

## Nechells Academy Revised Risk Assessment Tier 5 Lockdown 5<sup>TH</sup> January 2021

### Introduction

The government has instructed schools to deliver remote learning for all students except Vulnerable and Key Worker students from 5<sup>th</sup> January 2021

This is in the context of rising Covid infection rates and a new strain of the virus which is more infectious which has led the triggering of alert level 5.

In response all E-ACT academies have reviewed their Risk Assessments to ensure they are fit for purpose and provide the correct level of mitigation against and potential increased risk in general and their specific setting and location.

The approach has been to review each existing measure and to decide if we **Require Changes, No Change, Stop Doing Something or Require Additional Measures**

All of the above have been developed in accordance with Government Guidance and is responsive enough for local leaders to have flexibility depending on local circumstances such as changes to pupil numbers and demand.

This will also be quality assured by members of the Regional Operations Team lead by Regional Operations Directors who will support academies in compliance during the lockdown.

This is further supported by a network approach across all E-ACT Academies where changes to guidance and other intelligence is disseminated up and down and across all academies and teams through regular Executive Leadership, Regional Director and Head Teacher meetings and communications.

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 Jan 21 [Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#) and is provided to help schools to prepare and decide arrangements for a return to lockdown and operating safely during that period. It remains subject to change at a short notice as updates are received from the Department for Education (DfE). [EYFS guidance](#) updated 30<sup>th</sup> December 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, class, Vulnerable, Key Worker etc.
  - 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. Where recommended the use of face coverings
- c. Clean your hands more thoroughly than usual
- d. Catch it, bin it, kill it to ensure good respiratory hygiene
- e. Enhance cleaning regimes

- f. Minimise contact
- g. Keep occupied spaces well ventilated

You should try to

- h. 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.

Staff and students are expected to wear face coverings at all times when in communal areas or sharing offices with other staff.

## 2. Respond to Infection

- a. Engagement with test and trace (and engagement with absent@e-act.org.uk in all cases)
- b. Management of confirmed cases

Contain local cases alongside PHE

<b>Name of Academy</b>	Nechells E-ACT Primary Academy
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<b>Consulted With</b>	<b>Date and How</b>	<b>Comments</b>
Staff	Staff meeting 11 <sup>th</sup> January 2021	Positive feedback
Parents	Parents have been written to w/b 4 <sup>th</sup> January to explain re-opening.  All E-ACT letter templates have been used and distributed to parents and are on the website.	No issues raised
Unions	Union members were consulted on 11 <sup>th</sup> January	No issues raised

**Links to related published guidance notes to be referred to alongside the Model Risk Assessment All links still current except two**

**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/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

<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>

Version edits		
Version No.		Published
1	Original	
2	Amended following staff feedback	
3	Amended to include Saturday School for Year 6	
4		
5		
6		

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
Lack of certainty over returning numbers	<ul style="list-style-type: none"> <li>Planning for full attendance of all year groups from Feb half term if that is the revised instruction</li> </ul>	Yes	Timetable completed to support full return.	Key worker and Vulnerable students only	Head/ Business manager
	<ul style="list-style-type: none"> <li>For Jan 21 return we will make available a place for:-</li> <li>- Those pupils deemed vulnerable as per the categorisation within Jan 21 gov guidance. Parents are strongly encouraged to take up the place.</li> </ul>	Yes	Staggered arrival times to ensure remain within year group bubbles. Separate drop off and pick up locations identified and signposted to parents. All areas under cover for inclement weather.	Review if staggered times needed based on numbers	
	<ul style="list-style-type: none"> <li>Pupils of critical workers though these pupils should be kept at home if possible.</li> <li>- Nursery pupils.</li> </ul>	Yes	Support given through SENCO and Attendance/Pastoral Lead to families who have anxieties over returning to School.	N/A	
	<ul style="list-style-type: none"> <li>Phased return arrangements in place for year groups / pupils</li> </ul>	Yes	No students remaining at home shielding, full return.	No Change	
		Yes	All laptops returned with Wi-Fi devices and all equipment required to support teaching and learning is in place.	No Change	
	<ul style="list-style-type: none"> <li>Support for pupil/parent anxiety about return to school and vulnerability to COVID-19</li> </ul>	Yes	No home to school transport needed with current cohort. This will be further reviewed if any new starters require this provision.	No Change	
	<ul style="list-style-type: none"> <li>0 children remain shielded at home</li> </ul>	Yes	In place through registers at Reception and signing in and out systems.	No Change	

