

## Introduction

The government plan is for the full return of all pupils from September 2020: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

School employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school compliant with guidance. General information on how to make a workplace compliant, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the [HSE guidance on working safely](#).

This risk assessment checklist/tool is based on Government guidelines on COVID-19 as at 2<sup>nd</sup> July 2020 and is provided to help schools to prepare and decide arrangements for an increased number of children attending/returning to school. It remains subject to change at a short notice as updates are received from the Department for Education (DfE). [EYFS guidance](#) should be considered for Nursery Schools and Nursery Classes.

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

The Risk Assessment below details specific measures but as an overarching summary:-

### Core Principles

- Stay at home if you are ill
- Self-hygiene
- Academy cleaning regime
- Test and trace engagement
- Reduce contact in school
- Maximise distance in school where possible
  - Bubbles – year group or class
  - Avoid contact between bubbles
  - Forward facing desks
  - Staff and pupil distance where possible
- Minimise contamination.

## Systems of Controls

### 1. Prevent

You must:-

- a. Stay at home if unwell
- b. Clean your hands
- c. Catch it, bin it, kill it
- d. Enhance cleaning regimes
- e. Minimise contact

You should try to

- f. Social distance where possible

The 2 mandatory cases for wearing PPE remain – when dealing with a symptomatic member of staff or student or where you normally do in intimate care situations.

### 2. Respond to Infection

- a. Engagement with test and trace (and engagement with [absent@e-act.org.uk](mailto:absent@e-act.org.uk) in all cases)
- b. Management of confirmed cases
- c. Contain local cases alongside PHE

<b>Name of Academy</b>	DSLIV Primary
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<b>Consulted With</b>	<b>Date and How</b>	<b>Comments</b>
Staff	13.07.20 Reopening Plan shared with staff.	Comments and discussion invited – none received to date 27.07.20.
Parents	17.7.20 Letter outlining arrangements	Points raised at forum were mainly individual to the parents present, but in general centred

	22.07.20 3pm Parent Forum	around SEND provision including social distancing with these pupils; staggered drop-off/collection arrangements; catch up management given the range of completion of online work throughout closure period.
Unions	23.7.20 10am Consultation meeting	5 unions invited (Unison, NEU, NASUWT, GMB, Unite) 2 attended (Unison and NEU).  Points raised included the removal of pupils from class in the event of behaviour issues and the 'holding' place for these – cross contamination of bubbles; appropriate protection of support staff, in particular cleaning staff; request for CleanTec RA when available.

## Links to related published guidance notes to be referred to alongside the Model Risk Assessment

### Links to DfE Guidance

As new guidance is produced weekly, please refer to [www.gov.uk](http://www.gov.uk) for updates

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance#updating-risk-assessments>

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

<https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers>

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Lack of certainty over returning numbers	<ul style="list-style-type: none"> <li>Planning for full attendance of all year groups</li> </ul>	Y	Clear timetable in place outlining the reopening for all year groups with staggered starts, breaks, lunches and collection times.	JC
	<ul style="list-style-type: none"> <li>Phased return arrangements in place for year groups / pupils</li> </ul>	Y	Phased return in place for N and Year R remaining year groups return from Wed 2 <sup>nd</sup> Induction sessions planned for Nursery and Reception	JC
	<ul style="list-style-type: none"> <li>Support for pupil/parent anxiety about return to school and vulnerability to COVID-19</li> </ul>	Y Y	Parent information letter Invited to Parent Forum R & R Curriculum for pupils	JC/GH
		In progress	Welfare checks to confirm numbers as far as possible.	JC RT/GH
	<ul style="list-style-type: none"> <li>Children with known medical conditions identified</li> </ul>	In progress	All families contacted and all will be returning in September based on current guidelines (RA required for 1)	GH
		Y	Welfare calls requesting return by 16.07.20	
	<ul style="list-style-type: none"> <li>Any specialist equipment required is returned to school/additional equipment made available to support return</li> </ul>	Y		SC
	<ul style="list-style-type: none"> <li>Home to school transport in place where required</li> <li>Readiness to implement Test and Trace with a process in place for visitors/peripatetic etc.</li> </ul>		SS arranged taxi to be confirmed for September  Essential visitors only, recording log for visitors attending school in primary reception area	CB  CR

<p><b>Number of staff available is lower than that required to teach classes in school</b></p>	<ul style="list-style-type: none"> <li>• The health status and availability of every member of staff is known and is regularly updated including the initial review of staff who had previously been identified as vulnerable.</li> <li>• All staff who have received previously a 1:1 risk assessment are offered a review especially where they have previously been identified as someone who was to work from home.</li> <li>• Flexible and responsive use of professional services and pastoral staff to supervise classes is in place.</li> <li>• Contingency planning in place and additional resource identified and budgeted.</li> </ul>	<p>Ongoing</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>All staff now in school on a regular basis, 1:1 welfare to discuss September, use of SAM to record staff info All staff continue to be available as of 27.8.20</p> <p>Invite all staff to a RA review prior to reopening All invited and additionally prompted – none required Staff timetables completed with appropriate cover allocated for PPA</p> <p>Contingency plan in place, including use of support from DSLV Secondary, use of welfare team, SLT cover and agency staffing.</p>	<p>JC</p> <p>JC</p> <p>JC</p> <p>JC/SB</p>
<p><b>Plans are not in place to identify number of classrooms and additional furniture or social distancing measures for each year group</b></p>	<ul style="list-style-type: none"> <li>• SLT and site management team meeting to review school site and specify entry/exit points and classroom use</li> <li>• All classrooms being fully utilised for each class/year group and reorganised to allow front facing desks</li> <li>• Furniture items to be arranged to be front facing (may need to acquire additional more suitable furniture e.g. replacing round tables with front facing desks</li> <li>• Spaces identified for use to support mitigating risk of contamination – i.e. holding areas for pupils in different class / year group bubbles arriving on a staggered basis, room for pupils / staff showing symptoms before being collected.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Meeting and site walk to confirm extension of existing measures and signage</p> <p>Classrooms organised to have front facing desks Circular tables in N and YR will remain but additional space available for social distancing and limit of 2 chairs per table, forward facing</p> <p>Isolation room identified for any pupil showing symptoms Separate entry points to the building provide separation of class/year group bubbles</p>	<p>JC/SB</p> <p>JC/HC</p> <p>JC/HC</p> <p>JC</p>

