

Sutton ACADEMY -September ACADEMY RETURN - COVID-19

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to academy	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Academy to have a one-way system introduced where possible pupils arrive to the academy Collection and pupil leaving times will be staggered and the process outlined within Access/Egress procedure noted in the return to academy booklet.. The years will arrive and leave at the following times indicated in the September return booklet located on the academy website. 	HIGH	Yes	

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Entrance	Main – Maths	Main – through quad 1	Main – through quad 2	DT	Health Centre	Main	Main
Zone	Maths	English P. Suite Exam room	Humanities Performing arts	Specialist Base ADT	Languages Library	Sixth Form	Sixth Form
Break and lunch	Small quad	Bottom quad	Bottom quad	Small quad	Small quad	Sixth form	Sixth form
Start time	8.45am	8.45am	8.45am	9am	9am	9am	9am
KS3 Pastoral 8.45 – 9.00 Taught by period 1 teacher	Pastoral time	Pastoral time	Pastoral time				
Lesson 1 9.00 – 10.00							
Lesson 2 10.00 – 11.00							
Lesson 3 11.00 – 12.30	Break	Break	Break	Break			
Lesson 4 12.30 – 2.00	Lunch	Lunch	Lunch	Lunch	Break	Break	Break
Lesson 5 2.00 – 3.00					Lunch	Lunch	Lunch
KS 4 and 5 Pastoral 3.00 – 3.15 Taught by period 5 teacher				Pastoral time	Pastoral time	Pastoral time	Pastoral time
Finish time	3pm	3pm	3pm	3.15pm	3.15pm	3.15pm	3.15pm

- Students will arrive and leave through the designated entrances.

			<ul style="list-style-type: none"> For details of the procedures in the academy see the return booklet on the academy website. 			
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> For details of the procedures in the academy see the return booklet on the academy website. 	HIGH	Yes	
Classroom set up	Staff Children	Spread of Infection due to close contact	<p>The classroom will be set up to ensure that all childrens desks will face forward in the same direction,</p> <ul style="list-style-type: none"> The teacher's desk will be kept 2 metres away from the children's tables/desks if possible. Tissues available around the rooms for students to use when coughing or sneezing and they must go into a closed lid bin after one use. Soft furnishings/toys to be removed from Classrooms where possible Hand sanitiser to be provided in every room 	HIGH	YES	
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Teaching staff must keep that safe distance at all times where possible when teaching. Where children may require extra assistance a 2 metre rule must try to be enforced. 	HIGH	YES	

			<ul style="list-style-type: none"> • Where 2 metre rule cannot be met Staff members must use PPE available to them (Visors, masks, Gloves, Apron) • Hand sanitiser in every classroom and must be used every time a pupil enters the room • Soft toys to be removed from Classrooms 			
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> • HAND DRYERS CAN BE USED • Inform the child of the importance of washing their hands after using the toilet and on their return to the classroom use the hand sanitiser on entering the classroom. • Posters placed around site to reinforce this issue • Toilet breaks to take place at designated times throughout the day and staggered across year groups • All years to use toilets closest to their classrooms. • Pupil will use hand sanitiser within classrooms every time they enter. • All year groups to have a designated toilet available from their “zone” and will be required to use designated toilets. 	MEDIUM	YES	
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils will remain in their bubble group when outside for breaks/lunch/activities. Please see the return booklet on the academy website for details. 	MEDIUM	YES	

			<ul style="list-style-type: none"> • Pupils informed again of the importance of social distancing whilst outside. • Dedicated area of playground/field to be designated for each bubble group to use during breaks and same are used each time. • Supervising staff must keep a 2 metre distance from each other at all times. PPE available for staff to use where this is not possible 			
Break Times –	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff must sit at least 2 metres apart from each other whilst eating in their areas • Students and staff may bring their own lunch to the Academy if they prefer. They must take all items they bring to the Academy home again at the end of the day. • Hot water facilities will be available. Staff must bring their own refreshments with them and take them away at the end of the day. Staff should bring their own cup/drinks bottle and cutlery and take it home at the end of the day for cleaning. • Breaks to take place during lunch when student bubble groups are taken outside to designated area and supervised by designated members of staff. 			
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Member of cleaning staff working through out day to thoroughly clean all touch points • During breaks they will clean tables and door handles with a disinfectant or disinfectant spray. 	MEDIUM	YES	

