

COVID-19: Operational risk assessment for school operations July 2021

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 keep people apart. Therefore, 'social distancing' in this risk assessment refers to the use of bubbles and/or the requirement to keep to 1 or 2 metre distances, depending on the age of the children concerned.

System of controls

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

Prevention:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
6. Consider how to minimise contact across the site and maintain social distancing wherever possible
7. Always keeping occupied spaces well ventilated
8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
9. Promote and engage with asymptomatic testing, where available

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

Numbers 8 and 9 apply in specific circumstances.

Response to any infection:

10. Promote and engage with the NHS Test and Trace process
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
12. Contain any outbreak by following local health protection team advice

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

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

- **Face to face contact including being coughed on and having a face to face contact within 1m; or**
- **Being within 1m for one minute or longer without face to face contact; or**
- **Being within 2m of someone for more than 15 minutes either as a one-off or added up over a day; or**
- **Travelled in the same vehicle**

Assessment conducted by:	Darren Smith/Paula Thomas	Job title:	Principal/Business Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	02/07/21	Review Interval:	Half termly	Date of next review:	19/07/2021
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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"> • Social distancing at 2m between adults and between adults and children wherever possible • Social distancing for children in primary where possible • 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 and students over age 11 (excluding medical exemptions) in communal and circulation spaces and in classrooms in secondary where social distancing cannot be maintained 	<p>Y</p> <p>N/A</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Social distancing maintained where possible between adults and students. • Classrooms marked with 2m zones for staff. • Year group bubbles maintained. • Remote learning in place for students who can't attend. • Paper based work in place for those unable to access remote online learning. • Face masks continue to be worn in communal areas but now required in class where social distancing can't be maintained. 	L

1.2 Organisation of teaching spaces					
<p>Classroom sizes will not allow adequate social distancing</p>	<p>H</p>	<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 to provide constant background ventilation and to their maximum when spaces aren't occupied by students (e.g. breaks/changeover) to purge the air (with the exception of fire doors). Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p> <p>Y</p> <p>N/A</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Classroom all remodeled where possible. Social distancing signage up around the academy. Year group bubbles maintained at all times. Staff and students to wear face masks at all times where social distancing can't be achieved - all stakeholders notified of change. Staff advised by email. Parents advised by text and letter. Classes all visited on 02/07/21 to advise of change. Windows to be kept open for ventilation Ventilation on fresh air flow. Staff briefing held 15.06.21 to consult with staff. 	<p>M</p>

<p>Large spaces need to be used as classrooms</p>	<p>M</p>	<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. 		<ul style="list-style-type: none"> Sports Hall to be used as dining area for one year group at a time and cleaned in between sittings. Seating will all be facing one way, no face to face seating where possible. Fixed seating tables will use diagonally opposite seats. 	
<p>1.3 Availability of staff and class sizes</p>					
<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</p>	<p>M</p>	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Shielding guidance in place for CEV colleagues and students in line with national guidance and individual risk assessment template updated for those returning after shielding. Technology available in school to allow all staff to deliver and support remote and on site learning Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place Specialist directors deployed to support staffing levels in schools 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 LFD testing encouraged prior to events where staff come together in managed, socially distanced groups Staff or students in close contact will follow PHE guidance on self isolation 	<p>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"> Staff with individual risk assessments for CEV and CV have been invited to attend a review prior to 8th March.. National guidance followed on shielding, including any additional staff identified in the latest round of letters. Individual Risk Assessments updated following pausing of shielding. All staff were tested the w/c 	<p>L</p>

				<p>1/3/21 and w/c 8/3/21.</p> <ul style="list-style-type: none"> ● Staff who have consented to be issued with home testing kits and instructions for subsequent twice weekly testing. ● Staff reminded regularly to undertake testing at home during briefing. ● Students with consent were tested 3 times 3-5 days apart w/c 1/3/21. ● Students issued home testing kits for 2 tests a week during tutor group after having had 3 tests in school. ● Close contacts to self isolate in line with guidance from PHE. ● Staff home testing to continue. Availability of kits advertised through weekly briefing. 	
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Re-timetabling and extended days mean that staff exceed their contracted working hours	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>N/A</p> <p>N/A</p>	<ul style="list-style-type: none"> No staff will be expected to exceed any hours. Length of school day remains the same. 	L
Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term	M	<ul style="list-style-type: none"> All staff have been advised to follow government advice on the booking of holidays All staff have been advised of the need to be available for work and to plan any quarantine timings into their holiday plans Staff managing attendance policy and absence policies to be followed 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Staff have received regular reminders. Email to Staff from D Smith (27th May) regarding the Trust policy on holidays and quarantine. Notes of briefing are shared with all staff. All policies to be followed. 	L
1.4 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Start and departure times are managed. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different bubbles if entering at the same time. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Attendance patterns have been optimised to ensure maximum safety. One way systems around the school. 	<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"> Years 7 and 9, 8:15am via Foxhills Road. Year 8 and 10, 8:15am via Reginald Road Each year group has a separate area to congregate prior to being let in for lessons: <ul style="list-style-type: none"> Year 7 - Reception 	L