	<ul style="list-style-type: none"> <li>In Nursery where additional space is identified for accommodating 2-year olds and under 2's then the school will need to register the space for use with Ofsted using the current interim process.</li> <li>Engagement of appropriate services for families not engaging</li> </ul>	N/A	N/A	
	<ul style="list-style-type: none"> <li>Curriculum leads in school meet regularly to review impact of plan</li> <li>Room usage regularly reviewed during school operation when returning and changes made and recorded.</li> </ul>	Y	Attendance/Welfare Team to identify and support families not engaging and follow up with a personalised plan to support return	CB/LT
		Y	SLT to meet weekly and review	JC/LS/MP/SC
		Y	Daily review of room usage through site walks	JC/LS/MP/SC
<b>Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance</b>	<ul style="list-style-type: none"> <li>Agreed new timetables and confirm arrangements for each class/ year group to allow for reduced interaction between year groups. Reduce the need to move between basic class spaces.</li> </ul>	Y	Classes to remain in class bubbles and time table in place. Movement during lessons required for PE ; to and from playground and hall for breaks and lunch	JC
	<ul style="list-style-type: none"> <li>Classrooms re-modelled, with chairs and desks front facing and spaced to allow for social distancing by the teacher.</li> </ul>	Y	Front facing desks in every classroom Circular tables in N and YR will remain but additional space available for social distancing	JC/HC
	<ul style="list-style-type: none"> <li>Spare furniture removed that will not be used.</li> </ul>	Y	Spare furniture stored by site team	HC
	<ul style="list-style-type: none"> <li>Clear signage displayed in classrooms promoting social distancing and hygiene.</li> </ul>	Y	Signage will be extended to all classrooms and areas of school in use	HC
	<ul style="list-style-type: none"> <li>Hand washing and sanitiser facilities identified for each learning area. Additional items required installed.</li> </ul>	Y	Hand washing and sanitisers facilities extended to all classrooms	HC
		N	Packs or virtual learning to be arranged by class teachers	SC

	<p>Arrangements in place to support pupils when not at school with remote learning at home.</p> <ul style="list-style-type: none"> <li>In primary schools, classes stay together with their teacher and do not mix with other pupils.</li> <li></li> <li>In secondary schools the year group stays together and does not mix with other pupils.</li> <li>Staff that cover absence are recorded against the bubble they teach and recorded for track and trace purposes.</li> <li>The EYFS environment is re-organised to meet requirements of social distancing including groups who do not mix with other children or other small groups</li> <li>Encourage use of outdoor space, especially for PE / Sports on a non-contact basis.</li> </ul> <ul style="list-style-type: none"> <li>Staggered lunchtimes to align with staggered start and finish times.</li> <li>Consider lunchtimes in the classroom for younger year groups.</li> </ul>	<p>Y</p> <p>N/A</p> <p>Ongoing</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>where appropriate (No students identified yet)</p> <p>Staggered arrival/exit times for year groups, with allocated break and lunchtimes to avoid mixing bubbles Lunchtime use of hall co-ordinated in opposing halves to allow for cleaning between bubbles N/A</p> <p>Any cover required will be recorded for track and trace purposes. More space available to EYFS from September to meet requirements of social distancing. PE lessons will take place outdoors weather permitting. Equipment used to be held by class teacher and cleaned before return. If hall needs to be used then cleaning will take place and activity modified to minimise contact and exertion Timetable for staggered lunch times reflect the start times for each group and age considered. With provision of hot meals and the availability of two halls lunchtimes can take place in the halls with opposing sides being utilised to allow for cleaning routines</p>	<p>JC</p> <p>CR</p> <p>GH/SS</p> <p>JC</p> <p>JC</p> <p>JC/HC</p>
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			to be implemented between bubbles. Table service to be provided to reduce contact points.	
<b>There is a need for additional space to allow for curriculum to be fully delivered</b>	<ul style="list-style-type: none"> <li>Identify available large spaces and appropriate timetabling e.g. dining areas, halls, studios, particularly in outdoor areas.</li> <li>Large gatherings and assemblies prohibited.</li> </ul>	Y	Space available on premises within classrooms and outdoor spaces	JC
	<ul style="list-style-type: none"> <li>Design layout and arrangements in place to enable social distancing.</li> </ul>	Y	TEAMS to be used for assemblies with classes remaining in classrooms	JC
	<ul style="list-style-type: none"> <li>The EYFS environment is re-organised to meet requirements of social distancing</li> </ul>	Y	Extension of existing measures and signage into new areas of school to be used	HC/JC
		Y	Area currently in use and meeting requirements – small alterations to be made to accommodate any changes in guidance	GH/SS
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	<ul style="list-style-type: none"> <li>As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A standard guide to the risk assessment and operating procedures pre-opening will be provided by the Trust to complement local communications.</li> </ul>	In progress	3.07.20 Trust letter sent regarding reopening taking place. Academy letter to parents outlining return dates sent 17.07.20 Trust Guidance Document to be sent when available	JC/Trust
	<ul style="list-style-type: none"> <li>A parental version of the final Risk Assessment (above) is made available, published on the web site and a mechanism to record and implement any parental feedback is in place.</li> </ul>	N	22.07.20 Parent Forum Welfare checks enable discussion	JC/Trust
	<ul style="list-style-type: none"> <li>Consider parent and pupil handbooks reflecting changes to usual school policy</li> </ul>	Y	RA to be published upon approval	JC
	<ul style="list-style-type: none"> <li>Advice is made available to parents on testing arrangements for COVID-19</li> </ul>	Y	Ongoing concerns raised through <a href="mailto:DSLVenquiries@E-Act.co.uk">DSLVenquiries@E-Act.co.uk</a> Academy parent letter outlines main changes	JC/BM

	<ul style="list-style-type: none"> <li>• Clarify arrangements for pick-up/drop-off, breaktimes, <del>as well as expectations for free study periods</del></li> <li>• Nursery include arrangements for personal care e.g. nappy changing/feeding/sleep arrangements etc</li> </ul>	Y	Trust Guidance Document for parents Policy changes shared on website Pupil handbook outlining changes to be created and shared prior to return Advice to go on Website and leaflet produced to give to parents of child presenting with symptoms. Contained in academy letter to parents sent 17.07.20 Reminder to be sent just prior to return and included in pupil/parent handbook – all sent 27.8.20 Existing measures in place Repeat consent gained by parents on return and explanations regarding use of PPE by staff should it be needed. Updated care plans for older children requiring changing	JC  GH
<b>Parents and carers may not fully understand their responsibilities should a child show symptom of COVID-19</b>	<ul style="list-style-type: none"> <li>• Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website and verbally. Community languages are considered.</li> </ul>	Y	Updated Trust Guidance Information to be shared with parents and reiterated on the website, social media and at Parent Forum EAL Support teacher to recreate testing leaflet in alternate languages and be used for follow up conversations with families where language may be a barrier	JC/JP
		Y	Continue with current protocol	JC/SC/SB

