

## COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 2 July 2020 as follows:

[Guidance for full opening - schools - GOV.UK](https://www.gov.uk/guidance/school-reopening-guidance)

**This 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.**

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:

### System of controls

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 unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. clean hands more often than usual
3. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
5. minimise contact and maintain social distance
6. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 - 4 must be in place in all schools, all the time.

Number 5 requires an assessment of how to maximise social distancing and minimise contact within the school.

Number 6 applies in specific circumstances.

Response to any infection:

7. engage with the NHS Test and Trace process
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. contain any outbreak by following local health protection team advice

Numbers 7 – 9 must be followed in every case where they are relevant.

Assessment conducted by:	Darren Smith	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	09/09/2020	Review interval:	Half termly	Date of next review:	October 2020
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Related documents	
Trust documents:	<p>Government guidance:</p> <p><a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a></p> <p><a href="#">Guidance for full opening - schools - GOV.UK</a></p> <p><a href="#">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a></p> <p><a href="#">COVID-19: cleaning of non-healthcare settings - GOV.UK</a></p> <p><a href="#">Safe working in education, childcare and children’s social care</a></p> <p><a href="#">Face coverings in education - GOV.UK</a></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 fully opening, including social distancing guidance					
1.1 Capacity					

<b>Available capacity of the school is reduced when social distancing guidelines are applied</b>	M	<ul style="list-style-type: none"> <li>• Social distancing confirmed as 1m or less between children (depending on age) and 2m between children and adults (and between adults), again, depending on age of children.</li> <li>• Social distancing not expected for children in EYFS and KS1</li> <li>• Bubbles agreed of year groups or smaller, depending on phase of education.</li> <li>• Agreed new timetable and arrangements confirmed for each bubble.</li> <li>• Arrangements in place to support any pupils still unable to attend school with remote learning at home.</li> <li>• Face coverings available for staff and children to use in areas where social distancing is more difficult</li> </ul>	Y N/A Y Y Y	<ul style="list-style-type: none"> <li>• Plans in place to ensure that bubbles are retained and that we can welcome all students back to the academy.</li> </ul>	L
<b>1.2 Organisation of teaching spaces</b>					
<b>Classroom sizes will not allow adequate social distancing</b>	H	<ul style="list-style-type: none"> <li>• Requirement for social distancing reviewed by government to support full classes to return to classrooms.</li> <li>• Classrooms re-modelled, with chairs and desks in rows facing in the same direction to support social distancing.</li> <li>• Clear signage displayed in classrooms promoting social distancing.</li> <li>• In primary schools, classes stay together with their teacher and do not mix with other pupils.</li> <li>• In secondary schools the year group stays together and does not mix with other pupils.</li> <li>• Face coverings available for staff and children to use in areas where social distancing is more difficult</li> </ul>	Y Y Y N/A Y Y	<ul style="list-style-type: none"> <li>• Students desks will be facing forwards, social distancing will not be possible in some rooms (where it is possible it will be in place) but there will be no cross contact between bubbles.</li> </ul>	M
<b>Large spaces need to be used as classrooms</b>	M	<ul style="list-style-type: none"> <li>• Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>• Large gatherings prohibited.</li> <li>• 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.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>• Sports hall will be used for one year group with exam tables and chairs used - for dinners/breaks</li> <li>• Existing folding tables will seat students diagonally and an overspill area will be available in the dance studio or main hall</li> </ul>	L
<b>1.3 Availability of staff and class sizes</b>					
<b>The number of staff who are available is lower than that required to teach</b>	M	<ul style="list-style-type: none"> <li>• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> </ul>	Y Y	<ul style="list-style-type: none"> <li>• Staff have been asked to speak to HR if they are</li> </ul>	L

<b>classes in school and operate effective home learning</b>		<ul style="list-style-type: none"> <li>Shielding guidance paused from 1 August 2020, allowing staff to return to work and children to schools</li> <li>Full use is made of those staff who are self-isolating or continue to be required to shield following discussions with their GP but who are well enough to teach lessons online.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Full use is made of test and trace to inform staff deployment.</li> <li>Non-specialist teachers may be used to deliver content provided by subject specialists.</li> </ul>	Y Y Y	<p>unavailable for work in September</p> <ul style="list-style-type: none"> <li>Risk assessments completed for at risk colleagues</li> </ul>	
<b>Re-timetabling and extended days mean that staff exceed their contracted working hours</b>	M	<ul style="list-style-type: none"> <li>Directed time calculations reworked and shared with staff</li> <li>PPA allocations still provided on timetables</li> <li>Where timetable restricts PPA or exceeds weekly hours for teachers, a two weekly timetable agreed to compensate</li> <li>Hourly rates of pay agreed for staff who are asked to work additional hours beyond their contracted hours</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>No staff will be expected to exceed any hours. Length of school day remains the same.</li> </ul>	L
<b>Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term</b>	M	<ul style="list-style-type: none"> <li>All staff have been advised to follow government advice on the booking of holidays</li> <li>All staff have been advised of the need to be available for work at the start of the new term and to plan any quarantine timings into their holiday plans</li> <li>Staff managing attendance policy and absence policies to be followed from September</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>R Copeland briefed colleagues at staff briefing on 7 July regarding holidays abroad.</li> <li>Notes of briefing are shared with all staff</li> </ul>	L
<b>1.4 The school day</b>					
<b>The start and end of the school day create risks of breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Start and departure times are managed, with staggering where possible</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Different entrances/exits are used for different bubbles if entering at the same time.</li> <li>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> <li>Attendance patterns have been optimised to ensure maximum safety.</li> <li>One way systems around the school.</li> </ul>	Y Y Y Y Y Y Y Y	<ul style="list-style-type: none"> <li>Entrance and exits will be open</li> <li>Year 7 and 8 will enter and exit via Foxhills Road at 8.15 a.m.</li> <li>Year 9 will enter and exit through Reginald Road at 8.15 a.m.</li> <li>Year 10 will enter and exit via Reginald Road at 8.35 a.m.</li> </ul>	M