		<ul style="list-style-type: none"> ● 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>	<ul style="list-style-type: none"> ○ Year 8 - Quad ○ Year 9 - Sports Hall ○ Year 10 - Tennis Courts ● Year 10 Assembly to be held to advise of the changes. ● Communication to parents from the academy with full arrangements sent out. ● Staff briefing and time given to prepare prior to 8th March. ● Further staff briefings to take place in advance of the changes ● All extra curricular activities to commence in line with bubbles and national guidance. 	
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<p>Wrap around care provided in school is not able to comply with social distancing or bubble separation</p>	<p>M</p>	<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>N/A</p> <p>Y</p> <p>N/A</p>	<ul style="list-style-type: none"> All extra curricular activities to commence in line with bubbles and national guidance. 	<p>L</p>
<p>1.5 Planning movement around the school</p>					
<p>Movement around the school risks social distancing not being maintained</p>	<p>H</p>	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised One-way systems are in place where possible Posters in corridors regarding social distancing Appropriate signage is in place to clarify circulation routes Pinch points and bottlenecks are identified, staffed and managed accordingly Teachers remain in own classroom and monitor social distancing on corridors at lesson changeover Lesson change over and movement around school is organised to avoid overcrowding Pupils are regularly briefed regarding observing social distancing guidance Appropriate duty rota and levels of supervision are in place Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair Play areas will be divided if more than one bubble is to use it at the same time Outdoor play equipment will be either taken out of use, cleaned between use by 	<p>Y</p> <p>N/A</p>	<ul style="list-style-type: none"> Students to move between lessons using a one way system. Year 7 to be walked around the academy to familiarize them with other areas. Staff to monitor corridors at lesson changeover/break to ensure the one way system is being used. Year group bubbles kept separate at break and lunch. Masks to be worn at all times when social distancing not possible except where exempt. 	<p>M</p>

		<p>different bubbles or separate equipment provided for each bubble</p> <ul style="list-style-type: none"> • Face masks must be worn by staff and those aged 11 or over 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 to provide constant background ventilation and maximised when spaces aren't occupied by students (eg. breaks/changeover) to purge the air (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Staff advised at briefing to ensure windows used to increase ventilation 02.02.2021 and 5th March 21 • Staff reminded 02.02.21 in briefing about social distancing from students and each other and at briefing 05.03.21. • Windows to be open fully in between lesson changeover and when the room is empty. • Windows to be open for ventilation when students are in the room.. 	
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>	<ul style="list-style-type: none"> • Deep Learning lead working to ensure that curriculum plans maximise impact going forward - to minimise the effect of lost learning. • Students have been issued with 	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> <p>Y</p>	<p>laptops where available/appropriate to allow remote access if isolating.</p> <ul style="list-style-type: none"> ● Intervention plans to be developed and impact assessed using Praising stars and RAG. ● Targeted intervention to be planned using catch up sessions, 1:1 tutors and other appropriate impactful methods. 	
<p>Periods of isolation create additional gaps in learning</p>	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"> ● Laptops have been provided to those students with no access to one, including 5 dominated laptops. ● Plans in place for blended learning for those self isolating.. ● Staff training continues. 	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 Returned books will be quarantined for 72 hours before being returned to library shelves 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> System in place to quarantine books. Students now have access to 12,000 virtual books via new software. 	L
Singing spreads virus through spittle or aerosol transmission	M	<ul style="list-style-type: none"> No choirs or large group singing No singing unless social distancing can be maintained and rooms are ventilated and bubbles maintained. No performance to audiences See page 54 of DFE Guidance for details 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> All precautions in place in line with national guidelines. 	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</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> In place Staff advised at briefing to ensure windows used to increase ventilation 02.02.2021 and 05/03/21. 	L
PE curriculum cannot be delivered in full whilst maintaining social distancing	M	<ul style="list-style-type: none"> Sport to be delivered outdoors wherever possible Techniques practised rather than engaging in physical contact sports unless national guidance available Sports with national body guidance prioritised and guidance put in place in full No school to school competitions until grassroot sports recommence nationally See Page 57 of DFE Guidance. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>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. 	

