

COVID-19: Operational risk assessment for school re-opening V10 28.6.21

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the DfE on 10/05/2021:

[Actions for Schools during the Coronavirus Outbreak - GOV.UK](#)

This risk assessment assumes all children will return to primary schools from Monday, 8th March 2021 and secondary schools on a phased basis during week commencing 8th March 2021 to allow for mass LFD testing of students on return to school. The DfE guidance recognises that the youngest children in schools cannot socially distance themselves from adults or each other. The implementation of 'bubbles' are an alternative protective measure to keeping people apart. Therefore, 'social distancing' in this risk assessment refers to the use of bubbles and/or the requirement to keep to 1 or 2 metre distances, depending on the age of the children concerned.

System of controls

Based on SAGE modelling, the hierarchy of controls we have factored into our planning to help prevent the spread of COVID-19 are set out below. This is the set of actions schools **must** take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

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 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 and bleach
6. Consider how to minimise contact across the site and maintain social distancing wherever possible
7. Always keeping occupied spaces well ventilated
8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
9. Promote and engage with asymptomatic testing, where available

Numbers 1 - 7 must be in place in all schools, all the time.

Numbers 8 and 9 apply in specific circumstances.

Response to any infection:

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

Numbers 10 – 12 must be followed in every case where they are relevant.

All actions should minimise the chances of being a close contact, which is defined as:

- Face to face contact including being coughed on and having a face to face contact within 1m; or
- Being within 1m for one minute or longer without face to face contact; or

- Being within 2m of someone for more than 15 minutes either as a one-off or added up over a day; or
- Travelled in the same vehicle

Assessment conducted by:	W Pratt	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	28.6.21	Review interval:	Half termly	Date of next review:	As required
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Related documents	
Trust documents:	<p>Government guidance:</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p> <p>Guidance for full opening - schools - GOV.UK</p> <p>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</p> <p>COVID-19: cleaning of non-healthcare settings - GOV.UK</p> <p>Safe working in education, childcare and children’s social care</p> <p>Face coverings in education - GOV.UK</p>

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partially opening, including social distancing guidance					
1.1 Capacity					
<p>Available capacity of the school is reduced when social distancing guidelines are applied</p>	M	<ul style="list-style-type: none"> • Social distancing to be promoted wherever possible • Social distancing for staff • Bubble year groups for social times • Agreed new timetable and arrangements confirmed for each bubble • Arrangements in place to support pupils not attending school with remote learning at home • Face masks to be worn by all staff (excluding medical exemptions) in communal and circulation spaces where social distancing cannot be maintained 	Y	<ul style="list-style-type: none"> • As of the 29th June Teaching staff will return to their main curriculum classroom. Students will transition around school for their classes. • Students will move around school between classrooms. • It is important to maintain the integrity of the 'bubbles' by students walking on the left in corridors - not stopping to talk and group together and going straight into the class on arrival • Teachers will dismiss the class and wait to meet and greet the next class at the start of 	M/L

				<p>every lesson.</p> <ul style="list-style-type: none">● All staff will ensure the flow of students on corridors to promote a safe environment and minimise contact between student 'bubbles'● The Dining space / PLC / Bridge / LRC and classrooms will continue to be modelled to have all students facing the same way.● Additional external seating is located immediately outside of the dining hall increasing the capacity of seating. All year groups can use the tables.● All students must wash their hands on entering the building in the morning and when entering the dining room.● The main hall is used as a curriculum space - reduced numbers	
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				<p>and social measures are adhered to</p> <ul style="list-style-type: none">● PE will continue lessons outside where possible.● PE will use the sports hall as per their timetable.● The dining room is utilised as a detention space - mixed bubbles are able to use this space due to the three clearly defined areas. Social distancing, facing forwards, good ventilation and sanitisation of hands is in place● Face Masks should be worn in all areas where social distancing cannot be maintained by staff but not students. However they are encouraged.● Staff may remove their masks in larger rooms - dining hall / LRC / PLC / Main Hall / Sports hall	
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				ensuring 2m social distance can be maintained at all times.	
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> Classrooms re-modelled, with chairs and desks in rows facing in the same direction to support social distancing Clear signage displayed in classrooms promoting social distancing In secondary schools the children within year group stays together and does not mix with other pupils Face masks to be worn by staff (excluding medical exemptions) in all communal and circulation areas where social distancing cannot be maintained Doors and windows will be opened to provide constant background ventilation and to their maximum when spaces aren't occupied by students (eg. breaks/changeover) to purge the air (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<ul style="list-style-type: none"> Classrooms remain set up for COVID measures, adequate spacing and ventilation for staff and students is in place. Smaller rooms will be highlighted to have advisory wearing of facemasks for students and staff. Face Masks should be worn in all areas where social distancing cannot be maintained corridors and communal areas. Staff may remove their masks in larger rooms - dining hall / LRC / PLC / Main Hall / Sports hall ensuring 2m social distance can be maintained at all times. 	M

<p>Large spaces need to be used as classrooms</p>	M	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing e.g. students facing the same way in dining areas and not sat face to face. 	Y	<ul style="list-style-type: none"> The sports hall, main hall and gym will then be used for curriculum need. Sportshall will be used with increased desk distance, reduced capacity and all doors open. Where larger spaces permit - mixed bubbles can be accommodated for specific requirements adhering to strict covid measures 	M
<p>1.3 Availability of staff and class sizes</p>					
<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</p>	M	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Shielding guidance in place for CEV colleagues and students in line with national guidance and individual risk assessment template updated for those returning after shielding. Technology available in school to allow all staff to deliver and support remote and on site learning Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place Specialist directors deployed to support staffing levels in schools 	Y	<ul style="list-style-type: none"> Staff are now accustomed to use online teaching methods - google classroom / live teaching, this will support ad hoc working from home if unable to attend the Academy Visualisers are located in all rooms, these have been checked 	L

		<ul style="list-style-type: none"> • Full use is made of test and trace to inform staff deployment. • Non-specialist teachers may be used to deliver content provided by subject specialists. • LFD testing encouraged prior to events where staff come together in managed, socially distanced groups • Staff or students in close contact will follow PHE guidance on self isolation 		<p>and ensure a good level of provision.</p> <ul style="list-style-type: none"> • Individual student and staff risk assessments have been completed and reviewed. • LFD testing is important due to the easing of mask wearing in school - strongly advised to continue twice per week but from home. • Students reminded to collect LFD testing kits. - Learning Managers to distribute LFD kits to all students in Tutor time. 	
<p>Re-timetabling and extended days mean that staff exceed their contracted working hours</p>	M	<ul style="list-style-type: none"> • Directed time calculations reworked and shared with staff • PPA allocations still provided on timetables • Where timetable restricts PPA or exceeds weekly hours for teachers, a two weekly timetable agreed to compensate • Hourly rates of pay agreed for staff who are asked to work additional hours beyond their contracted hours 	Y	<ul style="list-style-type: none"> • All varied timetables have allocated time for staff planning and staggered start and finish times 	L
<p>Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term</p>	M	<ul style="list-style-type: none"> • All staff have been advised to follow government advice on the booking of holidays • All staff have been advised of the need to be available for work and to plan any quarantine timings into their holiday plans • Staff managing attendance policy and absence policies to be followed 	Y	<ul style="list-style-type: none"> • Staff notified of guidance in L+P. • Including provision of evidence of a negative COVID-19 test result taken up to 3 days before departure. 	L