		<ul style="list-style-type: none"> <li>• Accessibility for disabled students and staff have been considered within changes.</li> <li>• Extra curricula activities cancelled if relevant distancing and controls can not be put in place to protect bubbles.</li> </ul>		<ul style="list-style-type: none"> <li>• Year 11 will enter and exit via Foxhills Road at 8.35 a.m.</li> <li>• Letter from D Smith to parents/carers will be sent to explain the timings of the school day and entrance and exits</li> <li>• No disabled students or staff currently on site</li> <li>• Floor markings in dining area</li> <li>• Classes are kept in zones as much as possible to stop year groups mixing</li> </ul>	
<p><b>Wrap around care provided in school is not able to comply with social distancing or bubble separation</b></p>	M	<ul style="list-style-type: none"> <li>• School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble</li> <li>• After school activities will be separated and offered to distinct year groups to ensure bubbles are maintained/or cancelled if not possible</li> <li>• Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance</li> </ul>	<p>Y Y N/A</p>	<ul style="list-style-type: none"> <li>• Vulnerable students will be offered a grab bag</li> </ul>	L
<p><b>1.5 Planning movement around the school</b></p>					
<p><b>Movement around the school risks social distancing not being maintained</b></p>	H	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and revised.</li> <li>• One-way systems are in place where possible.</li> <li>• Posters in corridors regarding social distancing.</li> <li>• Appropriate signage is in place to clarify circulation routes.</li> <li>• Pinch points and bottlenecks are identified, staffed and managed accordingly.</li> <li>• Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</li> <li>• Lesson change overs are organised to avoid overcrowding.</li> </ul>	<p>Y Y Y Y Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>• VP Deeps support to complete risk assessments for students</li> <li>• SLT and staff will be on duty during lessons change</li> <li>• Separate areas will be available for year bubbles for break and lunch.</li> </ul>	L

		<ul style="list-style-type: none"> <li>• Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>• Spaced lines on main corridors.</li> <li>• Appropriate duty rota and levels of supervision are in place.</li> <li>• Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair</li> <li>• Play areas will be divided if more than one bubble is to use it at the same time</li> <li>• Outdoor play equipment will be either taken out of use, cleaned between use by different bubbles or separate equipment provided for each bubble</li> <li>• Face coverings available for staff and children to use in areas where social distancing is more difficult - highly recommending that these are worn</li> </ul>	<p>Y N/A Y</p>	Quad and the tennis court	
<b>1.6 Curriculum organisation</b>					
<b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>	H	<ul style="list-style-type: none"> <li>• Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning.</li> <li>• Praising stars will be used to assess the impact of interventions</li> <li>• Curriculum has been re-ordered to focus on learning priorities for the phase of education if it can't all be caught up</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	<p>Y Y Y Y</p>	<ul style="list-style-type: none"> <li>• Deep Learning lead working to ensure that curriculum plans maximise impact going forward - to minimise effect of lost learning time.</li> <li>• Online learning will continue, departments updating plans to ensure that students can work independently on G Suite.</li> </ul>	M
<b>Library book sharing risks virus infection</b>	M	<ul style="list-style-type: none"> <li>• Libraries will not be used as a social space for children</li> <li>• Children will be managed in small numbers to select a book</li> <li>• Returned books will be quarantined for 72 hours before being returned to library shelves</li> </ul>	<p>Y Y Y</p>	<ul style="list-style-type: none"> <li>• LRC Manager asked to put a procedure in place for returned books</li> <li>• 5 tray/day system.</li> </ul>	L

<b>Practical music lessons spread virus through spittle and touch</b>	M	<ul style="list-style-type: none"> <li>• Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only</li> <li>• Peripatetic music lessons to continue online with the child using an instrument solely used by them</li> </ul>	Y Y	<ul style="list-style-type: none"> <li>• G Lane to ensure this is in place as the academy lead for music.</li> </ul>	L
<b>1.7 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>• Staff have been briefed on the use of these rooms.</li> <li>• Posters in place regarding social distancing and hygiene.</li> <li>• Communal equipment removed or measures in place to disinfect between use.</li> <li>• Face coverings available for staff to use in areas where social distancing is more difficult</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>• Staff rooms are not to be used. Issuing staff with a mug of their own and using disposable stirrers etc. individual team/coffee/milk cartons, and ask staff to take any breaks in classrooms/newly created staff room in premises area</li> <li>• Provision of a staff workroom with computers being wiped down between use</li> </ul>	M
<b>1.8 Managing the school lifecycle</b>					
<b>Limited progress with the school's calendar and work plan because of COVID-19 measures</b>	M	<ul style="list-style-type: none"> <li>• School calendar for the year rationalised.</li> <li>• Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning.</li> <li>• Staff recruitment to continue employing social distancing and online interviews where appropriate</li> <li>• Re-timetabling completed</li> <li>• Plans and capacity in place should re-timetabling be required mid-year</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>• Calendar under ongoing review in line with DFE and Govt guidelines.</li> </ul>	L