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	<ul style="list-style-type: none"> <li>• Any specialist equipment required is returned to school/additional equipment made available to support return</li> <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>				
<b>Number of staff available is lower than that required to teach classes in school</b>	<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> </ul>	<p>Yes</p> <p>Yes</p>	<p>HR and line managers already in contact with all staff to ensure that they are able to return. Staff risk assessments completed where relevant and no concerns raised. All staff able to return with the exception of identified individuals.</p> <p>Risk assessments reviewed and no concerns raised about returning to site for 1<sup>st</sup> September 2020.</p>	<p>Personal risk assessments have been completed. Risk assessments will be reviewed if requested, or if the academy is aware of any significant changes as of 05/01/21. Fortnightly welfare phone calls to be made.</p> <p>Risk assessments will be reviewed if requested, or if the academy is aware of any significant changes as of 05/01/21.</p>	<p>Head and Business Manager</p> <p>Headteacher and Business Manager</p>

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	<ul style="list-style-type: none"> <li>Flexible and responsive use of professional services and pastoral staff to supervise classes is in place.</li> </ul>	Yes	Professional services team will be on site from 1 <sup>st</sup> September and able to support and supervise where needed.	No Change; Staff may be working remotely or on site to meet need.	Headteacher and Business Manager
	<ul style="list-style-type: none"> <li>Contingency planning in place and additional resource identified and budgeted.</li> </ul> <p>In line with Jan 21 guidance:-</p> <ul style="list-style-type: none"> <li>CEV staff must work from home in line with medical letters they will have received around shielding.</li> <li>Vulnerable staff can attend work if they are unable to work from home.</li> <li>Staff who are pregnant should work from home where possible in line with the guidance on vulnerable staff.</li> <li>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.</li> </ul>	Yes	Cover between primary and secondary (NBA) already happening within Professional Services team to ensure maximum support at no additional cost to region. If Teaching staff cover required this will be a variance to budget that will be reflected in forecast outturn each period.	No Change	Headteacher and Business Manager



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	All staff to be offered an update of their individual Risk Assessment.				
<b>Plans are not in place to identify number of classrooms and additional furniture or social distancing measures for each year group</b>	<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> </ul>	Yes	Review completed with SLT, Business Manager and Facilities Manager. Specific entrance and exits for each year group in place and one-way system for exit.	No Change	Headteacher , Business Manager and Facilities Manager
	<ul style="list-style-type: none"> <li>• All classrooms being fully utilised for each class year group and reorganised to allow front facing desks</li> </ul>	Yes	All desks in place facing forwards with teach desk at the front of each classroom. One class per classroom with no movements between rooms permitted. No additional furniture is required to support layouts.	No Change	Headteacher , Business Manager and Facilities Manager
	<ul style="list-style-type: none"> <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> </ul>	Yes		No Change	Headteacher
	<ul style="list-style-type: none"> <li>• Spaces identified for use to support mitigating risk of contamination – i.e. holding areas for pupils indifferent class / year group bubbles arriving on a staggered basis, room for pupils / staff showing symptoms before being collected.</li> </ul>	Yes	Staggered start, breaks and end times introduced for each year group. Students will be supervised when leaving to classroom for breaks and lunch to ensure no crossing over of bubbles. Separate entrance points and each year group has a designated pick up point for parents and one way exit from site.	No Change unless bubbles reviewed.	Headteacher

