

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

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](#)

The DfE guidance recognises that the youngest children in schools cannot socially distance 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.

Assessment conducted by:	Angela Hull/Paula Thomas	Job title:	Principal/Business Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	12/05/2021	Review interval:	Half termly	Date of next review:	21/06/2021
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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"> ● Bubbles agreed by year groups ● 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 	<p>Y Y Y Y</p>	<ul style="list-style-type: none"> ● Year group bubbles in separate areas and classrooms ● Areas of school zoned for year groups, where practicable, exceptions will be specialist rooms e.g. ICT. ● Classrooms rearranged to ensure 2m distance between staff and students. ● Timetable adjusted so staff moving around and students remaining within their bubbles, reducing movement around school. ● Year groups have staggered break and lunches with 	L

				<p>allocated outdoor space.</p> <ul style="list-style-type: none"> Face coverings to be worn by staff in communal and circulation spaces unless exempt. 	
1.2 Organisation of teaching spaces					
<p>Classroom sizes will not allow adequate social distancing</p>	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 primary schools, classes stay together with their teacher and do not mix with other pupils. 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 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 Y NA Y Y Y Y</p>	<ul style="list-style-type: none"> All students in all teaching spaces facing forwards. Lecture theatre to be used to allow Y8 zoning. As soft furnishing, students have allocated seats for their use only. Reflections housed in main hall, small area partitioned off for testing.. Staff to wear masks when in, communal areas and circulating where social distancing is not possible. Signage to promote social distancing and hygiene. 	M

				<ul style="list-style-type: none"> All windows open in classrooms Staff have been reminded by email of the importance of opening windows and social distancing (03.02.21) and 05/03/21. 	
Large spaces need to be used as classrooms	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. 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Design arrangements in place for students to face forwards in all areas used for teaching and dining Exam desks to be used in dining hall Dining tables in sports hall are marked off to prevent students facing each other. 	L
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	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- shielding paused from 1/4/21 and individual risk assessment template updated for those returning after shielding. 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> All staff informed of the importance of letting HR know if they are ill or have symptoms of Covid-19. HOD's and line managers to ensure staff who 	L

		<ul style="list-style-type: none"> • 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 • 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. • Regular LFD testing for staff and secondary students attending school site • Staff or students in close contact will follow PHE guidance on self isolation 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>have to work from home (CEV) are utilised effectively.</p> <ul style="list-style-type: none"> • All staff offered on site test Wednesday 10/03/21 and then issued with home testing kits. • PHE rules on contract tracing will be followed. • Individual Risk Assessments updated. 	
<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 	<p>Y</p> <p>Y</p> <p>Y</p> <p>N/A</p>	<ul style="list-style-type: none"> • No teaching member of staff has greater commitment than current directed time. • PPA not currently named on the lesson delivery timetable but all staff have appropriate PPA allocation as a minimum. • No staff working additional hours. 	L
<p>Staff are required to isolate following holidays abroad, making</p>	M	<ul style="list-style-type: none"> • All staff have been advised to follow government advice on the booking of holidays 	<p>Y</p>	<ul style="list-style-type: none"> • All staff informed in briefing 06/07/2020, 	L

<p>them unavailable for the start of the new term</p>		<ul style="list-style-type: none"> 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 	<p>Y</p> <p>Y</p>	<p>briefing recorded and shared with all staff. Staff reminded 05/03/21.</p>	
<p>1.4 The school day</p>					
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> Start and departure times are managed, with staggering where possible 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. Floor markings are visible where it is necessary to manage any queuing. 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 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>NA</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Start and end of the day staggered, using both main entrances to maintain bubbles. Academy SLT on gate every morning to ensure strict adherence to sanitising/hand washing on arrival Students directed to go to their classrooms as soon as they arrive in school. One way systems not necessary, however, entrances and exits designated one way to prevent year groups coming into contact. Dining Queues marked out. 	<p>L</p>

