

Madeley Academy



Summer 2021 Risk Assessment & Staff Guidance

**Version 12
Edit date 22 April 2021**

Risk Assessment Madeley Academy – COVID - 19

Location / Site	Insert location and site where activity taking place
Castlefields Way Madeley Telford TF7 5FB	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Review of Risk Assessment based on Spring Term opening from 8 March 2021	
Assessment date	Insert date when assessment is being carried out
12 March 2021	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Extract from Schools coronavirus (COVID-19) operational guidance February 2021

“System of controls

We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.

In this section where something is essential for public health reasons, as advised by Public Health England (PHE), we have said ‘must’. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations.

This is the set of actions you must take. They are grouped into ‘prevention’ and ‘response to any infection’.

If you follow the system of controls, you will effectively reduce risks in your setting and create an inherently safer environment.

These additional measures will be reviewed in partnership with health experts to decide whether evidence suggests that these measures can be eased ahead of the summer term.

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.”

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom and other locations resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Staff maintain social distancing between each other and students.</div> <div>2. Staff and students wear face coverings in classrooms.</div> <div>3. Use a judgement of 2 metres plus when considering your face covering and teaching.</div> <div>4. When face coverings become damp they should be replaced.</div> <div>5. A contingency of face coverings are available to support students or staff requiring a spare.</div> <div>6. Staff ventilate the room wherever possible to increase the flow of fresh air.</div> <div>7. Mechanical building ventilation remains operational.</div> <div>8. Students enter the building with supervisory staff present at their designated entrance and time.</div> <div>9. Students have access to handwashing facilities and sanitisation stations on entry.</div> <div>10. Students continue in year group “bubbles” for the majority of the week.</div> <div>11. Teachers move to bubbles unless teaching is taking place in specialist venues.</div> <div>12. Students observe social distance from staff at 2 metres including not touching staff belongings.</div> <div>13. Students are isolated if they cannot adhere to expectations.</div> <div>14. Explicit, informing of the need to wash hands/sanitise and clean surfaces.</div> <div>15. Lessons planned for individual work (not pairings or group work).</div> <div>16. Feedback includes the use interactive whiteboard preventing close interaction.</div> <div>17. Staff maintain 2 metres from students wherever possible.</div> <div>18. Students keep personal items and stationery in their Academy Bag, which is not shared.</div> <div>19. Persons presenting symptoms communicate via the camera and microphone by the Medical Room.</div> <div>20. The Academy Nurse or deputising staff wear PPE when interfacing with a symptomatic individual.</div> <div>21. Symptomatic cases move outside by Gatehouse until collection avoiding pedestrians.</div> <div>22. If a test is positive, the Academy will work with the Health Protection Hub to define procedures.</div> <div>23. Staff vigilant of students with SEND, those vulnerable or known to have behavioural conditions as they may have an impaired ability to communicate if feeling unwell.</div> <div>24. Students leave by the nearest designated exit escorted by their teacher at their departure time.</div> <div>25. Classroom tables forward facing where possible.</div> <div>26. Focused Risk Assessments by subject areas take account of bespoke measures.</div> <div>27. Consideration and respect of personal spaces in offices.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in toilets and poor hygiene resulting in direct and indirect transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Only one boy and one girl allowed to go to the toilet at a time from a class.</div> <div>2. Toilets including Accessible Toilets are monitored throughout the day by Cleaning Assistants.</div> <div>3. Washing hands signage, digital signage and Broadcast promotes good hygiene.</div> <div>4. Extra signs in toilets to remind users to wash hands and their presence checked by site staff.</div> <div>5. Toilets are a focus of high touch point cleaning throughout the day by Cleaning Assistants.</div> <div>6. Additional cleaning actioned by Cleaning Assistants as appropriate.</div> <div>7. Soap and dispenser batteries are monitored throughout the day by Cleaning Assistants.</div> <div>8. Low numbers access toilets.</div> <div>9. Cleaning Assistants address stock and cleaning needs outside of scheduled am and pm checks.</div>			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter the Academy or classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Face coverings are to be worn on arrival to site.</div> <div>2. Year groups are managed on arrival and departure at times published on the Academy website.</div> <div>3. Year bubbles queue in order and are monitored by Heads of Year.</div> <div>4. One way system and external access in place for Year 12 & Year 13 students in the VTC.</div> <div>5. All students arrive and leave via nearest road safe pedestrian access.</div> <div>6. Controlled supervised entry in to and exit from Academy.</div> <div>7. Students to move directly to teaching venue and sit down at their place.</div> <div>8. Visitors to site are only by appointment and must wear a face covering on entering the site.</div> <div>9. Signage present on all entrances, digital signage, corridors and exits.</div> <div>10. All breaks closely supervised with access to sanitisation stations on all corridors and Restaurant.</div> <div>11. Staff manage the entry into the building after break under controlled and supervised conditions.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during breaks and on standing areas resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Staggered year bubble social time after break on hard standing areas.</div> <div>2. Outdoor areas are suitably large for year staggered lunch year bubbles.</div> <div>3. Shared use of lunchtime recreational equipment reintroduced as prevailing rates fall to low levels.</div> <div>4. Doors into and out of hard standing areas facilitate one way movement and monitored.</div> <div>5. Students access sanitisation stations before and post break social time.</div> <div>6. Staff manage the entry into the building after break under controlled and supervised conditions.</div> <div>7. Routes to return to teaching area should be discussed with students prior to departure for breaks.</div> <div>8. VTC Café is open to Year 12 and 13 for the eating of food.</div> <div>9. VTC V5 is open to Year 12 and 13 for breaks if not eating food.</div> <div>10. Staff escort Year 7 to Year 11 to and collect from break.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating breakfast or lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Entry into Servery monitored and food served in reduced menu format (Published on website).