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	<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> <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>	<p>N/A</p> <p>Yes</p> <p>Yes</p>	<p>n/a</p> <p>Through engagement of Pastoral Manager, DSL and SENCO</p> <p>During regular Leadership meetings.</p> <p>Review to happen on a daily basis at various times to ensure full capture of arrangements in place are reviewed.</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p> <p>No Change</p>	<p>Headteacher , DHT, AHT and</p> <p>Business Manager</p>
<p><b>Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance</b></p>	<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> <li>Classrooms re-modelled, with chairs and desks front facing and spaced to allow for social distancing by the teacher.</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>New timetable structured to support staggered start and end times along with staggered breaks and one-way system. Students remain in room as a bubble year group.</p> <p>All desks in place facing forwards with teach desk at the front of each classroom. One class per classroom with no movements between rooms permitted. No additional furniture is required to support layouts.</p>	<p>Timetables reviewed to reflect reduced numbers in academy and reduced need for staggered breaks and start times</p> <p>No Change</p>	<p>Headteacher</p> <p>Headteacher , Business Manager and Facilities Manager</p> <p>Facilities Manager</p>

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	<ul style="list-style-type: none"> <li>Spare furniture removed that will not be used.</li> </ul>	Yes	Spare furniture moved to storage in site house.	No Change	Business Manager and Facilities Manager
	<ul style="list-style-type: none"> <li>Clear signage displayed in classrooms promoting social distancing and hygiene.</li> </ul>	Yes	Currently in place and effective.	No Change	Headteacher, Business Manager and Facilities Manager
	<ul style="list-style-type: none"> <li>Hand washing and sanitiser facilities identified for each learning area. Additional items required installed.</li> </ul>	Yes	Hand sanitisers currently in all classrooms and located at all entrance, exits and communal spaces such as library and hall. Hand washing encouraged throughout the day and staff supervising.	No Change	Headteacher and Class Teacher
	<ul style="list-style-type: none"> <li>Arrangements in place to support pupils when not at school with remote learning at home.</li> </ul>	Yes	Students in every year group to return. If unable to return due to medical concerns then learning will be through google classroom and regular contact with class teacher.	In addition; virtual learning follows National Education Director guidance from 05/01/21. Remote Learning Parent Champions in place as per national plan	Headteacher  n/a
	<ul style="list-style-type: none"> <li>In primary schools, classes stay together with their teacher and do not mix with other pupils.</li> </ul>	Yes	Classes to remain in their bubbles for all learning, breaks and lunch times.	No Change	Headteacher
		n/a	n/a	No Change	EYFS Teacher

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	<ul style="list-style-type: none"> <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 and Year 1 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. to consider latest guidance.</li> <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>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Recorded as part of cover register.</p> <p>Already in place for students currently attending.</p> <p>Designated break and lunch times with Midday staff attached to specific bubbles. Sports Leader to implement and supervise non-contact sporting activities.</p> <p>Reflected on revised timetable.</p> <p>This will be in place on bad weather days only.</p>	<p>No Change</p> <p>No Change</p> <p>No Change No indoors P.E. to be held indoors during lockdown.</p> <p>No Change</p> <p>No Change</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>
<p><b>There is a need for additional space to allow for curriculum</b></p>	<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> </ul>	<p>Yes</p>	<p>Nurture room to be used as an additional dining room. Sufficient classrooms available to support teaching and learning for all year group bubbles.</p>	<p>No Change</p>	<p>Headteacher and Business Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
<b>to be fully delivered</b>	<ul style="list-style-type: none"> <li>• Large gatherings and assemblies prohibited.</li> <li>• Design layout and arrangements in place to enable social distancing.</li> <li>• The EYFS environment is re-organised to meet requirements of social distancing</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Assemblies and staff meetings planned through TEAMS with an additional PC being put in place in large meeting room for staff that do not have access to a laptop or PC.</p> <p>The one-way system and signage now in place to support the return of whole school and protect students remaining in their bubbles and remove risk of contact with other bubbles</p> <p>Already in place with students currently attending.</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p>	<p>Headteacher</p> <p>Headteacher and Facilities Manager</p> <p>EYFS Teacher</p>
<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> <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>	<p>Yes</p> <p>Yes</p>	<p>All school and E-ACT notifications to be shared through Parent app, newsletters and website. Daily checks and updates shared with Parents at drop off and pick times if required.</p> <p>Once approval is given of Risk Assessment and operating procedures are shared by the trust they will be displayed on the website. Include hyperlink on website</p>	<p>Revised version to be signed off by COO/ROD and published on website</p> <p>No Change; Include hyperlink on website</p>	<p>Headteacher</p> <p>DHT</p>

