



**Chapelton Academy reopening risk assessment –  
updated 20.08.2020**

**V1.3**

## COVID-19: Operational risk assessment for Academy reopening

The risk assessment has been completed using guidance on Academy reopening issued by the Department for Education on 11<sup>th</sup> May 2020:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Assessment conducted by:	Dayle Coe	Job title:	Head teacher	Covered by this assessment	Staff, Students, contractors, visitors, volunteers
Date of assessment:	10 July 2020	Review interval:	Normally weekly	Date of next review:	10 August 2020

Related documents	
<b>Trust/Local Authority documents:</b>	<b>Government guidance:</b> <a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a> <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> <a href="#">Coronavirus (COVID-19) Collection: guidance for Academics and other educational settings</a> <a href="#">Actions for Academics during the coronavirus outbreak</a> <a href="#">Coronavirus (COVID-19): implementing social distancing in education and childcare settings</a> <a href="#">Coronavirus (COVID-19): guidance for educational settings</a> <a href="#">COVID-19: cleaning in non-healthcare settings</a>

### Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process of partial opening, including social distancing</b>					
<b>1.1 Net capacity</b>					
<b>Available capacity of the Academy is reduced when social distancing guidelines are applied</b>	M	<ul style="list-style-type: none"> <li>Agreed number of students who can attend the premises on any given day to enable compliance with social distancing rules.</li> <li>Agreed new timetable and arrangements confirmed for each year group.</li> <li>Arrangements in place to support students when not at Academy with remote learning at home.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Both year groups on site</li> <li>See map for details on timetable and staggered times with segregated year</li> <li>Remote learning Teams plans in place</li> </ul>	L
<b>1.2 Organisation of teaching spaces</b>					
<b>Classroom sizes will not allow adequate social distancing</b>	H	<ul style="list-style-type: none"> <li>Classroom size and numbers reviewed.</li> <li>Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 12 students per class)</li> <li>Classrooms re-modelled, with chairs and desks in place to allow for social distancing with staff</li> <li>Clear signage displayed in classrooms</li> <li>Students are grouped in 'bubbles' as Year groups students with. The integrity of the bubble is maintained throughout the day. Students from separate bubbles do not mix at any time.</li> </ul>	Y	<ul style="list-style-type: none"> <li>New post reopening timetable issued 2 Sept</li> <li>See Reopening ppt for details on signage and year group bubbles</li> </ul>	L
<b>Large spaces need to be used as classrooms</b>	H	<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>Large gatherings restricted to Year groups</li> <li>Design layout and arrangements in place to enable social distancing with staff. One way system in place with staggered timings.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Separation of the canteen/RS/common room/assembly into two Year bubbles</li> </ul>	M
<b>1.3 Availability of staff and class sizes</b>					
<b>The number of staff who are available is lower than that required to teach classes in Academy and operate effective home learning</b>	M	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>All staff who are clinically extremely vulnerable work from home.</li> <li>Risk assessments are undertaken for staff who are clinically vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19).</li> <li>Flexible and responsive use of pastoral staff to supervise breaks and lunch times is in place.</li> <li>Full use is made of testing to inform staff deployment.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff survey and risk assessment completed and interviews in summer months tbc after 11 Aug</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1.4 Prioritising provision</b>					
<b>The continued prioritisation of vulnerable students and the children of critical workers will create 'artificial groups' within Academics when they reopen</b>	M	<ul style="list-style-type: none"> <li>Pastoral and SEND support is deployed wherever possible to support prioritised Students.</li> <li>Efforts continue to improve the attendance of vulnerable students and those from disadvantaged backgrounds.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Weekly meetings with senior leaders to update vulnerable list</li> <li>RAGing of vulnerable students conducted</li> <li>Plans made regarding of first two weeks back to reintegrate staff and students added to the SIP</li> </ul>	L
<b>1.5 The Academy day</b>					
<b>The start and end of the Academy day create risks of breaching bubbles guidelines</b>	M	<ul style="list-style-type: none"> <li>Start and departure times are staggered.</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Staff and students are briefed, and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> <li>Attendance patterns have been optimised to ensure maximum safety.</li> </ul>	Y	<ul style="list-style-type: none"> <li>CA floor plan shared with govts an senior leaders to be rolled out to staff and parents w/b 10 Aug</li> </ul>	L
