



DSL V Primary E-ACT Academy COVID-19 Risk Assessment

Introduction

The government has closed all schools from 5th January 2021 until February half term, with the exception of pupils of key workers and vulnerable pupils. This Risk Assessment is based on Government guidelines on COVID-19 as at 5th January 2021 and details the latest arrangements for key worker and vulnerable pupils attending school. It remains subject to change at a short notice as updates are received from the Department for Education (DfE). The risk assessment is about identifying practical 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 related specifically to COVID-19 to minimise the risk of infection within school and includes the importance of self hygiene (catch it, bin it, kill it, washing hands regularly), social distancing, reduction of contact (bubbles), enhanced cleaning regime, isolation of symptomatic individuals and engagement with test and trace (management of confirmed cases and liaison with DfE/PHE).

Version Control

Version No.		Published
1	Original	16/07/20
2	Simon Bentley (Deputy Regional Operations Director) review/revisions	23/07/20
3	Amended following parent/union feedback Jo Cadd	27/07/20
4	Amended to add face coverings and update points raised Jo Cadd	27/08/20
5	Amended to add after school provision and update on latest timetable changes for staggered start/finish Jo Cadd	23/09/20
6	Amended to show bubble alterations, addition of music for two bubbles and welfare checks/HV Jo Cadd	16/10/20
7	Amended to add specific HV arrangements/ventilation needs Jo Cadd	05/11/20
8	Updated prior to January reopening; dates adjusted; guidance altered where no longer relevant	04/01/21
9	Amended following ROD review	11/01/21



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Consultation

Who and Why?	When and How?	Comments
Draft Risk Assessment: Staff	13.07.20 Reopening Plan shared with staff. Regular versions shared with staff when necessary following updates 15.01.21 for consultation	Comments and discussion invited – none received to date 17.12.20. 04.01.21 Considerations raised by staff implemented. As of 20.1.21 no considerations raised by staff. Reminder to be given at staff meeting on 21.1.21
Draft Risk Assessment: Parents	17.7.20 Letter outlining arrangements 22.07.20 3pm Parent Forum	Points raised at forum were mainly individual to the parents present, but in general centred 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. Individual cases considered and supported when arisen 4.01.21
Draft Risk Assessment: 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



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	<p>5.01.21 NEU and NASUWT meeting regarding appropriate way forward</p> <p>20.1.21 RA sent out to unions</p>	<p>cleaning staff; request for CleanTec RA when available. Sent.</p> <p>Items raised regarding rotas and staff feeling considered and applied where possible.</p>
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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	Proposed Action	In place Sep 2020 (Yes/No)	In place Jan 2021 (Yes/No)	Residual Risk	Resp Person
Lack of certainty over returning numbers	Planning for full attendance of all year groups	<p>For Jan 21 return we will make available a place for:</p> <ul style="list-style-type: none"> ▪ Those pupils deemed vulnerable as per the categorisation within Jan 21 gov guidance. Parents are strongly - encouraged to take up the place. ▪ Pupils of critical workers though these pupils should be kept at home if possible ▪ Nursery <p>Clear timetable in place outlining staggered starts, breaks, lunches and collection times</p> <p>Maintained parental communication following government guidance. Individual discussions provided over telephone where needed. Pupil RA in place for identified children. CEV children identified and families contacted – not returning at this time.</p> <p>Families requiring IT support identified and available for issue when needed.</p> <p>Essential visitors only, recording log for visitors attending school in primary reception area</p>	Yes	Yes	Low	JC
	Phased return arrangements in place for year groups / pupils					JC
	Support for pupil/parent anxiety about return to school and vulnerability to COVID-19					Welfare/Admin/SLT
	Children with known medical conditions identified					Welfare/GH
	Any specialist equipment required is returned to school/additional equipment made available to support return					Welfare
	Home to school transport in place where required					
	Readiness to implement Test and Trace with a process in place for visitors/peripatetic etc					CR
Number of staff available is lower than that required to teach classes in school	The health status and availability of every member of staff is known and is regularly updated including the initial review of staff who had	All staff remain available to work as of 4.1.21 Systems in place to cover staff where necessary with agreed 3 days in school to reduce contacts for all.	Yes	Yes	Low	JC



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	<p>previously been identified as vulnerable.</p> <p>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.</p> <p>Flexible and responsive use of professional services and pastoral staff to supervise classes is in place.</p> <p>Contingency planning in place and additional resource identified and budgeted.</p>	<p>In line with Jan 21 guidance:</p> <ul style="list-style-type: none"> ▪ CEV staff must work from home in line with medical letters they will have received around shielding. ▪ Vulnerable staff can attend work if they are unable to work from home. ▪ Staff who are pregnant should work from home where possible in line with the guidance on vulnerable staff. ▪ Other staff who believe they are at a heightened risk should work from home if possible but they can attend work if they follow all the mitigations and control measures that have been put in place. <p>All staff to be offered an update of their individual Risk Assessment.</p> <p>Contingency plan in place, including use of support from DSLV Secondary, use of welfare team, SLT cover and agency staffing.</p>				JC
						JC/SC
Plans are not in place to identify number of classrooms and additional furniture or social distancing measures for each year group	<p>SLT and site management team meeting to review school site and specify entry/exit points and classroom use</p> <p>All classrooms being fully utilised for each class/year group and reorganised to allow front facing desks</p> <p>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</p>	<p>Meeting and site walk to confirm extension of existing measures and signage</p> <p>Classrooms organised to have front facing desks</p> <p>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</p> <p>Separate entry points to the building provide separation of class/year group bubbles</p>	Yes	Yes	Low	JC/SB
						JC/HC
						JC/HC
						JC