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	<ul style="list-style-type: none"> <li>Consider parent and pupil handbooks reflecting changes to usual school policy</li> <li>Advice is made available to parents on arrangements testing for COVID-19</li> <li>Clarify arrangements for pick-up/drop-off, break times, as well as expectations for free study periods</li> <li>Nursery include arrangements for personal care e.g. nappy changing/feeding/sleep arrangements etc</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>n/a</p>	<p>Communicated through letters, newsletters, website, induction video and parent app.</p> <p>Communication is usually made through Professional Services if reporting an absence and advice will then be given on testing arrangements. Attendance Lead will then make further contact to ensure test is planned and results shared in a timely manner.</p> <p>Signage and through Headteacher communication with new and current parents. Video to walk parents and students through the new measures will be created and shared with all parents.</p> <p>n/a</p>	<p>No Change</p> <p>No Change; advice reissued</p> <p>No Change</p>	<p>DHT</p> <p>Headteacher , Attendance Lead and Office team</p> <p>Headteacher</p> <p>n/a</p>
<b>Parents and carers may not fully understand their responsibilities should a</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>	Yes	Reminded within all Headteacher communications and will be covered within the pre-opening video with all parents in case difficulties understanding written material.	Messages reinforced by sharing this risk assessment and social media messaging website.	Headteacher

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child show symptoms of COVID-19	<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> </ul>	Yes	<p>Separate medical room identified for anyone displaying symptoms of Corona-Virus. (Rainbow room). Staff will try to assist at a safe distance from the casualty as much as possible and minimise the time spent in shared breathing zone. If the unwell person is capable, the first aider will request that they do things for themselves, but treating the person properly remain the first concern whilst remembering the 3P model – preserve life, prevent worsening, promote recovery.</p>	No Change	First Aid Staff
	<ul style="list-style-type: none"> <li>• Ensure isolation room identified,</li> </ul>	Yes	<p>Link to latest first aid guidance. Treatment to be given to an adult and different treatment to a student.</p>	No Change	First Aid Staff And Facilities Manager
	<ul style="list-style-type: none"> <li>• Ensure contact details of families are up to date.</li> </ul>	Yes	<p>Use the rainbow room in school for this purpose. Signs and PPE are in place.</p>	No Change	Headteacher
	<ul style="list-style-type: none"> <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>	Yes	<p>Professional services have completed a full review of student data within the SIMS system during the current half term and new students are now on this system ready for September. Changes will be updated daily.</p>	No Change	Headteacher

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			Staff all aware of this process and this has been utilised throughout the last half term. Will be reminded to staff during induction session on first day of term.		
<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>	<ul style="list-style-type: none"> <li>Ensure message around staying home if ill is reinforced.</li> </ul>	Yes	Regularly informed to parents through communication and website.	No Change	Headteacher
	<ul style="list-style-type: none"> <li>Clear communication around hygiene guidance.</li> </ul>	Yes	Students encouraged about washing hands regularly and sanitising. Minimal resources to be brought to the academy with students and class teacher will report to SLT if a student's hygiene levels are concerning.	No Change	Headteacher and Class Teacher
	<ul style="list-style-type: none"> <li>Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family</li> </ul>	Yes	SLT and Attendance lead to re-enforce this through parent communications and website.	No Change	Headteacher and Attendance Lead
	<ul style="list-style-type: none"> <li><u>Nursery arrangements in place to change bedding regularly to reduce the risk of infection</u></li> </ul>	n/a	n/a	No Change	n/a
<b>The start and end of the school day create risks of breaching social</b>	<ul style="list-style-type: none"> <li>Start and departure times are staggered.</li> </ul>	Yes	Timetable structured to facilitate staggered start and end of the school day.	Academy to review start and finish times based on numbers attending and update in updated re-opening plan.	Headteacher  Headteacher