	<ul style="list-style-type: none"> <li>• Clear procedures in place where a child falls ill whilst at school in line with this guidance.</li> <li>• Ensure isolation room identified,</li> <li>• Ensure contact details of families are up to date.</li> <li>• Immediate notification to <a href="mailto:absent@e-act.org.uk">absent@e-act.org.uk</a> in every case where a student/staff is symptomatic</li> </ul>	<p>Y</p> <p>In progress</p> <p>Y</p>	<p>Staff trained and aware of procedure SLT to collect a symptomatic child from September In place since June 2020 with appropriate PPE; donning/doffing guidance and regularly checked</p> <p>Welfare calls in June 2020 checked latest contact details Data collection for new starters in September Further checks in September to capture changes over 6 week holiday period Already in use – continue with current practice Weekly reminders to staff/parents</p>	<p>JC/HC</p> <p>JC/CB/LT</p> <p>JC</p>
<p><b>Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place</b></p>	<ul style="list-style-type: none"> <li>• Ensure message around staying home if ill is reinforced.</li> <li>• Clear communication around hygiene guidance.</li> <li>• Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family</li> <li>• Nursery arrangements in place to change bedding regularly to reduce the risk of infection</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Continue to regularly share this message through weekly newsletter – signage is around and outside the building.</p> <p>Signage all around school and on the website</p> <p>Continue to share this message – signage in place around the Academy.</p> <p>Monitoring of use by nursery staff with immediate removal/replacement and washing to be initiated – staff aware</p>	<p>JC/CR</p> <p>HC</p> <p>JC</p> <p>GH</p>
<p><b>The start and end of the school day create risks of breaching social distancing guidelines</b></p>	<ul style="list-style-type: none"> <li>• Start and departure times are staggered.</li> </ul>	<p>Y</p> <p>Y</p>	<p>Time table created with staggered timings</p> <p>Arrangements in place – entrance to grounds varied</p>	<p>JC</p> <p>JC</p>

	<ul style="list-style-type: none"> <li>The number of entrances and exits to be used is maximised; where possible different groups to enter through their own access point.</li> <li>Staff, parents 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 and parents are informed that gathering at school gates needs to be minimised.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> <li>A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress.</li> </ul>	Y  Y  Y  Y	<p>where possible and entrances to buildings are via year group doors Updated plans shared with staff on 13.7.20 and reminders on 1.9.20 training day Academy Parent letter outlines arrangements for parents sent 17.07.20 Parent/Pupil handbook will outline arrangements for children New arrangements to be shared with staff and parents once agreed by RED and ROD SLT members will be visible to support parents and pupils at all entrances Existing markings to be extended to new areas of building to be used R&amp;R break out room available area for children in distress Staff aware and already implementing</p>	JC  JC  JC/HC  JC/GH
<b>Daily attendance registers for new cohorts are not in place</b>	<ul style="list-style-type: none"> <li>Completion of school daily attendance registers</li> <li>Completion of DfE daily submission (if still applicable)</li> <li>Regular reporting and monitoring of attendance</li> </ul>	Y  Y	<p>Class teachers to take register via SIMs Data Manager to continue to share daily submissions with DFE Re-introduction of attendance policy, procedures and reporting</p>	ED/CB/LT  SSp  ED/CB/LT

<p><b>The school is unable to provide breakfast clubs, lunch clubs and after-school clubs</b></p>	<ul style="list-style-type: none"> <li>• Feasibility on continuation or reimplementation of wrap-around provision.</li> <li>• Communicate decisions to parents</li> </ul>	<p>Y</p> <p>Y</p>	<p>Unable to offer breakfast club at this time – breakfast will continue to be delivered to classrooms where staff will distribute to children Academy Letter to parents sent 17.07.20 with reminder sent 26.8.20</p>	<p>JC</p> <p>JC</p>
<p><b>Meals are not available for all children in school</b></p>	<ul style="list-style-type: none"> <li>• Communication with catering provider to implement staggered break and lunch schedule in line with school operating plan.</li> <li>• Catering provider must complete separate risk assessment for catering staff and kitchens</li> <li>• School must risk assess any of their own staff involved with catering provision.</li> <li>• Cleaning at all times in between different bubbles using the same communal area.</li> <li>• Alternative arrangements in place for provision of school meals if necessary</li> <li>• Usual considerations in place for dietary requirements</li> </ul>	<p>Y</p> <p>Y</p> <p>N/A</p> <p>Y</p> <p>N/A</p> <p>In progress</p>	<p>Staggered timetable developed 16.7.20 Meeting arranged to gather information New menu to be organised in order to ensure most likely options will be eaten due to lack of choice to avoid waste and alleviate queuing – to be sent to EQ to be distributed to parents prior to return Separate risk assessment completed by Aspens. Completed but awaiting copy</p> <p>N/A</p> <p>Hall to be divided into two halves and alternated halves used for different bubbles allowing cleaning in between. N/A</p> <p>Usual dietary requirements for children already on roll Awaiting new data collection for new starters in reception</p>	<p>JC/JP</p> <p>JP/Aspens</p> <p>JC/HC</p> <p>CR/KT/SS/GH</p>

<p><b>School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19</b></p>	<ul style="list-style-type: none"> <li>Safeguarding remains highest priority and policy is updated to reflect changes</li> <li>All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school</li> <li>School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements</li> <li>Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency</li> </ul>	<p>Ongoing</p> <p>Y</p> <p>N</p> <p>Y</p>	<p>Safeguarding Addendum adopted for June re-opening and posted on website. Policy will be updated as further DfE and Trust guidance is circulated.</p> <p>Safeguarding Training for all staff on 1<sup>st</sup> Sept.</p> <p>Fire Exit Routes to be reviewed to minimise the compromising of year group bubbles.</p> <p>Fire Drill to be carried out on 3<sup>rd</sup> Sept.</p> <p>Lockdown procedures amended by students sitting under desk rather than collecting at designated point.</p> <p>Whole Academy drill on 4<sup>th</sup> Sept.</p> <p>Pupils to be informed and reminded of changes by staff</p> <p>R&amp;R curriculum to be used on first day back to communicate directly with pupils</p> <p>Website</p>	<p>BM/JC</p> <p>BM/JC</p> <p>JC/HC</p> <p>JC/HC/BM</p>
<p><b>Higher risk of increased disclosures from returning pupils</b></p>	<ul style="list-style-type: none"> <li>DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupil</li> <li>Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision</li> </ul>	<p>Ongoing</p> <p>Y</p>	<p>14.7.20 Safeguarding Team structure confirmed</p> <p>Welfare and Attendance Team in place.</p> <p>Daily intervention in First week of September for those</p>	<p>JC/BM/CB/LT</p> <p>JC/BM/CB/LT</p>