				<ul style="list-style-type: none"> ● Staff and students issued home test kits. 	
1.4 The school day					
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	H	<ul style="list-style-type: none"> ● Start and departure times are managed. ● The number of entrances and exits to be used is maximised. ● Different entrances/exits are used for different bubbles if entering at the same time. ● Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. ● A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. ● Attendance patterns have been optimised to ensure maximum safety. ● One way systems around the school. ● Accessibility for disabled students and staff have been considered within changes. ● Extra curricular activities recommence from 8 March within bubbles and with activities that promote control measures 	Y	<ul style="list-style-type: none"> ● All students are expected to thoroughly wash their hands on entry into the building. ● The systems of control for the one way system remain consistent to reduce close contacts. . ● Face to face contact including being coughed on and having a face to face contact within 1m; or ● Being within 1m for one minute or longer without face to face contact; or ● Being within 2m of someone for more than 15 minutes either as a one-off or added up over a day; or ● Travelled in the same vehicle 	M/L

Wrap around care provided in school is not able to comply with social distancing or bubble separation	M	<ul style="list-style-type: none"> • After school activities will be bubble based and normal control measures in place • Externally provided wrap around care school site must provide the school with their risk assessment and control measures that comply with government guidance 	Y	<ul style="list-style-type: none"> • Wider enrichment will be active from week commencing 14th June. • Year group bubble supervision for students who rely on school transport at 4pm. 	L
1.5 Planning movement around the school					
Movement around the school risks social distancing not being maintained	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised • One-way systems are in place where possible • Posters in corridors regarding social distancing • Appropriate signage is in place to clarify circulation routes • Pinch points and bottlenecks are identified, staffed and managed accordingly • Teachers remain in own classroom and monitor social distancing on corridors at lesson changeover • Lesson change over and movement around school is organised to avoid overcrowding • Pupils are regularly briefed regarding observing social distancing guidance • Appropriate duty rota and levels of supervision are in place • Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair • Play areas will be divided if more than one bubble is to use it at the same time • Outdoor play equipment will be either taken out of use, cleaned between use by different 	Y	<ul style="list-style-type: none"> • Specific risk assessments completed for SEN / Vulnerable students to ensure they can circulate through school in a safe manner • Walk on the left directional travel within corridors is maintained. Students must walk on the left - All staff are to monitor and ensure that student flow is constant and there are no gatherings to compromise student 'bubbles' • Staff advised that face coverings for the communal areas are still be worn and in classrooms unless 	M

		<p>bubbles or separate equipment provided for each bubble</p> <ul style="list-style-type: none"> • Face masks must be worn by staff in communal and circulation where a 2m social distance cannot be maintained, unless an exemption applies • Doors and windows will be opened to provide constant background ventilation and maximised when spaces aren't occupied by students (eg. breaks/changeover) to purge the air (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<p>social distancing can be maintained.</p> <ul style="list-style-type: none"> • Despite teachers being in set classrooms there has been a modified spread around the academy to avoid congestion on corridors. 	
1.6 Curriculum organisation					
<p>Pupils will fall behind in their learning during school closures and achievement gaps will have widened</p>	H	<ul style="list-style-type: none"> • High quality remote and blended learning provision for all children • Technology provided to support remote learning where children cannot attend school • Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning • Praising stars will be used to assess the impact of interventions • Curriculum has been re-ordered to focus on learning priorities for the phase of education if it cannot all be caught up • Plans for intervention are in place for those pupils who have fallen behind in their learning • Additional funding for 'catch up' will be focused to ensure it targets children who have missed learning, this may include 1:1, summer schools etc 	Y	<ul style="list-style-type: none"> • Deep Support/ Experience and Learning leads to monitoring student participation - undertake virtual learning walks within the live lessons. • Google classroom statistics monitored to identify students not accessing the live lessons or work set. • Targeted calls to parents and students to assess participation, monitor well being and attainment • Virtual mentor groups assemblies/ well being activities available to motivate 	L

				students and monitor progress.	
Periods of isolation create additional gaps in learning	M	<ul style="list-style-type: none"> Blended learning/remote learning plans in place Children lacking technology to support remote learning identified and technology provided EdTech demonstrators providing training to staff to increase confidence and ability to provide remote learning 	Y	<ul style="list-style-type: none"> Staff are reminded about the expectation to provide remote learning for SI students. Google Classroom identified as a medium for students to access work remotely. 	L
Library book sharing risks virus infection	M	<ul style="list-style-type: none"> Libraries will not be used as a social space for children Children will be managed in small numbers to select a book Returned books will be quarantined for 72 hours before being returned to library shelves 	Y	<ul style="list-style-type: none"> Clean it before it is moved between bubbles Allow them to be left unused for a period of 48 hours for paperback and 72 hours for plastic back. 	L
Singing spreads virus through spittle or aerosol transmission	M	<ul style="list-style-type: none"> No choirs or large group singing No singing unless social distancing can be maintained and rooms are ventilated and 'bubbles' maintained No performance to audiences See page 54 of DfE guidance for details 	Y	<ul style="list-style-type: none"> Singing, wind and brass instrument playing can be undertaken in line with this and other guidance All performances are currently postponed. 	L
Practical music lessons spread virus through spittle and touch	M	<ul style="list-style-type: none"> Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only (no wind or brass unless sole users) 	Y	<ul style="list-style-type: none"> Music and drama has been moved to the main hall for additional space. The curriculum has been modified during 	L

		<ul style="list-style-type: none"> • Peripatetic music lessons to continue with the child using an instrument solely used by them • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<p>testing period when larger spaces are unavailable.</p> <ul style="list-style-type: none"> • Singing, wind and brass should not take place in big groups. 	
<p>PE curriculum cannot be delivered in full whilst maintaining social distancing</p>	M	<ul style="list-style-type: none"> • Sport to be delivered outdoors wherever possible • Techniques practised rather than engaging in physical contact sports unless national guidance available • Sports with national body guidance prioritised and guidance put in place in full • No school to school competitions until grassroots sports recommence nationally • see page 57 of DfE guidance 	Y	<ul style="list-style-type: none"> • PE lessons can take place indoors under appropriate system of controls. focus on skill acquisition over competitive play. • Only participate in teams sports where NGBs approve participation within their guidance. • Changing rooms can be used by different year groups throughout the day allowing all PE lessons to now have a PE kit expectation. 	L
1.7 Staff workspaces					
<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	H	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing • Staff have been briefed on the use of these rooms • Posters in place regarding social distancing and hygiene. 	Y	<ul style="list-style-type: none"> • The staff room has been reconfigured to front facing tables / exam desks. • All staff have been briefed on the use of the staff room. • Office staff have been allocated desks - hot 	L