1.7 Staff workspaces					
<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 and those aged 11 or over in communal areas unless an exemption applies • Doors and windows will be opened to provide constant background ventilation and maximised when spaces aren't occupied by students (eg. breaks/changeover) to purge the air (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y Y Y Y Y</p>	<ul style="list-style-type: none"> • Staff rooms to be used with social distancing of staff and room capacity adhered to. • Staff previously issued 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 • Provision of a staff workroom with computers being wiped down between use • Capacity notices have been added to each office and staff area showing how many staff are able to work in the space at the same time • Staff advised at briefing to ensure windows used to increase 	<p>L</p>

				<p>ventilation and remain socially distanced wherever possible 02.02.2021 and 05/03/21</p> <ul style="list-style-type: none"> • Doors and windows are to remain open. • Facemasks to be worn by staff at all times. 	
1.8 Managing the school lifecycle					
<p>Limited progress with the school's calendar and work plan because of COVID-19 measures</p>	M	<ul style="list-style-type: none"> • School calendar for the year rationalised. • Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. • Staff recruitment to continue employing social distancing where appropriate • Re-timetabling completed • Plans and capacity in place should re-timetabling be required mid-year • Decision made and communicated early that Y11 prom can not be supported for 2021 as we will not know the restrictions that will be in place 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • School calendar continues to be reviewed in light of additional guidance and further lockdowns. • Interviews to be conducted using social distancing where appropriate. • A separate risk assessment has been completed for face to face interviews. • Panel members not normally in the Academy are being offered LFT tests at the start of the day. 	L

				<ul style="list-style-type: none"> Internal candidates to the Trust are also being offered LFT tests at the start of the day. Students and Parents to be advised re prom by academy. 	
<p>Transition for 21/22 is not in place due to lockdown/restrictions</p>	H	<ul style="list-style-type: none"> Subject to local guidance, 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 Transition, taster and open days can be planned with appropriate risk assessment and control measures in place to maintain bubbles Pastoral staff will speak with pupils and their parents about the next stage in their education and resolve any issues Regular communications with the parents and pupils are in place, including letters, newsletters and social media. Virtual tours of the school are available for parents and pupils. Online induction days for pupils and parents are in place. Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools Additional transition activity has taken place for students with identified SEND New pupils will have enhanced induction in the first weeks of the September term 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Transition activities being reviewed and planned in light of the road map out of lockdown to include a blend of virtual and face to face activities once national guidance permits. All taster plans to be signed off by Executive Principal. Primary bubbles to be kept separate from each other and existing school bubbles. Summer School offered to all new Year 7. 	M

		<ul style="list-style-type: none"> • Summer schools considered to help engage children as part of transition 			
1.9 Governance and policy					
<p>Directors are not fully informed or involved in making key decisions</p>	M	<ul style="list-style-type: none"> • Online and face to face meetings are held regularly with the Board of Directors. • The Board of Directors are involved in key decisions. • Governors are briefed regularly on the latest government guidance and its implications for the school, and updated RAs shared. 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Continuing/on going communication by D Smith and the Chair of the Academy Council. • Council meetings taking place virtually. • RA shared with Chair of the Academy Council. 	L
1.10 Policy review					
<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>	H	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • Staff, pupils, parents and governors have been briefed accordingly. 	<p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Policies revised over the summer from the Trust. Staff, Students and Parents advised. • Fire evacuation arrangements to be re sent to staff. 	L
1.11 Communication strategy					
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	H	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> • Staff • Pupils • Parents/Carers • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations 	<p>Y</p>	<ul style="list-style-type: none"> • Ongoing staff briefings and SLT meetings. • Regular texts to parents, use of twitter and website. 	L

		<ul style="list-style-type: none"> Other partners 		<ul style="list-style-type: none"> Ongoing Academy Council Meetings 	
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, and include: Infection control Fire safety and evacuation procedures Positive behaviour management Safeguarding Risk management 	Y Y Y Y	<ul style="list-style-type: none"> Staff induction and training continuing remotely where possible and socially distanced where not. Briefing day for all staff 5th March 21. Staff consultation 15/06/2021. 	L
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 is up to date or if not, planned CPD is in place Online training sought to replace or supplement training that is due to expire Support from leaders in the Trust who have up to date training 	Y Y Y	<ul style="list-style-type: none"> Staff have either attended a first aid course or have one booked in. Online courses sought for safeguarding training. 	M
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 process includes covid safety measures, safeguarding and basic health and safety training. Including using Flick Learning. 	M
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 face to face and online programmes 	Y Y	<ul style="list-style-type: none"> L & P scheduled and communicated via briefing. Support available from Deep 	L