				<ul style="list-style-type: none"> Catch up and extra curricular activities to adhere to national guidelines. 	
Wrap around care provided in school is not able to comply with social distancing or bubble separation	M	<ul style="list-style-type: none"> School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble (if provided) After school activities will be bubble based and normal control measures in place Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance 	<p>Y</p> <p>Y</p> <p>N/A</p>	<ul style="list-style-type: none"> Breakfast bar and juice to be picked up from learning managers in the year group office in the morning. After school activities year group based and covid secure. 	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 Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. Lesson change over and movement around school is organised to avoid overcrowding Pupils are regularly briefed regarding observing social distancing guidance Spaced lines on main corridors Appropriate duty rota and levels of supervision are in place 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Timetable amended so year groups are in zones with staff moving where practicable. Signage in place identifying doors to be used in each zone. 2 students on site requiring close personal care. RAs have been revisited. The TAs remain the same for these students and a rota of suitable trained 	M

		<ul style="list-style-type: none"> • 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 bubbles or separate equipment provided for each bubble • Face masks must be worn by staff in communal and circulation (and classrooms in secondary where social distancing cannot be maintained) 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> <p>Y</p> <p>N/A</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>staff is available in case of absence.</p> <ul style="list-style-type: none"> • Staff have been reminded by email of the importance of opening windows and social distancing (03.02.21) and 05/03/21. 	
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 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Blended learning in place for those students who cannot attend. • Laptops and routers have been issued to disadvantaged students. 	M

		<ul style="list-style-type: none"> ● 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 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> ● HoD's meetings and line management meetings used to regularly establish gaps in learning and plan and monitor interventions. ● L &P, staff briefing and directors will be used to emphasise importance of addressing gaps. 	
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 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> ● Blended learning in place for those students self isolating. ● Laptops and routers provided to disadvantaged students. ● Ed Tech demonstrators available for all staff.reinforced at staff briefing 	M
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 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> ● All arrangements in place. 	L

		<ul style="list-style-type: none"> Returned books will be quarantined for 72 hours before being returned to library shelves 			
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 No performance to audiences See page 54 of DfE guidance for details 	<p>Y Y Y</p>	<ul style="list-style-type: none"> All arrangements in place. 	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) 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>Y Y Y Y</p>	<ul style="list-style-type: none"> Music room used a year 8 bubble room so minimal use of instruments. Sufficient ukulele for one set in Year 7 and 8. Students studying piano will wipe it down before and after use. Staff have been reminded by email of the importance of opening windows and social distancing (03.02.21) and 05/03/21. 	L

<p>PE curriculum cannot be delivered in full whilst maintaining social distancing</p>	<p>M</p>	<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 	<p>Y Y Y Y</p>	<ul style="list-style-type: none"> • PE curriculum re planned to take account of national guidance. • National Body Guidance being monitored by HOD. 	<p>L</p>
<p>1.7 Staff workspaces</p>					
<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<p>H</p>	<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. • Communal equipment removed or measures in place to disinfect between use. • Face masks 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 Y Y Y Y Y</p>	<ul style="list-style-type: none"> • All shared spaces have maximum number of staff displayed • All offices arranged so desks not facing one another. • Staff to use their own mug and drinks bottle. • Hand sanitiser and wipes available for use of communal equipment. • Staff to wear face masks in communal and circulation areas if social distancing is not possible, unless exempt. 	<p>L</p>

				<ul style="list-style-type: none"> Staff have been reminded by email of the importance of opening windows and social distancing (03.02.21) and 05/03/21. 	
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 and online interviews 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 	<p>Y Y Y Y Y</p>	<ul style="list-style-type: none"> All activities that can be will take place remotely Recruitment will take place remotely where possible. Face to face interviews have separate risk assessment. Parents and students advised by Principal of Prom cancellation. 	L

<p>Transition for 21/22 is not in place due to lockdown/restrictions</p>	<p>H</p>	<ul style="list-style-type: none"> • Transition, taster and open 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 plans • Pastoral staff will speak with pupils and their parents about the next stage in their education and resolve any issues • Year 3 (OJAB), Year 7 and Year 12 students will have a day in the academy before the other year groups start at the beginning of the next year to ensure they understand the school routines • Regular communications with the parents and pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils. • Online induction days for pupils and parents completed • 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 Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> • Resources regarding transition all in place from previous lockdown and available online as necessary • Usual activities to take place if national guidelines allow. • Deep support liaising with primaries re transition for SEND. • Deep Support to ensure Exec sign off for plans and RA. 	<p>M</p>
<p>1.9 Governance and policy</p>					
<p>Directors are not fully informed or involved in making key decisions</p>	<p>M</p>	<ul style="list-style-type: none"> • Online meetings are held regularly with the Board of Directors. • The Board of Directors are involved in key decisions on reopening. 	<p>Y Y Y</p>	<ul style="list-style-type: none"> • Academy Councils continue to be held remotely. 	<p>L</p>