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<b>distancing guidelines</b>	<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> </ul>	Yes	Separate entrance zones and or times for each key stage and covered segregated zones for each year group for parents to collect from. One-way system in place for exiting the site.	Academy to review start and finish times based on numbers attending and update in updated re-opening plan.	
	<ul style="list-style-type: none"> <li>Staff, parents and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use.</li> </ul>	Yes	Signage already in place and proving to be effective. More ordered. One-way system introduced in main playground for an entrance and exit. Additional signage in place to continually inform and remind stakeholders. Staff will be on duty to ensure this is enforced.	Parents/Carers updated via website and letters.	Headteacher and Business Manager
	<ul style="list-style-type: none"> <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> </ul>	Yes	Separate entrance and exits and use of one-way system where possible. The one-way system is now in place as upstairs rooms are being used for new bubbles. Signage is in place.	No Change	Headteacher and Business Manager
	<ul style="list-style-type: none"> <li>Floor markings are visible where it is necessary to manage any queuing.</li> </ul>	Yes	Effective signage is in place. These will be reviewed to ensure adhesive is still effective.	No Change	Business Manager and Facilities Manager
	<ul style="list-style-type: none"> <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>	Yes	Segregated areas identified for each year group to be collected at the end of the day and then leave site through a one-way system. Some purchases have been necessary to	No Change	Headteacher , Business Manager and

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			ensure that these areas are covered to protect students from inclement weather.		Facilities Manager
<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>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Current system in place will be adhered to by all class teachers</p> <p>Will continue to report daily if still applicable.</p> <p>Current rigorous system will be continued with Attendance Lead reviewing and making contact with each family to ensure reasons for absence are recorded and support offered if needed.</p> <p>Updated Guidance issued by the Trust in January 2021:</p> <p>Covid 19 – Safeguarding, Attendance and Remote Learning Policy – Jan 2021</p> <p>Covid 19 – Safeguarding Addendum – January 2021</p> <p>Covid 19 – Remote Learning Safeguarding Guidance – January 2021.</p> <p>Covid 19 – Teams Registration Walkthrough Guide – Jan 2021.</p>	<p>No new cohort's N/A</p> <p>No new cohort's N/A</p> <p>No new cohort's N/A</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Class Teacher and Attendance Lead.</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
The school is unable to provide breakfast clubs, lunch clubs and after-school clubs	<ul style="list-style-type: none"> <li>Feasibility on continuation or reimplementation of wrap-around provision.</li> </ul>	No	Breakfast club suspended due to difficulty to provide this provision and supervise students in bubbles. Will review this provision and the feasibility of continuing with this after first half term.	Not running during lockdown	Headteacher
	<ul style="list-style-type: none"> <li>Communicate decisions to parents</li> </ul>	Yes	Parents that used this provision have been informed that it will not be implemented for the first half term. Updates will be communicated through letters, phone calls and website.	No clubs running before or after school.	Headteacher
Meals are not available for all children in school	<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> </ul>	Yes	Hot meals will be provided to all students on a daily basis. Cashless catering in place with online top ups. One service point in hall and then two dining areas set up to facilitate two bubbles in one sitting.	No Change	Headteacher and Business Manager
	<ul style="list-style-type: none"> <li>Catering provider must complete separate risk assessment for catering staff and kitchens</li> </ul>	Yes	Risk Assessments on file.	No Change	Catering Provider and Business Manager
	<ul style="list-style-type: none"> <li>School must risk assess any of their own staff involved with catering provision.</li> </ul>	Yes	Not required until the return of breakfast provision.	No Change	Headteacher
		No	Cost for day time janitor obtained and will be funded through budget	No Change if bubbles in place	Business Manager

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	<ul style="list-style-type: none"> <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>	N/A	<p>and by using some hours that have been relinquished by a morning operative. This has not been included in the budget to submission dates of 20/21 budget plans. This will be covered regionally or reflected as overspend in period forecast outturns.</p> <p>Not required</p> <p>Allergen register being updated during the final weeks of the current year to include changes and also new students joining the academy. Current system will remain in place to ensure compliance.</p>	<p>No Change</p> <p>No Change</p>	<p>Headteacher and Senior Midday Supervisor</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> </ul>	<p>Yes</p> <p>Yes</p>	<p>Through training in September 2020 and completion of policy and Educare modules.</p> <p>Current policy and procedures are effective and will be shared with all stakeholders through the issuing of policies to review at the start of term and the delivery of fire drill to test that plans are robust and familiar to all.</p>	<p>No Change; See Key Safeguarding and Attendance Update from JS dated 08/01/21</p> <p>See Key Safeguarding and Attendance Update from JS dated 08/01/21</p>	<p>DSL</p> <p>DSL</p>



Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<p>potential risk of harm to a child or to obtain evidence to support a referral to Social Care where there are specific concerns - in these circumstances face masks will be worn where appropriate)</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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) - NOTE: This is not an option if there are any perceived safeguarding concerns when a physical home visit must therefore be completed</li> </ul>			<p>No Change</p> <p>No Change</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
<b>Higher risk of increased disclosures from returning pupils</b>	<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> <li>• Multi-agency arrangements in place to support early help</li> </ul>	Yes	School has signed up to be part of the 'you've been missed' programme led by the LA. Non-class-based DSL involved in offering EH if needed for individuals and families.	No Change	DSL
<b>Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school</b>	<ul style="list-style-type: none"> <li>• Academy arrangements for dealing with pupil well being to be inserted here to cover:-</li> <li>• Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently.</li> <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> <li>• Provide focused pastoral support where individual issues are identified, drawing on external support where necessary.</li> <li>• New space funded space created upstairs where the EAL room was.</li> </ul>	Yes	Training for staff on the RRP in September before pupils return. 30 minutes additional RRP session timetabled when pupils return. DSL involved in offering EH if needed for individuals and families.	No Change	AHT/Well-being lead and DSL
<b>Pupils' behaviour on</b>	<ul style="list-style-type: none"> <li>• Clear messaging to pupils on the importance and reasons for social</li> </ul>	Yes	Signage in place to remind of the importance of social distancing and	No Change	Headteacher and

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return to school does not comply with social distancing guidance	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.		displays planned for electronic displays in KS1 and 2 areas.		Business Manager
	<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>	Yes	Separate playgrounds/lunch times. Resources will be cleaned regularly. Expectations shared with staff during CPD days in September.	No Change	Headteacher
	<ul style="list-style-type: none"> <li>• Staff model social distancing consistently.</li> </ul>	Yes	Already being applied at all times and will continue to be reminded and reviewed within staff briefing sessions.	No Change	Headteacher
	<ul style="list-style-type: none"> <li>• The movement of pupils around the school is minimised.</li> </ul>	Yes	Bubbles will remain in their designated classroom and will only move around the site using the one way system when on break and lunch and will be supervised at all times.	No Change	Headteacher
	<ul style="list-style-type: none"> <li>• Large gatherings are avoided.</li> </ul>	Yes	Staggered break and lunch times within the timetable and will be supervised by Teaching and Midday staff at all times.	No Change	DHT
	<ul style="list-style-type: none"> <li>• Break times and lunch times are structured and closely supervised.</li> </ul>	Yes		No Change	Headteacher



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	<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> </ul>	Yes	Shared with staff during CPD days in September.	No Change	Headteacher and Class Teacher
	<ul style="list-style-type: none"> <li>Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> </ul>	Yes	Reported to SLT for review and reminder training if required. This will be recorded to ensure that it is considered if a Track and Trace need arises.	No Change	Headteacher and Class Teacher
	<ul style="list-style-type: none"> <li>Messages to parents to reinforce the importance of and exhibit social distancing.</li> </ul>		Delivered through newsletters, written communication, during drop of and pick up times, on the website and through the parent app.	No Change	
<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> </ul>	Yes	A schedule is in place to assess pupils in key areas when they return. Google classroom will continue to be utilised if needed.	N/A	DHT
	<ul style="list-style-type: none"> <li>Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified.</li> </ul>	Yes	Timetables reflect allocated time for interventions and pre-tutoring.	No change	Headteacher
	<ul style="list-style-type: none"> <li>Exam syllabi are covered where appropriate</li> </ul>	N/A	N/A	No change	
	<ul style="list-style-type: none"> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning</li> </ul>	Yes	Additional TA capacity to support if needed. N/A at present	Academy to review continued delivery of Catch-Up Premium.	EYFS Lead

