



Stanchester Academy

Risk Management - Assessment Report

Risk Area:	COVID-19
Assessment Framework:	Covid-19 - Full opening September 2020
Work Area or Activity:	Stanchester Academy
Competent Person	Bonny Portland
Assisted by:	Tamsin Grainger
Groups Affected:	Staff, Students and Visitors
Notes:	

This is a review of an assessment carried out on 02/09/2020

This is a review of an assessment carried out on 03/09/2020

This is a review of an assessment carried out on 03/09/2020

This is a review of an assessment carried out on 18/09/2020

This is a review of an assessment carried out on 23/10/2020

This is a review of an assessment carried out on 10/11/2020

This is a review of an assessment carried out on 08/12/2020

This is a review of an assessment carried out on 08/01/2021

Assessed on:	25/02/2021
To be Reviewed on:	01/08/2021

What are the Hazards?	What is already being done?	Is this considered satisfactory?
Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement: 1) whether the school has enough hand washing or hand sanitiser	Everyone will be encouraged to wash their hands on arrival, before and after eating, after using the toilet and at least every two hours. Hand sanitiser will be available in the classroom and in social areas but it is no substitute for soap and water, which is be the preferred option. Lidded bins and tissues are	Yes

<p>◆stations◆ available so that all pupils and staff can clean their hands regularly 2) supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative 3) building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. How will this be arranged and communicated?</p>	<p>available in all classrooms to assist with respiratory hygiene. Posters have been put up around the Academy that detail the need to wash hands regularly and how to do this. Others have been put up that explain the 'catch it, bin it' process.</p>	
<p>How will you ensure that you 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?</p>	<p>All parents/carers have been made aware that, if they believe their child/children or anyone in the same household is unwell, potentially with Covid-19, the child/children must NOT be brought to the Academy. The household must follow Government guidance on obtaining a test and self isolation. This approach is in line with Government guidance and will minimise contact at the everyone at the Academy.</p>	Yes
<p>If anyone becomes unwell – how will you ensure you follow these guidelines? https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>	<p>Any staff or students who present stating that they have a high fever, a new persistent dry cough and/or a change to their sense of taste or smell, will be deemed to potentially have Covid-19. These individuals, and any siblings, will be sent home. For students, it will be necessary to isolate them until a parent/carer arrives to collect them. Non-contact thermometers are available in the Welfare or First Aid room to ascertain whether the individual does have a fever. All surfaces used by the individual will need to be deep cleaned and everyone who has been in the same room or has had contact with them must wash their hands immediately. As social distancing and regular hand washing will be in place, the potential for someone becoming infected will have been reduced as far as reasonably practicable. Should Government guidance change, this risk assessment will be revised to reflect those changes.</p>	Yes
<p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Where is the best location for this?</p>	<p>Anyone presenting with potential Covid-19 symptoms will be isolated in the PFSA Office. A First Aider will wait near them but will ensure they are wearing appropriate PPE - face mask, gloves and apron. The first aider should ensure they maintain social distancing whenever possible. Any windows will be opened for ventilation. When the parent/carer arrives to collect the student, the first aider will put a note on the door stating the room is out of bounds, lock the room and walk the student to the parent, ensuring the student does not touch any surfaces on the way.</p>	Yes