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	<p>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.</p> <p>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.</p> <p>Room usage regularly reviewed during school operation when returning and changes made and recorded.</p>	<p>SLT to meet weekly and review</p> <p>Daily review of room usage through site walks</p>				SLT
<p>Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance</p>	<p>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.</p> <p>Classrooms re-modelled, with chairs and desks front facing and spaced to allow for social distancing by the teacher.</p> <p>Spare furniture removed that will not be used.</p>	<p>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</p> <p>Front facing desks in every classroom</p> <p>Circular tables in N and YR will remain but additional space available for social distancing</p> <p>Spare furniture stored by site team</p> <p>Signage in all classrooms and areas of school in use</p> <p>Hand washing and sanitisers facilities in all areas of classrooms</p>	Yes	Yes	Low	JC JC/HC HC HC



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	<p>Clear signage displayed in classrooms promoting social distancing and hygiene.</p> <p>Hand washing and sanitiser facilities identified for each learning area. Additional items required installed.</p> <p>Arrangements in place to support pupils when not at school with remote learning at home. In primary schools, classes stay together with their teacher and do not mix with other pupils.</p> <p>Staff that cover absence are recorded against the bubble they teach and recorded for track and trace purposes. 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. Encourage use of outdoor space, especially for PE / Sports on a non-contact basis.</p> <p>Staggered lunchtimes to align with staggered start and finish times.</p> <p>Consider lunchtimes in the classroom for younger year groups.</p>	<p>Google Classrooms in use across phase</p> <p>Classes stay together during lesson times. Year group bubbles in operation as follows:</p> <p>Year N & R Year 1 & 2 Year 3 & 4 Year 5 Year 6</p> <p>Staggered arrival/exit times for year groups, if numbers in school require this with allocated break and lunchtimes to avoid mixing bubbles</p> <p>Lunchtime use of hall co-ordinated in opposing halves to allow for cleaning between bubbles</p> <p>Any cover required will be recorded for track and trace purposes.</p> <p>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.</p> <p>Timetable for staggered lunch times reflect the start times for each group and age considered.</p> <p>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 to be implemented between bubbles. Table</p>				<p>HC</p> <p>SC</p> <p>JC</p> <p>CR</p> <p>GH/SS</p> <p>CR</p> <p>SS</p> <p>All teachers/coaches</p>
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		service to be provided to reduce contact points.				JC JC/HC
There is a need for additional space to allow for curriculum to be fully delivered	<p>Identify available large spaces and appropriate timetabling e.g. dining areas, halls, studios, particularly in outdoor areas.</p> <p>Large gatherings and assemblies prohibited.</p> <p>Design layout and arrangements in place to enable social distancing.</p> <p>The EYFS environment is re-organised to meet requirements of social distancing</p>	<p>Space available on premises within classrooms and outdoor spaces TEAMS to be used for assemblies with classes remaining in classrooms</p> <p>Extension of existing measures and signage into new areas of school to be used Area currently in use and meeting requirements – small alterations to be made to accommodate any changes in guidance</p>	Yes	Yes	Low	JC JC HC/JC GH/SS
Parents and carers are not fully informed of the health and safety requirements for the school	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	<p>Weekly newsletter communicates changes to parents</p> <p>Letters sent when necessary RA to be updated and published Ongoing concerns raised through DSLVenquiries@E-Act.co.uk</p> <p>Trust Guidance and Document communicated as directed</p>	Yes	Yes	Low	JC/Trust JC/Trust



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	<p>complement local communications. 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.</p> <p>Advice is made available to parents on testing arrangements for COVID-19</p> <p>Clarify arrangements for pick-up/drop-off</p> <p>Nursery include arrangements for personal care e.g. nappy changing/feeding/sleep arrangements etc</p>	<p>Policy changes shared on website</p> <p>Advice on Website and referral to government websites for further support. Reminders on weekly newsletter</p> <p>Existing measures in place and communicated to parents when alterations made.</p> <p>Repeat consent gained by parents on return and explanations regarding use of PPE by staff should it be needed.</p> <p>Paperwork completed for any new starters. Updated care plans for older children requiring changing with reviews</p>				<p>JC</p> <p>JC/BM</p> <p>JC</p> <p>GH</p>
<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	<p>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.</p> <p>Clear procedures in place where a child falls ill whilst at school in line with this guidance.</p> <p>Ensure isolation room identified,</p>	<p>Updated Trust Guidance Information shared with parents and reiterated on the website, social media and at Parent Forum</p> <p>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</p> <p>Continue with current protocol Staff trained and aware of procedure</p> <p>LSA for bubble to move symptomatic child to isolation room and inform SLT</p>	Yes	Yes	Low	<p>JC/JP</p> <p>JC/SC/SB</p> <p>JC/HC</p>