<p><b>Pupils in the first year of a new phase in their education do not feel prepared for the transition</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Pastoral staff have spoken with pupils and their parents about the new stage in their education and resolved any issues</li> <li>• 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 year to ensure they understand the school routines</li> <li>• Regular communications with the parents and pupils are in place, including letters, newsletters and online broadcasts.</li> <li>• Virtual tours of the school are available for parents and pupils.</li> <li>• Online induction days for pupils and parents completed</li> <li>• Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools</li> <li>• Additional transition activity has taken place for students with identified SEND</li> <li>• New pupils will have enhanced induction in the first weeks of the September term</li> </ul>	<p>Y Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>• Extra work put in place to help with transition of year 7.</li> <li>• Year 7 in for the first day on their own.</li> <li>• Year 7 to have their own dinner time.</li> <li>• Virtual transition opportunities available and additional resourcing provided for September</li> </ul>	<p>L</p>
<p><b>1.9 Governance and policy</b></p>					
<p><b>Directors are not fully informed or involved in making key decisions</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Online meetings are held regularly with the Board of Directors.</li> <li>• The Board of Directors are involved in key decisions on reopening.</li> <li>• Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	<p>Y Y Y</p>	<ul style="list-style-type: none"> <li>• On going communication by D Smith and the Chair of the Academy Council</li> </ul>	<p>L</p>
<p><b>1.10 Policy review</b></p>					
<p><b>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</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>• Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	<p>Y Y</p>	<ul style="list-style-type: none"> <li>• Policies will be reviewed during the summer break to ensure they are fit for purpose for September.</li> <li>• Staff will be briefed on these on the inset day</li> <li>• Addendum to the Behaviour Policy</li> </ul>	<p>L</p>
<p><b>1.11 Communication strategy</b></p>					



<p><b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b></p>	H	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Governors/Trustees</li> <li>• Local authority</li> <li>• Regional Schools Commissioner</li> <li>• Professional associations</li> <li>• Other partners</li> </ul>	Y	<ul style="list-style-type: none"> <li>• On-going communication via staff briefing/emails/Twitter/website</li> </ul>	L
<p><b>1.12 Staff induction and CPD</b></p>					
<p><b>Staff are not trained in new procedures, leading to risks to health</b></p>	H	<ul style="list-style-type: none"> <li>• INSET day will be held at the beginning of the September term</li> <li>• Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> <li>• Infection control</li> <li>• Fire safety and evacuation procedures</li> <li>• Constructive behaviour management</li> <li>• Safeguarding</li> <li>• Risk management</li> </ul> </li> </ul>	<p>Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>• 2 day INSET for all staff will be virtual where possible.</li> </ul>	L
<p><b>Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL</b></p>	H	<ul style="list-style-type: none"> <li>• First Aid qualifications extended by 3 months</li> <li>• For period of COVID-19 designated safeguarding training will not expire</li> <li>• Online training sought to replace or supplement training that is due to expire</li> <li>• Support from leaders in the Trust who have up to date training</li> </ul>	<p>Y Y Y Y</p>	<ul style="list-style-type: none"> <li>• First aid training is in date for staff</li> <li>• Online training is being utilised for extra capacity</li> </ul>	L
<p><b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b></p>	H	<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> </ul>		<ul style="list-style-type: none"> <li>• HR induction will be complete during the summer holidays either in person or via Google meet</li> </ul>	L
<p><b>Staff do not receive ongoing CPD leading to retention issues</b></p>	M	<ul style="list-style-type: none"> <li>• Learning and performance sessions will be provided in school with social distancing and using technology</li> <li>• The OIE will continue to support CPD through the offer of online programmes</li> <li>• Flick online learning will support with statutory, mandatory and additional training</li> <li>• Training on how to wear face coverings given on INSET days</li> </ul>	<p>Y Y Y</p>	<ul style="list-style-type: none"> <li>• Time will be allocated for training during the two inset days and will be recorded via HR</li> <li>• L&amp;P will continue to run via Google</li> </ul>	L

1.13 Free school meals					
Reduced food offers are available due to kitchen and dining capacity	H	<ul style="list-style-type: none"> <li>A range of hot a cold food will be available (although this may not be a full menu)</li> <li>Dining staggered to ensure full bubble can be catered for</li> <li>Additional large spaces in school considered for dining</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>Reduced menu on offer to cover hot and cold food</li> <li>Sports hall and existing dining facility to be used for different year groups</li> <li>3 dining slots</li> <li>Briefing between Business Manager and Catering Manager taken place 13 July 20</li> </ul>	L
1.14 Risk assessments					
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.	H	<ul style="list-style-type: none"> <li>Risk assessment from other partners completed</li> <li>Risk assessments are updated or undertaken before the school reopens in September and mitigation strategies are put in place and communicated to staff covering:               <ul style="list-style-type: none"> <li>Personal care</li> <li>EHCP</li> <li>Vulnerable staff</li> <li>MAPA</li> </ul> </li> </ul>	Y Y	<ul style="list-style-type: none"> <li>Social distancing measures will be in place and staff and students will be trained and asked to adhere to the rules set in line with the guidance.</li> </ul>	M
1.15 School transport					
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	M	<ul style="list-style-type: none"> <li>The details of how pupils will travel to and from school are known prior to September.</li> <li>Effective liaison with bus companies is used as a basis for planning staggered start and departure times, where required.</li> <li>Home learning and telephone support established where a child is unable to attend school due to transport issues.</li> <li>Children encouraged to use other forms of transport, including cycling and walking.</li> <li>Walking buses employed</li> </ul>	Y Y Y Y N/A Y Y Y	<ul style="list-style-type: none"> <li>Survey carried out to find information regarding public bus services.</li> <li>Students educated on what to do regarding bus services and PPE.</li> <li>Checks on procedures on busses to take place.</li> <li>Most of our students do not use any public</li> </ul>	L