<b>1.6 Planning movement around the Academy</b>					
<b>Movement around the Academy risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place where possible.</li> <li>Corridors are divided where feasible.</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points and bottle necks are identified and managed accordingly.</li> <li>Movement of students and staff around Academy is minimised as much as possible, with students staying in classrooms in their 'bubble' arrangements with staff.</li> <li>Lesson change overs are staggered to avoid overcrowding.</li> <li>Students are regularly briefed regarding observing social distancing guidance with staff and crossover of year group bubbles.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> </ul>	Y	<ul style="list-style-type: none"> <li>See CA plans for reopening v1.5 and guidance for staff and support</li> <li>Plan regularly reviewed by govts</li> <li>Students and parents to be given pre opening guidance on hygiene and bubbles whilst in the academy from 10 Aug onwards</li> </ul>	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1.7 Curriculum organisation</b>					
<b>Students will have fallen behind in their learning during Academy closures and achievement gaps will have widened</b>	M	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>Home and remote learning is continuing and is calibrated to complement in-Academy learning and address gaps identified.</li> <li>Exam syllabi are covered.</li> <li>Plans for intervention are in place for those students who have fallen behind in their learning.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Intervention plans are in place with RAGing of students who have been least engaged over lockdown to enable better use of partial reopening times</li> <li>Plans in place for first two weeks getting students 'back on track' added to the SIP</li> </ul>	L
<b>1.8 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff have been briefed on the use of these rooms.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff room limited use an offices single occupancy</li> </ul>	L
<b>1.9 Managing the Academy lifecycle</b>					
<b>Limited progress with the Academy's Autumn term calendar and workplan because of COVID-19 measures</b>	M	<ul style="list-style-type: none"> <li>Academy calendar for the Autumn term rationalised.</li> <li>Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning.</li> <li>Staff recruitment for September 2020 completed.</li> <li>Curriculum and timetable for September 2020 completed.</li> </ul>	Y	<ul style="list-style-type: none"> <li>T&amp;L plan and schemes of work prioritised for the first two weeks return with line management QA of plans</li> </ul>	L
<b>Students moving on to the next phase in their education do not feel prepared for the transition</b>	M	<ul style="list-style-type: none"> <li>A plan is in place for pastoral staff to speak with students and their parents about the next stage in their education and resolve any issues.</li> <li>There is regular and effective liaison with the destination institutions (e.g. universities, apprenticeship providers) to assist with Students' transition.</li> <li>Regular communications with the parents of incoming students are in place, including letters, newsletters and online broadcasts.</li> <li>Virtual tours of the Academy are available for parents and Students.</li> <li>Online induction days for students and parents are planned.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Review of progress on 13 July followed by actions in September and summer work to support students.</li> <li>Induction week already carried out with further induction support in September</li> </ul>	L
<b>1.10 Governance and policy</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Governors are not fully informed or involved in making key decisions</b>	M	<ul style="list-style-type: none"> <li>Online meetings are held regularly with governors.</li> <li>Governing bodies are involved in key decisions on reopening.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the Academy.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Bi weekly meetings online</li> </ul>	L
<b>1.11 Policy review</b>					
<b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</b>	M	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the Academy.</li> <li>Staff, Students, parents and governors have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>JB and ZM working on new fire evac plans</li> <li>JB set up classrooms to adhere to social distancing guidance</li> <li>Posters around site with cleaning and gel requirements met</li> </ul>	L
<b>1.12 Communication strategy</b>					
<b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b>	M	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place:                             <ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Academics Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Stakeholders updated by letter in the summer weeks</li> <li>Govs updated by conference every two weeks</li> <li>Unions written to and consulted</li> </ul>	L