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	<p>Ensure contact details of families are up to date.</p> <p>Immediate notification to absent@e-act.org.uk in every case where a student/staff is symptomatic</p>	<p>In place since June 2020 with appropriate PPE; donning/doffing guidance and regularly checked</p> <p>Data collection completed and continually updated when informed</p> <p>Trust informed of all cases where staff/pupil test positive for COVID</p>				<p>Admin/Welfare</p> <p>Welfare/JC</p>
<p>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</p>	<p>Ensure message around staying home if ill is reinforced.</p> <p>Clear communication around hygiene guidance.</p> <p>Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family</p> <p>Nursery arrangements in place to change bedding regularly to reduce the risk of infection</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>	Yes	Yes	Low	<p>JC/CR</p> <p>HC</p> <p>JC</p> <p>GH</p>
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>Start and departure times are staggered.</p> <p>The number of entrances and exits to be used is maximised; where possible different groups to enter through their own access point.</p>	<p>Time table in place and alterations communicated with parents as necessary.</p> <p>Arrangements in place – entrance to grounds varied where possible and entrances to buildings are via year group doors</p> <p>Plans reshared with staff, pupils and parents when alterations made.</p> <p>Academy Parent letter outlines arrangements for parents.</p>	Yes	Yes	Low	<p>JC</p> <p>JC</p> <p>JC</p>



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	<p>Staff, parents and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use.</p> <p>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.</p> <p>Floor markings are visible where it is necessary to manage any queuing.</p> <p>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.</p>	<p>Reminders to be sent on a regular basis via newsletter.</p> <p>Free flow maintained where possible. Existing markings in place and utilised as needed.</p> <p>R&R break out room available for children in distress.</p> <p>Bubble early start introduced in some year groups from 21.9.20 to support difficulties and continues.</p>				JC
Daily attendance registers for new cohorts are not in place	<p>Completion of school daily attendance registers</p> <p>Completion of DfE daily submission (if still applicable)</p> <p>Regular reporting and monitoring of attendance</p>	<p>Class teachers to take register via SIMS Data Manager to continue to share daily submissions with DfE</p> <p>Attendance policy, procedures and reporting in place.</p>	Yes	Yes	Low	ED/CB/LT SSp ED/CB/LT
The school is unable to provide breakfast clubs, lunch clubs and after-school clubs	<p>Feasibility on continuation or reimplement of wrap-around provision.</p> <p>Communicate decisions to parents</p>	<p>Unable to offer breakfast club at this time – breakfast will continue to be delivered to classrooms where staff will distribute to children</p>	Yes	Yes	Low	JC



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		After school clubs are provided every day, maintaining bubbles, to support parents. Parent kept up to date with decisions regarding before and after school arrangements.				JC
Meals are not available for all children in school	<p>Communication with catering provider to implement staggered break and lunch schedule in line with school operating plan.</p> <p>Catering provider must complete separate risk assessment for catering staff and kitchens</p> <p>School must risk assess any of their own staff involved with catering provision.</p> <p>Cleaning at all times in between different bubbles using the same communal area.</p> <p>Alternative arrangements in place for provision of school meals if necessary</p> <p>Usual considerations in place for dietary requirements</p>	<p>Staggered timetable in place.</p> <p>Separate risk assessment completed by Aspens and received.</p> <p>Hall to be divided into two halves and alternated halves used for different bubbles allowing cleaning in between.</p> <p>Eligible children to receive meals when isolating and during school holidays in line with LA guidance.</p> <p>Usual dietary requirements for children already on roll</p>	Yes	Yes	Low	JC/JP JP/Aspens JC/SSp CR/KT/SS/GH
School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19	<p>Safeguarding remains highest priority and policy is updated to reflect changes</p> <p>All staff are briefed on updated safeguarding arrangements, including those contacting families</p>	<p>Safeguarding Addendums adopted and on website. Policy will be updated as further DfE and Trust guidance is circulated.</p> <p>Safeguarding Training for all staff is up to date and ongoing as per CPD schedule.</p> <p>Isolating pupils have regular bubble checks.</p> <p>HV taking place where possible with virtual HV utilised if need be.</p>	Yes	Yes	Low	BM/JC BM/JC



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	<p>of pupils that are not attending school</p> <p>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</p> <p>Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency</p> <p>Home Visits: HVs will be completed by the academy when required in line with the academy daily absence procedures/welfare check process HVs will be prioritised based on pupil vulnerability This continues to require 2 staff attending and completion of the home visit template (as this includes the risk assessment for the visit) All HVs will be completed on the 'door-step' with social distancing adhered to at all times Staff will not enter the property unless necessary (i.e. due to potential risk of harm to a child or to obtain evidence to support a referral to Social Care where there</p>	<p>Fire Exit Routes reviewed to minimise the compromising of year group bubbles. Fire Drill carried out termly. Lockdown procedures amended by students sitting under desk rather than collecting at designated point. Whole Academy drills completed termly. Pupils to be informed and reminded of changes by staff.</p> <p>Welfare team made aware of latest HV arrangements as directed by the Trust.</p>				JC/HC
						JC/HC
						BM