	<ul style="list-style-type: none"> <li>Multi-agency arrangements in place to support early help</li> </ul>	Y	<p>not attending. Period of grace finishes on 21<sup>st</sup> September and procedures followed as appropriate.</p> <p>Well established history of strong communication and multi-agency working but sometimes compromised by the capacity of support agencies.</p>	JC/BM/CB/LT
<p><b>Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school</b></p>	<p>Academy arrangements for dealing with pupil well-being to be inserted here to cover:-</p> <ul style="list-style-type: none"> <li>Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently.</li> </ul>	Y	<p>Audited current capacity and have sufficient capacity; remaining staff requiring training will be prioritised in accordance with the training schedule.</p> <p>Relationship and Recovery Curriculum delivered to newly attending groups/classes Teachers have already attended training on this prior to June reopening (wb1.6.20).</p>	BM
	<ul style="list-style-type: none"> <li>Train staff on teaching about mental wellbeing and then use tutor times to support students in rebuilding friendships and social engagement, equipping them to respond to issues linked to coronavirus and improving their physical and mental wellbeing.</li> </ul>	Y	<p>Continue the strong work already in place. Welfare team continue to monitor the most vulnerable or identified pupils</p>	RT/GH
	<ul style="list-style-type: none"> <li>Provide focused pastoral support where individual issues are identified, drawing on external support where necessary.</li> </ul>	Y	<p>KS2 Home Room is in place/use as a safe space for pupils to access. It is equipped with sensory resources, de-escalation materials and provides a comforting mindful environment.</p>	CB/LT/BM
	<ul style="list-style-type: none"> <li>Details of new space funded and created over the summer to be inserted here.</li> </ul>	In progress		JC/RT/GH

			KS1 Break out room is available for use	
<b>Pupils' behaviour on return to school does not comply with social distancing guidance</b>	<ul style="list-style-type: none"> <li>• Clear messaging to pupils on the importance and reasons for social distancing, 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> </ul>	Y	Existing signage to be extended to all classrooms and spaces. R&R Curriculum TEAMS assemblies to be held where possible 1/3 of children already familiar with routines.	JC/HC/Class teachers
	<ul style="list-style-type: none"> <li>• Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice</li> </ul>	Y	There will be no expectation of social distancing for EYFS. All other children to follow guidelines to best of their ability	JC/GH/SS
	<ul style="list-style-type: none"> <li>• Staff model social distancing consistently.</li> </ul>	Y	Continue to model as in current situation and in line with latest guidance	All
	<ul style="list-style-type: none"> <li>• The movement of pupils around the school is minimised.</li> </ul>	Y	Timetables developed to ensure minimal movement Staggered movement implemented For those children needing additional support outside of the classroom, due to behaviour, SLT and the welfare team will be available for this in designated spaces. These spaces will then need to be cleaned appropriately to avoid cross contamination of bubbles.	JC
	<ul style="list-style-type: none"> <li>• Large gatherings are avoided.</li> </ul>	Y	No large gatherings	JC/All staff
	<ul style="list-style-type: none"> <li>• Break times and lunch times are structured and closely supervised.</li> </ul>	Y	All times structured and supervised as per the plan – rota to be created and circulated. Year group staff rotate to cover all paytimes.	JC



	<ul style="list-style-type: none"> <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 to reinforce the importance of and exhibit social distancing.</li> </ul>	Y	Policy shared and signed by all staff and available on Academy website	BM
		Y	SLT to continue to review and monitor all social areas	JC/LS/MP/SC
		Y	Guidance on Academy website, posters on site and messages sent by email/text.	JC/BM/HC
<b>Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened</b>	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified.</li> <li>Exam syllabi are covered where appropriate</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning</li> <li>Consider the response to young children who have fallen behind in their self-care skills</li> <li>School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school</li> </ul>	Y	Year group baseline assessments completed upon return to school	JC/Class teachers
		Y	Use of virtual platform needs to be changed and in place by the end of September. Homework implemented according to policy	SC
		Y	Year 6 SATs strategy to be implemented	JC/MP
		Y	LSA allocated to year groups/classes to support SEND/PP children in particular in relation to intervention.	JB/RT/JC
		Y	Interventions to be determined for gap getting	CB/LT
		Y	Support of welfare team available	CB/LT
		Y	All ready attending school as part of V group and will continue to do so; monitor	
<b>School unable to meet full provision required in line with EHCP</b>	<ul style="list-style-type: none"> <li>Review individual pupil's EHCP to consider what can reasonably be provided whilst in school</li> <li>Where EHCPs have been adapted to make any allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan</li> </ul>	Y	Reviewed and targeted support by Dep SENCo	RT
		Y	Amendments made according to guidance	RT

	<ul style="list-style-type: none"> <li>• Access support through health and social care offer</li> </ul>	Y	RSA referrals/assessments continue virtually where possible	JB/RT
<b>What can we do differently for SEN/D students so they transition smoothly back into school and make up for lost curriculum time?</b>	<ul style="list-style-type: none"> <li>• Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on students' return, including external agencies.</li> </ul>	Y	<p>Ensure all passports for SEND students are up to date and shared with staff prior to the start of term.</p> <p>Ensure priority given to supporting SEND students through support in class and through additional out of class support, including mental health/SEMH support</p> <p>Ensure outside professional advice/appointments are arranged as soon as possible, particularly for students who had EP visits etc. postponed due to school closure.</p> <p>Continue to maintain good communication with parents of SEND pupils.</p>	JB/RT
<b>Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school</b>	<ul style="list-style-type: none"> <li>• Review the resources required to sustain the online offer for pupils that are unable to attend school</li> </ul>	Y	All children returning.	JS
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>• Recruitment to continue as usual with social distancing and other relevant control measures in place for interviews and observations</li> </ul>	Y	Recruitment of final two positions underway to be fully staffed for September Policy and procedure maintained regarding safeguarding	JC/JB/GH

	<ul style="list-style-type: none"> <li>Retrospective observations for summer term recruitment to be completed in school</li> </ul>	N	Early Autumn 1 observation of new staff	JC/SLT
<b>Deployment of ITT trainees</b>	<ul style="list-style-type: none"> <li>Strongly encourage schools to consider hosting ITT trainees</li> <li>Take responsibility, with usual mentor oversight, for small groups of pupils across or within years, adapting resources for such groups, creating online learning materials, re-planning sequences of lessons or delivering catch-up lessons</li> <li>Be engaged in wider professional activity, for instance tackling pupil, family and school needs by learning about, identifying and addressing challenges such as vulnerability, mental health problems or safeguarding issues</li> <li>Develop or engage in working groups to share best practice around resilience, commitment and team working</li> <li>Work in pairs or groups to co-plan, co-teach and co-assess lessons with their mentors or other trainees. Paired and group placements, where these are possible, benefit trainees, mentors and teaching staff, promoting a greater sense of team collaboration, ongoing professional learning and reductions in workload</li> </ul>	N/A	N/A	
<b>Identify staff unable to return to school</b>	<ul style="list-style-type: none"> <li>Through the process above of understanding level of returning staff, identify specific activities for staff who following their risk assessment are not able to return to the workplace but are able to work remotely.</li> </ul>	In progress	Review of staffing completed, all staff available to return, individual risk assessments updated where needed.	JC
<b>Staff are insufficiently briefed on expectations</b>	<ul style="list-style-type: none"> <li>A member of staff per academy is identified as the point of contact for this risk assessment (could be union rep or another that is selected by the staff) to collate staff feedback and engage with SLT.</li> <li>All staff made aware prior to end of summer term 2020 of the proposed operating plan and content of this Risk Assessment. Feedback invited and where relevant the RA is updated.</li> </ul>	Y  Y	Staff member selected is Gemma Haynes  16.7.20 RA shared with staff	GH  JC