		<ul style="list-style-type: none"> Governors are briefed regularly on the latest government guidance and its implications for the school. 		<ul style="list-style-type: none"> Principal and Chair and Vice have regular contact. 	
1.10 Policy review					
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	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 Y	<ul style="list-style-type: none"> Policies reviewed last summer and changes communicated to staff. Reminder of policies that have changed since January sent out. 	L
1.11 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	Y	<ul style="list-style-type: none"> Regular communication already in place using a variety of methods which do not require face to face meetings. Group call used to send emails. 	L
1.12 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff prior to reopening, and include: Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Y Y Y Y Y	<ul style="list-style-type: none"> Induction programmes continue to run remotely, Updates on policies advised. 	L

		Staff will include a First Aider and Safeguarding Lead at all times	Y	<ul style="list-style-type: none"> L & P continues and Edtech support recorded and available for further training. First aider and DSL on site at all times. 	
Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL	H	<ul style="list-style-type: none"> First Aid qualifications extended by 3 months For period of COVID-19 designated safeguarding training will not expire 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 	Y Y Y Y	<ul style="list-style-type: none"> Training courses being investigated either remotely or in a covid secure setting. 	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 	Y	<ul style="list-style-type: none"> Induction programme continues to run. Monitored by senior leaders to identify any needs. 	L
Staff do not receive ongoing CPD leading to retention issues	M	<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 online programmes Flick online learning will support with statutory, mandatory and additional training Training on how to wear face coverings given on INSET days 	Y Y Y Y	<ul style="list-style-type: none"> L & P sessions planned and continue to be delivered. Online course available to access. Edtech sessions available to view for refresher purposes. 	L

<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 • Alternatives to face to face interviews used wherever possible • Safer recruitment checks to continue in full 	<p>Y Y Y</p>	<ul style="list-style-type: none"> • Separate risk assessment in place for face to face interviews. • Interviews held remotely where possible. • Full safeguarding checks continue to be made. 	<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"> • A range of hot a cold food will be available (although this may not be a full menu) • Dining staggered to ensure full bubble can be catered for • Additional large spaces in school considered for dining • 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 	<p>Y Y Y Y</p>	<ul style="list-style-type: none"> • Reduced menu but hot food available, • Rota in place to ensure students are able to access hot food alternate weeks at least. • Sports hall used for lunch and break. • Vouchers will continue to be offered to FSM unable to attend. 	<p>L</p>

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>	<p>H</p>	<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 	<p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Minimal visitors on site. All visitors to adhere to academy risk assessment. • New activities with outside agencies to be risk assessed prior to start. • Individual risk assessments for staff to be updated. • Individual risk assessments for EHCP students to be updated. 	<p>L</p>
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>	<p>M</p>	<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. • 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. • Walking buses employed • Children advised how to queue at bus stops employing social distancing 	<p>Y</p> <p>N/A</p> <p>Y</p> <p>N/A</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Minimal numbers of students use public transport. • Students reminded about safe use of public transport. • Lidded bins available for disposal of masks. • No bus queues. • Additional sinks installed and sanitiser available. 	<p>L</p>

		<ul style="list-style-type: none"> • 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 	Y		
<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 	N/A	<ul style="list-style-type: none"> • No dedicated school buses. 	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 Y Y Y Y	<ul style="list-style-type: none"> • All students arriving via taxi services approved and vetted via social workers • Students now well versed in travelling to school within the regulations. 	L