			<ul style="list-style-type: none"> • If a child releases bodily fluid in class space, affected area to be cleaned with anti-bacterial spray and wiped with blue paper towels by staff member • Staff Must wear mask and gloves whilst carrying out this task and wash hands after cleaning. 			
Lunch breaks	Staff students	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Students can bring in their food and water to consume during break time and take away rubbish with them . • Students in different bubbles will have break at the same time in different “zones”, and year groups will have a staggered lunch. See reopening booklet for schedule. • Students will be served in the canteen. Students and staff may bring their own lunch to the Academy if they prefer. They must take all items they bring to the Academy home again at the end of the day. • Staff will supervise students from their classrooms. Seating on tables will be positioned so that students do not face each other. • The canteen queue will be clearly marked and will operate using a one-way system. • Students will able to eat outside wherever possible, and this should be actively encouraged if possible. • During social time, students will be directed to their allocated student toilet if they need to use this facility. • 	MEDIUM	YES	
First Aid – minor treatment	Staff Children	Spread of Infection due	<ul style="list-style-type: none"> • Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering 	HIGH	YES	

		to close contact	<p>Mask/Visor/Gloves/Apron and follow ATT procedure when dealing with injuries.</p> <ul style="list-style-type: none"> • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. • Where this is not possible Staff members to wear PPE and dispose of items within closed lid bin immediately after use. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash hands after contact • PPE used for first aid must be disposed of after use • Staff to wash hands and sanitise after removal of PPE 			
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering visor, mask and gloves when in close contact or dealing with bodily fluids • In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. • Always wash hands and sanitise after contact 	HIGH	YES	
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • Staff must wear a face covering mask and/or visor if having to deliver close contact first aid and follow ATT procedure for administering first aid (always refer to up to date information from Gov.UK) 	HIGH	YES	

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

			<ul style="list-style-type: none"> Record all intimate care carried out. 			
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. Encourage child to use a tissue to wipe eyes/nose etc. If contact is required, consider wearing a face covering visor or mask. Wash and sanitise hands after contact 	MEDIUM	YES	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where possible allow the child to vent their frustrations Where possible allow child to be in a room on their own or outside If team teach techniques are required, it is advised face covering mask and or visor, apron and gloves are worn. Pupil May need separate care and attention in another space, area to be designated by academy and PPE used at all times 	HIGH	YES	
Children leaving at the end of the academy day.	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Students to be informed of their route to leaving Academy for their bubble. Staff on duty outside to ensure students leave in a safe manner. Students will leave the site using their allocated year group exit point and will leave from their “zone”. Staff can wear face covering visor/mask/Apron and gloves for this purpose if they feel it is necessary 	HIGH	YES	
Parent wishing to talk to staff	Staff	Spread of Infection due	<ul style="list-style-type: none"> Parents will be informed that the majority of conversations with staff will be either over the phone or 	HIGH	YES	

		to close contact	<p>if this is not possible a meeting will be arranged and social distancing rules observed. PPE will be available for staff to use if social distancing requirements cannot be met</p> <ul style="list-style-type: none"> • Parents will be not be allowed onto the academy site without an appointment. 			
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. • All staff are able to access the following information on-line for up to date information on COCID-19 <ul style="list-style-type: none"> ➢ Public Health England ➢ Gov.co.uk ➢ NHS ➢ DfE ➢ Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection available on ATT LMS and delivered online including: <ul style="list-style-type: none"> ○ Infectious diseases ○ COVID19 ○ First aid at Work ○ First Aid Appointed person ○ First Aid/Riddor • Staff are made aware of the academy's infection control procedures in relation to coronavirus via website, email 	MEDIUM	YES	

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

			<ul style="list-style-type: none"> • Sufficient amounts of soap and hand sanitiser available in classrooms, clean water and paper towels are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary using sinks in classrooms • All hand dryers to be disabled and taken out of use to limit spread of infection and Paper towels to be provided for this purpose instead. • Pupils are forbidden from sharing cutlery, cups or food or from bringing these items from home. • Academy to provide bottled water and packed lunches prepared on site for pupils • Air con to be turned off with windows and doors (Where appropriate) opened to provide natural ventilation • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • Central ATT Estates team to arrange enhanced cleaning prior to opening which will be undertaken where required – ATT Cleaning provider to provide guidance, risk assessments and cleaning specification prior to re-opening 			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to 	HIGH	YES	