	Once the student has left site, the first aider will request a deep clean of the room. The room must not be used until this has taken place and 72 hours have passed. All first aiders have their own first aid kit, which they keep with them. Should someone present who needs first aid during this closure, this will be delivered in an alternative room.	
PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. Do you have sufficient stocks?	All first aiders will ensure they are wearing a face mask, apron and gloves before they manage someone who has presented with Covid-19 symptoms. Sufficient stock is available. The first aiders will inform the Head of Health and Safety when stocks are getting low to enable more to be ordered.	Yes
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. How is this communicated to staff?	Everyone who has been in contact with someone who develops potential Covid-19 symptoms will be instructed to wash their hands thoroughly. The hand washing regime will ensure this is occurring every two hours as a minimum. This, along with the other preventative measures in place, means the risk of infection has been mitigated as far as reasonably practicable.	Yes
As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education. If you have a pupil with additional needs – have you undertaken an individual risk assessment(s)?	Any student with social, emotional or physical needs will have an individual risk assessment or health care plan in place which will include how their hand and respiratory hygiene will be managed. Tissues, hand sanitiser and lidded bins are available in all classrooms. Hand sanitiser and hand washing facilities are located across the Academy including in social areas and outside areas.	Yes
As much as you reasonably can, how will you ensure the grouping of children together and therefore avoiding contact between groups? Arranging classrooms with forward facing desks and staff maintaining distance from pupils and other staff as much as possible should also be adhered to.	All classrooms will be set up with the desks facing forwards. Bubbles will be in place for year groups. Start times are determined by the mode of transport used to get to school. Students have separate social spaces and all students wear face masks. At the start and finish of the day they have separate entry and exit routes to minimise cross-over. For social times, each year group have a defined area to use for dry and wet breaks. The only area that is shared is the canteen. Each bubble will have a different time slot to use the canteen.	Yes
Have you Introduced enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach? Points to consider and implement: 1) putting in place a	Enhanced cleaning has been introduced, particularly in high use areas such as handrails and door handles.	Yes

<p>cleaning schedule that ensures cleaning is generally enhanced and includes 2) more frequent cleaning of rooms / shared areas that are used by different groups 3) frequently touched surfaces being cleaned more often than normal 4) different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>A daytime Cleaner has been employed specifically to ensure all high use areas and toilets are cleaned 3-4 times during the school day. This is in addition to the previous cleaning regime that was in place before the pandemic.</p> <p>Appropriate cleaning solutions are being used and all cleaning staff will have completed their COSHH training.</p> <p>All morning and evening Cleaners have been given defined zones that they are responsible for cleaning. This reduces any cross-over from bubbles set up for the students.</p> <p>Generic cleaning checklists have been produced to remind the Cleaners of the items that are a priority for cleaning in their zone each day. The Cleaning Supervisor monitors progress daily and manages any issues that occur.</p> <p>Should a Cleaner be unable to attend then the Cleaning Supervisor will ensure that other Cleaners are given extra hours to ensure all areas are still cleaned to a high standard.</p>	
<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. This can be achieved through keeping groups separate (in bubbles) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on 1) children's ability to distance 2) the lay out of the school 3) the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary). How will this be achieved?</p>	<p>Year group bubbles will be in place throughout the Academy and all students will wear face masks.</p>	<p>Yes</p>
<p>How will you follow the "system of controls" as per the following guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>This risk assessments details how each of the items listed in the 'systems of controls' Government guidance will be addressed and adhered to.</p>	<p>Yes</p>
<p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Bearing in mind that all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. How will timetabling be arranged to facilitate this?</p>	<p>Students will remain within their year group bubbles.</p> <p>For staff, it will be necessary for them to teach different year groups throughout the day. It is imperative that these teachers maintain excellent hand and respiratory hygiene.</p> <p>All classroom surface will be disinfected by the teacher between classes for subjects where the students move to them. If the students are staying in the same room, the teacher will ensure they disinfect the Teacher desk before</p>	<p>Yes</p>