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	<p>are specific concerns - in these circumstances face masks will be worn where appropriate)</p> <p>HVs will not be completed where there is a confirmed case of COVID-19 in the family home or where family members are self-isolating as a result of symptoms of COVID-19 - If there are safeguarding concerns then the academy will liaise with Police/Social Care as appropriate</p> <p>Home visits can be completed remotely with a parent/carer and child when this can be coordinated (obviously in many cases no contact can be made and therefore a remote home visit will not be an option unless there is an agreement with parents/carers to attempt contact through TEAMS in the event of no response)</p>					
<p>Higher risk of increased disclosures from pupils</p>	<p>DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupil</p> <p>Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision/isolation</p> <p>Multi-agency arrangements in place to support early help</p>	<p>Safeguarding Team structure confirmed Welfare and Attendance Team in place.</p> <p>Contact made with those not attending as per Trust procedures – daily, 2x PW or weekly</p> <p>Well established history of strong communication and multi-agency working but sometimes compromised by the capacity of support agencies.</p>	Yes	Yes	Low	<p>Welfare Team</p> <p>Welfare Team</p> <p>Welfare Team</p>



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<p>Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school</p>	<p>Academy arrangements for dealing with pupil well-being to be inserted here to cover:- Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently.</p> <p>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.</p> <p>Provide focused pastoral support where individual issues are identified, drawing on external support where necessary.</p> <p>Dedicated space to be made available to support mental wellbeing in both buildings.</p>	<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.</p> <p>Continue the strong work already in place. Welfare team continue to monitor the most vulnerable or identified pupils.</p> <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> <p>KS1 Star room is also available for use with age appropriate resources</p>	<p>Yes</p>	<p>Yes</p>	<p>Low</p>	<p>BM</p> <p>RT/GH</p> <p>CB/LT/BM</p> <p>JC/RT/GH</p>
<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>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.</p> <p>Arrangements for social distancing of younger school children have been agreed and staff are clear on</p>	<p>Social distancing signage in place as TEAMS assemblies to be held where possible</p> <p>Behaviour policy adapted to incorporate social distancing expectations.</p> <p>There will be no expectation of social distancing for EYFS. All other children to follow guidelines to best of their ability</p> <p>Continue to model as in current situation and in line with latest guidance</p>	<p>Yes</p>	<p>Yes</p>	<p>Low</p>	<p>JC/HC/Class teachers</p> <p>JC/GH/SS</p>



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	<p>expectations in line with DfE advice</p> <p>Staff model social distancing consistently.</p> <p>The movement of pupils around the school is minimised.</p> <p>Large gatherings are avoided. Break times and lunch times are structured and closely supervised.</p> <p>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 to reinforce the importance of and exhibit social distancing.</p>	<p>Timetables developed to ensure minimal movement around school.</p> <p>For those children needing additional support outside of the classroom, due to behaviour, SLT and the welfare team will be available for this in bubble spaces.</p> <p>If other areas utilised, e.g. Home room then space will be cleaned appropriately to avoid cross contamination of bubbles.</p> <p>All times structured and supervised as per rota.</p> <p>Bubble staff rotate to cover all playtimes. Policy shared and signed by all staff and available on Academy website</p> <p>SLT to continue to review and monitor all social areas</p> <p>Guidance on Academy website, posters on site and messages sent by email/text.</p>				<p>All</p> <p>JC</p> <p>JC/All staff JC</p> <p>BM</p> <p>JC/LS/MP/ SC/HR</p> <p>JC/BM/HC</p>
<p>Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<p>Gaps in learning are assessed and addressed in teachers' planning.</p>	<p>Curriculum to be followed during remote learning as far as practical to support continued progress with teacher choice regarding method of delivery.</p>	<p>Yes</p>	<p>Yes</p>	<p>Low</p>	<p>SLT/Class teachers</p>



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	<p>Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified.</p> <p>Exam syllabi are covered where appropriate</p> <p>Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning</p> <p>Consider the response to young children who have fallen behind in their self-care skills</p> <p>School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school</p>	<p>Year group assessments completed upon return to school Catch Up strategy in place.</p> <p>Google Classrooms in place. Homework implemented on platform.</p> <p>Year 6 SATs strategy to be implemented Formal assessments completed as informed by DfE</p> <p>Catch Up strategy in place LSA allocated to year groups/classes to support SEND/PP children in particular in relation to intervention.</p> <p>Welfare team support available</p> <p>Young carers identified and supported by welfare team SLT member of staff allocated as 'champion' to support YCs</p>				<p>SC</p> <p>JC/MP</p> <p>SLT</p> <p>JB/RT/Class teachers</p> <p>CB/LT/SO</p> <p>KB</p>
<p>School unable to meet full provision required in line with EHCP</p>	<p>Review individual pupil's EHCP to consider what can reasonably be provided whilst in school</p> <p>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</p> <p>Access support through health and social care offer</p>	<p>Reviewed and targeted support by LSA as directed by Dep SENCo</p> <p>RSA referrals/assessments continue virtually where possible</p>	Yes	Yes	Low	<p>RT</p> <p>RT</p> <p>JB/RT</p>