<b>1.13 Staff induction and CPD</b>					
<b>Staff are not trained in new procedures, leading to risks to health</b>	M	<ul style="list-style-type: none"> <li>A revised staff handbook is issued to all staff prior to reopening.</li> <li>Induction and CPD programmes are in operation for all staff prior to reopening, and include:                             <ul style="list-style-type: none"> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> <li>Risk management</li> </ul> </li> </ul>	Y/N	<ul style="list-style-type: none"> <li>Ongoing revision of CPD</li> <li>Safeguarding procedures already in place</li> <li>Fire evac revised by JB/ZM</li> <li>Student behaviour policy review and resent</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>New staff are not aware of policies and procedures prior to starting at the Academy when it reopens</b>		<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-Academy – prior to them starting.</li> <li>• The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Will be issued to new receptionist</li> </ul>	
<b>1.14 Free Academy meals</b>					
<b>Students eligible for free Academy meals do not continue to receive vouchers on the days that they are not in Academy</b>	M	<ul style="list-style-type: none"> <li>• A member of the Academy's administrative team is tasked with ensuring that students eligible for free Academy meals receive free meals when in Academy and continue to receive vouchers/Academy meals when not in Academy.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• All FSM are issued via bank transfer each week</li> </ul>	L
<b>1.15 Risk assessments</b>					
<b>Risks are not comprehensively assessed in every area of the Academy in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</b>	H	<ul style="list-style-type: none"> <li>• Risk assessments are updated or undertaken before the Academy reopens and mitigation strategies are put in place and communicated to staff covering:                             <ul style="list-style-type: none"> <li>• Different areas of the Academy</li> <li>• When students enter and leave Academy</li> <li>• During movement around Academy</li> <li>• During break and lunch times</li> <li>• Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>• Plans shared with students parents and staff to isolate each area of the academy and cordon off certain sections.</li> <li>• Segregated social areas, canteen, assembly, work rooms</li> <li>• No sports hall use</li> </ul>	M
<b>1.16 Academy transport</b>					
<b>Changes to bus schedules as a result of COVID-19 adversely affect Students' attendance and punctuality and do not align with staggered start and departure times</b>	M	<ul style="list-style-type: none"> <li>• The details of how students will travel to and from Academy are known prior to opening.</li> <li>• Effective liaison with bus companies is used as a basis for planning staggered start and departure times.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Transport links and websites shared with stakeholders prior to reopening</li> <li>• Student and parent survey to indicate issue with transport carried out</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b>	M	<ul style="list-style-type: none"> <li>A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are increased.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Deep clean carried out by JB</li> <li>Onsite cleaning during reopening carried out by JB and other support staff only</li> <li>external cleaners briefed on their return in September with COVID training</li> </ul>	L
<b>2.2 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their hands with sufficient frequency</b>	H	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the Academy reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>	Y	<ul style="list-style-type: none"> <li>ZM ordered and audited quantities to maintain hygiene requirements</li> <li>JB to check daily</li> </ul>	L
<b>Students forget to wash their hands regularly and frequently</b>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind students of the need to wash their hands regularly and frequently.</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>Academy leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Posters already displayed</li> <li>Hand sanitiser on entrance in classrooms and each toilet used for the bubbles</li> </ul>	L
<b>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>	M	<ul style="list-style-type: none"> <li>Policies are agreed prior to the Academy opening on the wearing of uniforms by students and business dress by staff to minimise risks.</li> <li>Expectations and guidance are communicated to parents.</li> </ul>	N	<ul style="list-style-type: none"> <li>No uniform required</li> </ul>	L