1.16 Multi-site working					
<p>Staff who normally work across multiple sites risk the spread of infection across sites</p>	<p>H</p>	<ul style="list-style-type: none"> • Whilst government guidance allows staff to move between sites, colleagues with a multi site contract will be required to identify one or two places of work and visit those sites only, unless operational necessity requires them to move. • 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. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Staff aware of the hygiene precautions. • Staff can be offered a LFT on arrival. • Other visitors briefed on covid secure protocols. • Offices have maximum occupancy. • Staff should avoid moving between two sites in one day. 	<p>M</p>
1.17 Attendance and Punctuality					
<p>Children do not attend school consistently as habits and social norms have changed</p>	<p>M</p>	<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 phone calls to those children not attending • Attendance fines will be reintroduced • EHE is discouraged where requested by parents/carers 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • AAP appointed specifically to address attendance. • Attendance Officer fully conversant with procedures and protocols. • Students not attending will be notified to DSL. 	<p>L</p>

		<ul style="list-style-type: none"> Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed 			
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 Y Y	<ul style="list-style-type: none"> Inclusion Coordinator regularly in touch and reviews provision. Risk assessments provided by AP unit. Students attending part time do not attend both sites in one day. 	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 can go ahead with appropriate risk assessment in place Domestic residential trips 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 Bubbles of no more than 30 - smaller if possible Staffing must be from existing workforce and bubbles, no parents/carers/volunteers to join 	Y	<ul style="list-style-type: none"> EVC Advised of additional requirements for RA for domestic visits. 	L

		<ul style="list-style-type: none"> ○ 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 			
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 Risk Assessment: School Based Asymptomatic Testing' for further details). 	Y Y Y Y	<ul style="list-style-type: none"> ● All students offered LFT test in school, those given consent will have 3 tests 3-5 days apart and then be issued with a home testing kit. ● All national guidelines followed. ● Home testing kits to be issued to all staff and students who require them. ● Separate risk assessment in place for covid testing. 	M

2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
<p>Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required</p>	H	<ul style="list-style-type: none"> • An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection. • Reduced areas of the school used whilst less children and staff in school • Working hours for cleaning staff are increased and additional staff appointed where necessary. • 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 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Deep clean done over lockdown. • Enhanced cleaning in place including test site. • High frequency areas cleaned throughout the day. 	M
2.2 Hygiene and handwashing					
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	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 and sanitiser are maintained throughout the day. • Additional external wash basins have been provided at key points around the school. 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Additional equipment in place from autumn term. • Stock of hygiene supplies checked and goods ordered. • Facilities manager to ensure reordering is done in a timely manner. 	L

Pupils forget to wash their hands regularly and frequently	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 is timetabled for 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. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary. 	Y Y Y Y	<ul style="list-style-type: none"> • Additional facilities in place. • SLT on duty monitor corridors reminding students to wash hands. 	M
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> • Expectations and guidance are communicated to parents. • Dfe guidance states that additional cleaning of uniform is not required • Additional uniform issued to catering, cleaning and site staff if they have insufficient 	Y Y Y	<ul style="list-style-type: none"> • Any uniform loaned out to be quarantined for 72 hours. • Students may wear warmer clothing in addition in the classrooms being used and dining space • All staff have enough uniform. 	M
Standard uniform/staff dress code leads to coldness due to additional ventilation of spaces	M	<ul style="list-style-type: none"> • Children encouraged to wear warmer items of uniform or outdoor coats whilst inside • Hardship monitored closely to ensure no children are disadvantaged/items purchased in these cases by the school • Staff encouraged to wear warmer items of clothing/outdoor coats if necessary 	Y Y Y	<ul style="list-style-type: none"> • Staff expectations covered in briefing. • Loan uniform used and quarantined if necessary. 	L

<p>The use of fabric chairs may increase the risk of the virus spreading</p>	<p>M</p>	<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. 	<p>Y Y</p>	<ul style="list-style-type: none"> All office staff have been allocated a work station. 	<p>L</p>
<p>2.4 Testing and managing symptoms</p>					
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	<p>H</p>	<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. 	<p>Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> National guidelines followed on testing. Experience of positive cases have raised awareness of procedure. Those staff consenting issued home testing kit. 	<p>L</p>
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	<p>H</p>	<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. Staff and students over 18 encouraged to download NHS Covid-19 app and engage with Test and Trace 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. This includes the use of testing for both staff 	<p>Y Y Y Y Y</p>	<ul style="list-style-type: none"> All staff offered a test in school w/c 8th March. Home testing kits issued to those staff wanting them. All positive cases reported to Trust. All staff have been notified of who is a close contact. Procedures for reporting positive cases well 	<p>M</p>