		<ul style="list-style-type: none"> • Communal equipment removed or measures in place to disinfect between use. • Face masks must be worn by staff in communal areas where a social distance of 2M cannot be maintained, unless an exemption applies • Doors and windows will be opened to provide constant background ventilation and maximised when spaces aren't occupied by students (eg. breaks/changeover) to purge the air (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<p>desking is reduced to urgent requirement only.</p> <ul style="list-style-type: none"> • ITT students are able to use the Staff room PC's and additional chromebooks have been purchased to assist with staff planning time. The PLC PC's are also available. Equipment and workspace is to be sanitised before and after use. • Staff advised that face coverings for the communal areas must be worn if the 2M social distance cannot be maintained - particular attention must be made when speaking with other colleagues to not lean in or stand less than 2m apart, otherwise a mask should be worn. • Staff are reminded to ensure that the windows are open within the staff room at all times. • Staff are reminded not to sit within 2M when in the staff room 	
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				<ul style="list-style-type: none"> Meeting room 5 is also available for staff use 	
1.8 Managing the school lifecycle					
<p>Limited progress with the school's calendar and work plan because of COVID-19 measures</p>	M	<ul style="list-style-type: none"> School calendar for the year rationalised. Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. Staff recruitment to continue employing social distancing where appropriate Re-timetabling completed Plans and capacity in place should re-timetabling be required mid-year Decision made and communicated early that Y11 prom can not be supported for 2021 as we will not know the restrictions that will be in place 	Y	<ul style="list-style-type: none"> School diary discussed during SLT on a weekly basis 	L

<p>Transition for 21/22 is not in place due to lockdown/restrictions</p>	<p>H</p>	<ul style="list-style-type: none"> ● Subject to local guidance, transition days can be planned with appropriate risk assessment and control measures in place to maintain bubbles ● Executive Principals to sign off plans and RAs for transition ● Pastoral staff will speak with pupils and their parents about the next stage in their education and resolve any issues ● Regular communications with the parents and pupils are in place, including letters, newsletters and social media ● Virtual tours of the school are available for parents and pupils. ● Online induction days for pupils and parents are in place ● Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools ● Additional transition activity has taken place for students with identified SEND ● New pupils will have enhanced induction in the first weeks of the September term ● Summer schools considered to help engage children as part of transition 	<p>Y</p>	<ul style="list-style-type: none"> ● Transition for Sept 21 intake have been postponed - online transition information is available. ● Review practises for students being able to access the academy site from local primary. - SEN students are able to access the Academy as part of their Inclusion requirements for transition. Risk assessments are required to be completed by Inclusion Coordinator ● Modification of the transition website. ● Summer school - Plans and risk assessments to be signed off by Exec. 	<p>M</p>
<p>1.9 Governance and policy</p>					

<p>Directors are not fully informed or involved in making key decisions</p>	M	<ul style="list-style-type: none"> • Online and face to face meetings are held regularly with the Board of Directors. • The Board of Directors are involved in key decisions. • Governors are briefed regularly on the latest government guidance and its implications for the school, and updated RAs shared. 	Y	<ul style="list-style-type: none"> • Virtual meeting with academy Chair occurring on a fortnightly basis with Principal and Principal PA (Academy Council Clerk) • Academy Council meetings able to be face to face with appropriate systems of controls in place and risk assessments 	L
<p>1.10 Policy review</p>					
<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>	H	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • Staff, pupils, parents and governors have been briefed accordingly. 	Y	<ul style="list-style-type: none"> • All policies updated and circulated to all staff Jan 2021 • Relevant policies shared with the Academy Council and uploaded to the S:Drive and website 	L
<p>1.11 Communication strategy</p>					
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	H	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> • Staff • Pupils • Parents / Carers • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 	Y	<ul style="list-style-type: none"> • Social media and groupcall continued to be utilised as regular methods of communication. • Communication with LA link Rebekah Taylor through “check in” conversations. • Fortnightly meeting (virtual) with 	L

				<p>Academy Council chair with Principal and Principal PA (Academy Council Clerk).</p> <ul style="list-style-type: none"> • Weekly staff briefings / HOD & SLT meetings maintain regular communications and updates • Regular meetings arranged with Union representatives 	
1.12 Staff induction and CPD					
<p>Staff are not trained in new procedures, leading to risks to health</p>	H	<ul style="list-style-type: none"> • Induction and CPD programmes are in operation for all staff and include: • Infection control • Fire safety and evacuation procedures • Positive behaviour management • Safeguarding • Risk management 	Y	<ul style="list-style-type: none"> • New staff induction programme organised for staff joining the academy • Request all new colleagues to have an LFD test prior to joining the school staff induction day. • L&P staff training to continue virtually where applicable. Other meetings such as SLT / Inclusion may be face to face is 2m social distancing can be maintained and the location is well ventilated. 	M

<p>Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL</p>	<p>H</p>	<ul style="list-style-type: none"> • First Aid is up to date or if not, planned CPD is in place • Online training sought to replace or supplement training that is due to expire • Support from leaders in the Trust who have up to date training 	<p>Y</p>	<ul style="list-style-type: none"> • MAPA / DSL / First Aid Training logs have been reviewed and those expiring have been updated virtually • Staff statutory training has been audited and reminders sent to all staff for all outstanding training to be completed • Online statutory training will continue - face to face training courses must adhere to the systems of control and risk assessment 	<p>M</p>
<p>New staff are not aware of policies and procedures prior to starting at the school when it reopens</p>	<p>H</p>	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 	<p>Y</p>	<ul style="list-style-type: none"> • New staff induction programme organised for staff joining the academy from Spring term 1 and 2 . These occur after the academy day Thursday. • New staff complete an induction checklist on the first day. Specific policies are sent to new staff and signed off prior to starting in the Academy. 	<p>M</p>

<p>Staff do not receive ongoing CPD leading to retention issues</p>	<p>M</p>	<ul style="list-style-type: none"> • Learning and performance sessions will be provided in school with social distancing and using technology • The OIE will continue to support CPD through the offer of face to face and online programmes • Flick online learning will support with statutory, mandatory and additional training • Training on how to wear face coverings given on INSET days 	<p>Y</p>	<ul style="list-style-type: none"> • All Staff provided with the Flick online training brief from the Trust March 2020. • Ongoing CPD online through Deep Learning / Deep Experience and Deep Support • CPD available to all staff via OIE and apprenticeship provider 	<p>L</p>
<p>Staff recruitment is disrupted due to COVID-19</p>	<p>M</p>	<ul style="list-style-type: none"> • Staff recruitment will continue as planned • Safer recruitment checks to continue in full 	<p>Y</p>	<ul style="list-style-type: none"> • All safer recruitment requirements are adhered to. • Face to face interviews resumed - Systems of controls including 2M social distancing to be adhered to. • Covid systems of controls identified to all recruits as part of the introduction to the day. 	<p>L</p>
<p>1.13 Meal Provision</p>					
<p>Reduced food offers are available due to kitchen and dining capacity</p>	<p>H</p>	<ul style="list-style-type: none"> • Dining staggered to ensure full bubble can be catered for • Additional large spaces in school considered for dining 	<p>Y</p>	<ul style="list-style-type: none"> • Due to separate year group lunches catering service is able to serve a hot and cold lunch and use steel cutlery and ceramic crockery. 	<p>M</p>