	<ul style="list-style-type: none"> <li>• On return to school in the first week in September through both INSET and staggered pupil return staff are re briefed on the school operating plan, the final risk assessment is shared and signed off.</li> <li>• Staff expectations about their critical role in social distancing and distance to be maintained in the classroom and around school is made clear.</li> <li>• Staff understanding of the bubbles that exist in the school operating plan is clear and the need to maintain this preventative measure. Reporting any mixing that is not per the plan.</li> <li>• Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable.</li> <li>• Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders</li> <li>• Staff workload expectations are clearly communicated</li> <li>• Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school</li> </ul>	<p>Y</p> <p>Ongoing</p> <p>Ongoing</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>1.9.20 Delivery of key documents and procedures planned</p> <p>Regular reminders in line with latest guidance Classrooms clearly marked to denote teacher area Office for admin staff only (max 3) Maximum of 5 staff in staffroom at any time Ongoing practise since March 1.9.20 delivery of operating plan and reporting procedure Use of selected staff member to record any feedback and report to JC in weekly meeting Weekly briefing provides reminders of procedures, Q&amp;A opportunity</p> <p>Share Trust information on MH and Wellbeing Use of MHFA/Line management to complete regular check ins on staff members Expectations on workload moving forward to be shared on training day Training scheduled for 1.9.20 to incorporate new members of staff joining team</p>	<p>JC</p> <p>JC</p> <p>JC</p> <p>JC/GH</p> <p>Trust/MHFAs</p> <p>JC</p> <p>JC</p>
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<b>Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times</b>	<ul style="list-style-type: none"> <li>Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues</li> </ul>	Y	<p>Timetable for staggered starts, break and lunch all in place</p> <p>Children seated at lunchtimes and served to avoid queues</p> <p>Desks to be altered in classrooms to a forward-facing format</p>	JC
	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and amended.</li> <li>One-way systems are in operation where this supports minimising bubble contamination.</li> </ul>	Y	<p>Circulation plans in place</p> <p>Further division of corridor required in KS1 to facilitate travel to and from hall for Reception children</p>	JC/HC
	<ul style="list-style-type: none"> <li>Circulation routes are clearly marked with appropriate signage.</li> </ul>	Y	<p>Signage in place and to be added where required</p> <p>Daily cleaner on site with timetable to co-ordinate regular cleaning</p> <p>Movement of pupils is minimised through reopening plan to reduce pinch points, one-way system in place where appropriate</p>	HC
	<ul style="list-style-type: none"> <li>Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points</li> <li>The movement of pupils around school is minimised as much as possible through the timetable and the creation of bubble 'zones' where possible.</li> </ul>	Y	<p>Routes pupils are able to take are quickly identified upon return and reinforced</p> <p>Continual encouragement to only use identified routes with appropriate signage to support and remind</p>	HC
	<ul style="list-style-type: none"> <li>Where possible, pupils stay in classrooms and staff move around.</li> <li>Lesson change overs are staggered to avoid overcrowding or mitigated by staying in classroom</li> </ul>	Y	<p>Pupils to remain in class for all lessons except PE Class</p> <p>timetables will co-ordinate use of shared rooms e.g. Halls and incorporate cleaning time</p> <p>Registration time to include a SD reminder</p>	JC
		Y		JC/Class teachers
		Y		• JC
		Y		

	<ul style="list-style-type: none"> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• Pupils are made aware of the importance to minimise close contact as that is defined in the guidance.</li> </ul>	Y Y	Academy letter outlines measures Pupil handbook Close contact log to be maintained at main reception Accepted that pupils with SEND may find social distancing difficult at times, this will be recorded	Class teachers  JC
	<ul style="list-style-type: none"> <li>• Proportionate procedures in place to record instances of close contact (this will be required in the event of PHE track and trace).</li> <li>• Appropriate supervision levels are in place.</li> <li>• Agree how safety measures and messages will be implemented and displayed around school</li> </ul>	Y Y	Supervision in place Communication to pupils through virtual assemblies and teaching staff, physical communication through signage across site,	CR  JC HC/JC
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	<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> </ul>	Y Y	All signage in place and staff briefed Maximum of 5 adults in staffrooms Office for admin team only (maximum 3 adults)	JC  JC
<b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b>	<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored. Where possible create hand washing and toilet usage only within bubbles</li> <li>• Nursery have arrangements in place to meet the staffing requirements when changing nappies and responding to children changing requirements.</li> <li>• Floor markings remain in place to promote social distancing.</li> <li>• Pupils and staff 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> </ul>	Y Y Y Y Y	Limited access to toilets – ideally one in one out approach where possible All year groups have allocated toilet area for use In place  Floor marking in place across site  Toilet usage practice in place, further reminders for newly returning pupils	JC  GH  HC/JC  Class teachers

	<ul style="list-style-type: none"> <li>• The toilets are cleaned frequently to take account for the number of pupils accessing the facilities.</li> <li>• Monitoring ensures a constant supply of soap and paper towels - hand driers reinstated.</li> <li>• Lidded Bins are emptied regularly.</li> <li>• Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Handwashing/sanitising is incorporated into the daily timetable.</li> <li>• Provision of hand gel is made available where there are no handwashing facilities, in all learning areas, reception areas and entry and exit points. Supervised use for young pupils.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Day cleaner(s) completing specific cleaning duties</p> <p>Lidded bins in all classrooms, emptied daily (or more frequently if needed)</p> <p>Signage in place regarding handwashing and regular reminders to be given, especially for younger children</p> <p>Hand gel available in all classrooms and access points</p>	<p>HC</p> <p>HC</p> <p>HC</p> <p>JC/Class teachers</p> <p>HC</p>
<p><b>Cleaning capacity is reduced so that an initial deeper clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required</b></p>	<ul style="list-style-type: none"> <li>• A return-to-work plan for cleaning staff (including any enhanced cleans) agreed with contracting agencies prior to September opening and in line with current guidance.</li> <li>• An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school. In line with current guidance.</li> <li>• Introduce enhanced daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces.</li> <li>• Introduce cleaning of shared resources where required and consider role of our staff (e.g. technicians) in this.</li> <li>• More frequent cleaning of rooms / shared areas that are used by different groups</li> <li>• Working hours for cleaning staff are increased in agreement with staff if required and budgeted.</li> </ul>	<p>Y</p>	<p>Revised cleaning schedules and rota, including day cleaners in place.</p> <p>Separate risk assessment by Cleantec to be completed prior to reopening.</p> <p>Note: cleaning schedule for day cleaners focus on communal areas, touch points and toilets</p>	<p>SB/HC</p> <p>SB/HC</p> <p>SB/HC</p>