		<ul style="list-style-type: none"> Flick online learning will support with statutory, mandatory and additional training 	Y	Learning and the SLT team. <ul style="list-style-type: none"> Increasing numbers of online training available to staff. Face to face courses booked where available. 	
Staff recruitment is disrupted due to COVID-19	M	<ul style="list-style-type: none"> Staff recruitment will continue as planned Safer recruitment checks to continue in full 	Y Y	<ul style="list-style-type: none"> Interviews held in a socially distanced manner. Separate risk assessment completed for face to face socially distanced interviews. All recruitment checks continue to be completed. 	L
1.13 Meal Provision					
Reduced food offers are available due to kitchen and dining capacity	H	<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 	Y Y Y Y	<ul style="list-style-type: none"> Reduced menu available including both hot and cold food. Maintain separate year group bubbles. FSM for those who can't attend have been switched to vouchers. 	M

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"> • Social workers and counsellor follow our risk assessments. • Separate risk assessments are completed for new activities with outside agencies. • Outside contractors to follow school risk assessment. 	<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 • Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N/A</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Survey carried out previously, most students do not access public transport to get to school. • North Lincs Council informed of students requiring taxis to get to school. • Additional handwashing and sanitising available. 	<p>L</p>

		<ul style="list-style-type: none"> • Additional hand washing and sanitising facilities available at bus parks and entrances to school. • Queuing at the school at the end of the day is managed to ensure social distancing 	<p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Face coverings to be continued to be worn in school. 	
<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 	<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"> • Dedicated minibus to take students to outlying villages - 8 students in total. • Bus company reminded of need for ventilation. • Students reminded of safety precautions. 	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 unless exempt. • Vehicles will be ventilated with windows open where possible 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • School transport organise taxi provision for vulnerable students • Liaison with LA for drop off and pick up times and locations to be implemented • Taxis are not shared unless it is with a family member • Students sanitise / hand wash upon 	L

				<p>entry and exit to school</p> <ul style="list-style-type: none"> • Students are seated in the rear of the vehicle not next to the driver and will receive communication regarding face coverings as per public transport letter • Students and driver wearing face coverings. 	
1.16 Multi-site working					
<p>Staff who normally work across multiple sites risk the spread of infection across sites</p>	H	<ul style="list-style-type: none"> • Government guidance allows staff to move between sites. • Twice weekly staff LFD testing • Office spaces will have maximum capacity numbers and homeworking will be used to support rotas where needed • If there is a need to change the designated site to manage operational risks at that site, hygiene precautions will be put in place before arriving at the new site. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Staff swapping between academies in any one day to undertake test. • LFT test to be offered to any employee visiting at start of the day. • Virtual meetings to continue where appropriate. 	M
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/welfare phone calls to those children not attending • Attendance fines will be reintroduced • EHE is discouraged where requested by parents/carers • Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed 	<p>Y Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> • Attendance monitoring in place for students and staff. • If any students aren't attending and we can't contact them, will raise a CME with LA. 	<p>L</p>
<p>1.18 Alternative Provision</p>					
<p>Control measures are not in place for children attending alternative provision or otherwise accessing part time education</p>	<p>M</p>	<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 	<p>Y Y Y</p>	<ul style="list-style-type: none"> • Risk Assessments in place and taxi with risk assessment provided. • Only currently applies to one student. 	<p>L</p>
<p>1.19 School Visits and Trips</p>					
<p>The resumption of non-overnight school visits poses risks to infection control</p>	<p>L</p>	<ul style="list-style-type: none"> • International trips must not be planned for this academic year or before 5 September 2021 • Domestic day trips which are essential to the curriculum can go ahead with appropriate risk assessment in place • Domestic residential trips which are essential to the curriculum can go ahead with appropriate risk assessments in place 	<p>Y Y Y</p>	<ul style="list-style-type: none"> • All visits to include these areas in risk assessment. • EVC advised of additional requirements. • Only curriculum essential visits to be organised. 	<p>L</p>