<b>The use of fabric chairs may increase the risk of the virus spreading</b>	M	<ul style="list-style-type: none"> <li>Take fabric chairs out of use where possible.</li> <li>Where that is not possible then ensure chairs are limited to single person use.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Segregated fabric chairs used as in social area only</li> <li>Hard chairs only in classrooms and staff room</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>2.4 Testing and managing symptoms</b>					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	H	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Post-testing support is available for staff through the Academy's health provider.</li> <li>NHS Track and Trace <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> </ul>	Y	<ul style="list-style-type: none"> <li>Minerva provide support on testing and tracing.</li> <li>Guidance to be sent to staff in summer months</li> </ul>	M
<b>Infection transmission within Academy due to staff/students (or members of their household) displaying symptoms</b>	H	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to Academy dates, is in place.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at Academy. This includes the use of testing for both staff and students and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>A record of any COVID-19 symptoms in staff or students is reported to the trust or local authority.</li> </ul> <p><b>Prevention:</b></p> <ol style="list-style-type: none"> <li>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>2) clean hands thoroughly more often than usual</li> <li>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5) minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) where necessary, wear appropriate personal protective equipment (PPE)</li> </ol> <p>Numbers 1 to 4 must be in place in all schools, all the time. Number 6 applies in specific circumstances.</p>	Y	<ul style="list-style-type: none"> <li>JH to update on code for student absence</li> <li>Staff surveyed on categories and assigned with individual risk assessments carried out when required.</li> <li>Review of risk assessments to take place in August</li> <li>PPE equipment purchased for case on site</li> <li>Stakeholders reminded of their responsibilities each week</li> </ul>	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Staff, students and parents are not aware of the Academy's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</b>	H	<ul style="list-style-type: none"> <li>Staff, students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the Academy.</li> <li>This guidance has been explained to staff and students as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Sent via letter in May 2020</li> <li>To be reissued in August 2020</li> <li>Updates sent in subsequent coms</li> </ul>	L
<b>Staff, students and parents are not aware of the Academy's procedures should there be a confirmed case of COVID-19 in the Academy</b>	H	<ul style="list-style-type: none"> <li>Staff, students and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the Academy.</li> <li>This guidance has been explained to staff and students as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	<ul style="list-style-type: none"> <li>To be included in letter of w/c 10 Aug</li> </ul>	L
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>	M	<ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>A programme for training additional staff is in place.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Most staff first aid trained</li> <li>Two safeguard leads available, one on site at all times</li> <li>More first aiders trained in autumn term</li> </ul>	L
<b>2.6 Medical rooms</b>					
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>	M	<ul style="list-style-type: none"> <li>Additional rooms are designated for students with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Only used for case scenario</li> <li>Adjoining toilet available</li> <li>Cleaning regime with JB after use</li> <li>PPE and emergency planning documentation displayed in medical room</li> </ul>	L
<b>2.7 Communication with parents</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Parents and carers are not fully informed of the health and safety requirements for the reopening of the Academy	H	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the Academy's expectations on a weekly basis using a range of communication tools.</li> <li>A COVID-19 section on the Academy website is created and updated.</li> <li>Parent and pupil handbooks created.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Bi weekly</li> <li>New info on website updated</li> <li>FAQs created and sent to students, staff and parents</li> </ul>	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the Academy's website.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Via letter and website to be reissued w/b 10 Aug</li> </ul>	L
<b>2.8 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	Y	<ul style="list-style-type: none"> <li>PPE on site has guidance doc</li> </ul>	L
<b>3. Maximising social distancing measures</b>					