	<p>leaving a class and when arriving in another class. Hand sanitising will take place for everyone in the room at the start and end of each lesson.</p> <p>Secondary students and all staff are expected to wear masks when the 2 metre required distancing cannot be maintained. This includes all internal areas.</p>	
<p>Ideally, adults should maintain 2 metre distance from each other, and from children. However it will not be possible for some pupils who many require an additional risk assessment. How will the need to distance and not touch unnecessary objects be reinforced and communicated?</p>	<p>The senior leadership team will ensure that all staff are constantly reminded of the need to socially distance whenever possible. For those students who are not able to socially distance, an additional risk assessment or health care plan will be in place which will detail what is required for that individual to keep them and everyone else safe.</p> <p>Social distancing posters are located across the site.</p>	Yes
<p>Large gatherings must be avoided. This should include staggering break/lunch/corridor gatherings. How will this be timetabled and arranged?</p>	<p>Each Year Group have their own social space.</p> <p>Staff will be on duty during social times to prevent large groups of students meeting together and remind students of the expectations.</p> <p>Social distancing posters are located across the site.</p>	Yes
<p>How will start/end times be staggered to avoid groups coming in close contact?</p>	<p>Any parents dropping off or collecting students must wait inside their vehicles.</p> <p>This has been communicated to parents and carers in writing and will help to reduce contact across year groups as far as reasonably practicable.</p>	Yes
<p>You should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. How will this be achieved?</p>	<p>Anyone on site is able to wear a face covering or face mask if they wish to. Everyone must keep their face coverings in their own bags when not worn, including disposable masks. These should be taken home for disposal as they might be required on the journey home.</p> <p>Markings have been painted on the ground to ensure students waiting to enter or leave the Academy can wait socially distanced.</p>	Yes
<p>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories. How will this be coordinated?</p>	<p>The staff working with these students will ensure the students are comfortable with the changes to their routines. In addition, parents/carers have received written explanations of how the routines will be changed and will be expected to have already had discussions with their children about this.</p>	Yes

<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including – 1) where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained 2) where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. How will this be communicated to staff?</p>	<p>It is expected that all staff will only wear the PPE which is required for the task they are completing. This will be what they would normally wear for these tasks. There are few exceptions. These are the Premises Team members who may wear additional PPE if they are working closely with a team member to complete a task and first aiders who are managing a potentially Covid-19 infected individuals.</p> <p>All staff must wear a face mask whenever the 2 metre social distancing cannot be maintained in all internal areas.</p> <p>Should Government advice change then this risk assessment will be reviewed to reflect that change and staff and students will be informed by the Head Teacher of what they will need to do.</p>	Yes
<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local public health protection team. https://www.gov.uk/guidance/contacts-phe-health-protection-teams. What are their contact details? (If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required).</p>	<p>Anyone who is sent home who is presenting with Covid-19 symptoms, will be expected to get tested in line with the Government requirements. Details can be obtained by calling 119. They will be expected to inform the Academy what the result of this test is. The Head of Health and Safety must be informed if someone is sent home who potentially has Covid-19 and will contact the appropriate authorities.</p> <p>The Public Health flow chart has been published on the Academy website.</p>	Yes
<p>Local authorities, transport providers, schools and parents must work together to ensure (where possible) this guidance is met https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	<p>The guidance will be adhered to. The Academy will be led by the instructions from the transport supplier.</p> <p>Students on school transport must wear masks and sit in year groups. This will be enforced by staff where possible.</p> <p>Any parents/carers who drive students to/from the Academy have been informed that they must remain in their vehicle at all times.</p>	Yes
<p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available here https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people how will this be facilitated?</p>	<p>All staff or students who have declared that they are pregnant will be instructed on any additional requirements necessary to keep them and their baby safe.</p>	Yes
<p>Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place</p>	<p>The new procedures in place to make the Academy Covid-19 safe have been discussed and explained to all staff during team</p>	Yes