		<p>assessment, with additional control measures in place as required.</p> <ul style="list-style-type: none"> A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust '<i>COVID-19 Risk Assessment: School Based Asymptomatic Testing</i>' for further details). 	Y	<ul style="list-style-type: none"> Staff to be issued with home testing kits as per government guidance. Students to be issued home testing kits once 3 tests completed in school. Small testing facility to be kept available for staff moving between academies and students unable to test at home. 	
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. Working hours for cleaning staff are increased as needed Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas. Classroom timetabling is shared to ensure the classrooms are cleaned when free 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Additional cleaning of high frequency touch points in place and to continue. Cleaning in between bubbles in dining areas. All areas being utilised continue to be cleaned, including high frequency areas. Additional cleaning of empty 	L

				<p>classrooms in place.</p> <ul style="list-style-type: none"> • Cloths changed between rooms. 	
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"> • Audit of PPE completed, sanitiser, wipes and tissues ordered. • Stocks will be monitored by premises/cleaning staff • Supplies will be monitored by Facilities Manager • Wash basins have been installed 	M
<p>Pupils forget to wash their hands regularly and frequently</p>	H	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Hand washing/sanitising on arrival at school, when changing rooms, return from breaks and before and after eating • Posters and electronic messaging boards reinforce the need to wash hands/sanitise regularly and frequently. 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Posters around the building, extra sinks installed, staff to promote good hygiene. • Screens promoting hand washing and sanitising. • Staff ensuring students sanitise their hands on 	M

				entry to Academy and lessons.	
2.3 Clothing/fabric					
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 during cold weather. 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 reminded of need for flexibility on uniform depending on outside weather conditions. 	L
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	Y Y	<ul style="list-style-type: none"> Chairs will be allocated to a person Spray will be available for staff to disinfect chairs in classrooms. Teacher chairs are low risk 	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Twice weekly home LFD testing available for staff Testing and tracing in place nationally. Flowcharts provided to schools to explain what they need to do if they have a positive case confirmed. Guidance on getting PCR tested if symptomatic has been published. The guidance has been explained to staff as part of the induction process. Home PCR Test Kits issued to staff/students/parents in exceptional 	Y Y Y Y Y	<ul style="list-style-type: none"> All recommendations for mass testing have been followed see additional risk assessment. Home kits to be issued to staff and students as per guidance. Staff and students reminded of the 	M

		circumstances where attendance at a test centre is not possible.		need to report a positive LFD home test to NHS track and Trace and to Academy.	
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> ● Regular staff LFD testing and mass student testing to identify asymptomatic cases and allow isolation ● Robust collection and monitoring of absence data, including tracking return to school dates, is in place. ● 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 and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. ● 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 	<p>Y</p>	<ul style="list-style-type: none"> ● All testing to be done with consent only. ● Staff giving consent will be tested in school w/c 1/3/21 then issued with home testing kits. ● Students with consent tested three times 3 - 5 days apart on arrival in school, then issued with home testing kits. ● Staff advised of the change to the identification of close contacts by email. 	M

		<ul style="list-style-type: none"> ○ anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: ○ 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 one-off contact, or added up together over one day) ○ 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. 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> ● Updated information sent to parents, staff and students using text, twitter, website and briefings. ● Revised letter to be sent to parents by D Smith. ● Updated letters sent to parents to advise of changes. 	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. 	<p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> ● Experience with a small number of positive cases have embedded awareness 	M

		<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process, including flowcharts Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> Updates communicated to staff via briefings and parents via letter and website. 	
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"> Sufficient first aiders are available to deal with positive cases A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Y Y Y	<ul style="list-style-type: none"> First Aid training is in date. Further DSL courses are scheduled for staff. 	M
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 N/A	<ul style="list-style-type: none"> First aid room and triage room are available Triage room can ensure social distancing PPE available for first aid Isolation room and toilet in place for suspected cases and is dealt with by SLT Door kept open 	M
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>	<p>H</p>	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations as appropriate using a range of communication tools. A COVID-19 section on the school website is created and updated. 	<p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> All communication re covid on home page of the website. Regular communications sent to parents. Updated risk assessment on website. Letter sent home regarding all changes. 	<p>M</p>
<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	<p>H</p>	<ul style="list-style-type: none"> Key messages in line with government guidance are communicated as necessary via email, text and the school's website. 	<p>Y</p>	<ul style="list-style-type: none"> Parents are regularly reminded of guidance. Guidance on home testing to be sent out once issued by Government. 	<p>H</p>
<p>2.8 Personal Protective Equipment (PPE)</p>					
<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<p>H</p>	<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. 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Video shown at inset day. All those involved in testing have had additional training PPE supplied by Government as part of school testing kits. 	<p>M</p>