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<p>What can we do differently for SEN/D students so they transition smoothly back into school and make up for lost curriculum time?</p>	<p>Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on students' return, including external agencies.</p>	<p>All passports for SEND students are up to date</p> <p>Priority given to supporting SEND students through support in class and through additional out of class support, including mental health/SEMH support</p> <p>Outside professional advice/appointments are arranged as soon as possible.</p> <p>Continue to maintain good communication with parents of SEND pupils.</p>	<p>Yes</p>	<p>Yes</p>	<p>Low</p>	<p>JB/RT</p>
<p>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</p>	<p>Review the resources required to sustain the online offer for pupils that are unable to attend school due to self-isolation and/or bubble closures.</p>	<p>Children requiring IT support identified and devices provided when needed. Virtual lead in place.</p> <p>Staff trained and familiar with use of platform. Regular homework being set in each year group to maintain access and awareness of platform in the event of a bubble closure or isolation.</p>	<p>Yes</p>	<p>Yes</p>	<p>Low</p>	<p>SC/BM</p>
<p>Recruitment</p>	<p>Recruitment to continue as usual with social distancing and other relevant control measures in place for interviews and observations</p>	<p>Recruitment procedures followed</p>	<p>Yes</p>	<p>Yes</p>	<p>Low</p>	<p>JC/SC</p>
<p>Deployment of ITT trainees</p>	<p>Strongly encourage schools to consider hosting ITT trainees 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</p>	<p>N/A</p>	<p>Yes</p>	<p>Yes</p>	<p>Low</p>	



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	<p>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</p> <p>Develop or engage in working groups to share best practice around resilience, commitment and team working</p> <p>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</p>					
Identify staff unable to be in school	<p>Through the process above of understanding level of staffing, identify specific activities for staff who following their risk assessment are not able to return to the workplace but are able to work remotely.</p>	<p>All staff in school and RA completed for those that have requested.</p>	Yes	Yes	Low	JC
Staff are insufficiently briefed on expectations	<p>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.</p>	<p>Reshared 4.1.21</p> <p>Regular reminders in line with latest guidance</p> <p>Classrooms clearly marked to denote teacher area</p> <p>Office for admin staff only (max 3)</p> <p>Maximum of 5 staff in staffroom at any time</p>	Yes	Yes	Low	JC GH



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	<p>All staff aware of the operating plan and content of this Risk Assessment. Feedback invited and where relevant the RA is updated and reviewed.</p> <p>Staff expectations about their critical role in social distancing and distance to be maintained in the classroom and around school is made clear.</p> <p>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.</p> <p>Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable.</p> <p>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</p> <p>Staff workload expectations are clearly communicated</p>	<p>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</p> <p>Weekly briefing provides reminders of procedures, Q&A opportunity</p> <p>Trust information on MH and Wellbeing shared Use of MHFA/Line management to complete regular check ins on staff members</p> <p>Expectations on work/life balance discussed and shared</p>				<p>JC</p> <p>JC</p> <p>Trust/MHF As/SLT</p> <p>JC</p>
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	<p>Pupils are made aware of the importance to minimise close contact as that is defined in the guidance.</p> <p>Proportionate procedures in place to record instances of close contact (this will be required in the event of PHE track and trace).</p> <p>Appropriate supervision levels are in place.</p> <p>Agree how safety measures and messages will be implemented and displayed around school</p> <p>Classrooms are ventilated throughout the day with windows and doors open.</p> <p>Larger scale ventilation takes place at break and lunchtimes</p>	<p>Pupils to remain in class for all lessons except PE</p> <p>Class timetables will co-ordinate use of shared rooms e.g. Halls and incorporate cleaning time</p> <p>Registration time to include a SD reminder Academy letter outlines measures Close contact log to be maintained at main reception</p> <p>Behaviour policy adapted to support need for SD</p> <p>Accepted that pupils with SEND may find social distancing difficult at times, this will be recorded</p> <p>Supervision in place</p> <p>Communication to pupils through virtual assemblies and teaching staff, physical communication through signage across site.</p> <p>High level windows open in all areas of use around school building</p> <p>Increased windows and doors opened during break and lunchtimes.</p> <p>SLT to reinforce need for continued ventilation</p>				<p>JC</p> <p>JC/Class teachers</p> <p>All staff</p> <p>Class teachers</p> <p>Class teachers/LS As in bubble areas SLT</p>
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<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<p>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</p> <p>Staff have been briefed on the use of these rooms.</p>	<p>All signage in place and staff briefed</p> <p>Maximum of 5 adults in staffroom Office for admin team only (maximum 3 adults) Door of admin office to remain closed with limited number of staff with access to code</p>	<p>Yes</p>	<p>Yes</p>	<p>Low</p>	<p>JC/HC</p> <p>JC/Admin team</p>
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<p>Queuing zones for toilets and hand washing have been established and are monitored. Where possible create hand washing and toilet usage only within bubbles</p> <p>Nursery have arrangements in place to meet the staffing requirements when changing nappies and responding to children changing requirements.</p> <p>Floor markings remain in place to promote social distancing.</p> <p>Pupils and staff know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</p> <p>The toilets are cleaned frequently to take account for the number of pupils accessing the facilities.</p>	<p>Limited access to toilets – one in one out approach where possible All bubbles have allocated toilet area for use</p> <p>Floor marking in place across site</p> <p>Toilet usage practice in place, further reminders for new pupils/staff</p> <p>Day cleaner(s) completing specific cleaning duties</p> <p>Cleaning team monitor soap and hand gel – refilled when required</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>Yes</p>	<p>Yes</p>	<p>Low</p>	<p>JC</p> <p>GH</p> <p>HC/JC</p> <p>All staff</p> <p>HC</p> <p>HC/Cleaning Team</p> <p>Cleaning Team/HC</p>