		<ul style="list-style-type: none"> <li>Children advised how to queue at bus stops employing social distancing</li> <li>Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school</li> <li>Additional hand washing and sanitising facilities available at bus parks and entrances to school.</li> <li>Queuing at the school at the end of the day is managed to ensure social distancing</li> </ul>		<p>transport to get to the academy.</p> <ul style="list-style-type: none"> <li>PPE bin and sanitiser available for safe disposal</li> </ul>	
<p><b>If any students use home/school dedicated buses: Social distancing is not adhered to and bubbles mix</b></p>	M	<ul style="list-style-type: none"> <li>Effective liaison with local authorities and bus companies to understand their risk assessments and control measures, including additional cleaning</li> <li>Children to be seated in bubble groups where possible, including social distancing</li> <li>Children advised how to queue at bus stops employing social distancing</li> <li>Children advised how to use facial coverings (over age 11) and remove safely on arrival at school</li> <li>Additional hand washing and sanitising facilities available at bus parks and entrances to school.</li> <li>Queuing at the school at the end of the day is managed to ensure social distancing</li> </ul>	<p>Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>Survey carried out to find information regarding bus services.</li> <li>Students educated on what to do regarding bus services and PPE.</li> <li>Checks on procedures on busses to take place.</li> <li>Most of our students do not use any busses to get to the academy</li> </ul>	L
<p><b>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</b></p>	M	<ul style="list-style-type: none"> <li>Liaison with local authority to understand the control measures in place and risk assessments</li> <li>Children to be seated apart as far as possible from other children and adults</li> <li>Hand washing/sanitising on boarding and disembarking</li> <li>Face coverings to be used if appropriate</li> </ul>	<p>Y Y Y Y</p>	<ul style="list-style-type: none"> <li>School transport organise taxi provision for vulnerable students</li> <li>Liaison with LA for drop off and pick up times and locations to be implemented</li> <li>Taxis are not shared unless it is with a family member</li> <li>Students sanitise / hand wash upon entry and exit to school</li> <li>Students are seated in the rear of the vehicle not next to the driver and will receive communication regarding</li> </ul>	L

				face coverings as per public transport letter	
<b>1.16 Multi-site working</b>					
<b>Staff who normally work across multiple sites risk the spread of infection across sites</b>	H	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff who are able, will still be asked to work from home.</li> <li>• 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.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>• Staff are aware of hygiene protocols when working across sites</li> <li>• Cross site working to be kept to a minimum</li> <li>• Other professionals who attend site (school nurse/Careers, social workers etc.) will be briefed on social distancing measures in the academy. They will also be allocated a room to work.</li> <li>• Other professionals working with a number of students will be asked to complete a track and trace document by Reception. This information will be held by Reception for 21 days after the visit. This will enable us to trace individual contact in school.</li> </ul>	L
<b>1.17 Attendance and Punctuality</b>					

<p><b>Children do not attend school consistently as habits and social norms have changed</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• The need and value of attendance at school will be regularly reinforced with children and families</li> <li>• PR campaigns regarding attendance will be launched</li> <li>• Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively</li> <li>• Regular safeguarding phone calls to those children not attending</li> <li>• Attendance fines will be reintroduced</li> </ul>	<p>Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>• Habits to be altered and SLT and the attendance team to work hard to change any habits to get students back to school. AAP to be allocated to attendance.</li> </ul>	<p>L</p>
<p><b>1.18 Alternative Provision</b></p>					
<p><b>Control measures are not in place for children attending alternative provision or otherwise accessing part time education</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Where attendance is part time, liaison to identify the risks of movement between settings</li> <li>• Children not to attend more than 1 setting in the same day</li> </ul>	<p>Y Y Y</p>	<ul style="list-style-type: none"> <li>• All AP to be checked and Risk Assessments to be checked.</li> </ul>	<p>L</p>
<p><b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b></p>					
<p><b>2.1 Cleaning</b></p>					
<p><b>Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection.</li> <li>• Working hours for cleaning staff are increased and additional staff appointed where necessary.</li> <li>• Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles</li> <li>• Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas.</li> <li>• Classroom timetabling is shared to ensure the classrooms are cleaned when free</li> </ul>	<p>Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>• In place and in line with Trust and statutory guidelines</li> </ul>	<p>L</p>
<p><b>2.2 Hygiene and handwashing</b></p>					