		<p>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 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>understood from practice.</p> <ul style="list-style-type: none"> ● All staff clear about requirements associated to testing and messages reinforced at all opportunities 	
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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. • Communication sent to all parents on using the NHS Covid-19 app 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Communicated to parents and carers via school website, letter and text. • Message reinforced with staff at briefings and training. • Updates communicated via revised risk assessment and briefing. 	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. 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Communicated to parents and carers via school website, letter and text. • Message reinforced with staff at briefings and training. • Updates communicated via revised risk 	M

				assessment and briefing.	
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> • First Aid certificates extended for three months. • Small group face to face training offered locally to avoid need for travel • A programme for training additional staff is in place. • Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Y Y Y Y	<ul style="list-style-type: none"> • Updated first aid courses now being booked, either remotely or in covid secure face to face delivery. 	L
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	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 Y Y Y Y	<ul style="list-style-type: none"> • First Aid delivered in SID which is large enough for social distancing. • Isolation room available. • Staff reminded on the importance of ventilation 03/02/21 and 05/3/21. 	L
2.7 Communication with parents					

<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</p>	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 on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. 	Y Y	<ul style="list-style-type: none"> Addressed via text, email, website and school social media when appropriate School website compliant with covid section. 	L
<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Y	<ul style="list-style-type: none"> Already communicated via letter, text etc. Any updated guidance necessary will be communicated in the same manner prior to any return to school 	M
<p>2.8 Personal Protective Equipment (PPE)</p>					
<p>Provision of PPE for staff where required is not in line with government guidelines</p>	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 to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that the wearing of gloves is not a substitute for good handwashing. 	Y Y Y	<ul style="list-style-type: none"> COvered in previous staff training and working well. Reminder to be sent out with revised risk assessment. Transparent face masks now available for using with students with hearing difficulties. 	L

2.9 Catering					
<p>Dining space can not cater for numbers of children with appropriate cleaning and hygiene</p>	<p>H</p>	<ul style="list-style-type: none"> • A reduced catering offer is established if necessary to ensure that children attending school can receive a meal • Primary - meals will be provided in class bubbles • 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 	<p>Y N/A Y Y Y Y Y</p>	<ul style="list-style-type: none"> • Reduced menu available, access to hot food every other week, otherwise grab bags available. • Separate areas and staggered lunches for year group bubbles. • All students facing the same way. • All staff reminded of importance of ventilation 03/02/21 and 05/03/21, 	<p>M</p>
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 Y Y</p>	<ul style="list-style-type: none"> • All students familiar with the cashless system. • Any cash quarantined for 72 hours. 	<p>L</p>
2.11 Gifts					
<p>Children bring gifts for the end of term that spread the virus</p>	<p>M</p>	<ul style="list-style-type: none"> • Gifts to be discouraged • Those that are brought should be accepted, hands washed and then quarantined for 72 hours 	<p>Y Y</p>	<ul style="list-style-type: none"> • Communicated to staff via training. 	<p>L</p>

3. Maximising social distancing measures

3.1 Pupil behaviour

<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • 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. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations - NB for EYFS and KS1 the bubble is designed to protect children that are too young to social distance. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Students reminded of expectations on arrival back in school via tutor activities. • Staff model correct and safe behaviours. • Movement of students minimised through year group zones. • SLT on duty at all times to monitor social distancing. 	<p>M</p>
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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 Soft toys and soft furnishings removed Cleaning product and wipes available in EYFS to clean toys 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 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> <p>Y</p> <p>Y</p> <p>NA</p> <p>NA</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Outside doors to classrooms used wherever possible. All classrooms organised for students to face front. One person at a time entering and leaving. Staff reminded of importance of ventilation 03/02/21 and 05/3/21, 	<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. The movement of pupils around school is minimised as much as possible. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Students remain in same sets and classrooms where possible. Zones for year groups in place. Doors identified for use by different bubbles. 	<p>M</p>