</div> <div>2. Cash prices modelled to reduce interaction with money.</div> <div>3. Seating is diagonally opposed to prevent aerosol exchange when in the Restaurant.</div> <div>4. Restaurant and Theatre have been modified for students and staff eat respecting social distancing.</div> <div>5. Gloves are worn and changed frequently.</div> <div>6. Access to hand gel sanitiser on cash tills to reduce possible transmission.</div> <div>7. Maximum of one year group in the Restaurant and Theatre eating at one time.</div> <div>8. If cutlery is needed, an adult, wearing gloves will hand these to individuals to avoid touching.</div> <div>9. Tables in Restaurant and Theatre disinfected regularly between sittings.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Students move at designated times and by request to access toilets.</div> <div>2. Students keep to the left of stairs and corridors.</div> <div>3. Students and staff access tissues, hand gel and disinfectant spray.</div> <div>4. Large stair and carpet adhesive signage is in place to remind staff and students.</div> <div>5. Students reported to SLT if not returning within reasonable time of break or toilet visit.</div> <div>6. One male and or female student allowed to go to the toilet at a time.</div> <div>7. Staff reinforce social distancing measures on corridors.</div> <div>8. When moving a class around the Academy, year bubbles to be maintained wherever possible.</div> <div>9. High staff presence when moving to and from breaks.</div> <div>10. Students and staff wear face coverings in all areas where social distancing is difficult.</div> <div>11. Building ventilation is assisted by mechanical ventilation and opening of windows.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress by students			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Small numbers of students may require support for their emotional or behavioural needs.</div> <div>2. Refer all cases of concern to Mr D Marshall who will delegate referrals as appropriate.</div> <div>3. Students exempt from wearing a face covering carry an exemption lanyard.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Staff share concerns with their Line Manager and communicate as necessary with the Headteacher.</div> <div>2. Staff are invited to share concerns regarding Health and Safety to Mr J Boyle.</div> <div>3. Regular guidance shared via the Briefing Sheet and the Daily Update electronic email.</div> <div>4. No more than two teachers/teaching assistants in one classroom at any one time is best practice.</div> <div>5. Monitor the numbers of persons in an office and keep to 2 metres or more.</div> <div>6. Some staff may be exempt from wearing a face covering.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children, 1:1 and restraint			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. 2 metres plus between staff and students should be maintained wherever possible.</div> <div>2. Staff and students will have a face covering provided if forgotten on the day.</div> <div>3. PPE clothing available for staff attending a student or colleague requiring medical attention.</div> <div>4. Sixth Form Academy campus minibus students will need to wear a face covering.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Regular hand washing is promoted and profiled in the Academy.</div> <div>2. Alcohol hand gel is provided in each corridor, entrance and classrooms.</div> <div>3. Common disinfectant spray and blue roll is provided at each entrance and in all classrooms.</div> <div>4. Tissues are provided in each corridor, entrance and all classrooms.</div> <div>5. Waste removed from building by Cleaning Assistants.</div> <div>6. Public and digital signage to remind importance of good hygiene through Madeley Academy.</div> <div>7. A supply of hand gel is monitored and maintained on entrances and on every teacher’s desk.</div> <div>8. Facilities are provided for hand washing and sanitising hands on entry to the Academy, before lunch, after lunch, before leaving the Academy after using the toilet.</div> <div>9. Explicit posters on how to cough/sneeze and then catch it, bin it, kill it are displayed.</div> <div>10. Stock levels monitored regularly and requests for stock received by calling 701.</div> <div>11. Bins emptied regularly (including Restaurant) including waste and high touch points cleaned.</div> <div>12. Cleaning Assistants on call all day to intervene if necessary.</div> <div>13. Vending machines in use with frequent cleaning of glass touch screen. Gel used after selection.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. High touch point surfaces, handles, and toilets cleaned each day by Cleaning Assistants.</div> <div>2. Areas and facilities used by symptomatic persons disinfected by Cleaning Assistants.</div> <div>3. High touch points including office equipment disinfected by Cleaning Assistants.</div> <div>4. Venue resources/surfaces cleaned meticulously by staff with disinfectant and blue roll.</div> <div>5. IT equipment to be wiped down with disinfectant before and after use. Monitored by all staff.</div> <div>6. Desk surfaces are disinfected on arrival and departure of venues. Staff spray onto blue roll.</div> <div>7. Deep cleaning of the whole Academy paying particular attention to areas that have been in use.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of CEV staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Clinically Extremely Vulnerable staff are advised to discuss concerns with the Academy in line with Government guidance.</div> <div>2. Parents and carers of Clinically Extremely Vulnerable students are advised to discuss concerns with the Academy in line with Government guidance.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spread of virus during Lateral Flow Device home testing			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Students issued with home test kits.</div> <div>2. Staff issued with home test kits.</div> <div>3. Home test kits are for twice weekly testing to help identify asymptomatic cases.</div> <div>4. If a student tests positive at home, they must not attend the Academy and take a PCR test.</div> <div>5. Parents/carers notify the school and isolate for 10 days starting the day after the LFD test date.</div> <div>6. Close contacts and the Health Protection Hub will be informed.</div> <div>7. Colleagues will be informed.</div> <div>8. Students should not take a test if they have had a positive test within 90 days.</div>			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Consideration of health and safety in the workplace during pregnancy.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Once informed of your pregnancy, the Academy will discuss with you how best to ensure your health and safety in the workplace.</div> <div>2. The existing Academy Risk Assessment will be considered as a part to any additional measures required.</div> <div>3. Pregnant colleagues and the Academy will refer to the latest guidance from the Royal College of Obstetricians and Gynaecologists https://www.rcog.org.uk</div> <div>4. The Academy will support, respond and manage any additional risks.</div> <div>5. Consider the risks before and after 28 weeks pregnancy.</div>			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE


<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Student or staff becomes ill with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
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Temporary Succession Management

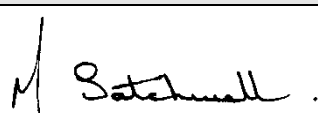
In the event of a requirement to implement succession management at Madeley Academy, due consideration has been given to colleagues who will act as Headteacher until further notice.

Headteacher	Lady Maria Satchwell
Temporary Succession Management acting as Headteacher 1	Mr Duncan Marshall
Temporary Succession Management acting as Headteacher 2	Mr Jonathan Boyle
Temporary Succession Management acting as Headteacher 3	Mr Ian Marshall

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments		Insert comments relevant to findings as appropriate	
This risk assessment complies with advice offered by the DfE relating to COVID – 19. The measures taken will reduce the risk of Covid 19 infection but the measures taken are not able to eliminate the risk entirely.			

Name of assessor	Signature of assessor	Date
Simon Topper		22 April 2021

Headteacher's comments	Insert comments relevant to assessment as appropriate

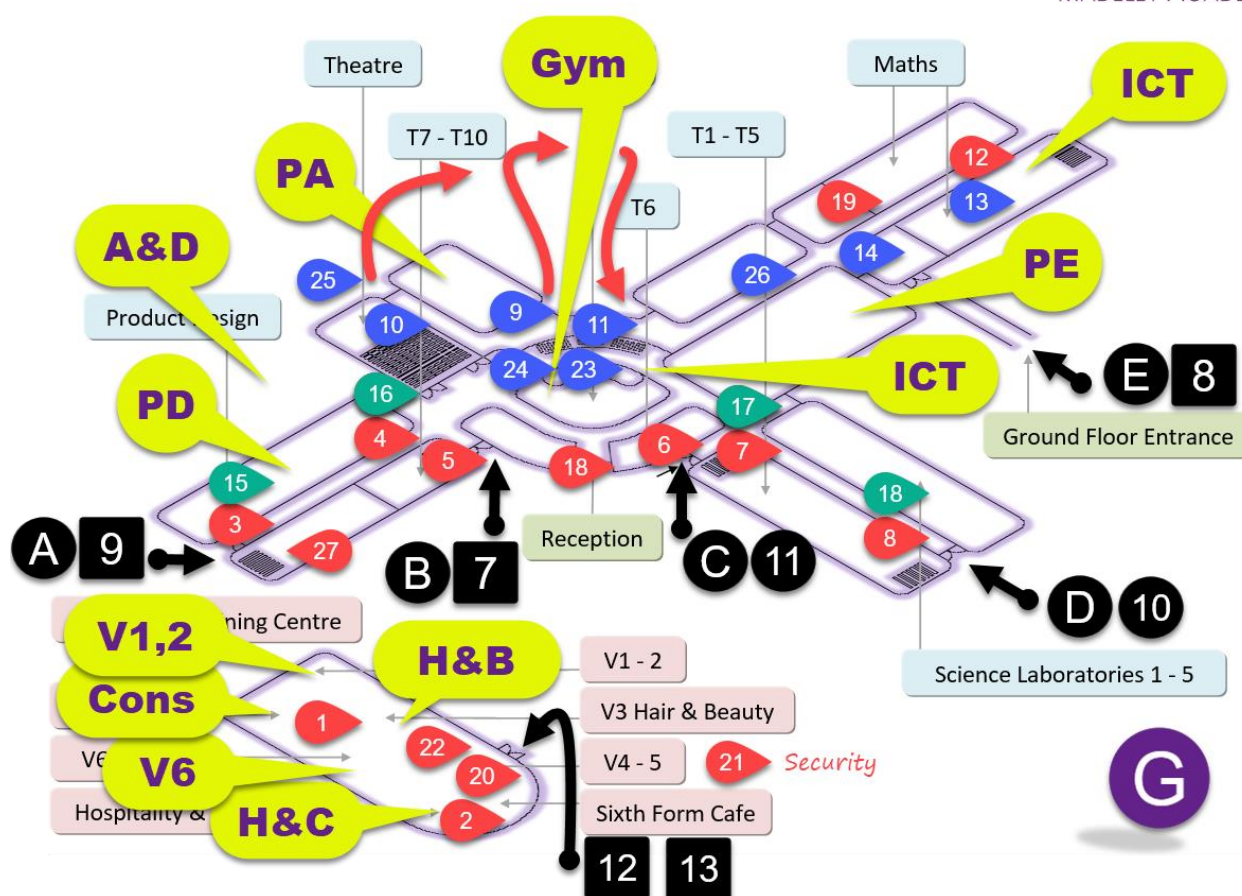
Name of Headteacher	Signature of manager	Date
Lady Maria Satchwell		22 April 2021