<p>and involve all staff in that process. How will this take place?</p>	<p>meetings and by email.</p> <p>A Trust meeting, including Trust senior leadership and all Trust Head Teachers, is held fortnightly and best practice is discussed and shared.</p> <p>As it is possible that staff may interpret the requirements differently, SLT will take time daily to visit classrooms and offices to ensure that staff are keeping to the requirements. If this is not being done correctly, they will be reminded the individuals of the requirements and explain how they can best achieve them.</p>	
<p>All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. These mechanisms must be reminded to staff. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information is available here https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p>	<p>Any staff who feel uncomfortable with returning to the Academy will need to disclose this to their line manager and/or their Head Teacher. All reasonably practicable measures will be put in place to accommodate their needs and alleviate their concerns. Anyone who needs further help or guidance will be put in touch with the relevant bodies to ensure they receive what they need. Should anyone feel that this is not sufficient then they must discuss this with their line manager, Head Teacher or Human Resources.</p>	<p>Yes</p>
<p>Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance - https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 and https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</p>	<p>The Safeguarding Policies will be reviewed by the Safeguarding Department before the Academy opens.</p>	<p>Yes</p>
<p>Kitchens will be fully open from September – how will these guidelines be adhered to? https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>	<p>For those staff employed by the Academy, they will be informed of any changes to their working practices and regimes by their line manager or Head Teacher.</p>	<p>Yes</p>
<p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance here - https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm who has the responsibility for this and how will they go about it?</p>	<p>The Academy was open for reduced numbers throughout the Covid-19 closure. However, as with every year, the required checks of the premises and facilities will be completed by the Premises Team prior to the Academy opening for the Autumn Term.</p>	<p>Yes</p>
<p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance here https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm how will you ensure guidelines are followed?</p>	<p>All classrooms and offices have windows and doors that can be opened to provide a flow of fresh air through the room for ventilation.</p> <p>As directed by the Government, most types of air conditioning</p>	<p>Yes</p>

	<p>system can be used as normal. However, if it is a centralised ventilation system that removes and circulates air to different rooms it is recommended that the recirculation is turned off and a fresh air supply is used by opening windows and doors. If air conditioning units are used, windows must still be opened for ventilation purposes.</p> <p>As the weather deteriorates over the winter, HSE Guidelines will be followed regarding reducing ventilation to enable classrooms to maintain a workable temperature. This means that a reduced number of windows will be opened all day or all windows will be closed during lessons and then all windows re-opened when there are no students present.</p>	
<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Guidance can be found here https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation What additional arrangements will be put in place if any?</p>	<p>Physical Education will take place and outside sports will be a priority. Where indoor activities are the only option, the PE Department will ensure that they comply to the Government guidance on social distancing, cleaning and hygiene and the wearing of face masks.</p> <p>A protocol is in place for ensuring different activities are completed by students throughout the day so that equipment is only used by one group prior to sanitising it. The protocol also details how items will be sanitised.</p>	Yes
<p>Schools should consider updating their behaviour policies with any new rules/policies and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Further details are available at https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools has this been undertaken?</p>	<p>All processes relating to the Behaviour Policy will have been reviewed and appropriate alterations made prior to the Academy opening for the Autumn Term. It is the responsibility of the Head Teacher to ensure this is complete and shared as appropriate.</p>	Yes
<p>In the event of a local outbreak, the health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. Guidance on remote education support can be found https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Have you written a contingency plan? Where is this located?</p>	<p>A contingency plan has been developed to ensure that any required closures - part or total - at the Academy can be put in to place immediately. This is the responsibility of the Head Teacher in conjunction with the CEO.</p> <p>The Public Health flow chart has been shared on the Academy website.</p>	Yes
<p>Do you assess the situation to identify any infection control measures that need to be put in place before commencing CPR, if required?</p>	<p>A dynamic risk assessment will be completed by the first aider prior to starting CPR. AEDs are available on site to assist with this potential situation. All first aiders have mouth guards in their first aid kits and in their first aid key-ring. However, rescue breathes are no longer</p>	Yes