		<ul style="list-style-type: none"> • Where possible, pupils stay in classrooms and staff move around. • Social time change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. • Accessible routes have been planned where necessary. • 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> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Signage in place as a reminder. • Social times staggered. • Arrival and leaving times staggered. • Multiple entrances used. • Face coverings, for staff, worn unless exempt where social distancing can't be achieved. • Staff reminded of importance of ventilation. 	
3.4 Break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> • Break times are staggered • External areas are designated for different groups • Pupils are reminded about social distancing as break times begin • Social distancing signage is in place around the school and in key areas • Additional handwashing facilities in place and encouraged after break times • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. • Face coverings must be worn by staff in communal areas unless an exemption applies 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Staggered breaks and locations in place. • Separate areas outside for different bubbles. • Additional handwash facilities in place. • Supervision with younger year groups enhanced. • Face coverings, for staff, to be worn 	M

				unless exempt or social distancing can be achieved.	
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash 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. • Floor markings are used to manage queues and enable social distancing. • <i>PIN and biometric either disinfected between each use or replaced with manual recording of purchases (this could also be managed by children washing hands on entrance to dining hall)</i> • Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home. • Water fountains taken out of use. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches • Eating areas are cleaned between bubbles by catering, cleaning or MSA 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) 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Staggered lunches in place. • Separate areas used to maintain bubbles. • All students face the same way. • Biometric reader wiped between students. • Everyone washes hands before entering the dining area. • Additional hand washing facilities available and additional sanitiser. • Queue marked to promote social distancing. • Parents reminded to top up from home. • Doors and windows kept 	M

		<ul style="list-style-type: none"> Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		open to promote ventilation.	
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored Separate toilets for different bubbles where possible Floor markings are in place to enable social distancing. Pupils know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. 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 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 Y Y Y Y Y Y Y Y Y Y	<ul style="list-style-type: none"> Floor marking in place for queues. Additional cleaning taking place during the day. Handwashing signs up in all toilets. Staff to wear a face masks in communal or circulation areas, where social distancing can't be achieved, unless exempt. Doors and windows to be kept open where possible. 	M
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 Y Y Y Y</p>	<ul style="list-style-type: none"> • All relevant PPE in place. • Additional isolation room in place. • Cleaners aware of enhanced cleaning requirements. • DOors and windows to be kept open wherever possible. 	<p>M</p>
<p>3.8 Reception area</p>					
<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • 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 • Signing in completed by Reception staff so that visitors do not touch pens, visitors book, signing in screens etc • Meeting room identified for essential meetings where social distancing can be complied with. • Non-essential deliveries and visitors to school are minimised. • Signs on gates to confirm not accepting non-essential visitors • Arrangements are in place for segregation of visitors. • Visitor logs kept to support Track and Trace 	<p>Y Y Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> • Markers on floor for queuing. • Number of visitors minimised as far as possible. • Screens in place. • Signs in place to confirm essential visitors and deliveries only. • Visitors log and track and trace form kept. • Face coverings to be worn by all visitors, in communal and circulation areas, unless exempt. • Doors and windows to be kept open to aid ventilation. 	<p>M</p>

		<ul style="list-style-type: none"> • 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 Y Y			
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 times are staggered or different entrances/exits for different bubbles • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times. • Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to present themselves on site beyond designated drop off/pick up points 	Y Y Y Y	<ul style="list-style-type: none"> • Staggered starts, 7,8 and 9 arrive together and 10 and 11 arrive together through their own designated entrances. • Students to go straight to lessons. 	M	
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. 	Y Y N/A	<ul style="list-style-type: none"> • Use of public transport is minimal. • Extra handwashing/sanitising facilities available. 	L	

		<ul style="list-style-type: none"> 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 Y		
3.11 Staff areas					
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	H	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Rotas in place to minimise the number of staff required in school Hot desking will be stopped, only one member of staff allocated to a desk unless it can be cleaned between users WFH will remain in place to allow rotas of staff where maximum room occupancy does not allow all staff to return at once 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 Y Y Y Y Y Y	<ul style="list-style-type: none"> Support staff desks allocated in offices. Those working in shared facilities must wipe the equipment down before and after use. Desks in departments configured so not facing one another. All teachers to have a pack of sanitiser spray. 	M
3.12 Catering					