Risk assessment reviews	This document has been reviewed and updated regularly
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Madeley Academy

Staff Guidelines 2021 – *Always subject to change*

JCB to respond to any request from any stakeholder in the Academy.



Floor Plan Key

Lower Ground	Ground Floor	First Floor	Specialist Venue
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Regular Staggered Entry and Start times until further notice

A9 Year 9 8.40 am	B7 Year 7 8.30 am	C11 Year 11 8.40 am	D10 Year 10 8.30 am	E8 Year 8 8.30 am
12 Year 12 8.30 am	13 Year 13 8.40 pm			

Regular staggered Exit and End times until further notice

A9 Year 9 3.10 pm	B7 Year 7 2.50 pm	C11 Year 11 3.10 pm	D10 Year 10 3.00 pm	E8 Year 8 3.00 pm
12 Year 12 3.10 pm	13 Year 13 3.20 pm			

Figure G explanatory notes

1. VTC – All rooms have access to disinfectant, blue roll, tissues and hand gel
2. 2 – 27 Tissues and hand gel station within 15 seconds walk
3. Every classroom - disinfectant, blue roll, tissues, hand gel on teacher desk
4. V1, V2, Construction, ICT, H & C, H & B, PD, A & D, PA, Gym, PE areas have specialised Risk Assessments and additional cleaning products between lessons. These are negotiated between specialist areas and Site Manager, Matt Lumby.
Additional cleaning materials comprising of the following items:

- Multiple disinfectant spray bottles
- Multiple blue rolls
- Hand gel

Common Room Format

Recommended room fill sequence and reverse when leaving area

Staff to clean their own station on arrival

Staff to clean their own station on departure

Where possible students face the front

Where possible additional furniture has been removed

Where possible teacher zones have been marked on the floor for exclusive access

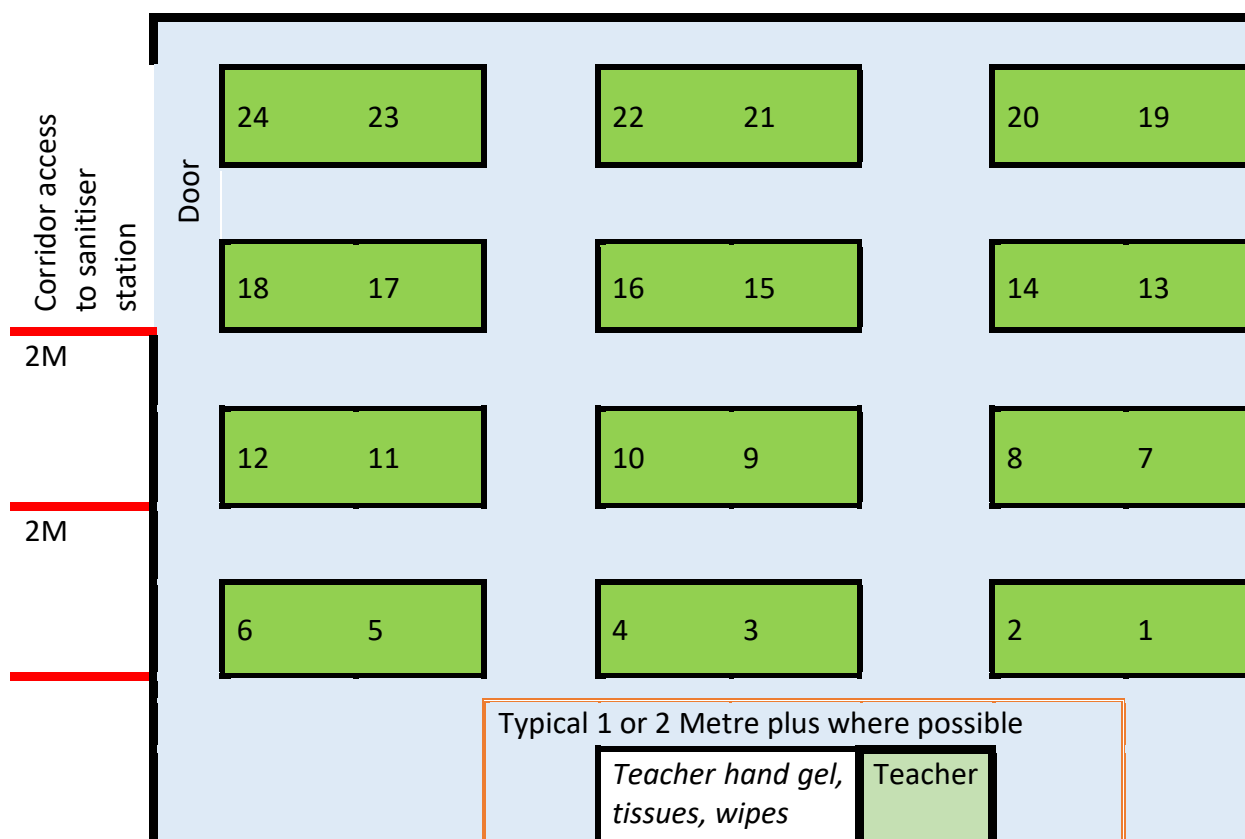
Keep rooms ventilated

Call Reception for support for any classroom issues and a daytime supervisor will be called

Disinfectant spray to be applied to blue roll and then applied to keyboard rather than spraying directly onto the keyboard

Disinfectant spray can be sprayed directly onto hard surfaces, but best avoided to control overspray

Staff oversee the use of wiping down surfaces and control the use of common disinfectant



Sanitisation Stations – Always subject to review

To support measures to control the virus, sanitisation stations are available with tissues, blue roll, disinfectant and hand sanitiser gel. Students are directed to use the alcohol hand gel on corridors and at entrances when entering the building, leaving learning areas and returning to classrooms. Teachers and colleagues request the regular use of hand sanitiser to be used by students.



Posters reminding students of their requirement to sanitise (or wash) their hands and use tissues will be profiled throughout the building.

Sanitisation Stations and Locations

Stations are supervised for student entry into the building. Departure and use of stations is managed and observed by teaching staff.

Daytime Cleaning Assistants check on stock levels. Staff to report any stock issues to 701 at any time leaving a recorded message if necessary.

1. Wall poster information throughout the Academy
2. Bottle of sanitiser
3. Tissues



Disinfectant – Always subject to review

The disinfectant purchased for use in the Academy is called Selgiene. This has been decanted and diluted in spray bottles in the classrooms and is used for hard surfaces. Selgiene is our preference based on current volumes required and methods of disinfecting the Academy.

Staff are advised to spray onto blue roll before use and when disinfecting ICT equipment. Some areas have agreed alternative cleaning in cooperation the Site Manager, Matt Lumby. All COSHH sheets available via Matt Lumby.

Two mechanical electronic foggers are in use in the Academy. Areas are additionally cleaned to provide an aerosol disinfectant as determined by the evening cleaning team. The electronic fogger is also used during the day in between changing room and Gym use.

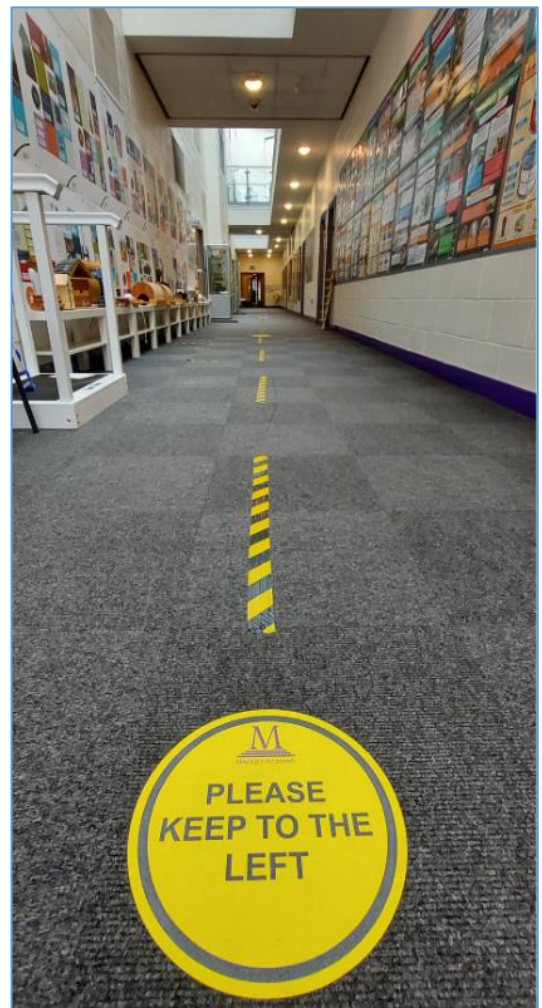
Physical Modifications

2200 metres of indoor and outdoor duct tape has been deployed around the premises. Requests are invited from staff for replacement on your witness of wear and tear or as you have an area of need.



Signage

Signage and digital signage promoting hygiene and management of movement has been printed and in plentiful quantities for use in the Academy. This includes detailing external doors in the VTC that will be used for outer classrooms, rather than using internal routes. Staff and students observe the signage and remind students to do the same. Additional signage is always available on request.