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	<p>Monitoring ensures a constant supply of soap and paper towels - hand driers reinstated.</p> <p>Lidded Bins are emptied regularly.</p> <p>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.</p> <p>Provision of hand gel is made available where there are no handwashing facilities, in all learning areas, reception areas and entry and exit points.</p> <p>Supervised use for young pupils.</p>					JC/Class teachers HC/Cleaning Team
<p>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</p>	<p>A plan for cleaning staff (including any enhanced cleans) agreed with contracting agencies prior to September opening and in line with current guidance.</p> <p>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.</p> <p>Introduce enhanced daily cleaning of doorways, handles and corridor</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; outdoor equipment used by individual bubbles only.</p>	Yes	Yes	Low	SB/HC SB/HC SB/HC



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	<p>walls and other frequently touched surfaces.</p> <p>Introduce cleaning of shared resources where required and consider role of our staff (e.g. technicians) in this.</p> <p>More frequent cleaning of rooms / shared areas that are used by different groups</p> <p>Working hours for cleaning staff are increased in agreement with staff if required and budgeted.</p> <p>Outdoor playground equipment should be more frequently cleaned.</p>					
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	<p>Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u></p> <p>Plans are in place to identify and clean all areas with which the symptomatic person has been in contact</p> <p>Sufficient and suitable equipment is available for the required clean</p> <p>Adequate disposal arrangements are in place to dispose of contaminated waste</p> <p>Cleaning of the area where staff or students are held when falling ill with symptoms during the day.</p>	<p>Cleaning protocol following confirmed case in place, including closing classroom/office for 72 hours prior to comprehensive clean</p>			Low	SB



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<p>Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established</p>	<p>Regular review of handwashing facilities and sanitiser dispensers is undertaken additional supplies are purchased if necessary.</p> <p>Appropriate measures to supervise effective hand washing of young children are in place</p> <p>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day</p> <p>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on arrival at school. Reinforce 'catch it, kill it, bin it' 'Hands, face, space' message</p>	<p>All entrances and classrooms have wall mounted hand sanitiser station 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 Already in place – to continue and reinforce</p>	<p>Yes</p>	<p>Yes</p>	<p>Low</p>	<p>HC</p> <p>JC</p> <p>HC/RJ</p> <p>HC/JC</p> <p>JC/All staff</p>
<p>Inadequate supplies and resources mean that shared items are not cleaned after each use</p>	<p>Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</p> <p>Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible.</p> <p>Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups)</p>	<p>Children will not be taking any shared resources home. They will only take their own resources i.e. Reading Records</p> <p>Reading books will be changed each week and put aside for 72 hours before returning to general circulation</p> <p>Where possible children will only use their own allocated resource</p> <p>Resources that move between bubbles will be cleaned prior to returning and timetabling allows for period of time between each bubble use where possible</p>	<p>Yes</p>	<p>Yes</p>	<p>Low</p>	<p>JC/Class teachers</p>



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	<p>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</p> <p>Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products</p> <p>The ROD made aware of any additional financial commitments</p>	<p>After practical lessons, equipment will be cleaned thoroughly and the classroom and equipment will only be occupied by the same children in one day.</p> <p>Class teachers and LSAs to support the cleaning of items if necessary</p>				
<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 or should there be a confirmed case of COVID-19 in the school</p>	<p>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 stay at home if unwell.</p> <p>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.</p> <p>This guidance has been explained to staff and pupils</p>	<p>Staff, pupils and parent communication shares changes made</p> <p>Use of website/social media to support communication</p> <p>Staff know to be vigilant and will follow government advice.</p> <p>Reminders of guidance shared</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>Procedures for use shared with staff and updates maintained</p> <p>Any cases will be reported by the head teacher and guidance followed</p>	Yes	Yes	Low	<p>JC/All staff</p> <p>All staff</p> <p>JC</p> <p>Teaching staff/ED/LT/CB</p> <p>JC/GH</p>



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	<p>Bubble registers to be in place as well as recording of any close contact with bubbles</p> <p>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. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p> <p>Report cases immediately to ROD and email absent@e-act.org.uk and follow latest guidance: Contact the dedicated advice service, introduced by Public Health England and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case 3. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team (HPT) 4. The advice service (or HPT if escalated) will work with you to carry out a rapid risk assessment and identify appropriate next steps Note trigger of 2 positive cases in 14 days may result in them taking</p>	<p>Upon roll out of secondary testing procedures, primary staff will be able to access testing through this means where needed.</p>				<p>JC</p> <p>JC</p>
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	<p>closer interest in the situation at the Academy.</p> <p>Contact with PHE as directed and their advice on next steps is critical as well as notifying the Trust.</p> <p>Nominate a coordinator in the academy who the Trust can regularly liaise with.</p> <p>It is a critical system of control that we respond to any infection in line with the latest guidance and we report every case to absent@e-act in order that we can quickly respond to positive result.</p> <p>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. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>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. Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to</p>					
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	report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. Refer to ROD					
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	<p>School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised Immediate notification to absent@e-act in every case where a student/staff is symptomatic</p> <p>Must contact ROD/RED and COO 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.</p> <p>Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. PPE to be used for accompanying staff where pupil symptomatic.</p>	<p>Isolation protocol in place</p> <p>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>PPE available in isolation and medical rooms Staff aware.</p>	Yes	Yes	Low	<p>JC/HC</p> <p>JC JC All staff</p> <p>JC/MP/SC/ LS</p> <p>All staff</p> <p>HC</p> <p>GH</p>
Provision of PPE for staff where required is not in line with government guidelines	<p>Government guidance on wearing PPE is understood and communicated</p> <p>Sufficient PPE has been procured through normal stockist</p> <p>PPE requirements for individual pupils and staff have been risk</p>	<p>Staff training in June received by all; reminder required.</p> <p>From Sept 1st the use of PPE for staff has been as follows and remains:</p> <p>Around the school</p>	Yes	Yes	Low	<p>JC</p> <p>HC</p> <p>JC/GH</p> <p>GH</p>