<p>Social distancing is not possible in kitchen/catering areas</p>	<p>H</p>	<ul style="list-style-type: none"> • Reduced menus agreed to manage increased number of lunch breaks • Simple menus developed allowing staff to work at a single workbench • 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 handwashing a minimum of every 30 minutes and 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 Y Y Y Y Y</p>	<ul style="list-style-type: none"> • Reduced menus aides social distancing in kitchen. • Maximum Occupancy Notices on offices and changing rooms. • PPE provided where social distancing can't be maintained. • Staff advised on hand washing and remaining behind the counter when serving. • Doors, windows and ventilation fans to be used. 	
<p>3.13 Home Visits</p>					
<p>Staff are placed at risk of contracting COVID whilst undertaking home visits</p>	<p>M</p>	<ul style="list-style-type: none"> • Home visits will not be undertaken unless absolutely necessary • Staff will not travel together to undertake a home visit • Visit will be undertaken on doorstep - staff will not enter the home • 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 	<p>Y Y Y Y Y</p>	<ul style="list-style-type: none"> • All in place with inclusion team. Staff reminded of need to keep to risk assessment. 	<p>M</p>

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>	<p>H</p>	<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) • 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 	<p>Y Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> • All students with underlying health conditions monitored. • Parents reminder to let school know of any changes. • Risk assessments for Bame students to be revisited. 	<p>M</p>
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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>	<p>H</p>	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who were previously 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 	<p>Y Y Y</p>	<ul style="list-style-type: none"> • HR have record of staff with underlying health conditions. • Individual risk assessments to be revisited on return. 	<p>M</p>
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		<p>GP/consultant/midwife or current government advice.</p> <ul style="list-style-type: none"> Individual staff risk assessments undertaken and updated for the return of staff who are 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"> Staff reminded to update HR if there are any changes. 	
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. 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>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Staff in academy trained. Learning Managers based in year group bubbles to allow easy access by students. LM's to refer to inclusion if necessary. Assembly and tutor group work has regular referrals to mental health and wellbeing. Resources available via website. 	M
<p>Additional safeguarding concerns are identified on children's return to school</p>	H	<ul style="list-style-type: none"> All staff will receive safeguarding training as part of the INSET on the first day of term Weekly safeguarding checks to be used during lockdown 	<p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> All staff have undergone statutory safeguarding training. 	M

5.2 Mental health concerns – staff					
<p>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</p>	<p>H</p>	<ul style="list-style-type: none"> Staff are encouraged to focus on their 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 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Staff regularly reminded at briefing to look after their own mental health. Line managers and HOD's reminded to raise any concerns over individual concerns. Regular reminder for EAP service. Staff wellbeing site in development for academy intranet. 	<p>M</p>
<p>Working from home can adversely affect mental health</p>	<p>H</p>	<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. Phased and rota based returns to offices planned for all staff 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Line managers and HoD's keep in touch with those having to work from home. Line Managers and HoD's ensure appropriate work is provided. All staff have access to briefing, meetings and training from home. 	<p>M</p>
5.3 Bereavement support					

<p>Pupils and staff are grieving because of loss of friends or family</p>	<p>H</p>	<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 200 staff during June 2020 	<p>Y Y Y</p>	<ul style="list-style-type: none"> • Inclusion team aware of how to refer students. • SLT and others received bereavement training. • Support available through EAP. 	<p>M</p>
<p>6. Operational issues</p>					
<p>6.1 Review of fire procedures</p>					
<p>Fire procedures are not appropriate to cover new arrangements</p>	<p>H</p>	<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 	<p>Y</p>	<ul style="list-style-type: none"> • Reminder of revised fire evacuation procedures sent out to all staff. • Areas for muster revised after first lockdown, no changes for restart. 	<p>M</p>
<p>Fire evacuation drills - unable to apply social distancing effectively</p>	<p>H</p>	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. 	<p>Y</p>	<ul style="list-style-type: none"> • Year groups will muster in their bubbles socially distanced from other bubbles. 	<p>M</p>
<p>Fire marshals absent due to self-isolation</p>	<p>H</p>	<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. 	<p>Y</p>	<ul style="list-style-type: none"> • Addressed in revised fire evacuation plans. 	<p>M</p>