Toilets

Frequent cleaning of toilets is part of the daily schedule. Any issues regarding toilet hygiene should be reported immediately to 701. A Cleaning Assistant will be called. Always leave a message if necessary.

Signage reminding all persons to wash their hands is in place.

More than one person may use toilet facilities. More than one person can occupy a toilet, but tape remains in place to socially distance persons where possible including sinks.

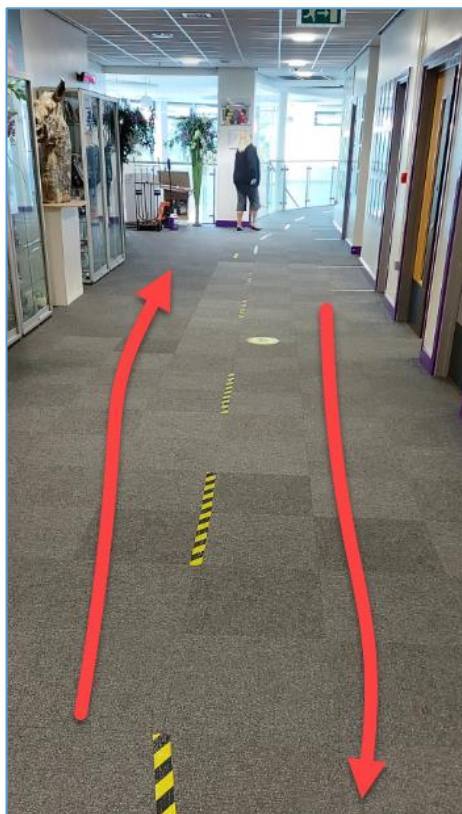
All cubicle and accessible toilets are in use.

Students may use toilet facilities in the Academy on demand and where required geographically. Frequent monitoring by Cleaning Assistants is in place all day. Any issues to 701.



Modification of Corridors

Keep left markings remain to assist with social distancing on corridors. Tape markings assist in classrooms and non-classroom areas.



Teaching Room Sanitisation Tables for Staff

Every classroom and teaching location has **blue roll**, **disinfectant spray**, **alcohol hand gel** and **tissues** at the front of the class. There are sanitising arrangements in use throughout the Academy where required. If there is a need to replace, restock or guidance on use, please contact 701 and a Cleaning Assistant will be called. COSHH data sheets are available from Matt Lumby for all products in use. Staff in the Academy are asked assist with identifying any issues and reporting them to 701 immediately so that remedial action can be taken to replenish any stock.



Typical Modification to Queuing for Toilet Facilities

If busy, students are requested to queue sensibly and respect social distancing.

- Numbers in toilets will be more than one, but not congested.
- Daytime Cleaning Assistants are working around the building all day.
- Please support students in their social distancing obligations prior to sending to the toilet.



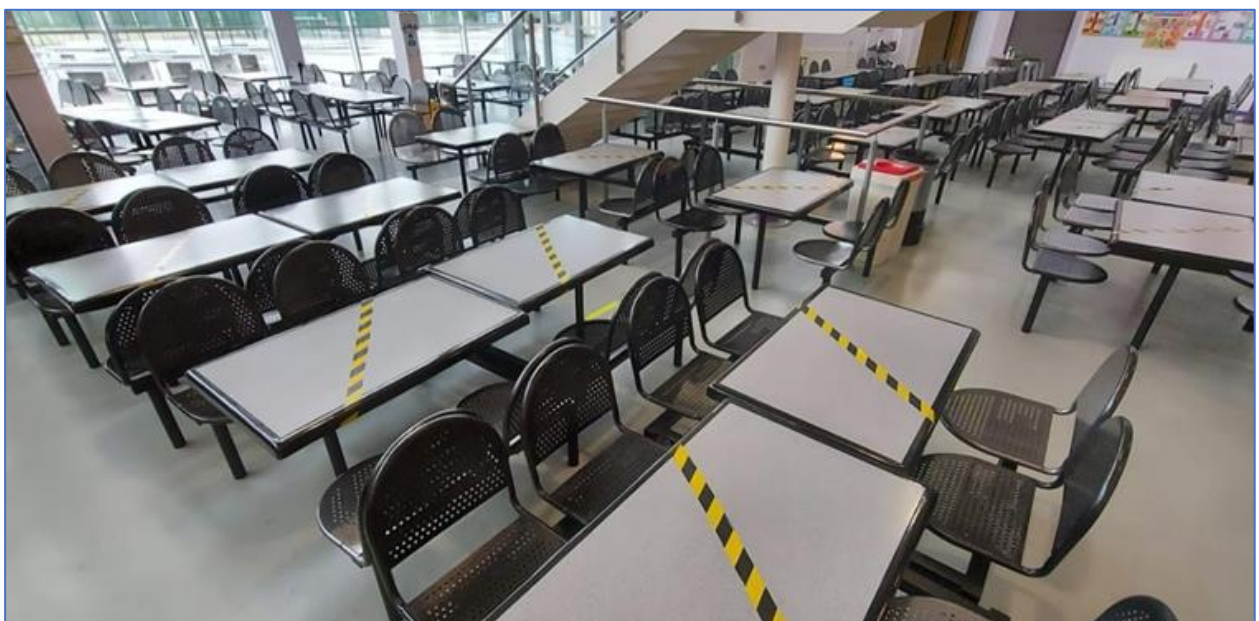
Example Girls Toilet closest to Design and Technology

In this example, the cubicles are available, but the central sink prevents close proximity between students. Each set of toilets will be assessed on their capacity and frequency of use. Always subject to change.