<p><b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b></p>	H	<ul style="list-style-type: none"> <li>• An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased if necessary.</li> <li>• Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>• Additional external wash basins have been provided at key points around the school.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>• Sanitiser order made via the Trust</li> <li>• Stocks will be monitored by premises/cleaning staff</li> <li>• Supplies will be monitored by Facilities Manager</li> <li>• Wash basins will be installed during summer</li> </ul>	L
<p><b>Pupils forget to wash their hands regularly and frequently</b></p>	H	<ul style="list-style-type: none"> <li>• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>• Hand washing is timetabled for arrival at school, when changing rooms, return from breaks and before and after eating</li> <li>• Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>• School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary.</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>• Posters around the building, extra sinks installed, staff to promote good hygiene.</li> </ul>	M
<p><b>2.3 Clothing/fabric</b></p>					
<p><b>Not wearing clean clothes each day may increase the risk of the virus spreading</b></p>	H	<ul style="list-style-type: none"> <li>• Government guidance has advised that children should be expected to wear full school uniform from September.</li> <li>• Additional uniform available in school to support vulnerable children who may require additional items.</li> <li>• Expectations and guidance are communicated to parents.</li> <li>• Additional uniform issued to catering, cleaning and site staff if they have insufficient</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>• All site/catering staff with uniform have an adequate supply to enable them to wear a clean uniform each day</li> </ul>	L
<p><b>The use of fabric chairs may increase the risk of the virus spreading</b></p>	M	<ul style="list-style-type: none"> <li>• Take fabric chairs out of use where possible.</li> <li>• Where that is not possible then ensure chairs are limited to single person use.</li> </ul>	Y Y	<ul style="list-style-type: none"> <li>• Chairs will be allocated to a person</li> <li>• Spray will be available for staff to disinfect chairs in classrooms.</li> </ul>	L

				<ul style="list-style-type: none"> <li>Teacher chairs are low risk</li> </ul>	
<b>2.4 Testing and managing symptoms</b>					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	H	<ul style="list-style-type: none"> <li>Testing and tracing in place nationally.</li> <li>We will take advice from local PHE regarding local data and spikes and work with HTP</li> <li>Flowcharts provided to schools to explain what they need to do if they have a positive case confirmed.</li> <li>Guidance on getting tested has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>Guidance has been shared with staff and will be shared again at INSET</li> <li>SLT are aware of the process for any confirmed cases and have the flow chart in their office and accessible from home</li> </ul>	L
<b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b>	H	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the trust.</li> <li>Each school knows how to contact LA PHE for advice.</li> <li>Government advice followed for identifying contact levels:               <ul style="list-style-type: none"> <li>Direct - less than 1m for 1 minute</li> <li>Proximity - within 1m to 2m for 15 minutes</li> <li>Travelled in the same car</li> </ul> </li> </ul>	Y Y Y Y Y	<ul style="list-style-type: none"> <li>Tracking of students will be completed by Inclusion</li> <li>Tracking of staff will be done by HR</li> <li>SLT know how to contact PHE and have these numbers accessible at school and off site</li> <li>Contact times will be covered at inset</li> <li>Staff trained for PHE systems and contact.</li> </ul>	M
<b>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</b>	H	<ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>Staff have been informed at INSET and will be reminded at the September inset</li> </ul>	L

		<ul style="list-style-type: none"> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>		<ul style="list-style-type: none"> <li>Information to be shared with students through initial assemblies</li> </ul>	
<b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b>	H	<ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process, including flowcharts</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>Staff have been informed at INSET and will be reminded at the September inset</li> <li>Information to be shared with students through initial assemblies</li> </ul>	L
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>	H	<ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>A programme for training additional staff is in place.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>First aid training is in date</li> </ul>	L
<b>2.6 Medical rooms</b>					
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>	H	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>First aid room and triage room are available</li> <li>Triage room can ensure social distancing</li> <li>PPE available for first aid</li> <li>Isolation room and toilet in place for suspected cases and is dealt with by SLT</li> </ul>	L
<b>2.7 Communication with parents</b>					



<p><b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b></p>	H	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> <li>A COVID-19 section on the school website is created and updated.</li> </ul>	Y Y	<ul style="list-style-type: none"> <li>Through our website that is regularly updated with SMS used to prompt checking if needed.</li> </ul>	L
<p><b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b></p>	H	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	Y	<ul style="list-style-type: none"> <li>As per bullet, and in place.</li> </ul>	M
<p><b>2.8 Personal Protective Equipment (PPE)</b></p>					
<p><b>Provision of PPE for staff where required is not in line with government guidelines</b></p>	H	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>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.</li> <li>Staff are reminded that the wearing of gloves is not a substitute for good handwashing.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>PPE video shown at inset and will be showed again at the September inset</li> </ul>	L
<p><b>2.9 Catering</b></p>					
<p><b>Dining space can not cater for numbers of children with appropriate cleaning and hygiene</b></p>	H	<ul style="list-style-type: none"> <li>A reduced catering offer is established to ensure that increased numbers of lunch breaks and breaks can be managed for bubbles</li> <li>Primary - meals will continue to be provided to classrooms</li> <li>Secondary - additional dining spaces identified if needed</li> <li>Secondary - all students facing same way and social distancing in place by removing use of seats</li> <li>Dining spaces cleaned between bubbles</li> </ul>	Y N/A Y Y Y	<ul style="list-style-type: none"> <li>Dining hall and sports hall will be used to keep year groups separate</li> <li>Cleaning will take place in between sittings by middays/catering staff/premises staff/cleaners</li> <li>Students will use exam tables in the sports hall and will sit diagonally on the folding tables in the dining hall/dance studio</li> </ul>	L
<p><b>2.10 Finance</b></p>					