<b>3.1 Student behaviour</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Students' behaviour on return to Academy does not comply with social distancing guidance</b>	H	<ul style="list-style-type: none"> <li>• Clear messaging to students on the importance and reasons for social distancing is reinforced throughout the Academy day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>• Staff model social distancing consistently.</li> <li>• The movement of students around the Academy is minimised.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The Academy's behaviour policy has been revised to include compliance with social distancing with adults and this has been communicated to staff, students and parents.</li> <li>• Senior leaders monitor areas where there are breaches of bubble measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing with staff.</li> <li>• Wilful disobeying of rules relating to social distancing and hygiene will be sanctioned appropriately and proportionately, by exclusion where necessary.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Coms with parents and students to take place from 8 June to reiterate social distancing model</li> <li>• Followed up with new guidance from 10 Aug</li> <li>• Sept Reopening plans shared with staff and students and parents from w/b10 Aug</li> <li>• New behaviour policy in place to minimise students deviating from the guidance.</li> </ul>	L
<b>3.2 Classrooms and teaching spaces</b>					
<b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>• Year group bubble arrangements in place.</li> <li>• All furniture not in use has been removed from classrooms and teaching spaces.</li> <li>• Arrangements are reviewed regularly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Two bubbles for each year group</li> <li>• All non essential items removed from classrooms</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>3.3 Movement in corridors</b>					
<b>Social distancing guidance is breached when students circulate in corridors</b>	H	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and amended.</li> <li>• One-way systems are in operation where feasible.</li> <li>• Corridors are divided where feasible.</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> <li>• The movement of students around Academy is minimised as much as possible.</li> <li>• Where possible, students stay in assigned classrooms with their dedicated staff members.</li> <li>• Lesson change overs are staggered to avoid overcrowding.</li> <li>• Students are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• Appropriate supervision levels are in place.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• (see CA sept plan doc for details v1.5)</li> </ul>	L
<b>3.4 Break times</b>					
<b>Students may not observe social distancing at break times</b>	H	<ul style="list-style-type: none"> <li>• Break times are staggered.</li> <li>• Students are kept within their assigned 'bubbles' during social times.</li> <li>• External areas are designated for different groups.</li> <li>• Students are reminded about social distancing as break times begin.</li> <li>• Social distancing signage is in place around the Academy and in key areas.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Staggered lunches and breaks</li> <li>• Different toilets per bubble</li> <li>• Different social areas per bubble</li> </ul>	L
<b>3.5 Lunch times</b>					
<b>Students may not observe social distancing at lunch times</b>	H	<ul style="list-style-type: none"> <li>• Students are reminded about social distancing as lunch times begin.</li> <li>• Students wash their hands before and after eating.</li> <li>• Dining area layouts have been configured to ensure social distancing.</li> <li>• Tables and chairs have been cordoned off where this is not possible.</li> <li>• Floor markings are used to manage queues and enable social distancing.</li> <li>• Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, students eating in classrooms or other spaces.eg common room</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Students leave site when not in lesson</li> <li>• See plan v1.5 for details</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>Students eat lunch with others in their bubble.</li> <li>Guidance has been issued to parents and students on packed lunches (e.g. the use of disposable bags instead of lunch boxes).</li> <li>Eating areas are cleaned after lunch.</li> <li>Hand cleaning facilities or hand sanitiser should be available at the entrance of the dining room where people eat and should be used by all persons when entering and leaving the area</li> </ul>			
<b>3.6 Toilets</b>					
<b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>Different toilets and hand washing have been established and are monitored.</li> <li>Floor markings are in place to enable social distancing.</li> <li>Students know that they can only use the toilet one at a time.</li> <li>Students are encouraged to access the toilet during class/throughout the day to help avoid queues..</li> <li>The toilets are cleaned frequently.</li> <li>Monitoring ensures a constant supply of soap and paper towels.</li> <li>Bins are emptied regularly.</li> <li>Students are reminded regularly on how to wash hands</li> </ul>	Y	<ul style="list-style-type: none"> <li>No mixing of bubbles with toilets</li> <li>JB to clean toilet after each day</li> <li>Add hand wash after each day</li> <li>One student at a time allow at the toilet</li> <li>Separate toilet for each year group</li> </ul>	M
<b>3.7 Medical Rooms</b>					