		<ul style="list-style-type: none"> Staff are reminded that the wearing of gloves is not a substitute for good handwashing. 			
2.9 Catering					
<p>Dining space can not cater for numbers of children with appropriate cleaning and hygiene</p>	H	<ul style="list-style-type: none"> Secondary - additional dining spaces identified if needed Secondary - all students facing same way and social distancing in place by removing use of seats Dining spaces cleaned between bubbles or bubbles kept separated due to small numbers Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Sports hall and dance studio to continue to be used as additional spaces. Doors and windows to be kept open. Cleaning in between bubbles to continue. Range of food available to be increased in line with available space in the kitchen to prepare food in a socially distanced manner. 	M
2.10 Finance					
<p>Cash brought into the academy spreads the virus through handling</p>	M	<ul style="list-style-type: none"> Cashless is encouraged at all times Parent letters requesting that cash is not used and accounts are topped up from home Any cash brought in is placed in the safe for 72 hours and hand immediately washed 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Cashless catering has now been installed. No cash accepted. 	L
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"> Those that are brought should be accepted, hands washed and then quarantined as appropriate. 	<p>Y Y</p>	<ul style="list-style-type: none"> Hands to be washed after accepting gifts. Quarantine gifts as necessary. 	<p>L</p>
<p>3. Maximising social distancing measures</p>					
<p>3.1 Pupil behaviour</p>					
<p>Pupils' behaviour does not comply with social distancing guidance</p>	<p>H</p>	<ul style="list-style-type: none"> Staff model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured to support social distancing and are closely supervised. The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. Messages to parents reinforce the importance of social distancing. 	<p>Y Y Y Y Y Y</p>	<ul style="list-style-type: none"> Expectations continue to be made clear. Sanctions in place for deliberate disruption to learning or good order of the academy. Systems in place to support learning and student behaviour. ACE programme Behaviour Policy addendum Students in bubbles. Learning walks continuing. 	<p>M</p>
<p>3.2 Classrooms and teaching spaces</p>					

<p>The size and configuration of classrooms and teaching spaces does not support government guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible. • Arrangements are reviewed regularly. • Unnecessary equipment removed from classrooms • Equipment in practical subjects will be cleaned between use by different bubbles or additional items purchased so that items are not shared beyond the bubble • Tables in rows with children facing the front to avoid face to face • Entering and exiting the classroom is 'one person at a time' • Doors and windows will be opened where possible (in line with previous section on ventilation) 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> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Surplus desks have been removed from classrooms. • All students face front where possible. • Staff reminded of the importance of ventilation 5/3/21. • Use of small classrooms or those with poor ventilation minimised. • Windows and doors to remain open. 	<p>L</p>
<p>3.3 Movement in corridors</p>					
<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>H</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Posters in corridors and circulation areas on social distancing • Floor markings in key areas • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • In Secondary, staff meet and greet students on the corridor to promote social distancing • Social time change overs are staggered to avoid overcrowding. • Appropriate supervision levels 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>	<ul style="list-style-type: none"> • One way systems in place • Staff to be on corridors to greet students. • .Students brought in to class as soon as possible. • Dining spaces at different ends of school to prevent 	<p>M</p>

		<ul style="list-style-type: none"> • Accessible routes have been planned where necessary. • Face coverings must be worn by staff in communal areas where 2m social distancing cannot be maintained, unless an exemption applies • Doors and windows will be opened to provide constant background ventilation and maximised when spaces aren't occupied by students (eg. breaks/changeover) to purge the air (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>crossing of bubbles in circulation.</p> <ul style="list-style-type: none"> • Staff (unless exempt) to wear masks in communal and circulation spaces where social distancing is not possible. • Staff and Students to wear face masks. 	
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 • Social distancing signage is in place around the school and in key areas • Additional handwashing/sanitising facilities in place and encouraged after break times • Face coverings must be worn by staff in communal areas unless an exemption applies 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Staff on duty ensuring students adhere to guidance. • Face coverings to be worn by staff and students (unless exempt) in communal areas where social distancing is not possible. 	M
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> • Pupils wash/sanitise their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Students to continue to be offered a grab bag for cold food and disposable 	M