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>	<p>H</p>	<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). 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Health and safety checks have continued throughout lockdown. • Contractors all advised of academy risk assessment • Contractors to visit before or after school and in holidays where at all possible. • Contractors risk assessment in place. 	<p>M</p>

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 	<p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Costs monitored at monthly finance meeting and at academy council meetings. 	M
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>	H	<ul style="list-style-type: none"> The Trust Board continues to meet regularly via online platforms. 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> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Academy councils continue to meet remotely. 	M

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

<p>Staff cover reception at lunch, only one computer</p>	<p>M</p>	<ul style="list-style-type: none"> Staff covering others on reception are aware of the need to refrain from using someone else's equipment when on reception. 	<p>Y</p>	<ul style="list-style-type: none"> Staff instructed to avoid use of computer and phone if covering at lunch-only to monitor the gate. Staff covering to take own walkie talkie to communicate with SLT site team if necessary 	<p>L</p>
<p>Lecture theatre needs to be used as Y8 bubble classroom</p>	<p>M</p>	<ul style="list-style-type: none"> Lecture theatre is only used for one year group when needed for lessons 	<p>Y</p>	<ul style="list-style-type: none"> Member of staff assigns students to seats which are socially distanced. These are marked out so any other class using theatre will use different seats entirely 	<p>L</p>
<p>One side of dining hall needs to be used for reflections</p>	<p>M</p>	<ul style="list-style-type: none"> Hall is large enough to ensure that it can be set out onto distinct year group zones 	<p>Y</p>	<ul style="list-style-type: none"> Exam desks will be used and set out so that students will be socially distanced from others, but also separated into distinct zones so that different year groups are not in 	<p>L</p>

				contact with each other.	
Area for fire assembly is enclosed and does not allow for social distancing	H	<ul style="list-style-type: none"> Field to be used also 	Y	<ul style="list-style-type: none"> VP also to act as event controller as students will assemble in two different areas Training given on training day in September to all staff 	M
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 Y	<ul style="list-style-type: none"> Tools cleaned in between use. 	M
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. Testing to be put in place to allow staff to be tested regularly through LFD testLFD testing for staff and pupils available to all those who wish to participate. 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 Y Y	<ul style="list-style-type: none"> Staff and student home testing implemented. All control measures in place and staff reminded at briefing. Any local measures implemented due to a local outbreak will be implemented. 	M
Knowledge of local infection rates and prevalence of new strain in the local area		<ul style="list-style-type: none"> Current infection rate in local area 79.6 per 100,000, below national average. Positive test rate currently lowering. Danger that new variant increases infection rate. 		<ul style="list-style-type: none"> Reminders to all staff, students, parents/ carers of need to ensure all control measures both in and out of 	

		<ul style="list-style-type: none"> Mitigation controls in place will also apply to new variant. 		school are adhered to.	
11. Exam Series					
Normal exam conditions do not promote control measures	M	<ul style="list-style-type: none"> Children will not be collected on the morning of their exams - phone calls home in the days leading up to the exam Exam desks will be placed at a minimum of 2m apart Exam papers issued wearing nitrile gloves Students reminded to bring their own stationery Any stationery provided will be issued wearing nitrile gloves Exam invigilators will wear face masks throughout the exam and in circulation/corridors Additional SLT identified if exam invigilators are unavailable. 	Y	<ul style="list-style-type: none"> All further exams have been stopped. Mini tests to take place in classroom settings not exam hall. All national guidance will be adhered to as it is published. 	M

• 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.

3. Clean hands thoroughly more often than usual

- Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.
- Bubbles are assigned specific toilets and sinks where possible
- Additional handwashing facilities have been installed
- Handwashing routines are re-taught to pupils
- 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.
- Staff are kept consistent with each bubble as far as 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.
- As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time.
- No more than 1 year group ever occupies a shared space (hall, dining room etc) at one time. A 2m distance between the bubbles is maintained when 2 or 3 classes bubbles (from the same year group) are together in the same space.
- Staggered start and finish times, staggered break times and staggered lunch times are implemented.
- 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.