<b>The configuration of medical rooms may compromise social distancing measures</b>	M	<ul style="list-style-type: none"> <li>Additional rooms are designated for students with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Medical room only used for COVID 19 case</li> <li>Other ailments use boardroom</li> </ul>	L
<b>3.8 Reception area</b>					
<b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>Non-essential deliveries and visitors to Academy are minimised.</li> <li>Arrangements are in place for segregation of visitors.</li> </ul>	Y	<ul style="list-style-type: none"> <li>No entry to foyer except for student and staff</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>Sneeze screens are placed around the reception desk if required or, staff are positioned away from the main desk area</li> </ul>			
<b>3.9 Arrival and departure from Academy</b>					
<b>Students and parents congregate at exits and entrances, making social distancing measures difficult to apply</b>	H	<ul style="list-style-type: none"> <li>Start and finish times are staggered.</li> <li>The use of available entrances and exits is maximised.</li> <li>messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staggered start and exit times.</li> <li>No entry to anyone else.</li> </ul>	L
<b>3.10 Transport</b>					
<b>The use of public and Academy transport by students poses risks in terms of social distancing</b>	H	<ul style="list-style-type: none"> <li>Guidance is in place for students and parents on how social distancing can be observed on public and Academy transport. This includes advice on the use of face coverings if students are travelling with children other than from their own class.</li> <li>Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Update to parents and students from w/c 10 Aug re transport safe practice guidance</li> </ul>	M
<b>3.11 Staff areas</b>					
<b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b>	M	<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices has been undertaken prior to the Academy opening to allow for social distancing between staff.</li> </ul>	Y	<ul style="list-style-type: none"> <li>staff room limited use and 1m+ tables to eat at</li> <li>photocopying for one bubble</li> <li>other kitchen area staff designated</li> <li>no use of lockers by staff</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Students with underlying health issues</b>					
<p><b>Students with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</b></p>	H	<ul style="list-style-type: none"> <li>• Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>• Parents have been asked to make the Academy aware of Students' underlying health conditions and the Academy has sought to ensure that the appropriate guidance has been acted upon.</li> <li>• The Academy, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>• Academics have a regularly updated register of students with underlying health conditions.</li> <li>• Students who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Parent survey conducted with results used to identify which students are safe to return</li> <li>• RAGing of the students to identify vulnerable and in need of intervention combined with health risks before coms with parents w/b 15 June</li> <li>• updated and survey revisited w/b 10 Aug</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>4.2 Staff with underlying health issues</b>					
<b>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</b>	H	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the Academy. Records are kept of this and regularly updated.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments.</li> <li>All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.</li> <li>Current government guidance is being applied.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff risk assessment completed and used to trigger conversations on suitability to return</li> <li>Re interview and assess w/b 10 Aug to assess whether nay staff are still at risk</li> </ul>	L
<b>5. Enhancing mental health support for students and staff</b>					
<b>5.1 Mental health concerns – Students</b>					
<b>Students' mental health has been adversely affected during the period that the Academy has been closed and by the COVID-19 crisis in general</b>	M	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support students with mental health issues.</li> <li>There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger students to help talk about feelings).</li> <li>Resources/websites to support the mental health of students are provided.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Website wellbeing section created and coms to students and parents</li> <li>Set up of counselling needed for the worst affected to be set up by HD on return to the academy</li> <li>Mental well being counselling setup through 'Unravel' from Sept 20</li> </ul>	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>5.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the Academy has been closed and by the COVID-19 crisis in general</b>	M	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> </ul>	Y	<ul style="list-style-type: none"> <li>HD provided guidance on support along with line managers input</li> <li>Well being sessions identified through online links</li> <li>Weekly updates from HD on well being activity and guidance</li> </ul>	M