		<ul style="list-style-type: none"> • Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home. • Water fountains restricted to bottle filling only. • Additional arrangements are in place, such as staggering lunch times, or pupils eating in classrooms or other spaces. • Eating areas are cleaned between bubbles by catering, cleaning or MSA staff. • Face coverings must be worn by staff and those aged 11 or over 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>	<p>containers for hot food.</p> <ul style="list-style-type: none"> • Only one bubble in dining halls at any one time. • Doors to be left open. • Additional outside seating provided. • Enhanced cleaning between bubbles. • Furniture in dining room arranged to encourage social distancing. • Students to sanitise hands on entry to dining hall and pin recorder to be wiped between students. 	
3.6 Toilets					
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	H	<ul style="list-style-type: none"> • Separate toilets for different bubbles where possible • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Enhanced cleaning in place for toilets. • Windows to be open where possible. • MEchanical ventilation to be set to fresh air. 	M

		<ul style="list-style-type: none"> 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> <p>Y</p>	<ul style="list-style-type: none"> Face masks to be worn for staff and students. 	
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. PPE provided in medical room for first aiders Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> All precautions in place. 	M
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Social distancing points are clearly set out. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Screens between Receptionist and visitor installed if not already in place 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Visitors to school minimised. Visitors asked to wear face covering in communal and circulation spaces. 	L

		<ul style="list-style-type: none"> Meeting room identified for essential meetings where social distancing can be complied with. Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. Visitor logs kept to support Track and Trace Face coverings must be worn by staff and those aged 11 or over 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> <p>Y</p>	<ul style="list-style-type: none"> Deliveries to back door and quarantined. Board room used for socially distanced meetings. Sanitiser in reception. Receptionist takes the temperature of any visitors. 	
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Start and finish arrangements are in place to mitigate against congregation of large groups The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage. Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to present themselves on site beyond designated drop off/pick up points 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Mitigating arrangements in place for waiting areas at start of school. All entrances utilised. 	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. 	<p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Most students do not use public transport. Reminders given to those that do. 	M

		<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 	<p>Y</p> <p>Y</p> <p>Y</p>		
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken to allow for social distancing between staff. Hot desking will be stopped, only one member of staff allocated to a desk unless it can be cleaned between users Face coverings must be worn by staff and those aged 11 or over 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>	<ul style="list-style-type: none"> Staff reminded to adhere to maximum occupancy notices. Staff to take breaks in their classroom or office wherever possible. Windows to be kept open. 	M
3.12 Catering					
Social distancing is not possible in kitchen/catering areas	H	<ul style="list-style-type: none"> 1 member of staff in small areas e.g. fridges, store rooms at any time Staff instructed in social distancing PPE provided if social distancing can not be maintained Catering staff advised on more frequent hand washing as well as before and after preparing food 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Maximum occupancy of store rooms and changing rooms advised. Menu's revised to provide hot and cold alternative 	M

		<ul style="list-style-type: none"> Catering staff advised to remain behind the counter during serving Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>and appropriate portion sizes.</p> <ul style="list-style-type: none"> Briefing held with Catering Manager and Business Manager. Visors available if social distancing is not possible, to be worn with a face covering as well. Contingency with Brumby if staff have to isolate. 	
3.13 Home Visits					
Staff are placed at risk of contracting COVID whilst undertaking home visits	M	<ul style="list-style-type: none"> Social distancing will be maintained throughout - knock on door and step back 2m All usual control measures for home visits should also be followed Additional risk assessment for home visits circulated to relevant staff 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> RA to be reviewed before any visit is made. 	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon Individual risk assessments undertaken for any student identified being at higher risk e.g. BAME, ECV and actions put in place in agreement with student/parents 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Students identified and appropriate measures in place to be led by Inclusion. No students with hearing difficulties currently in school. 	M

		<ul style="list-style-type: none"> • 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 	Y Y			
4.2 Staff with underlying health issues						
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	H	<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 GP/consultant/midwife or current government advice. • Individual staff risk assessments undertaken and updated for the return of staff who were shielding where additional risk factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable • Current government guidance is being applied 	Y Y Y Y	<ul style="list-style-type: none"> • All staff emailed 24/02/21 to ask them to advise school if they have recently been advised that they now fall into the CEV category. • All current individual risk assessments to be updated on 5th March. • Risk Assessments updated for all CEV staff. 	M	
5. Enhancing mental health support for pupils and staff						
5.1 Mental health concerns – pupils						
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. 	Y Y	<ul style="list-style-type: none"> • Wellbeing sessions built into tutor group time. 	M	