Student Seating and Restaurant Arrangements *(including one way system)*

Four designated *(diagonally opposing)* seats in every eight will be available for students in the Restaurant.



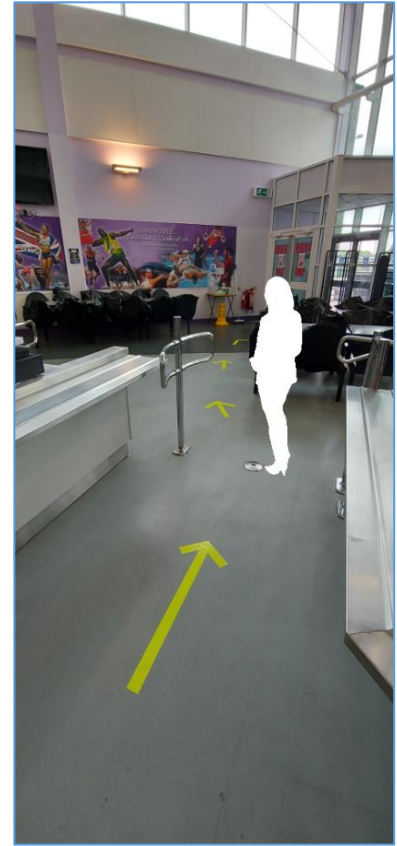
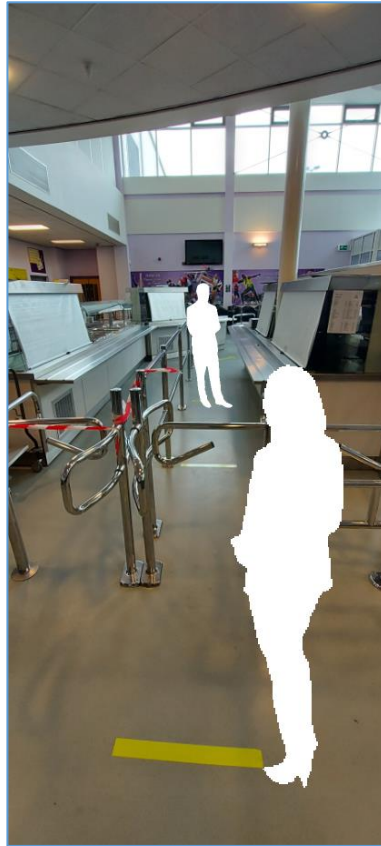
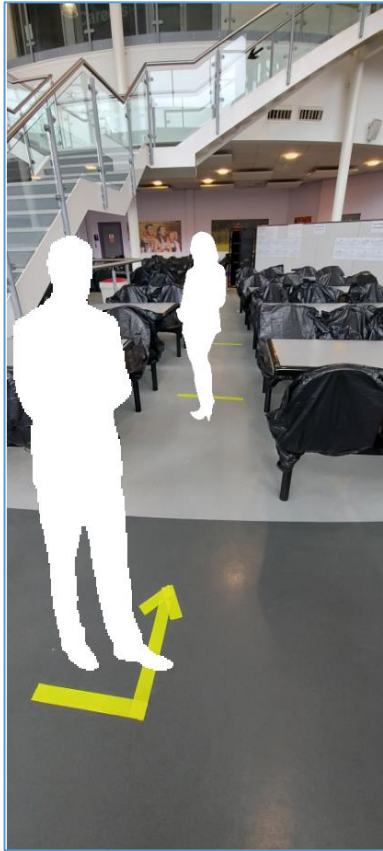
Staff Seating

The Theatre is in use to provide additional distance eating space for 80 students and staff.