		<ul style="list-style-type: none"> FSM available in school for any children requiring one, FSM vouchers or hampers for those students who can not attend due to medical or other restrictions 		<ul style="list-style-type: none"> All systems reviewed. Catering and cleaning teams must adhere to the systems of controls and wear a face mask unless they work more than 2M apart. Teams should not be in close proximity for more than 1minute or sit / work face to face. 	
1.14 Risk Assessment					
<p>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</p>	H	<ul style="list-style-type: none"> Risk assessment from other partners completed Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Personal care EHCP Vulnerable staff (age, BAME, gender, pregnant) MAPA 	Y	<ul style="list-style-type: none"> Individual risk assessments are undertaken for vulnerable staff and students COVID risk assessments are updated following regular reviews Student risk assessments have been updated during lockdown since Jan 2021 	L
1.15 School transport					
<p>If any students use public transport: Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</p>	M	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known. Effective liaison with bus companies is used as a basis for planning staggered start and departure times, where required. 	Y	<ul style="list-style-type: none"> Updated information regarding pupil travel to and from the academy. Sent via Google form. Regular conversations with bus drivers 	L

		<ul style="list-style-type: none"> • Home learning and telephone support established where a child is unable to attend school due to transport issues. • Children encouraged to use other forms of transport, including cycling and walking. • Children advised how to queue at bus stops employing social distancing • Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school • Additional hand washing and sanitising facilities available at bus parks and entrances to school. • Queuing at the school at the end of the day is managed to ensure social distancing 		<p>regarding student compliance.</p> <ul style="list-style-type: none"> • Contact details for both bus providers for communication. 	
<p>If any students use home/school dedicated buses: Social distancing is not adhered to and bubbles mix</p>	M	<ul style="list-style-type: none"> • Effective liaison with local authorities and bus companies to understand their risk assessments and control measures, including additional cleaning • Children to be seated in bubble groups where possible, including social distancing • Vehicles will be ventilated with windows open where possible • Children advised how to queue at bus stops employing social distancing • Children advised how to use facial coverings (over age 11) and remove safely on arrival at school • Additional hand washing and sanitising facilities available at bus parks and entrances to school. • Queuing at the school at the end of the day is managed to ensure social distancing 	Y	<ul style="list-style-type: none"> • There are supervised areas for all bubble year groups for students who journey home using the late bus. • Students are reminded by bus duty staff as they leave the site to have their face covering ready to put on before entering bus. • Bus duty staff regularly engage in conversation with bus drivers for update on student compliance. 	L

<p>If any children use home school taxis and escorted home/school transport: Social distancing can not be maintained due to the need for support or the size of the vehicle</p>	M	<ul style="list-style-type: none"> • Liaison with local authority to understand the control measures in place and risk assessments • Children to be seated apart as far as possible from other children and adults • Hand washing/sanitising on boarding and disembarking • Face coverings to be used if appropriate • Vehicles will be ventilated with windows open where possible 	Y	<ul style="list-style-type: none"> • All students to be reminded through assembly and tutor programs to wear face masks on school to home transport. • Reciprocal agreement with RGS to inform each other of positive cases that use school to home transport which is shared. 	M
<p>1.16 Multi-site working</p>					
<p>Staff who normally work across multiple sites risk the spread of infection across sites</p>	H	<ul style="list-style-type: none"> • Government guidance allows staff to move between sites, • Twice weekly staff LFD testing • Office spaces will have maximum capacity numbers and homeworking will be used to support rotas where needed • If there is a need to change the designated site to manage operational risks at that site, hygiene precautions will be put in place before arriving at the new site. 	Y	<ul style="list-style-type: none"> • School coach provided with home testing kits • Confirmed that academic directors for maths and science will access home testing kits from OAR and test twice weekly. 	L
<p>1.17 Attendance and Punctuality</p>					
<p>Children do not attend school consistently as habits and social norms have changed</p>	M	<ul style="list-style-type: none"> • The need and value of attendance at school will be regularly reinforced with children and families • PR campaigns regarding attendance will be launched • Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively • Regular safeguarding / welfare phone calls to those children not attending • Attendance fines will be reintroduced 	Y	<ul style="list-style-type: none"> • EWO to continue to work with attendance team to target support for persistent absence students and families. • Protocols in place to discourage EHE. • Principal to contact all parent/carers 	L

		<ul style="list-style-type: none"> EHE is discouraged where requested by parents/carers Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed 		considering EHE to discuss possible solutions.	
1.18 Alternative Provision					
Control measures are not in place for children attending alternative provision or otherwise accessing part time education	M	<ul style="list-style-type: none"> Liaison with AP providers where children attend full time to ensure that risk assessment and control measures are in place in line with government guidance Where attendance is part time, liaison to identify the risks of movement between settings Children not to attend more than 1 setting in the same day 	Y	<ul style="list-style-type: none"> Specific risk assessments of the AP provision are undertaken including site visits to ensure that appropriate control measures are in place and our students are safe within these locations. Movement between settings will be limited 	L
1.19 School Visits and Trips					
The resumption of non-overnight school visits poses risks to infection control	H	<ul style="list-style-type: none"> International trips must not be planned for this academic year or before 5 September 2021 Domestic day trips which are essential to the curriculum can go ahead with appropriate risk assessment in place Domestic residential trips which are essential to the curriculum can go ahead with appropriate risk assessments in place Trip risk assessments must detail how the following will be addressed: <ul style="list-style-type: none"> Existing bubbles from school are maintained 	Y	<ul style="list-style-type: none"> All visits and trips will be assessed by SLT and approved by the Principal. Specific COVID-19 risk assessments are to be completed for each trip with the location / provider. Usual trip risk assessments to be updated to include face coverings as applicable / social distancing / hand 	L

		<ul style="list-style-type: none"> ○ Bubbles of no more than 30 - smaller if possible ○ Staffing must be from existing workforce and bubbles, no parents/carers/volunteers to join ○ Contingency plans in case a member of the trip becomes symptomatic ○ Frequent cleaning and sanitisation of bathrooms, kitchens, dining, frequent touch areas and communal areas ○ How will students be transported within control measures ○ Ventilation ○ Integrity of bubbles maintained at all times 		hygiene and ventilation measures	
1.20 Asymptomatic Transmission					
Transmissions due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some transmissions in schools going undetected	H	<ul style="list-style-type: none"> ● In-school and home testing is provided in line with current government guidance. <i>(Scientific evidence indicates that lateral flow testing recognises new variants of Covid-19)</i> ● Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. ● A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust 'COVID-19 	Y	<ul style="list-style-type: none"> ● Curriculum alterations to allow for large holding spaces. 	M

		<i>Risk Assessment: School Based Asymptomatic Testing'</i> for further details).			
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased as needed. Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas. Classroom timetabling is shared to ensure the classrooms are cleaned when free 	Y	<ul style="list-style-type: none"> Additional day cleaners in place to maintain appropriate hygiene in toilets, dining areas and corridor touch surfaces throughout the day The hand dryers are now in use in the staff toilets and not paper towels Teaching classrooms are thoroughly cleaned at the end of each day. All classrooms have hand sanitiser/ trigger spray sanitiser and cloths for hand hygiene and spot cleaning as required. 	M
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels 	Y	<ul style="list-style-type: none"> Regular stock checks in place to ensure appropriate stock levels are in place. Cleaners to manage stock levels in 	M