			<p>date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> • Forehead temperature gun in place at academy to take temperature and minimise contact between staff and pupils. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. 			
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			<ul style="list-style-type: none"> • Room to be taken out of circulation for 72 hours and pupils/staff to self-isolate in confirmed cases of COVID19. • Fogging treatment to be carried out to affected area in confirmed cases. To be arranged at ATT estates on notification. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the academy to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable but separated from bubble group, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using anti-bacterial spray and blue paper towels provided within 	HIGH	YES	

			<p>class space in line with guidance, using PPE at all times.</p> <ul style="list-style-type: none"> • Cleaning staff on site during opening hours to meet hygiene standards • Parents are informed not to bring their children to the academy or on the academy premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to the academy before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • All pupil trips are to be on hold during this period of re-opening • Parents notify the academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The academy in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents where necessary. • In extreme cases involving significant risk the decision not to return to academy can be taken in conjunction with the pupils parents. 			
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<p>Poor management of infectious diseases</p>	<p>Staff Pupils Others</p>	<p>Lack of infection control</p>	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Principal or SLT as soon as possible. • The Academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus and follows the ATT procedure. • The Academy is informed by pupils' parents when pupils return to academy after having coronavirus – the Academy informs the relevant staff. • Staff inform the principal when they plan to return to work after having coronavirus. • Central Estates monitors the cleaning standards of the academy cleaning contractors and additional measures required with regards to managing the spread of coronavirus are being implemented with cleaning arrangements and specification outlined for Academy. 	<p>HIGH</p>	<p>YES</p>	
<p>Lack of communication</p>	<p>Pupils Staff Parents Others</p>	<p>Infection Control</p>	<ul style="list-style-type: none"> • The academy staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure. • Temperature to be taken should any pupil show signs of illness 	<p>Medium</p>	<p>YES</p>	

			<ul style="list-style-type: none"> • The principal contacts the an senior ATT officer(Deputy Estates Director/Estate Director/Executive Principal/RED/Senior Operation Officer) and follows the advice given from and discusses if any further action needs to be taken. • Academy puts into place any actions or precautions advised by the above discussion with ATT officer(Deputy Estates Director/Estate Director/RED/Senior Operation Officer) • Academy keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 			
Cleaning while Academy open	Staff	Infection Control	<ul style="list-style-type: none"> • Cleaning staff deployed during daytime opening hours 08:30 – 15:30 in addition to regular cleaning hours. • All touchpoints and hard surfaces to be cleaned on a regular basis throughout the day, this will include <ul style="list-style-type: none"> ➢ All door handles ➢ All tables and chairs used by staff and pupils ➢ Toilet flushes and regular cleaning of toilets. ➢ Separate specification to be issued by cleaning contractor • All classrooms to have spray disinfectant and disposable cloths to clear any spillage during occupation. • Regular cleaning of surfaces will reduce the risk of spreading the virus. 	MEDIUM	YES	

			<ul style="list-style-type: none"> All used cloths thrown away to be double bagged and then placed in a secure area/closed lid bin. 			
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> Regional Manager review of Site Health and Safety will be completed prior to re-opening. No fire drill will take place during the initial re-opening, but procedures will be maintained in the event of a fire including clear sign posting of where to meet etc in line with fir risk assessment. A fire drill however may be required in the first few weeks due to classroom refurbishment Statutory inspections to continue but with social distancing in place at all times and completed outside of opening hours (prior to 09:00, after 15:30 and weekends) In-house inspections will continue to ensure the academy remains as safe as possible. Property software regularly updated to show compliance 	MEDIUM	YES	
Contractors in the academy	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> Contractor visits will be completed outside of opening hours unless in case of emergency required to keep academy open. Where contractors are coming into the academy, they must complete academy waiver stating they are free from symptoms and do not have COVID19. ALL Contractors must have up to date Risk Assessments and Method Statements and provide 	MEDIUM	YES	

			<p>copies along with COVID19 safety measures prior to entry to site.</p> <ul style="list-style-type: none"> • Control measures regarding the Coronavirus must be included within their RAMs. • Academy to ensure no pupils or staff are in the area where contractors are working • Contractors will be designated a toilet they can use whilst on site if out of hours which will then be cleaned or advised not to use on site facilities. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. Area will then be thoroughly disinfected • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the Academy site and complete academy waiver form. • If they become aware of a contractor coming down with symptoms within 14 days of being at the academy, they must inform the academy immediately. 			
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up to date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	HIGH	YES	