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	<p>assessed and sourced through normal stockist</p> <p>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.</p> <p>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</p> <p>Avoid face to face contact and minimise interaction under 1m with young pupils, except for those with complex needs</p> <p>Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance</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>visitors</i> in all schools must wear a face covering</p> <p>In the classroom</p> <p>It is optional for all staff in all phases to wear a face covering. Given the learning experience is likely to be 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>In offices / non classroom environments</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 they will be wearing face coverings as part of their own RAs that we have approved.</p>				<p>JC JC HC</p>
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		<p>Staff/pupils will provide their own face masks but visors will be issued by academy</p> <p>PPE available in isolation and medical rooms</p> <p>Staff to be reminded of good practise regarding close contact, own hygiene</p> <p>Reusable PPE to be cleaned by staff member after use</p> <p>As of 4.1.21 all adults should wear face masks during drop off and collection times on school premises including parents.</p>				
<p>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</p>	<p>Requirements for PPE have been assessed in line with DfE guidelines</p> <p>Sufficient stock has been ordered using school's usual suppliers</p> <p>ROD must be satisfied that arrangements are in place and in line with DfE guidelines</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>PPE available and compliant with latest DfE and PHE guidelines</p>	Yes	Yes	Low	<p>HC</p> <p>HC</p> <p>SB</p>
<p>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</p>	<p>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.</p> <p>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe</p>	<p>Works to be kept to a minimum where possible and attempted to be completed out of the school day</p> <p>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</p> <p>Site team to greet all contractors and ensure details recorded for track and trace purposes.</p>	Yes	Yes	Low	<p>HC</p> <p>HC/Site team</p>



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	<p>including distancing and hygiene procedures.</p> <p>Assurances have been sought from the contractors that they are familiar with the symptoms associated with Coronavirus covid-19, 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. Records kept of all contractors on site for track and trace purposes.</p> <p>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.</p> <p>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</p> <p>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>	<p>Works to be kept to a minimum where possible and attempted to be completed out of the school day</p> <p>No ability to use different entrances for contractors</p> <p>All contractors to be made aware of measures in place upon arrival and to provide their own RA in accordance with the guidelines</p> <p>This is included in day to day practise</p> <p>HC manages day to day works (e.g. statutory inspections and servicing) in line with Academy compliance matrix, SB authorises all significant planned works</p>				<p>HC/Site team</p> <p>Site Team</p> <p>HC/Site team</p> <p>Site team</p> <p>Site Team</p> <p>SB/HC</p>
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	ROD must be aware of any planned works and associated risk assessments					
Fire procedures are not appropriate to cover new arrangements	<p>Fire procedures have been reviewed and revised where required, due to:</p> <p>Any revised building layout Reduced numbers of pupils/staff Social distancing rules during evacuation and at muster points</p> <p>Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils-have been briefed on any new evacuation procedures.</p> <p>Incident controller and fire marshals have been trained and briefed appropriately. Fire drills completed regularly.</p>	<p>Procedures reviewed with additional muster points allocated for larger numbers of students</p> <p>Fire drill during first 2 weeks of term and within 1 week of any significant changes to the operating plan or risk assessment</p>	Yes	Yes	Low	JC/HC
Fire marshals absent due to self-isolation	<p>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</p> <p>Sufficient staff appropriately trained in fire marshal duties as required</p>	<p>Rota created</p> <p>LSAs/support staff are all fully trained fire marshals</p>	Yes	Yes	Low	JC CR/HC
Statutory compliance has not been completed due to the availability of	All statutory compliance is up to date.	All statutory compliance up to date and recorded in Academy compliance matrix	Yes	Yes	Low	HC



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contractors during lockdown	Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.					
Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding	Equality impact assessment is completed and updated	Equality Impact Assessment in place	Yes	Yes	Low	JC/SB
Parents do not follow advice on social distancing when visiting the school	<p>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. All visitors must be recorded with contact details and the area of the school / bubble they are engaging with.</p> <p>Arrangements for visiting the school are communicated to parents/ carers</p> <p>Expectations around hygiene and social distancing are communicated with parents/carers/visitors including drop-off/pick-up time to reduce gatherings</p>	<p>Essential visitors only, all visitors to the academy will be by appointment only including parents/carers.</p> <p>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</p> <p>Academy letter to parents and reminders sent.</p> <p>Signage to be placed on entrance with face masks available to issue if needed.</p>	Yes	Yes	Low	<p>JC/CR</p> <p>CR</p> <p>All staff</p> <p>JC</p> <p>JC/HC</p>