		<p>and sanitiser are maintained throughout the day.</p> <ul style="list-style-type: none"> Additional external wash basins have been provided at key points around the school. 		<p>sanitising areas and toilets</p>	
<p>Pupils forget to wash their hands regularly and frequently</p>	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Hand washing / sanitising on arrival at school, when changing rooms, return from breaks and before and after eating Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. 	Y	<ul style="list-style-type: none"> Signage and communication in place to ensure that all students adhere to the requirements to regularly wash and sanitise hands All students to wash hands as they enter the building at the start of the day / break / lunch All students to sanitise their hands on entering the classrooms SLT / Duty staff to monitor students to ensure hands hygiene is adhered to 	M
2.3 Clothing/fabric					
<p>Standard uniform/staff dress code leads to coldness due to additional ventilation of spaces</p>	M	<ul style="list-style-type: none"> Hardship monitored closely to ensure no children are disadvantaged/items purchased in these cases by the school 	Y	<ul style="list-style-type: none"> Windows remain open. Good ventilation is one of the main systems of control. 	L
<p>The use of fabric chairs may increase the risk of the virus spreading</p>	M	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	Y	<ul style="list-style-type: none"> Teacher chairs are low risk and where there are plastic arms etc these can be wiped by 	L

				<p>the teacher as required.</p> <ul style="list-style-type: none"> Sanitising spray has been purchased for specific areas where the soft furnishing is required for the needs of the students in that area. 	
2.4 Testing and managing symptoms					
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	H	<ul style="list-style-type: none"> Twice weekly home LFD testing available for staff Testing and tracing in place nationally. Flowcharts provided to schools to explain what they need to do if they have a positive case confirmed. Guidance on getting PCR tested if symptomatic has been published. The guidance has been explained to staff as part of the induction process. Home PCR Test Kits issued to staff/students/parents in exceptional circumstances where attendance at a test centre is not possible. 	Y	<ul style="list-style-type: none"> All testing to occur at home with staff and students provided with testing kits and encouraged to use them. 	M
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	H	<ul style="list-style-type: none"> Regular staff LFD testing and mass student testing to identify asymptomatic cases and allow isolation Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Advice given on how to use the app and when to turn off to avoid false results Procedures are in place to deal with any pupil or staff displaying symptoms at school. 	Y	<ul style="list-style-type: none"> Information provided on the website of how to process for a positive test. SLT and the attendance team updated on guidance of how to advise close contacts and those with a positive case. 	M

		<p>This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</p> <ul style="list-style-type: none"> ● Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms ● A record of any COVID-19 symptoms in staff or pupils is reported to the trust. ● Each school knows how to notify DfE contact line for advice. ● Government advice followed for identifying contact levels: <ul style="list-style-type: none"> - anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19 - anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> - face-to-face contact including being coughed on or having a face-to-face conversation within one metre - been within one metre for one minute or longer without face-to-face contact - been within 2 metres of someone for more than 15 minutes (either as a 		<ul style="list-style-type: none"> ● Process of recording and informing students, parents, carers and external agencies (appropriate) shared with SLT. 	
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		<p>one-off contact, or added up together over one day)</p> <ul style="list-style-type: none"> - travelled in the same vehicle or a plane 			
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> • All information available on the homepage of the website. 	M
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process, including flowcharts • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> • Parents are to report the LFD rapid test or PCR Test to the Track and Trace contact - <u>Additionally</u> parents should inform school of LFD results - Negative / Void and Positive. 	M
<p>2.5 First Aid/Designated Safeguarding Leads</p>					
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>	H	<ul style="list-style-type: none"> • Sufficient first aiders are available to deal with positive cases • A programme for training additional staff is in place. • Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Y	<ul style="list-style-type: none"> • First aiders have received training in the event of a positive case identified in school • Appropriate new starters will be 	M

				<p>trained in first aid in a timely manner if their role requires this.</p> <ul style="list-style-type: none"> • Further guidance and flowchart established and disseminated to all staff to give further clarity to manage seasonal illness vs COVID symptoms 	
2.6 Medical rooms					
<p>Medical rooms are not adequately equipped or configured to maintain infection control</p>	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<ul style="list-style-type: none"> • The medical room if fully equipped with appropriate PPE, bins, bin bags - thermometer and first aid kit • Adequate procedures are in place to clean the medical room / first aid room / hygiene suite and allocated first aid toilet • Flow chart in place to set the first aid / illness procedure - shared with all staff and students • On entry into the medical room - open all windows and wedge the door open to create adequate ventilation. 	L

2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the operations of the school	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations as appropriate using a range of communication tools. A COVID-19 section on the school website is created and updated. 	Y	<ul style="list-style-type: none"> Detailed letters clearly explaining testing procedures and guidelines for students communicated to all parents / carers as required. 	M
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are communicated, as necessary, via email, text and the school's website. 	Y	<ul style="list-style-type: none"> Key messages, ie. what to do and how to communicate any COVID-19 related information from parents to school will be clearly identified on the school website Text / social media will direct parents to the specific updates. Students will receive regular reminders in Tutor time so that are aware what to do if they are feeling unwell with COVID symptoms 	M
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; supporting a child with COVID-19 symptoms; cleaning staff) have been instructed on how to put on and how 	Y	<ul style="list-style-type: none"> All staff issued with reusable/washable mask. Disposable masks available for staff if 	M

		<p>to remove PPE carefully to reduce contamination and also how to dispose of them safely.</p> <ul style="list-style-type: none"> Staff are reminded that the wearing of gloves is not a substitute for good handwashing. 		they do not have access to their own.	
2.9 Catering					
<p>Dining space can not cater for numbers of children with appropriate cleaning and hygiene</p>	H	<ul style="list-style-type: none"> Secondary - additional dining spaces identified if needed Secondary - all students facing same way and social distancing in place by removing use of seats Dining spaces cleaned between bubbles or bubbles kept separated due to small numbers Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<ul style="list-style-type: none"> The lunch time has been extended to enable all year groups to be separate at break and lunch times. Full menu will be offered - areas will be cleaned between lunch sittings The dining room has been reconfigured to seat all students facing one way - this is working really well. Additional external seating will increase seating capacity for each year group bubble. External picnic tables for year groups have arrived and in situ Ensure all windows are opened as well as the corridor doors throughout the Academy day. 	M
2.10 Finance					

<p>Cash brought into the academy spreads the virus through handling</p>	<p>M</p>	<ul style="list-style-type: none"> • Cashless is encouraged at all times • Parent letters requesting that cash is not used and accounts are topped up from home • Any cash brought in is placed in the safe for 72 hours and hand immediately washed 	<p>Y</p>	<ul style="list-style-type: none"> • The academy is cashless. • All payments to be made via Ipay. 	<p>L</p>
<p>2.11 Gifts</p>					
<p>Children bring gifts for the end of term that spread the virus</p>	<p>M</p>	<ul style="list-style-type: none"> • Those that are brought should be accepted, hands washed and then quarantined as appropriate 	<p>Y</p>	<ul style="list-style-type: none"> • Gifts will be accepted and quarantined in accordance with the system of controls and government guidelines. 	<p>L</p>
<p>3. Maximising social distancing measures</p>					
<p>3.1 Pupil behaviour</p>					
<p>Pupils' behaviour does not comply with social distancing guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. 	<p>Y</p>	<ul style="list-style-type: none"> • Tutor time programme to focus on the importance of bubbles and social distancing. • Site walk with year 7 in tutor time to re-familiarise students with the school, fire exit points and key classrooms. • SLT and staff to ensure modelling of appropriate behaviours. • Focus on duty points to ensure student compliance. 	<p>M</p>