<b>Cash brought into the academy spreads the virus through handling</b>	M	<ul style="list-style-type: none"> <li>• Cashless is encouraged at all times</li> <li>• Parent letters requesting that cash is not used and accounts are topped up from home</li> <li>• Any cash brought in is placed in the safe for 72 hours and hand immediately washed</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>• Will be cashless from 1 September as moving to Cunnighams</li> <li>• No cash accepted</li> </ul>	L
<b>2.11 Gifts</b>					
<b>Children bring gifts for the end of term that spread the virus</b>	M	<ul style="list-style-type: none"> <li>• Gifts to be discouraged</li> <li>• Those that are brought should be accepted, hands washed and then quarantined for 72 hours</li> </ul>	Y Y	<ul style="list-style-type: none"> <li>• Gifts not accepted or quarantined for 72 hrs.</li> </ul>	L
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
<b>Pupils' behaviour on return to school does not comply with social distancing guidance</b>	H	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff model social distancing consistently.</li> <li>• The movement of pupils around the school is minimised.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> <li>• 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.</li> </ul>	Y Y Y Y Y Y Y N/A	<ul style="list-style-type: none"> <li>• Expectations made clear from day 1</li> <li>• Sanctions in place for deliberate disruption to learning or good order of the academy.</li> <li>• Systems in place to support learning and student behaviour.</li> <li>• ACE programme</li> <li>• Reflections to be used and adapted to ensure impact</li> <li>• Behaviour Policy addendum</li> </ul>	M

3.2 Classrooms and teaching spaces					
<p><b>The size and configuration of classrooms and teaching spaces does not support government guidance</b></p>	H	<ul style="list-style-type: none"> <li>All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible.</li> <li>Arrangements are reviewed regularly.</li> <li>Unnecessary equipment removed from classrooms</li> <li>Soft toys and soft furnishings removed</li> <li>Cleaning product and wipes available in EYFS to clean toys</li> <li>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</li> <li>Tables in rows with children facing the front to avoid face to face</li> <li>Entering and exiting the classroom is 'one person at a time'</li> </ul>	<p>Y Y Y N/A Y Y Y</p>	<ul style="list-style-type: none"> <li>All classrooms can be used to accommodate full classes, once groups set, desks will be removed to cater for max numbers.</li> </ul>	L
3.3 Movement in corridors					
<p><b>Social distancing guidance is breached when pupils circulate in corridors</b></p>	H	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and amended.</li> <li>One-way systems are in operation where feasible.</li> <li>Posters in corridors and circulation areas on social distancing</li> <li>Floor markings in key areas</li> <li>Circulation routes are clearly marked with appropriate signage.</li> <li>Any pinch points/bottle necks are identified and managed accordingly.</li> <li>The movement of pupils around school is minimised as much as possible.</li> <li>Where possible, pupils stay in classrooms and staff move around.</li> <li>Social time change overs are staggered to avoid overcrowding.</li> <li>Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>Appropriate supervision levels are in place.</li> <li>Accessible routes have been planned where necessary.</li> <li>Face coverings available for staff and children to use in areas where social distancing is more difficult</li> </ul>	<p>Y Y Y Y Y Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>One way systems to be in place</li> <li>2 way corridors to be taped for left side and right.</li> <li>Staff to move where possible and year group zones to be used.</li> </ul>	M
3.4 Break times					

<p><b>Pupils may not observe social distancing at break times</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Break times are staggered.</li> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about social distancing as break times begin.</li> <li>• Social distancing signage is in place around the school and in key areas.</li> <li>• Supervision levels have been enhanced, especially with younger pupils, to support social distancing.</li> <li>• Face coverings available for staff and children to use in areas where social distancing is more difficult</li> </ul>	<p>Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>• Staff to be on duty ensuring students adhere to guidance.</li> </ul>	<p>M</p>
<p><b>3.5 Lunch times</b></p>					
<p><b>Pupils may not observe social distancing at lunch times</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Pupils are reminded about social distancing as lunch times begin.</li> <li>• Pupils wash their hands before and after eating.</li> <li>• Dining area layouts have been configured to ensure social distancing.</li> <li>• Tables and chairs have been cordoned off where this is not possible.</li> <li>• Floor markings are used to manage queues and enable social distancing.</li> <li>• <i>PIN and biometric either disinfected between each use or replaced with manual recording of purchases (this could als be managed by children washing hands on entrance to dining hall??)</i></li> <li>• Cashless ‘reval’ machines taken out of use and pupils advised to ‘top up’ from home.</li> <li>• Water fountains taken out of use.</li> <li>• Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.</li> <li>• Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes).</li> <li>• Eating areas are cleaned between bubbles by catering, cleaning or MSA staff.</li> <li>• Face coverings available for staff and children to use in areas where social distancing is more difficult</li> </ul>	<p>Y Y Y Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>• Cashless from September</li> <li>• Students will be issued a pin initially. Students will sanitise on entry to the dining hall and the pin recorder will be sanitised after each year group bu catering team</li> <li>• Furniture in the dining hall will be arranged to ensure social distancing</li> <li>• Enhanced cleaning during lunch change over</li> <li>• Training for cleaning team to be delivered by Facilities Manager</li> <li>• Students will be eating in their year group bubble</li> </ul>	<p>M</p>
<p><b>3.6 Toilets</b></p>					