<b>Working from home can adversely affect mental health</b>	M	<ul style="list-style-type: none"> <li>Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> <li>Staff working from home may help provide remote learning for any students who need to stay at home.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Regular meets with line managers re work and data including zoom and phone calls to assess necessary support</li> <li>Weekly staff briefings</li> <li>Staff to setup line manager meetings re reopening and schemes of work before sept 20 start</li> </ul>	L
<b>5.3 Bereavement support</b>					
<b>Students and staff are grieving because of loss of friends or family</b>	M	<ul style="list-style-type: none"> <li>The Academy has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Y	<ul style="list-style-type: none"> <li>HD to look into use of Unravel for students</li> <li>Staff referred to Collins Donnelly</li> </ul>	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>6. Maintaining educational provision for children of key workers and vulnerable children</b>					
<b>6.1 Maintaining provision</b>					
<b>Educational provision must still be maintained for priority children when the Academy reopens</b>	M	<ul style="list-style-type: none"> <li>• Current government guidance is being followed.</li> <li>• Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision.</li> <li>• Arrangements are in place to ensure that this cohort is tracked and supported effectively.</li> <li>• Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal Academy day.</li> <li>• Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Part of the RAGing of the vulnerable students data</li> <li>• Weekly form tutor and senior staff calls and emails to all vulnerable students</li> <li>• Weekly meetings with senior staff to discuss the well being of these students</li> </ul>	L
<b>7. Operational issues</b>					
<b>7.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>	M	<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required, due to:                             <ul style="list-style-type: none"> <li>• Reduced numbers of Students/staff</li> <li>• Possible absence of fire marshals</li> <li>• Social distancing rules during evacuation and at muster points</li> <li>• Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>• Staff and students have been briefed on any new evacuation procedures.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Y/N	<ul style="list-style-type: none"> <li>• JB and ZM to reassessed fire Marshall and procedures</li> <li>• New guidance on Year group bubbles in place by 10 Aug</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Fire evacuation drills - unable to apply social distancing effectively</b>	M	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	Y	<ul style="list-style-type: none"> <li>JB/ZM completed</li> </ul>	L
<b>Fire marshals absent due to self-isolation</b>	M	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>JB to confirm 10 Aug</li> </ul>	L
<b>7.2 Managing premises on reopening after lengthy closure</b>					
<b>All systems may not be operational</b>	M	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Y	<ul style="list-style-type: none"> <li>JB been on site over last 6 weeks to maintain compliance</li> <li>Compliance over summer months an September to continue</li> </ul>	L
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	M	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Y	<ul style="list-style-type: none"> <li>JB completed</li> </ul>	L
<b>7.3 Contractors working on the Academy site</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Contractors on-site whilst Academy is in operation may pose a risk to social distancing and infection control</b>	M	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for Academics (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, students 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>Temperature checks are carried out on arrival and before entering the Academy building.</li> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>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).</li> <li>Contractor to inform caretaker of places visited so these can then be thoroughly cleaned</li> </ul>	Y	<ul style="list-style-type: none"> <li>Contractor plans to be assessed before reopening but largely completed during lockdown and summer months before reopening in September</li> </ul>	L
<b>8. Finance</b>					
<b>8.1 Costs of the Academy's response to COVID-19</b>					
<b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the Academy in financial difficulties</b>	M	<ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Additional sources of income are under exploration.</li> <li>The Academy's projected financial position has been shared with governors and LA or trust.</li> </ul>	Y	<ul style="list-style-type: none"> <li>PPE and sanitiser costs to be recouped</li> <li>Kitchen losses will affect the budget forecasts</li> <li>ZM has provided business case to the DFE to reclaim losses due to extra cleaning and barriers etc</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>9. Governance</b>					