	recommended although the airway will need to be checked to make sure it is clear and aligned before commencing chest compressions.	
Are you aware that you should only apply chest compressions during CPR and to avoid rescue breaths unless it is deemed to be absolutely necessary?	All first aiders are aware that rescue breathes are only to be given if absolutely necessary. All first aiders have mouth guards in their first aid kits and first aid key-ring.	Yes
How will the use of staff rooms or areas used for staff to make food and drink, managed?	<p>All shared items and surfaces must be cleaned by the individual using them as soon as they have completed their task. This will include anything they touch, such as the kettle, coffee pot, tea box, sugar pot, spoons, knives, forks, mugs, bowls and plates. The individual must manage their own washing up as well as cleaning the surface they have touched. Tea towels must not be used but rather paper towels which must be disposed of into a bin.</p> <p>Separated additional staff areas have been identified to reduce the size of gatherings.</p> <p>Face masks must be worn in these areas unless the 2 metre social distancing requirement can be achieved.</p>	Yes
How will incidents that require physical restraint be managed?	On the rare occasion that restraint is required, whenever possible this will be managed from beside or behind the student. This will reduce as far as reasonably practicable the risk of infection from expelled bodily fluids. Once the incident has been resolved, all parties must wash their hands thoroughly and staff will disinfect any surfaces that are potentially contaminated. As with all restraint situations, the relevant bound book will be completed, the Head Teacher will sign the entry and the parent/carer will be informed. An accident book form must also be completed. It is felt that the use of PPE in these situations could cause the incident to escalate. Therefore, all possible alternatives to restraint will be tried first.	Yes
How are visitors to the Academy managed?	<p>All parents/carers have been informed that they should not come to the Academy in person but use other forms of communication wherever possible.</p> <p>For visitors who need to be on site, such as contractors and peripatetic teachers, they should report to Reception as usual and will be informed of the restrictions they must abide by, for instance,</p>	Yes

	<p>ensuring thy socially distance, that they only go to the areas they need to visit, that they wear a face covering whenever possible and clean the area they have been using before leaving site.</p> <p>For external agencies (such as the Police and Social Workers), they will be encouraged to use on-line meetings rather than visiting site, whenever possible. Should it not be possible, they should report to Reception as usual and will be informed of the restrictions in place that they must abide by (as detailed above).</p> <p>The amount of people required in a meeting will be kept to a minimum and the room being used will be large enough to accommodate this number in a socially distanced manner. In the majority of cases, the Meeting Room will be used which is at the front of site and can be accessed without entering site.</p> <p>The normal Reception door is being used during the. They will only enter site if their meeting room is not accessible externally.</p>	
<p>How do you ensure that a room being used for meetings or training sessions is large enough to safely accommodate those attending?</p>	<p>During the pandemic, the majority of required meetings are taking place on MS Teams. Where this is not possible, the number of people attending will be known before a room is booked, therefore, a room of suitable capacity will be booked.</p> <p>For internal meetings, this will typically be less than 6 people so the majority of rooms are large enough to accommodate this number.</p> <p>For meetings that include external agencies, the room nearest to the entrance will be used, however, if it is deemed that this room is too small, the hall will be.</p> <p>Rules for occupancy will be known by all staff - wash hands before entering the room and after exiting, sit socially distanced and ensure that all hard surfaces are wiped down at the end of the meeting. Hand sanitiser is available in all rooms so external visitors can use this when they arrive and leave.</p>	<p>Yes</p>
<p>What additional restrictions are in place for Invigilators and exam students attending to sit exams?</p>	<p>Social distancing will be achieved by the detailed seating plan being strictly adhered to in the Gym and in any other rooms used for exam purposes.</p> <p>Students will be off site prior to the</p>	<p>Yes</p>

exam starting and immediately after their exam has finished.

Students will wash/sanitise there hands when entering the Academy and the exam room and before leaving.

Face masks will be worn when moving around site.

Invigilators and the exams officer will wash/sanitise their hands before they start work and immediately after.

Gloves will be put on once hands are sanitised so that contamination will be reduced to as low a level as is reasonably practical when handling exam papers.

Bonny Portland

Signed

Dated

Co-ordinator

Signed

Dated

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