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	All <i>visitors</i> in all schools must wear a face covering when on school premises					
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	All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.	All existing Academy policies reviewed and revised to take account of government guidance	Yes	Yes	Low	JC
Pick up and drop off times	<p>Consider opening school gates earlier so parents can socially distance on the playground</p> <p>Staggered start and finish times to ease pavement congestion – this is communicated clearly to parents.</p> <p>Consider the use of simple signage to highlight social distancing at pick up and drop off.</p> <p>Creation of a holding area (and record as a bubble) for pupils arriving earlier (e.g. sibling, public transport) than their official start time.</p>	<p>Free flow system in place.</p> <p>Gates open 5 minutes prior to first bubble entrance time.</p> <p>Timetable for staggered start times and finish times in place.</p> <p>Signage in place.</p> <p>All children will be sent to their classroom on arrival where teachers will be waiting.</p>	Yes	Yes	Low	JC/RT/HR JC HC Duty staff



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School Transport	<p><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 Coronavirus (COVID-19): safer travel guidance for passengers ensure that transport arrangements cater for any changes to start and finish times</i></p> <p>In addition: Encourage walking, cycling or scooting to their education setting where possible. 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.</p> <p>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.</p>	N/A	Yes	Yes	Low	
Public Transport usage and impact on academy.	<p>Staggered start times will depress usage at peak times.</p> <p>All pupils to be made aware of the national guidance on using public transport.</p>		Yes	Yes	Low	



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	<p>Pupils wearing masks to adhere to this guidance need to safely store whilst in school.</p> <p>Academies have details of pupils using public transport and should encourage at all times alternative use where possible.</p> <p>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 zone, but if a more general space is used then the bubble contamination risk must be noted, register of this 'transport bubble' then kept.</p>					
Dedicated School Transport	<p>Where an academy has dedicated school transport please refer to the full guidance on how this should be managed.</p> <p>Pay particular attention to:- 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.</p> <p>Also hand sanitiser will need to be provided on entry / exit from the bus.</p>	N/A	Yes	Yes	Low	



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	<p>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.</p> <p>You will need to also engage with the dedicated transport provider on their own risk assessment / prevention control.</p>					
<p>Curriculum does not factor in sufficient prevention control</p>	<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> <p>Staggered start time and finish Older students who are more likely to take public transport have later start times to avoid peak hours.</p> <p>Between each break and lunch, there is a 15-minute slot for cleaning of areas used.</p> <p>2 destinations are needed for each break and lunch – one year group will use the canteen for 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</p>	<p>Staggered starts and finishes in place for all year groups</p> <p>Split hall for lunches enables adequate cleaning prior to next groups entering.</p> <p>Playground space allows for bubbles to have own space except year 5 and 6. Break times for these years is separate and equipment not shared. Trolleys provided for each to access.</p> <p>Pupil movement is limited to break/lunch and PE times only.</p> <p>All year groups have their own zone for use in their bubble with own toilets. Year 1 and 2 due to shared toilets are being treated as a bubble.</p> <p>Year 3 and 4 treated as one bubble (78 ch) with only shared time being play and lunch times.</p> <p>PSHE scheduled into every timetable</p>	Yes	Yes	Low	<p>JC</p> <p>JC/HC</p> <p>JC/HC</p> <p>JC/All staff</p> <p>JC</p>



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	<p>access to hot food either at break or lunch every day.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>	<p>PE days shared with parents to ensure PE kit is worn to school on the day.</p> <p>Any assemblies will be delivered through TEAMS.</p> <p>PE to take place outside. If, due to the weather, it needs 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>Charanga music curriculum has been modified to remove singing and activities replaced. However, due to timetable restrictions music is unable to be taught by all year groups at this time.</p> <p>Year 1 & 2 and Year 3 now have music in timetable and allocated at either end of school week in order to allow for cleaning time between bubbles</p> <p>Timetable in place for all year groups</p>				<p>JC/RT/JB</p> <p>JC/Teachers</p> <p>JC</p> <p>All staff/coaches</p>
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	<p>engaged with virtual learning (using catch up funding), or intervention for year 11 in accordance with the year 11 strategy.</p> <p>Students wearing PE kit to school on days where they have PE to avoid use of changing rooms. Virtual Assemblies to reduce large gatherings Record approach to practical lessons, either:-</p> <p>Demonstrations only</p> <p>Equipment allocated to class / year groups only</p> <p>Equipment used on a rotation basis with cleaning in between.</p> <p>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</p> <p>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</p>					PL/SW/NM PAT
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	the other half do theory. This then alternates each week. The implication of this would be 1 additional adult.					
School Visits	<p>Any planned school visits / trips to be risk assessed as usual but with specific attention to COVID – 19.</p> <p>Schedule of planned trips to be provided to Regional Education Director for overview.</p> <p>In line with current guidance no overnight / residential trips to be planned.</p> <p>No non domestic trips to be considered.</p>	<p>Educational Visits postponed including swimming for the 2020/21 academic year. This will be reviewed in line with updated government guidance.</p>	Yes	Yes	Low	JC