	<ul style="list-style-type: none"> <li>Outdoor playground equipment should be more frequently cleaned.</li> </ul>			
<p><b>Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school</b></p>	<ul style="list-style-type: none"> <li>Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>Plans are in place to identify and clean all areas with which the symptomatic person has been in contact</li> <li>Sufficient and suitable equipment is available for the required clean</li> <li>Adequate disposal arrangements are in place to dispose of contaminated waste</li> <li>Cleaning of the area where staff or students are held when falling ill with symptoms during the day.</li> </ul>	Y	Cleaning protocol following confirmed case in place, including closing classroom/office for 72 hours prior to comprehensive clean	SB
<p><b>Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established</b></p>	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Appropriate measures to supervise effective hand washing of young children are in place</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on arrival at school.</li> <li>Reinforce 'catch it, kill it, bin it' message</li> </ul>	Y Y Y Y Y	<p>All entrances and classrooms have wall mounted hand sanitiser station</p> <p>Staff to ensure pupils wash hands/sanitise upon entry and exit of the building as well as entry/exit of classrooms</p> <p>Site team to oversee the buildings and complete regular walks to ensure supplies are sufficient</p> <p>Existing signage replicated for additional spaces and entrances</p> <p>Already in place – to continue and reinforce for those pupils newly back in school</p>	<p>HC</p> <p>JC</p> <p>HC/RJ</p> <p>HC/JC</p> <p>JC/All staff</p>



<p><b>Inadequate supplies and resources mean that shared items are not cleaned after each use</b></p>	<ul style="list-style-type: none"> <li>• Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</li> <li>• Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible.</li> <li>• Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups)</li> <li>• Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts</li> <li>• Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products</li> <li>• The ROD/Regional Business Lead made aware of any additional financial commitments</li> </ul>	<p>Y Y Y Y Y</p>	<p>Children will not be taking any shared resources home. They will only take their own resources i.e. Reading Records Reading books will be changed each week and put aside for 72 hours before returning to general circulation Where possible children will only use their own allocated resource. No resources will move between resources. These protocols are already in place and will be extended in to September After practical lessons, equipment will be cleaned thoroughly and the classroom and equipment will only be occupied by the same children in one day. Resources will be properly cleaned between cohorts Class teachers and LSAs to support the cleaning of items if necessary</p>	<p>JC/Class teachers</p>
<p><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 or should there be a confirmed case of COVID-19 in the school</b></p>	<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 and to <b>stay at home if unwell.</b></li> </ul>	<p>Ongoing  Ongoing  Ongoing</p>	<p>Staff, pupils and parent communication to be sent out in return information Use of website/social media to support communication Leaflets to parents of children showing symptoms to support test and trace Staff know to be vigilant and will follow government advice.</p>	<p>JC/All staff  All staff  JC</p>

	<ul style="list-style-type: none"> <li>• Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice.</li> <li>• This guidance has been explained to staff and pupils as part of the induction process.</li> <li>• Bubble registers to be in place as well as recording of any close contact with bubbles</li> <li>• Staff are aware of the location of the emergency PPE pack and the situations where its use is mandatory – when dealing with symptomatic students or staff or for close intimate care / first aid.</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>• Report cases immediately to ROD and email <a href="mailto:absent@e-act.org.uk">absent@e-act.org.uk</a> and the Health Protection Team in Public Health England using the online reporting system available here: <a href="https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I">https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I</a> or by telephone to 0344 225 3560 (opt 0 opt 2). Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response.</li> <li>• PHE will engage and advise on steps to take following reports by us to them AND if they contact us from wider test and trace in the community.</li> <li>• Note trigger of 2 positive cases in 14 days may result in them taking closer interest in the situation at the Academy.</li> </ul>	<p>Ongoing with reinstatement of normal routines</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>A reminder of the guidance will be shared during the training days for staff and there will be a child friendly assembly to be shared with pupils on the first day back. Normal registers will be in place for 2.9.20</p> <p>Log maintained with records of any close contact with bubbles.</p> <p>Full PPE available in designated areas with accompanying guidance</p> <p>Designated staff to deal with incidents according to rota</p> <p>Any updates will be shared with staff immediately.</p> <p>Any cases will be reported by the head teacher and guidance followed</p>	<p>Teaching staff/ED/LT/CB</p> <p>JC/All staff</p> <p>JC</p> <p>JC</p>
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	<ul style="list-style-type: none"> <li>• Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust.</li> <li>• Nominate a coordinator in the academy who the Trust can regularly liaise with.</li> <li>• <b>It is a critical system of control that we respond to any infection in line with the detailed PHE guidance and we report every potential case to absent@e-act in order that we can prepare for the potential implications of a subsequent positive result.</b></li> <li>• Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>• Academies will be sent home test kits that can be handed to staff / parents as required. This stock to be managed and records kept of who it has been provided to.</li> <li>• Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. Refer to ROD</li> </ul>			
<p><b>Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place</b></p>	<ul style="list-style-type: none"> <li>• School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised</li> <li>• Immediate notification to absent@e-act in every case where a student/staff is symptomatic</li> <li>• Must contact ROD/RED and COO</li> <li>• For very young children there is a designated area available where a key person can continue to support the child away from the rest of the group until collection by parent/carer.</li> <li>• Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19</li> </ul>	<p>Y Y Y Y Y Y</p>	<p>Isolation protocol in place</p> <p>To be followed JC to complete when arises In the isolation room with appropriate signage put up to prevent further persons use</p> <p>SLT made aware and to initiate with on-site cleaner</p> <p>In place since June and to continue</p>	<p>JC/HC</p> <p>JC JC All staff</p> <p>JC/MP/SC/LS</p> <p>All staff</p>

	<p>cases, along with other affected areas, including toilets.</p> <ul style="list-style-type: none"> <li>• PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained.</li> </ul>	Y	PPE available in isolation and medical rooms	HC
<b>Provision of PPE for staff where required is not in line with government guidelines</b>	<ul style="list-style-type: none"> <li>• Government guidance on wearing PPE is understood and communicated</li> <li>• Sufficient PPE has been procured through normal stockist</li> <li>• PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist</li> <li>• Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely.</li> <li>• Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> <li>• Avoid face to face contact and minimise interaction under 1m with young pupils, except for those with complex needs</li> <li>• Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Ongoing</p> <p>Ongoing</p> <p>Y</p>	<p>Staff training in June received by all; reminder required</p> <p>From Sept 1<sup>st</sup> the use of PPE for staff will be as follows:</p> <p><b>Around the school</b></p> <p>In respect of corridors, communal areas and general movement around the school (areas as defined by individual academies):</p> <p>All <i>staff</i> in all schools (teaching and professional services) must wear a face covering</p> <p>All <i>staff</i> in non school locations</p> <p>All <i>visitors</i> in all schools must wear a face covering</p> <p><b>In the classroom</b></p> <p>It is optional for all staff in all phases to wear a face covering. Given the learning experience is likely to be</p>	<p>JC</p> <p>HC</p> <p>JC/GH</p> <p>GH</p> <p>JC</p> <p>JC</p> <p>HC</p>