3.2 Classrooms and teaching spaces					
<p>The size and configuration of classrooms and teaching spaces does not support government guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible. • Arrangements are reviewed regularly. • Unnecessary equipment removed from classrooms • Equipment in practical subjects will be cleaned between use by different bubbles or additional items purchased so that items are not shared beyond the bubble • Tables in rows with children facing the front to avoid face to face • Entering and exiting the classroom is 'one person at a time' • Doors and windows will be opened where possible (inline with previous section on ventilation) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<ul style="list-style-type: none"> • Art / DT and Science technician to ensure that equipment is cleaned after use and especially between bubbles. HoD's to check this on a daily basis. • Students are to line up as normal and enter and leave rooms in an orderly fashion • Classrooms have been reconfigured to follow the current guidance. • Sanitiser available in every classroom. • All staff / students receive regular reminders to ensure they maintain good ventilation in rooms. The DfE guidance update states that good ventilation is the best prevention control. 	<p>M</p>
3.3 Movement in corridors					

<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>H</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Posters in corridors and circulation areas on social distancing • Floor markings in key areas • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • In secondary, staff meet and greet students on the corridor to promote social distancing Where possible, pupils stay in classrooms and staff move around. • Social time change overs are staggered to avoid overcrowding. • Appropriate supervision levels are in place. • Accessible routes have been planned where necessary. • Face coverings must be worn by staff r in communal areas where 2M social distancing cannot be maintained unless an exemption applies • Doors and windows will be opened to provide constant background ventilation and maximised when spaces aren't occupied by students (eg. breaks/changeover) to purge the air (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<ul style="list-style-type: none"> • One way system for main corridor is in place - this is highlighted on school plans <ul style="list-style-type: none"> • transition system in place throughout the school - students are to walk on the left - This is to be regularly reiterated to students in Tutor time • Break and lunch changeover is staggered. • Movement is monitored by teaching staff to minimise students on the corridors - planners to be signed by teaching staff for toilet visits • Hand dryers are now in use in staff and student toilets. • All staff / students receive regular reminders to ensure they maintain good ventilation in rooms. The DfE guidance update states that 	<p>M</p>
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				<p>good ventilation is the best prevention.</p> <ul style="list-style-type: none"> • Masks not provided by parents / carers for students increases the risk to others within the communal areas 	
3.4 Break times					
<p>Pupils may not observe social distancing at break times</p>	H	<ul style="list-style-type: none"> • Break times are staggered • External areas are designated for different groups • Social distancing signage and encouraged after break times • Additional handwashing / sanitising facilities in place and encouraged after break times • Face coverings must be worn by staff in communal areas unless an exemption applies 	Y	<ul style="list-style-type: none"> • Break times are staggered - year groups will be outside unless it is a wet break. Year 7 will have a form room to go to if wet / gym will have 50 chairs which will be spaced out to enhance ventilation and distancing • Social distancing signage is in place • increased supervision is planned for social times 	

3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> • Pupils wash / sanitise their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home. • Water fountains restricted to bottle filling only • Additional arrangements are in place, such as staggering lunch times on pupils eating in classrooms or other spaces. • Eating areas are cleaned between bubbles by catering, cleaning or MSA staff. • Face coverings must be worn by staff in communal areas, where 2M social distancing cannot be maintained unless an exemption applies • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<ul style="list-style-type: none"> • There is a wash station outside the dining room for all students to wash their hands prior to going into the dining room • There must be adequate time allowed to enable cleaning of all areas including the biometric machine, window ledges/ door frames in the corridor and dining room. • Outside seating area increases the capacity of seating. All year groups can use the tables - all students to wash / sanitise hands before sitting down. • Communication to parents to use the cashless catering system and top up money from home. • Students are to bring in their own water bottle which can be 	M

				<p>filled up in the dining room</p> <ul style="list-style-type: none">● Lunch times are staggered - all students will use the main dining room. Picnic tables purchased for additional external seating● All dining room tables will be cleaned between bubbles. The catering team may assist with this. The guidance does refer to redeploying staff pg 19● Face coverings must be worn by staff in communal areas, where 2M social distancing cannot be maintained unless an exemption applies● Face coverings can be taken off to eat by staff.● All staff / students receive regular reminders to ensure they maintain good ventilation in rooms. The DfE guidance update states that good ventilation is the best prevention control.	
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3.6 Toilets					
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> • Separate toilets for different bubbles where possible • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. • Face coverings must be worn by staff in communal areas, where 2M social distancing cannot be maintained unless an exemption applies • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<ul style="list-style-type: none"> • Toilets are frequently cleaned through the day • Students are reminded not to enter the cubicles at the same time • Hand dryers are now reinstated in the staff and student toilets 	<p>M</p>
3.7 Medical Rooms					
<p>The configuration of medical rooms may compromise social distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • PPE provided in medical room for first aiders • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<ul style="list-style-type: none"> • Medical room is located in the HU, the medical first aid toilet is close by and has restricted access. • On entry into the medical room - open all windows and wedge the door open to create adequate ventilation. • PPE / Records/ information / and procedures in place to 	<p>M</p>

				support first raiders for any covid medical need.	
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Social distancing points are clearly set out • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Screens between Receptionist and visitor installed if not already in place • Meeting room identified for essential meetings where social distancing can be complied with. • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. • Visitor logs kept to support Track and Trace • Face coverings must be worn by staff in communal areas unless an exemption applies • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<ul style="list-style-type: none"> • Staff members on duty to remind parents of social distancing guidelines outside of the academy and disperse any groupings. • Meetings with parents and outside agencies can be arranged in the Academy 17.5.21 - COVID measures and track and trace to be adhered to at all times • Only students with access issues to be dropped off at reception. 	L
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> • Start and finish arrangements are in place to mitigate against congregation of large groups • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage • Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to 	Y	<ul style="list-style-type: none"> • Exit times to be amended slightly to maintain slight stagger at the end of the day but increase teaching time. • Staff members on duty to remind students of social 	L

		present themselves on site beyond designated drop off/pick up points		<p>distancing guidelines outside of the academy and disperse any groupings.</p> <ul style="list-style-type: none"> • Reminder placed on the website of the protocol for the bus park. 	
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> • Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling on public transport. • Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing. • Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. • Hand sanitizers and hand washing available on arrival at school • Windows to be open on transport where possible for natural ventilation 	Y	<ul style="list-style-type: none"> • Parent/carer letters regularly remind of guidelines for school to home transport guidelines. • Duty staff to remind students at bus park of the need to still have face coverings on school transport 	M
3.11 Staff areas					