<p><b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>• Floor markings are in place to enable social distancing.</li> <li>• Pupils know that they can only use the toilet one at a time.</li> <li>• Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>• The toilets are cleaned frequently.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly.</li> <li>• Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> <li>• Face coverings available for staff and children to use in areas where social distancing is more difficult</li> </ul>	<p>Y Y Y Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>• Signage to be in place, staff to be on duty and floor markings outside each faculty.</li> </ul>	<p>M</p>
<p><b>3.7 Medical Rooms</b></p>					
<p><b>The configuration of medical rooms may compromise social distancing measures</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• PPE provided in medical room for first aiders</li> <li>• Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	<p>Y Y Y Y</p>	<ul style="list-style-type: none"> <li>• All in place</li> <li>• Anyone showing COVID-19 symptoms are dealt with by SLT</li> </ul>	<p>L</p>
<p><b>3.8 Reception area</b></p>					
<p><b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>• Screens between Receptionist and visitor installed if not already in place</li> <li>• Signing in completed by Reception staff so that visitors do not touch pens, visitors book, signing in screens etc</li> <li>• Meeting room identified for essential meetings where social distancing can be complied with.</li> <li>• Non-essential deliveries and visitors to school are minimised.</li> <li>• Signs on gates to confirm not accepting non-essential visitors</li> <li>• Arrangements are in place for segregation of visitors.</li> <li>• Visitor logs kept to support Track and Trace</li> <li>• Face coverings available for visitors and they will be asked to wear these in the academy</li> </ul>	<p>Y Y Y Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>• Traffic light system in place to allow one person into Reception</li> <li>• Spit screens installed</li> <li>• Notices up on gates</li> <li>• Hand sanitiser available in Reception</li> <li>• Reception sign people in and out of the academy</li> </ul>	<p>L</p>

				<ul style="list-style-type: none"> <li>Contact details are detailed on signing in/out book</li> <li>Lanyards are not used. Clips are available for visitors. These can be wiped by Reception before they are used again</li> </ul>	
<b>3.9 Arrival and departure from school</b>					
<b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b>	H	<ul style="list-style-type: none"> <li>Start and finish times are staggered or different entrances/exits for different bubbles</li> <li>The use of available entrances and exits is maximised.</li> <li>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>Weekly messages to parents stress the need for social distancing at arrival and departure times.</li> <li>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</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> <li>Both Foxhills and Reginald Road are being utilised</li> </ul>	L
<b>3.10 Transport</b>					
<b>The use of public and school transport by pupils poses risks in terms of social distancing</b>	H	<ul style="list-style-type: none"> <li>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.</li> <li>Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing.</li> <li>Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.</li> <li>Hand sanitizers and hand washing available on arrival at school</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> <li>All measures in place.</li> </ul>	M
<b>3.11 Staff areas</b>					

<p><b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> <li>Hot desking will be stopped, only one member of staff allocated to a desk.</li> <li>WFH will remain in place for staff who can in order to minimise staffing</li> <li>Face coverings available for staff to use in areas where social distancing is more difficult</li> </ul>	<p>Y Y Y Y</p>	<ul style="list-style-type: none"> <li>Desks allocated to one person</li> <li>Offices can be used by more than one person as long as social distancing can be adhered to</li> <li>Learning Manager office and Inclusion Office do not have any external ventilation</li> <li>Learning Managers will be based in year group bubble</li> <li>Inclusion room to be set out to ensure staff are not sitting facing each other</li> <li>Where possible all doors and windows will be open to ensure adequate circulation of fresh air</li> <li>Staff room to be created in the premises office with staff facilities</li> </ul>	<p>L</p>
<p><b>3.12 Catering</b></p>					
<p><b>Social distancing is not possible in kitchen/catering areas</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>Reduced menus agreed to manage increased number of lunch breaks</li> <li>Simple menus developed allowing staff to work at a single workbench</li> <li>1 member of staff in small areas e.g. fridges, store rooms at any time</li> <li>Staff instructed in social distancing</li> <li>PPE provided if social distancing can not be maintained</li> </ul>	<p>Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>Reduced menu</li> <li>Staff have been advised regarding store rooms or changing rooms</li> <li>Notices on the door for one person only</li> <li>Posters on display regarding keeping a distance</li> </ul>	<p>M</p>

		<ul style="list-style-type: none"> <li>Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food</li> <li>Catering staff advised to remain behind the counter during serving</li> </ul>		<ul style="list-style-type: none"> <li>Staff to work at one bench to ensure distancing can take place</li> <li>Briefing with catering manager and Business Manager</li> </ul>	
<b>3.13 Home Visits</b>					
<b>Staff are placed at risk of contracting COVID whilst undertaking home visits</b>	M	<ul style="list-style-type: none"> <li>Home visits will not be undertaken unless absolutely necessary</li> <li>Staff will not travel together to undertake a home visit</li> <li>Visit will be undertaken on doorstep - staff will not enter the home</li> <li>Social distancing will be maintained throughout - knock on door and step back 2m</li> <li>All usual control measures for home visits should also be followed</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> <li>As per bullet points.</li> </ul>	L
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					
<b>Pupils with underlying health issues are not identified and so measures have not been put in place to protect them</b>	H	<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>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</li> <li>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</li> <li>EHCP and risk assessments updated</li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> <li>All identified and plans in place through the inclusion department.</li> </ul>	M
<b>4.2 Staff with underlying health issues</b>					
<b>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</b>	H	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> <li>All in place</li> <li>Shielding paused from 1 August.</li> </ul>	L