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	<ul style="list-style-type: none"> <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>	<p>Yes</p> <p>Yes</p>		<p>No change</p> <p>No change</p>	
<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> <li>Access support through health and social care offer</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>1:1 support for high need pupils with a space available in each classroom as a break out area.</p> <p>SENCO regularly updates provision for EHCP pupils.</p>	<p>Academy to review to adapt strategies for remote learning if the student is shielding by 18<sup>th</sup> January 2021</p> <p>By 18<sup>th</sup> Jan 21</p> <p>No change</p>	SENCO
<b>What can we do differently for SEN/D students so they transition smoothly back into</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>	Yes	<p>Identified pupils have been given a transition booklet before the summer break.</p> <p>Identified pupils have undertaken a visit to school to meet their new teacher and look round school.</p> <p>Identified pupils have a personalised return plan agreed with SENCO and parents.</p>	Strategies in place for support of SEND students not in academy and working remotely	SENCO

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school and make up for lost curriculum time?					
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	<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>	Yes	Chromebooks on site will be issued with loan agreement and Wifi device to support the continuation of learning for students.	No Change; DfE additional devices on order. Virtual learning in line with latest Trust guidance and to incorporate Safeguarding.	Headteacher and IT Manager
Recruitment	<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> <li>Retrospective observations for summer term recruitment to be completed in school</li> </ul>	Yes  Yes	Measures already in place with recruitment happened successfully through TEAMS for the only current vacancy which was a Sports Lead Apprentice.  DHT will complete observations and update outcomes to training provider.	No on-site interviews to take place during Tier 5 restrictions.  No Change	Headteacher and HR  DHT
Deployment of ITT trainees	<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</li> </ul>		N/A	No Change	

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	<p>across or within years, adapting resources for such groups, creating online learning materials, re-planning sequences of lessons or delivering catch-up lessons</p> <ul style="list-style-type: none"> <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>				
<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>	Yes	All staff Risk Assessments completed with no concern from any member of staff. All staff will be returning in September with the exception of one long term sick leave and one maternity leave and cover is already in place for these.	No Change	Headteacher and HR
<b>Staff are insufficiently</b>	<ul style="list-style-type: none"> <li>• A member of staff per academy is identified as the point of contact for</li> </ul>	Yes	Open discussions with Line Managers and during staff meetings	No change	Headteacher

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briefed on expectations	this risk assessment (could be union rep or another that is selected by the staff) to collate staff feedback and engage with SLT.		to ensure all staff remain confident in safety measures and contents of Risk Assessment.		
	<ul style="list-style-type: none"> <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>	Yes	Through staff training on 15 <sup>th</sup> July 2020 and then again through training day in September 2020.	Revised plan and R.A. shared with all staff and feedback sought.	Headteacher
	<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> </ul>	Yes	Through training, policies and procedures shared, electronic displays and through the video prepared for staff, students and parents.	Revised R.A shared remotely	Headteacher
	<ul style="list-style-type: none"> <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> </ul>	Yes	Though training planned for September return.	Staff in academy reminded through R.A.	Headteacher
	<ul style="list-style-type: none"> <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> </ul>	Yes	Though training planned for September return.	Any proposed changes to bubbles communicated to staff.	Headteacher
	<ul style="list-style-type: none"> <li>Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is</li> </ul>	Yes	Support offered to all staff through teams and line managers. Also offered from Headteacher and Professional Services colleagues.	Information reissued	Line Managers

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	<p>recorded and implemented where applicable.</p> <ul style="list-style-type: none"> <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>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staff reminded about the E-ACT employee support provision.</p> <p>Through line meetings with Manager.</p> <p>Communicated to staff</p>	<p>No Change</p> <p>Re-communicated to all staff.</p> <p>Head to communicate to staff via email e.g. Changes to Safeguarding and Attendance processes and policies.</p>	<p>Line Manager</p> <p>Headteacher</p> <p>Headteacher</p>
<p><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</b></p>	<ul style="list-style-type: none"> <li>• Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues</li> <li>• Circulation plans have been reviewed and amended.</li> <li>• One-way systems are in operation where this supports minimising bubble contamination.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>All desks in place facing forwards with teach desk at the front of each classroom. One class per classroom with no movements between rooms permitted. No additional furniture is required to support layouts.</p> <p>One way plan already being used by staff and students and will remain in place and informed to all students and reminded to staff in September 2020.</p> <p>Signage in place around the site to support one way system and social distancing.</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p>	<p>Headteacher , Facilities Manager and Business Manager</p> <p>Headteacher , Facilities Manager and Business Manager</p> <p>Headteacher , Facilities Manager and</p>