<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	<p>H</p>	<ul style="list-style-type: none"> • Reconfiguration of staff rooms and offices has been undertaken to allow for social distancing between staff. • Face coverings must be worn by staff in communal areas unless an exemption applies • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<ul style="list-style-type: none"> • The staffroom tables will be reconfigured to front facing - meeting room 5 is also available for staff use • There will be sanitiser spray so staff can wipe down their table/chair /the kettle / fridge handles / microwave before and after they use it. • Staff spaces must be well ventilated - staff to continue wearing face masks as per the guidelines • Cleaning staff will be concentrating on student areas at social times - the staff room will get thoroughly cleaned at the end of the day. • Offices will be reconfigured to ensure that social distancing is in place as applicable • Hot desking / where unavoidable must 	<p>M</p>
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				<p>ensure that all equipment and vicinity is thoroughly sanitised.</p> <ul style="list-style-type: none"> ● offices have allocated maximum numbers for staff and students. ● On entry into a room - open all windows and wedge the door open to create adequate ventilation. ● SLT will check all rooms set up to include cleanliness, tidiness, ventilation and doors wedged open. ● Staff to ensure that the windows are open within the staff room at all times. ● Staff to continue with front facing dining within staff room ● Staff are reminded not to sit within 2M when in the staff room 	
<p>3.12 Catering</p>					

<p>Social distancing is not possible in kitchen/catering areas</p>	<p>H</p>	<ul style="list-style-type: none"> • 1 member of staff in small areas e.g. fridges, store rooms at any time • Staff instructed in social distancing • PPE provided if social distancing can not be maintained • Catering staff advised on more frequent handwashing as well as before and after preparing food • Catering staff advised to remain behind the counter during serving • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<ul style="list-style-type: none"> • Catering staff MUST maintain 2M social distancing and to wash their hands more frequently • Screens have been placed at the tills to provide additional protection for catering staff • The walk-in fridge / store rooms / toilet & changing room must be 'one in / one out' only. • Catering staff will remain behind the counter, but may assist with the cleaning of the dining room counter and tables if required. The guidance does refer to redeploying staff pg 19 • On entry into a room - open all windows and wedge the door open to create adequate ventilation. • Face coverings must be worn by staff in communal areas, where 2M social distancing cannot be maintained unless an exemption applies • Staff are reminded to ensure that the windows are open 	<p>M</p>
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				<p>within the kitchen at all times.</p> <ul style="list-style-type: none"> Staff are reminded not to sit face to face ro within 2M when on their break 	
3.13 Home Visits					
<p>Staff are placed at risk of contracting COVID whilst undertaking home visits</p>	M	<ul style="list-style-type: none"> Social distancing will be maintained throughout - knock on door and step back 2m All usual control measures for home visits should also be followed Additional risk assessment for home visits circulated to relevant staff 	Y	<ul style="list-style-type: none"> Small team of staff to complete home visits following guidance from previous lockdowns and systems of controls Any new staff to be trained by EWO. Home visits to commence following robust risk assessments 	M
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
<p>Pupils with underlying health issues are not identified and so measures have not been put in place to protect them</p>	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon Individual risk assessments undertaken for any student identified being at higher risk e.g. BAME, ECV and actions put in place in agreement with student/parents Remote learning provided for any child still required to medically shield (supported by medical evidence) 	Y	<ul style="list-style-type: none"> Identified students regularly discussed during inclusion meetings. Individual risk assessments completed and shared with appropriate staff. 	M

		<ul style="list-style-type: none"> • EHCP and risk assessments updated • Schools have a regularly updated register of pupils with underlying health conditions. • Transparent face coverings provided for staff where this will support children with additional communication requirements • Specialists, therapists and clinicians who support SEND pupils can attend school with appropriate systems of control in place 			
4.2 Staff with underlying health issues					
<p>Staff with underlying health issues or those who are still required to shield are not identified and so measures have not been put in place to protect them</p>	H	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who were shielding, have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Individual staff risk assessments undertaken and updated for the return of staff who were shielding and updated for the return of staff who were shielding where additional risk factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable • Current government guidance is being applied 	Y	<ul style="list-style-type: none"> • Risk assessments completed with appropriate staff. • Additional guidance provided for individual staff members who are returning from shielding as applicable • Currently shielding is postponed by DfE/ PHE 14.5.21 	L
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	H	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. 	Y	<ul style="list-style-type: none"> • Increased provision of the school coach to two days a week. • Tutor time provision to focus on the support of students 	M

		<ul style="list-style-type: none"> Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 		<p>back into the academy.</p> <ul style="list-style-type: none"> Mental wellbeing a focus of Tutor time, lessons and inclusion areas 	
Additional safeguarding concerns are identified on children's return to school	H	<ul style="list-style-type: none"> All staff received safeguarding training as part of the INSET on the first day of term New starters receive training as part of induction 	Y	<ul style="list-style-type: none"> Safeguarding training is annual and all staff are to complete this on Flick - on line training 	M
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> Staff Pulse survey is used regularly to check on wellbeing Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Staff are encouraged to use the staff EAP 	Y	<ul style="list-style-type: none"> Staff wellbeing given a regular slide during L+P. Staff briefing includes information regarding the EAP. Gratitude jamboard to focus on positive messages to staff and celebrate support of each other. 	M
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> Staff working from home have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Y	<ul style="list-style-type: none"> Regular departmental meetings and line management meetings to support leaders. More regular HoDs meetings. Gratitude jamboard to focus on positive 	M

				messages to staff and celebrate support of each other.	
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. Bereavement training delivered to over 500 staff during June 2020 	Y	<ul style="list-style-type: none"> Staff briefing includes information regarding the EAP. Utilise school coach for support in these circumstances. Student access to Just B, bereavement service. 	M
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> Bubbles not mixing Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. PEEPs reviewed and updated 	Y	<ul style="list-style-type: none"> The fire procedures have been revised to ensure that line up is in year group bubbles maintaining social distancing All year group tutors will ensure that fire procedure training is undertaken by the end of the second week. Support staff not in a class or a tutor will support maintaining social distancing on the corridors and 	M

				<p>transitioning to the muster point.</p> <ul style="list-style-type: none"> • PEEP's reviewed with relevant staff • NYCC staff to follow the school evacuation requirement and muster as per their procedures 	
<p>Fire evacuation drills - unable to apply social distancing effectively</p>	H	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Y	<ul style="list-style-type: none"> • Evacuation practise usually completed within 15 minutes from evacuation to return to classroom • Students to muster in year group bubbles • Separation of year groups to the front and back of the academy to ensure social distancing <ul style="list-style-type: none"> • staff to ensure social distancing and masks as required. • Visitors to muster at the front field, maintain required social distancing and face masks 	M
<p>Fire marshals absent due to self-isolation</p>	H	<ul style="list-style-type: none"> • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y	<ul style="list-style-type: none"> • Fire training updated for Business Manager . Site Manager and Site Supervisor Jan 2021 	M

