> <li>• All pupil trips are to be on hold during this period of re-opening</li> <li>• Parents notify the academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>• The academy in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>• Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents where necessary.</li> <li>• In extreme cases involving significant risk the decision not to return to academy can be taken in conjunction with the pupils parents.</li> </ul>			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>• Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Principal or SLT as soon as possible. .</li> <li>• The Academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus and follows the ATT procedure.</li> </ul>	HIGH	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• The Academy is informed by pupils' parents when pupils return to academy after having coronavirus – the Academy informs the relevant staff.</li> <li>• Staff inform the principal when they plan to return to work after having coronavirus.</li> <li>• Central Estates monitors the cleaning standards of the academy cleaning contractors and additional measures required with regards to managing the spread of coronavirus are being implemented with cleaning arrangements and specification outlined for Academy.</li> </ul>			
Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> <li>• The academy staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure.</li> <li>• Temperature to be taken should any pupil show signs of illness</li> <li>• The principal contacts the ATT central estates or operations team and follows the advice given from and discusses if any further action needs to be taken.</li> <li>• Academy's put into place any actions or precautions advised by the above</li> <li>• Academy keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> <li>• The Academy follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace flow chart in RA 9 for further guidance</li> </ul>	Medium	<b>YES</b>	

Cleaning while Academy open	Staff	Infection Control	<ul style="list-style-type: none"> <li>• Cleaning staff deployed during daytime opening hours 08:30 – 15:30 in addition to regular cleaning hours.</li> <li>• All touchpoints and hard surfaces to be cleaned on a regular basis throughout the day, this will include               <ul style="list-style-type: none"> <li>➢ All door handles</li> <li>➢ All tables and chairs used by staff and pupils</li> <li>➢ Toilet flushes and regular cleaning of toilets.</li> <li>➢ Separate specification to be issued by cleaning contractor</li> </ul> </li> <li>• All classrooms to have spray disinfectant and disposable cloths to clear any spillage during occupation.</li> <li>• Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>• All used cloths thrown away to be double bagged and then placed in a secure area/closed lid bin.</li> </ul>	MEDIUM	YES	
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>• Regional Manager review of Site Health and Safety will be completed prior to re-opening.</li> <li>• No fire drill will take place during the initial re-opening, but procedures will be maintained in the event of a fire including clear sign posting of where to meet etc in line with fire risk assessment.</li> <li>• Statutory inspections to continue but with social distancing in place at all times and completed outside of opening hours (prior to 09:00, after 15:30 and weekends)</li> <li>• In-house inspections will continue to ensure the academy remains as safe as possible.</li> </ul>	MEDIUM	YES	



			<ul style="list-style-type: none"> <li>Property software regularly updated to show compliance</li> </ul>			
Contractors in the academy	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>Contractor visits will be completed outside of opening hours unless in case of emergency required to keep academy open.</li> <li>Where contractors are coming into the academy, they must complete academy waiver stating they are free from symptoms and do not have COVID19.</li> <li>ALL Contractors must have up to date Risk Assessments and Method Statements and provide copies along with COVID19 safety measures prior to entry to site.</li> <li>Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>Academy to ensure no pupils or staff are in the area where contractors are working</li> <li>Contractors will be designated a toilet they can use whilst on site if out of hours which will then be cleaned or advised not to use on site facilities.</li> <li>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. Area will then be thoroughly disinfected</li> <li>They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the Academy site and complete academy waiver form.</li> <li>If they become aware of a contractor coming down with symptoms within 14 days of being at the academy they must inform the academy immediately.</li> </ul>	MEDIUM	<b>YES</b>	

Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>• All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> </ul>	HIGH	<b>YES</b>	
-------------	-----------------	----------------------	---	------	------------	--