		<ul style="list-style-type: none"> • 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. 	Y Y	<ul style="list-style-type: none"> • Mental wellbeing signposted on website. • Designated staff trained in wellbeing/mental health. 	
Additional safeguarding concerns are identified on children's return to school	H	<ul style="list-style-type: none"> • All staff received safeguarding training as part of the INSET on the first day of term • New starters receive training as part of induction 	Y Y	<ul style="list-style-type: none"> • Arrangements to be made to allow additional time for DSL and Deputy if needed. 	M
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> • Staff 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 	Y Y Y Y Y	<ul style="list-style-type: none"> • Staff are encouraged to talk to HR with any concerns. • Staff wellbeing site being developed. 	L
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> • Staff Pulse survey is used regularly to check on wellbeing • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Y Y Y Y	<ul style="list-style-type: none"> • Appropriate work to be agreed to support students. 	M

5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. Bereavement training delivered to over 500 staff during June 2020 	Y Y Y	<ul style="list-style-type: none"> Trained staff in place if needed. 	M
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Bubbles not mixing Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. PEEPs reviewed and updated 	Y Y Y Y Y Y Y	<ul style="list-style-type: none"> Revised fire evacuation arrangements sent out to staff. Bubbles will be escorted to assembly area and staff will do a sweep. Fire drill to be held when students are back in school. 	L
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Y	<ul style="list-style-type: none"> Bubbles maintained 	L
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y	<ul style="list-style-type: none"> Deputy Marshall is identified in procedure. 	M
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. • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies • 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> <p>Y</p>	<ul style="list-style-type: none"> • Full induction completed for contractors. • Premises Manager to continue to check risk assessments for appropriate covid measures. • Work to be scheduled for before school or after the students have gone home where possible. • Face coverings to be worn. 	<p>L</p>
<p>7. Finance</p>					
<p>7.1 Costs of the school's response to COVID-19</p>					

<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"> Regular updates continue to be held with Finance. Regular reports to Academy Council. 	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 online and face to face. The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Regular updates continue to be provided to Chair and Vice. Regular Academy Council meeting continue to be held virtually. 	L
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>Site staff sharing tools and increasing risk of infection</p>	M	<ul style="list-style-type: none"> Additional small items purchased to allow non-sharing 	<p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Tools cleaned between use. 	L

		<ul style="list-style-type: none"> • Cleaning of larger items between users 		<ul style="list-style-type: none"> • Joint work kept to a minimum. 	
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. • LFD Testing in place for all staff and students 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 • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies 	Y Y Y Y	<ul style="list-style-type: none"> • Staff to be reminded at briefing of all measures in place. • Testing in place. • Hand sanitiser and hand washing facilities available. • Any additional local measures to contain a local outbreak will be introduced. • Face masks to be worn by staff and students. 	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 63.3 per 100,000, slightly below national average. 			
11. Exam Series					
Normal exam conditions do not promote control measures	M	<ul style="list-style-type: none"> • Any formal testing to take place in normal classroom conditions to maintain integrity of bubble arrangements except for year 10 mocks. • Students reminded to bring their own stationery • Exam invigilators will wear face masks throughout the exam and in circulation/corridors • Additional SLT identified if exam invigilators are unavailable. 	Y Y Y Y	<ul style="list-style-type: none"> • Students will be sat in a chequerboard pattern so they are 2m away from each other for mocks. • All students will face the front. • Doors will be open to provide ventilation. • Staff to wear masks to hand out and collect in 	L

				<p>papers and equipment.</p> <ul style="list-style-type: none"> • Year group bubbles to be maintained. • Seating plans will be available for track and trace procedures. 	
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- Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows:

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

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

- Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings).
- Any pupil or staff member needs to go home immediately if they have symptoms. They should take a PCR test as soon as possible.
- A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids.
- If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.
- Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19).

In addition:

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

2. Face Coverings

- Current government guidance regarding the wearing of face masks is followed
- All adults wear a mask or face covering in communal areas (such as corridors and halls) where 2m social distancing cannot be maintained, excluding those with medical exemptions
- Face coverings are worn by adults and children over 11 when travelling on school buses and public transport.

3. Clean hands thoroughly more often than usual

- Handwashing / sanitising is promoted throughout the school day.
- Bubbles are assigned specific toilets and sinks where possible
- Additional handwashing/sanitising facilities have been installed

- Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.

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

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

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

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

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

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

7. Keeping Occupied spaces well ventilated

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

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

- Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice

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

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

9. Promote and engage in asymptomatic testing, where available

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

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

Home testing twice a week available for all secondary staff

Home testing twice a week available for all primary staff

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

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

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

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

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

- The contact details for the 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.