				<ul style="list-style-type: none"> ● Fire marshal training to be reviewed and refreshed as required for appropriate staff 	
6.2 Contractors working on the school site					
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	H	<ul style="list-style-type: none"> ● Ongoing works and scheduled inspections for schools (e.g. estates related) will continue. ● An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. ● Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. ● Contractor risk assessment has been provided prior to works beginning ● Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. ● Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. ● In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Y	<ul style="list-style-type: none"> ● Reception will ensure all visitors / contractors will sign in visitors and ensure they complete the Track and trace information ● Staff / Students will where possible use different entrance to visitors and contractors ● Confirmation with the Business Manager / Site manager to ensure all usual contractor procedures are in place. ● Social distancing and the maintaining the use of facemasks to be observed by contractors who are on a green lanyard and those on a black lanyard will be supervised using social distancing measures. ● Ensure contractors follow appropriate 	L

				procedures for accessing the site.	
7. Finance					
7.1 Costs of the school's response to COVID-19					
<p>The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties</p>	M	<ul style="list-style-type: none"> Additional COVID-19 related costs are monitored and options for reducing costs as guidance changes are reviewed. The school's projected financial position will be shared regularly with the Board 	Y	<ul style="list-style-type: none"> Finance team to work within the Academy from 8.3.21 ensuring usual COVID measures are undertaken FM, BM and Principal to agree actions and offsets. Any net increase to be reported via Regional Exec to CFO for approval. Monthly finance meetings to focus on monitoring variances and long term implications of operational and educational response to returning under Covid- 19 Close monitoring of high costs for H&S / PPE due to COVID by FM, BM & Principal 	L
8. Governance					
8.1 Oversight of the governing body					

<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>H</p>	<ul style="list-style-type: none"> • The Trust Board continues to meet regularly online and face to face. • The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Principal’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed. 	<p>Y</p>	<ul style="list-style-type: none"> • Council Meetings , Chair and Principal updates and link meetings are face to face ensuring the control measures are followed. • Where necessary, some meetings may be scheduled in the Academy with appropriate risk assessments in place, and full Government guidelines and Academy instructions followed. • Track and trace information to be provided. • The Principal and Chair to maintain regular dialogue as appropriate, via telephone or virtual meetings. • Process for Academy Link meetings confirmed. Chair to coordinate the meetings of the link governors to ensure effectiveness of link roles. • October 2020 Scheme of Delegation circulated to all Academy council members 26.10.20 	<p>L</p>
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9. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them safe					
Site staff sharing tools and increasing risk of infection	M	<ul style="list-style-type: none"> Additional small items purchased to allow non-sharing Cleaning of larger items between users 	Y	<ul style="list-style-type: none"> Site staff to follow a system of control that measures items are either cleaned or quarantined as necessary. Where possible items are allocated to individual to staff members 	L
10. New Strain of Covid-19					
New strain of COVID 19 identified which appears to be more transmissible	H	<ul style="list-style-type: none"> 2m Social distancing between adults and between adults and children in secondary classrooms. Social distancing encouraged across KS2, bubble integrity maintained in primary at all times. Home Testing in place to allow staff to be tested regularly through LFD test Staff and students will be reminded of all the control measures identified in this risk assessment and the critical need to comply with them at all times 	Y	<ul style="list-style-type: none"> A reduced ATS (Asymptomatic testing area) will remain within school - usage has reduced following staff and students completing the bi-weekly LFD testing at home. 	M
Knowledge of local infection rates and prevalence of new strain in the local area		<i>Add here any local information about the number of cases per 100,000, age range most affected, any change to number of cases in children, local R rate, % of cases attributable to new variant</i>	Y	<ul style="list-style-type: none"> 15/100,000 in local area w/c 10.5.21 	L
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11. Exam Series					

<p>Normal exam conditions do not promote control measures</p>	<p>M</p>	<ul style="list-style-type: none"> ● Any formal testing to take place in normal classroom conditions to maintain integrity of bubble arrangements ● Students reminded to bring their own stationery ● Exam invigilators will wear face masks throughout the exam and in circulation/corridors ● Additional SLT identified if exam invigilators are unavailable 	<p>Y</p>	<ul style="list-style-type: none"> ● Assessments within the sports hall and classrooms may take place under our usual COVID system of control measures ● Increased desk distance. ● Reduced capacity in the sportshall. ● Strict invigilator routines for collecting equipment. ● Face coverings must be worn by staff in communal areas, where 2M social distancing cannot be maintained unless an exemption applies ● Invigilators to undertake regular LFD testing when coming into the Academy 	<p>L</p>
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• Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:

- Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings).
- Any pupil or staff member needs to go home immediately if they have symptoms. They should take a PCR test as soon as possible.
- A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids.
- If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else.
- 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 disinfectant after they have left to reduce the risk of passing the infection on to other people.
- Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19).

In addition:

- Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated.
- Infection control training is arranged for new staff.

2. Face Coverings

- Current government guidance regarding the wearing of face masks is followed
- All adults wear a mask or face covering in communal areas (such as corridors and halls) where 2m social distancing cannot be maintained, excluding those with medical exemptions
- Face coverings are worn by adults and children over 11 when travelling on school buses and public transport.
- Directors of Public Health may also decide to take additional steps to further reduce risks of transmission in individual education settings where VoCs have been identified and may advise the temporary reintroduction of face coverings in an individual setting or a cluster of settings where necessary. This may include face coverings in communal areas (for pupils) and/or classrooms (both pupils and staff). In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.

3. Clean hands thoroughly more often than usual

- Handwashing / sanitising is **promoted throughout** the school day.
- Bubbles are assigned specific toilets and sinks where possible
- Additional handwashing/ **sanitising** facilities have been installed
- Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.

4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

- Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points.
- The location of bins around the school is checked, and more are ordered if necessary.
- A schedule for bins to be emptied / disinfected is in place and is adhered to.
- Pupils using public transport are reminded of the need to wear face coverings/masks.
- A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport.

5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents

- The school's business manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus.
- The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.
- Stock checks and stock control are maintained

6. Minimise contact between individuals and maintain social distancing wherever possible

- Arrangements are in place to limit the number of contacts between pupils and staff.

- Bubbles are used to keep groups separate.
- Individuals are encouraged to maintain social distancing where possible.
- In class, furniture is arranged so that children are facing forwards and sitting side by side.
- Any furniture that is surplus to requirements is removed.
- Arrangements are in place to alleviate congestion at key times eg. break, lunch, start and end of day
- Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe.
- For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use.
- Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library.

7. Keeping Occupied spaces well ventilated

It is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:

- Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)
- Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)
- Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice

8. Where necessary, wear appropriate personal protective equipment (PPE)

- The school continues to maintain and monitor stocks of PPE and has access to supplier lists.
- Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE.
- Gloves and aprons are provided for cleaning staff.
- Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case.
- Stocks of PPE are regularly monitored and replenished
- Staff referred to the trust PPE guidance document

9. Promote and engage in asymptomatic testing, where available

3 tests in school (3 to 5 days apart) and 1 at home offered to all secondary students in first 2 weeks of return after 8 March 2021

Home tests offered to all secondary students after this, twice a week, reported to Test and Trace and school

Home testing twice a week available for all secondary staff

Home testing twice a week available for all primary staff

Close contact testing does not resume and close contacts required to self isolate

Small ATS maintained on site for students who are unable or unwilling to test at home

10. Promote and engage with the NHS Test and Trace process

- School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble.
- Staff induction for return to school includes information about the NHS Test and Trace process.

11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

- The contact details for local Public Health England team and local authority health and safety team are readily to hand.
- In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required).
- A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date.
- Use is made of any template letters provided by Public Health England / local authority as directed locally.
- Toolkit for confirmed COVID-19 cases in school including the Action Plan is followed for all confirmed cases.
- Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required.

12. Contain any outbreak by following local health protection team advice

- Advice provided by the local health protection team is acted on immediately.
- Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.