		<ul style="list-style-type: none"> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Individual staff risk assessments undertaken where additional risk factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable</li> <li>Current government guidance is being applied.</li> </ul>		<ul style="list-style-type: none"> <li>R Copeland has asked any staff during briefing 7 July to make contact if they are worried or unable to work in September</li> </ul>	
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
<b>Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>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).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>Mental wellbeing programme to be rolled out on return for every student in tutor time.</li> <li>Learning managers and SLT to be trained during inset to help support.</li> </ul>	M
<b>Additional safeguarding concerns are identified on children’s return to school</b>	H	<ul style="list-style-type: none"> <li>All staff will receive safeguarding training as part of the INSET on the first day of term</li> <li>Additional time will be provided for DSLs and inclusion teams in the first few weeks of term, if required, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies where these are appropriate</li> </ul>	Y Y	<ul style="list-style-type: none"> <li>Additional time is allocated for DSL and deputy and agreement that anything that is needed is authorised by principal.</li> </ul>	M
<b>5.2 Mental health concerns – staff</b>					
<b>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</b>	H	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>Staff are encouraged to use the staff EAP</li> <li>Weekly staff wellbeing surveys</li> </ul>	Y Y Y Y Y Y	<ul style="list-style-type: none"> <li>EAP is available and regular reminders are issued to staff</li> <li>Staff are encouraged to speak to HR with any concerns</li> <li>Inset will include staff wellbeing</li> </ul>	L

<p><b>Working from home can adversely affect mental health</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Staff working from home have regular catch-ups with line managers.</li> <li>• Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>• Appropriate work plans have been agreed with support provided where necessary.</li> <li>• Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	<p>Y Y Y Y</p>	<ul style="list-style-type: none"> <li>• Line Managers are making contact</li> <li>• Those able to work at home will continue to work at home/attend work when necessary</li> <li>• All staff unable to work from home will be in work fulfilling their duties</li> </ul>	<p>L</p>
<p><b>5.3 Bereavement support</b></p>					
<p><b>Pupils and staff are grieving because of loss of friends or family</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>• Support is requested from other organisations when necessary.</li> <li>• Bereavement training delivered to over 200 staff during June 2020</li> </ul>	<p>Y Y Y</p>	<ul style="list-style-type: none"> <li>• Staff trained and in place for bereavement support if needed.</li> </ul>	<p>M</p>
<p><b>6. Operational issues</b></p>					
<p><b>6.1 Review of fire procedures</b></p>					
<p><b>Fire procedures are not appropriate to cover new arrangements</b></p>	<p>H</p>	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> <li>• Bubbles not mixing</li> <li>• Possible absence of fire marshals</li> <li>• Social distancing rules during evacuation and at muster points</li> <li>• Possible need for additional muster point(s) to enable social distancing where possible</li> <li>• Staff and pupils have been briefed on any new evacuation procedures.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> <li>• PEEPs reviewed and updated</li> </ul>	<p>Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>• Fire evacuation procedure will be reviewed in summer and will be available to all staff in September</li> <li>• Briefing to all staff at the September inset</li> <li>• Back up marshals will be factored into the procedure in case of staff absence</li> </ul>	<p>L</p>
<p><b>Fire evacuation drills - unable to apply social distancing effectively</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Drill will take place</li> </ul>	<p>L</p>

<b>Fire marshals absent due to self-isolation</b>	H	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Deputy marshal is identified in procedure</li> </ul>	L
<b>6.2 Contractors working on the school site</b>					
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	H	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) will continue.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>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.</li> <li>Contractor risk assessment has been provided prior to works beginning</li> <li>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.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>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).</li> </ul>	Y Y Y Y Y Y	<ul style="list-style-type: none"> <li>Full induction is completed for all contractors</li> <li>Risk assessments will be checked that they cover Covid</li> </ul>	L
<b>7. Finance</b>					
<b>7.1 Costs of the school's response to COVID-19</b>					

<p><b>The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties</b></p>	M	<p>Prior To Sept</p> <ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified.</li> <li>Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Net increase in costs approved by Region Exec and CFO</li> </ul> <p>Sept Onwards</p> <ul style="list-style-type: none"> <li>Additional COVID-19 related costs are monitored and options for reducing costs as guidance changes are reviewed.</li> <li>The school's projected financial position will be shared regularly with the Board</li> </ul>	<p>Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>Will be discussed in monthly finance meetings and is monitored by budget holders/FM</li> </ul>	L
<p><b>8. Governance</b></p>					
<p><b>8.1 Oversight of the governing body</b></p>					
<p><b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b></p>	H	<ul style="list-style-type: none"> <li>The Trust Board continues to meet regularly via online platforms.</li> <li>The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>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.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed.</li> </ul>	<p>Y Y Y Y Y</p>	<ul style="list-style-type: none"> <li>Weekly updates with Academy Council Chair and Vice in place from Principal.</li> </ul>	L
<p><b>9. Additional site-specific issues and risks</b></p>					
<p><b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b></p>					
<p><b>Bike shed leads to lack of social distancing</b></p>	H	<ul style="list-style-type: none"> <li>Procedure in place for one student in at a time</li> <li>SLT to monitor on duty</li> <li>Notice is displayed</li> </ul>	<p>Y Y Y</p>	<ul style="list-style-type: none"> <li>Regular monitoring and cleaning will take place</li> </ul>	L

<b>Reception is used on a rota which could lead to cross contamination</b>	H	<ul style="list-style-type: none"> <li>• Reception have been allocated their own chair</li> <li>• Reception have their own stationary</li> <li>• Reception are aware of extra cleaning they should undertake or request</li> <li>• Cleaning will be undertaken between Reception days</li> <li>• Additional handset for each Receptionist</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> <li>• Reception area already has two PC's which have been allocated to each Receptionist</li> </ul>	M