			<p>better with this being a visor we will provide these.</p> <p>It is optional for students in all phases to wear a face covering. In these cases students may need to be helped and shown how to safely do this and also reminded that every time the covering is put on and off they touch their face and should therefore wash their hands.</p> <p><b>In offices / non classroom environments</b></p> <p>These are designed already with social distancing in place.</p> <p>It is therefore optional for all staff to wear a face covering as well.</p> <p>For cleaning, catering and contractors then they will be wearing face coverings as part of their own RAs that we have approved.</p>	
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<p><b>PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home</b></p>	<ul style="list-style-type: none"> <li>• Requirements for PPE have been assessed in line with DfE guidelines</li> <li>• Sufficient stock has been ordered using school's usual suppliers</li> <li>• ROD must be satisfied that arrangements are in place and in line with DfE guidelines</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>PPE requirements compliant with latest DfE and PHE guidelines.</p> <p>PPE available in isolation and medical rooms, stock checked by site team and replenished as required</p> <p>SB confirmed PPE available and compliant with latest DfE and PHE guidelines</p>	<p>HC</p> <p>HC</p> <p>SB</p>

<p><b>There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b></p>	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> </ul>	Y	Works to be kept to a minimum where possible and attempted to be completed out of the school day	HC
	<ul style="list-style-type: none"> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe including distancing and hygiene procedures.</li> </ul>	Y	All contractors to be made aware of measures in place upon arrival and to provide their own RA and/or method of operation in accordance with the guidelines	HC/Site team
	<ul style="list-style-type: none"> <li>Assurances have been sought from the contractors that they are familiar with the <u>symptoms associated with Coronavirus covid-19</u>, 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 always maintained.</li> </ul>	Y	As above	HC/Site team
	<ul style="list-style-type: none"> <li>Records kept of all contractors on site for track and trace purposes.</li> </ul>	Y	Site team to greet all contractors and ensure details recorded for track and trace purposes.	Site Team
	<ul style="list-style-type: none"> <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> </ul>	Y	Works to be kept to a minimum where possible and attempted to be completed out of the school day No ability to use different entrances for contractors	HC/Site team
	<ul style="list-style-type: none"> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> </ul>	Y	All contractors to be made aware of measures in place upon arrival and to provide their own RA in accordance with the guidelines	Site team
	<ul style="list-style-type: none"> <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	This is included in day to day practise	Site Team
			Y	

	<ul style="list-style-type: none"> <li>• ROD must be aware of any planned works and associated risk assessments</li> </ul>		HC manages day to day works (e.g. statutory inspections and servicing) in line with Academy compliance matrix, SB authorises all significant planned works	SB/HC
<b>Fire procedures are not appropriate to cover new arrangements</b>	<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> <li>○ Any revised building layout</li> <li>○ Reduced numbers of pupils/staff</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> </ul> </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>• Fire drill arranged in early September.</li> </ul>	Y  Y Y	<p>Procedures reviewed with additional muster points allocated for larger numbers of students</p> <p>1.9.20 training day to update staff 1<sup>st</sup> day of return teachers to update pupils in class Fire drill arranged for 3<sup>rd</sup> September</p>	JC/HC  JC Class teachers  JC/HC
<b>Fire marshals absent due to self-isolation</b>	<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> <li>• Sufficient staff appropriately trained in fire marshal duties as required</li> </ul>	Y  Y	<p>Rota to be created</p> <p>Sufficient staff are adequately trained however further training to be completed in September to increase capacity in the event of absences CR to deliver whole staff training</p>	JC  CR/HC
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	<ul style="list-style-type: none"> <li>• All statutory compliance is up to date.</li> <li>• Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Y N/A	All statutory compliance up to date and recorded in Academy compliance matrix	HC



<b>Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding</b>	<ul style="list-style-type: none"> <li>Equality impact assessment is updated prior to full return for staff and pupils. This will be reviewed centrally and then sent to academies in good time ahead of Sep re opening for local update.</li> </ul>	Y	Equality Impact Assessment reviewed prior to reopening	JC/SB
<b>Parents do not follow advice on social distancing when visiting the school</b>	<ul style="list-style-type: none"> <li>Visitors (including parents/carers) to the school may be restricted to one area, or to an allocated appointment time. Any visitors arriving without an appointment should be turned away and advised to make an appointment.</li> <li>All visitors must be recorded with contact details and the area of the school / bubble they are engaging with.</li> <li>Arrangements for visiting the school are communicated to parents/ carers</li> <li>Expectations around hygiene and social distancing are communicated with parents/carers/visitors including drop-off/pick-up time to reduce gatherings</li> <li>All <i>visitors</i> in all schools must wear a face covering</li> </ul>	Y N Y Y  Y	Essential visitors only, all visitors to the academy will be by appointment only including parents/carers.  Details of each visitor will be recorded and the bubble/s they have had contact with. Parents will communicate with staff through telephone or email Academy letter to parents.  Signage to be placed on entrance with face masks available to issue if needed.	JC/CR  CR All staff JC  JC/CR
<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>	<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> </ul>	Y	All existing Academy policies reviewed and revised to take account of government guidance	JC
<b>Pick up and drop off times</b>	<ul style="list-style-type: none"> <li>Consider opening school gates earlier so parents can socially distance on the playground</li> <li>Staggered start and finish times to ease pavement congestion – this is communicated clearly to parents.</li> </ul>	Y Y Y Y	SLT will be on the playground 10mins before the first arrival and pick up times. Timetable for staggered start times and finish times in place. Signage in place.	JC/RT/LS  JC HC JC/RT/LS