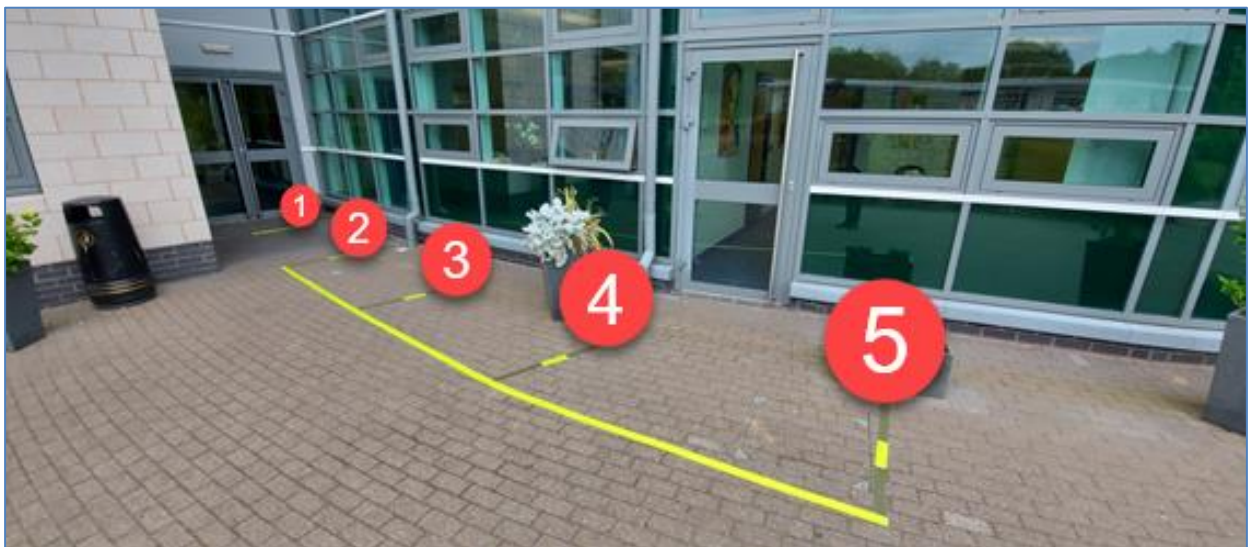
Restaurant Queues

Students managed by staff queue in a single file and respectful of personal space in their year bubble. Students pick up a breakfast and lunch bag with some selection of foods available. Menu options have been shared with students and staff and are available to view on the website.



Modifications to Entrances

Year groups will enter the building via entrances A, B, C, D and E at staggered intervals.
Entrances will be managed by Daytime Cleaning Assistants.
Students sanitising using hand gel on entry to the building.
Students go straight to timetabled lesson and sit down in class.
Students will not queue up for any lesson unless for social distancing on entry.
Teachers and designated colleagues in position to receive children.
Students cannot visit cloakrooms as these are closed until further notice.



Entrance Modification to Reception Area



Single Person Access to Reception *(with 2 metre social distance space remaining in place)*

Signage in Reception requests one person at a time.

Acrylic protection surrounds the Receptionist on duty.

Parents, carers communicate with Reception via the video link at the gate, telephone or email.

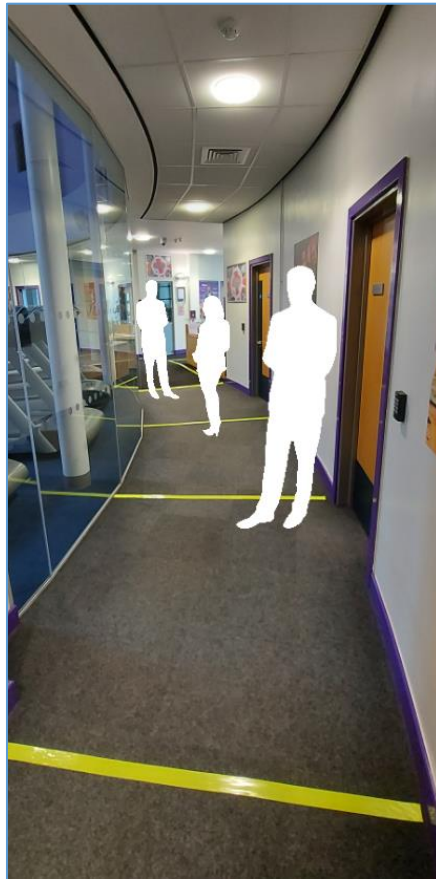
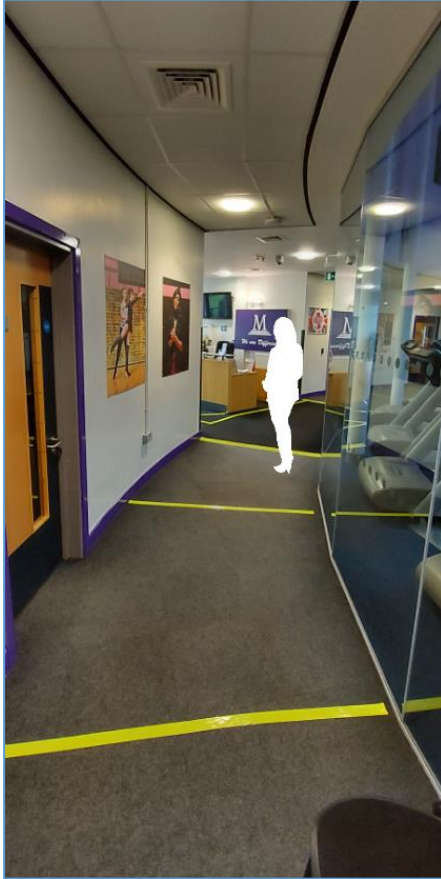
Appointments must be made to visit the Academy if necessary.

Strict adherence to protocols must be taken when visitors come onto site for appointments.



Modification to Internal Corridors to Reception Area

Staff maintain social distancing when entering the Reception area.



VTC One Way System

A one way system continues to be used until further notice. Access from outside doors to be encouraged and strict protocols on way movement in place on corridor. Movement to breakfast and lunch also require movement out of the building and return through front entrances.



Movement to Inside classrooms via external doors for Sixth Form students.

End of document
J C Boyle