<b>9.1 Oversight of the governing body</b>					
<b>Lack of governor oversight during the COVID-19 crisis leads to the Academy failing to meet statutory requirements.</b>	M	<ul style="list-style-type: none"> <li>The governing body continues to meet regularly via online platforms.</li> <li>The governing body agendas are structured to ensure all statutory requirements are discussed and Academy leaders are held to account for their implementation.</li> <li>The HT's report to governors includes content and updates on how the Academy is continuing to meet its statutory obligations in addition to covering the Academy's response to COVID-19.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <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>	Y	<ul style="list-style-type: none"> <li>Done through zoom conference calls and dialogue/discussions</li> <li>Robust interrogation of the HT plans is carried out</li> <li>Minutes through video/audio recording</li> <li>Biweekly meetings</li> <li>Ratified plans</li> <li>Plans shred with Minerva trust for board inspection</li> <li>CEO visit prior to reopening took place July 20</li> </ul>	L
<b>10. Additional site-specific issues and risks</b>					
<b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
	M	<ul style="list-style-type: none"> <li>Temp probe available for checking should a student become ill</li> </ul>	Y	•	L
	M	<ul style="list-style-type: none"> <li>Hand gel sanitisers outside each classroom by the door and bin as using warm water in classrooms would risk social distancing measures.</li> </ul>	Y	•	L
	M	<ul style="list-style-type: none"> <li>2m rule kept for staff in classrooms</li> </ul>	Y	•	L
	M	<ul style="list-style-type: none"> <li>Ventilation and A/C used in each classroom/lecture theatre/common room and social area.</li> <li>Extra vending machines provided for year group to avoid social interaction</li> <li>Flasks and heat proof containers provided to enable staff to avoid the staff room</li> <li>Hot seating for offices to maintain social distancing between adults</li> </ul>	Y	•	L



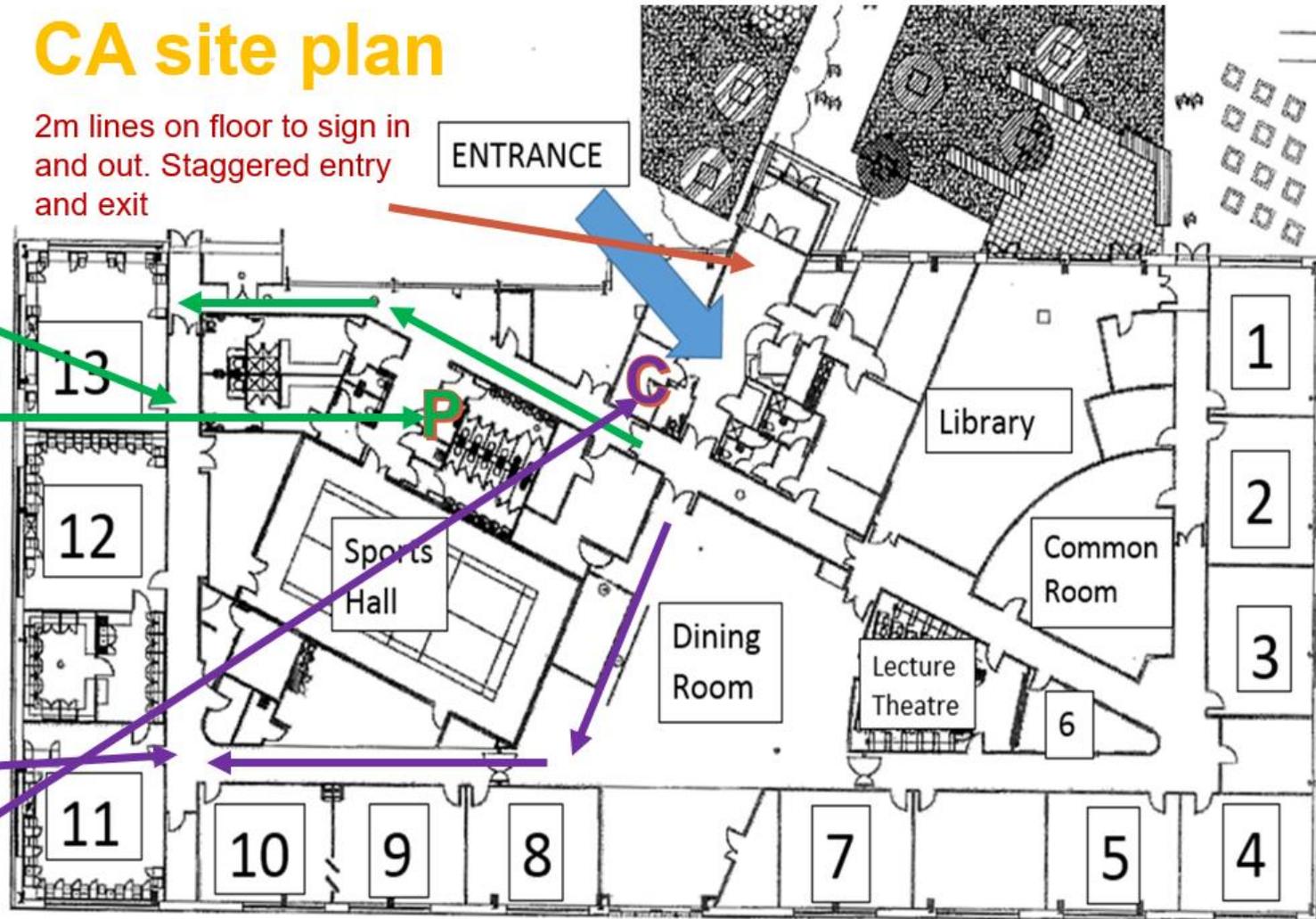


# CA site plan

2m lines on floor to sign in and out. Staggered entry and exit

Classroom P – 12 tables max.  
Enter & leave via vendor corridor. Use Disabled toilet P

Classroom C – 12 tables max.  
Enter & leave via dining room. Use Disabled toilet C



In circumstances where staff feel PPE is appropriate following the principles above careful judgement should be used to consider likely risk and also any impact of behaviour the child/young person may demonstrate as a result of PPE being worn. The wearing of PPE unless carefully removed in itself can add increased risk therefore it is expected that PPE in educational settings will only be required for momentary use and not for long periods of time.

South Yorkshire Local Authorities have collectively agreed a Covid-19 PPE position statement which clearly defines when PPE will be recommended according to evidence of **efficacy and assessment of clinical risk**.

	Category	PPE Requirements	Educational Setting
1	Staff client interaction where distance of 2m can be maintained throughout	Close adherence to hand (i) and respiratory hygiene protocols (ii).  No additional PPE required beyond what would usually be worn for any given task	The majority of school and childcare settings will fall into this category. For example Class Teacher and Classroom assistants working within a classroom environment where social distancing can be adhered to.
2	Staff client interaction where momentary (iii) physical contact is required or cannot maintain 2m distance.	Close adherence to hand and respiratory hygiene protocols. Surgical facemask to be worn by member of staff. Sessional (iv) use is adequate in these circumstances.	In some childcare and school settings where intimate care is required it may be necessary to wear a surgical facemask when undertaking certain tasks (e.g. administration of medication where it cannot be self medicated, or When administering first aid, self-administration is not possible e.g. child places their own plaster on a cut / laceration
3	Prolonged/intimate (v) physical contact is required between member of staff and client.	Close adherence to hand and respiratory hygiene protocols. PPE required - Disposable gloves, disposable apron, sessional surgical facemask (include eye protection if client is coughing or sneezing). Donning and doffing according to standard protocols (vi) and disposing of clinical waste appropriately(vii).	Anyone who is symptomatic should not be in a childcare or school setting. However if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of a serious injury. And if that child is coughing or spitting, this should include eye protection.
4	Any scenario in the household of a 'shielded' (viii) person. Close adherence to hand and respiratory hygiene protocols	PPE required - Disposable gloves and plastic apron in addition to single use (ix) surgical facemask.	Not applicable
5	Specialist Specialist scenarios e.g. Aerosol generating procedures, hospital inpatients, home births, phlebotomy in non-compliant	Specialist PPE requirements	Not applicable