	<ul style="list-style-type: none"> <li>Consider the use of simple signage to highlight social distancing at pick up and drop off.</li> <li>Creation of a holding area (and record as a bubble) for pupils arriving earlier (e.g. sibling, public transport) than their official start time.</li> </ul>		All children will be sent to their classroom on arrival where teachers will be waiting.	
<b>School Transport</b>	<ul style="list-style-type: none"> <li>➤ <i>Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></i></li> <li>➤ <i>ensure that transport arrangements cater for any changes to start and finish times</i></li> </ul> <p><b>In addition:</b></p> <ul style="list-style-type: none"> <li>Encourage walking, cycling or scooting to their education setting where possible.</li> <li>Identify possible park and stride sites - parents and others who do have to drive can then park (legally) nearby and walk the last part of their journey.</li> <li>Consider using social media messaging to inform the local community that parents/pupils may be travelling at specific times in order to avoid pavement congestion.</li> </ul>	N/A	N/A	
<b>Public Transport usage and impact on academy.</b>	<ul style="list-style-type: none"> <li>Staggered start times will depress usage at peak times.</li> <li>All pupils to be made aware of the national guidance on using public transport.</li> <li>Pupils wearing masks to adhere to this guidance need to safely store whilst in school.</li> <li>Academies have details of pupils using public transport and should encourage at all times alternative use where possible.</li> <li>Pupils arriving on public transport ahead of their staggered start time need to be provided in an appropriate space before attending their own bubble, this ideally will be in their bubble</li> </ul>	Y	<p>Pupil using public transport below age of need to wear face covering and in use via LA/SS provision.</p> <p>Information to be collected for further review</p>	CB

	zone, but if a more general space is used then the bubble contamination risk must be noted, register of this 'transport bubble' then kept.			
<b>Dedicated School Transport</b>	<ul style="list-style-type: none"> <li>Where an academy has dedicated school transport please refer to the full guidance on how this should be managed.</li> <li>Pay particular attention to:- <ul style="list-style-type: none"> <li>If all on the dedicated transport then transfer to a consistent bubble in the school then pupils travelling on this bus may not need to wear PPE / Social distance.</li> <li>Also hand sanitiser will need to be provided on entry / exit from the bus.</li> </ul> </li> <li>If the dedicated transport cohort disperses more widely into mixed bubbles in the school then you may need to consider application of the public transport guidance (PPE / distancing) to mitigate this.</li> <li>You will need to also engage with the dedicated transport provider on their own risk assessment / prevention control.</li> </ul>	N/A	N/A	
<b>Curriculum does not factor in sufficient prevention control</b>	<p>The school operating plan and timetable has been designed with prevention control at its core. Please record here how your implementation of the model addresses:-</p> <ul style="list-style-type: none"> <li>Staggered start time and finish</li> <li>Older students who are more likely to take public transport have later start times to avoid peak hours.</li> <li>Between each break and lunch, there is a 15-minute slot for cleaning of areas used.</li> <li>2 destinations are needed for each break and lunch – one year group will use the canteen for</li> </ul>	Y  Y  Y	Staggered starts and finishes in place for all year groups canteen hall for lunches enables adequate cleaning prior to next groups entering. Outdoor playground space allows for year groups to have own space Break times for year 5 and 6. Break times for year 5 and 6 these years is separate and	JC  JC/HC  JC/HC

	<p>break and have hot food on offer, and the other year group will use another space and have cold food on offer. This will alternate for lunch, so all students will have access to hot food either at break or lunch every day.</p> <ul style="list-style-type: none"> <li>Where possible, students should stay in their classrooms and teachers move to teach the classes to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover.</li> <li>Where possible, year groups should be zoned into sections of the school, again to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover.</li> <li>As many double lessons can be timetabled by Heads as possible, to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover.</li> <li>1 hour tutor time per day is allocated for every year group, but this can be personalised by the school, so the time can be used for mental health education, relationships, sex and health education, SEN/D small group interventions (using catch up funding), small group interventions for students who have not engaged with virtual learning (using catch up funding), or intervention for year 11 in accordance with the year 11 strategy.</li> <li>Students wearing PE kit to school on days where they have PE to avoid use of changing rooms.</li> <li>Virtual Assemblies to reduce large gatherings</li> </ul>	<p>Y</p> <p>Y</p> <p>In progress</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Equipment not shared. Trolleys provided for each to access. Wheelchair movement is limited to break/lunch and PE times only. Year groups have their own equipment for use in their bubble with shared toilets. Year 1 and 2 due to shared toilets are being treated as a bubble.</p> <p>PE scheduled into every timetable and R7R curriculum to be delivered to returning year groups not in school prior to summer.</p> <p>Days shared with parents to ensure it is worn to school on the weekend.</p> <p>Virtual assemblies will be delivered through TEAMS.</p> <p>Activities to take place outside at all times. If, due to the weather, it is not possible to be brought inside then the activity will be adapted to allow for adequate spacing of children/adults and avoid strenuous exertion/use of equipment.</p> <p>Aranga music curriculum has been modified to remove singing activities replaced. However, due to timetable restrictions music is not able to be taught at this time.</p> <p>Timetable in place for all year groups</p> <p>N/A</p>	<p>JC/All staff</p> <p>JC</p> <p>JC/RT/JB</p> <p>JC/Teachers</p> <p>JC</p> <p>JC/All Staff</p> <p>SW/JC</p> <p>PL/SW/NMPAT</p>
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	<ul style="list-style-type: none"> <li>• Record approach to practical lessons, either:- <ul style="list-style-type: none"> <li>- Demonstrations only</li> <li>- Equipment allocated to class / year groups only</li> <li>- Equipment used on a rotation basis with cleaning in between.</li> </ul> </li> <li>• PE is delivered outdoors unless in exceptional circumstances. The PE curriculum is no longer designed around the seasons and is planned to avoid contact sports. PE equipment is used on a rotation or allocated to individual year groups. In between use, ensure equipment is cleaned thoroughly</li> <li>• Music - No singing, wind or brass playing, no practical lessons of any kind, only theory, or half of the group do practical in week 1 and the other half do theory. This then alternates each week. The implication of this would be 1 additional adult.</li> </ul>		<p>Spaces allow for closer timings on break and lunch times</p> <p>Hall spaces available allow for alternate hot food provision within a lunch break and adequate cleaning</p> <p>This is the case for most learning Cleaning schedule to be mapped to ensure adequate time for all cleaning routines to be followed effectively</p> <p>Layout of school allows for this to happen</p> <p>N/A</p> <p>R&amp;R curriculum to be initiated for newly returning groups/classes Weekly PSHE lessons Baseline assessment to be completed and intervention provided to match need</p> <p>Academy letter to parents outlines this</p>	
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<b>School Visits</b>	<ul style="list-style-type: none"> <li>Any planned school visits / trips to be risk assessed as usual but with specific attention to COVID – 19.</li> <li>Schedule of planned trips to be provided to Regional Education Director for overview.</li> <li>In line with current guidance no overnight / residential trips to be planned.</li> <li>No non domestic trips to be considered.</li> </ul>	Y	Educational Visits postponed including swimming and to be reviewed at each half term	JC

<b>Version edits</b>		
<b>Version No.</b>		<b>Published</b>
<b>1</b>	<b>Original</b>	<b>16/07/20</b>
<b>2</b>	Simon Bentley (Deputy Regional Operations Director) review/revisions	<b>23/07/20</b>

<b>Version edits</b>		
<b>Version No.</b>		<b>Published</b>
<b>3</b>	Amended following parent/union feedback Jo Cadd	<b>27.07.20</b>
<b>4</b>	Amended to add face coverings and update points raised	<b>27.08.20</b>
<b>5</b>		
<b>6</b>		