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distancing at break and lunch times	<ul style="list-style-type: none"> <li>• Circulation routes are clearly marked with appropriate signage</li> </ul>	Yes		No Change	Business Manager
	<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> </ul>	Yes	Janitor to clean bubbles when students move out of classroom for breaks. All communal areas such as hall, washrooms, corridors and stairways to be continually cleaned and sanitised throughout the day as part of the cleaning schedule.	No Change	Facilities Manager
	<ul style="list-style-type: none"> <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>	Yes	Timetable constructed to support minimal movements and bubbles in place.	No change but may not be Year group bubbles. Class size to be determined by Head based on guidance and pupil numbers	Headteacher
	<ul style="list-style-type: none"> <li>• Where possible, pupils stay in classrooms and staff move around.</li> </ul>	Yes	Only movement to break, lunch, washrooms and Art room.	No Change	Headteacher
	<ul style="list-style-type: none"> <li>• Lesson change overs are staggered to avoid overcrowding. or mitigated by staying in classroom</li> </ul>	Yes	Operational plan and RA in place – following guidance. Designated isolation room identified.	No Change	Headteacher
	<ul style="list-style-type: none"> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> </ul>	Yes	Through class teacher, Headteacher, signage and electronic screens.	No Change	Headteacher Headteacher

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	<ul style="list-style-type: none"> <li>• Pupils are made aware of the importance to minimise close contact as that is defined in the guidance.</li> <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>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Through the bubble system for students and staff.</p> <p>Reported to Headteacher and recorded for reference if a track and trace situation arises.</p> <p>Implemented through the timetable and staffing rotas.</p> <p>Signage already in place and more ordered. Electronic screens in KS1 and KS2 areas.</p>	<p>No change</p> <p>No change</p> <p>No Change</p> <p>No Change</p>	<p>Headteacher and Business Manager</p> <p>Headteacher</p> <p>Headteacher and Facilities Manager</p> <p>Headteacher and Facilities Manager</p>
<p><b>Staff rooms and offices do not allow for observation of social distancing guidelines</b></p>	<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> <p>Updated ventilation guidance. All rooms to have windows open and where in place mechanical ventilation in se set to allow as much fresh air as possible.</p>	<p>Yes</p> <p>Yes</p>	<p>Staggered breaks for staff in place. All Office spaces to be checked for maximum occupancy and signs on doors</p> <p>All shared with staff and currently in place within the site.</p> <p>Staff to be instructed to keep windows open to ensure fresh air circulation. Head, SLT to ensure staff put in place.</p>	<p>Review layout and maximum numbers in light of increased risk of transmission.</p> <p>No Change</p> <p>No Change</p>	<p>Headteacher and Facilities manager</p> <p>Headteacher and Business Manager</p>



Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
Queues for toilets and handwashing risk non-compliance with social distancing measures	<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> </ul>	Yes	Designated washrooms in place for student year group bubbles and for staff. These are in place reminders for students through signage and class teacher communication.	No Change	Headteacher
	<ul style="list-style-type: none"> <li>• Nursery have arrangements in place to meet the staffing requirements when changing nappies and responding to children changing requirements.</li> </ul>	N/a	n/a		n/a
	<ul style="list-style-type: none"> <li>• Floor markings remain in place to promote social distancing.</li> </ul>	Yes	In place and will be reviewed daily.	No Change	Facilities Manager
	<ul style="list-style-type: none"> <li>• Pupils and staff know that they can only use the toilet one at a time.</li> </ul>	Yes	Through class teacher instructions and staff training day.	No Change	Headteacher and Class Teacher
	<ul style="list-style-type: none"> <li>• Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> </ul>	Yes	Supervised by Teaching Assistant where possible and required.	No Change	Class Teacher
	<ul style="list-style-type: none"> <li>• The toilets are cleaned frequently to take account for the number of pupils accessing the facilities.</li> </ul>	Yes	Cleaned throughout the day as part of the Janitor's schedule and then again at the end of the day by the cleaning team.	No Change	Facilities Manager
	<ul style="list-style-type: none"> <li>• Monitoring ensures a constant supply of soap and paper towels - hand driers reinstated.</li> </ul>	Yes	Checked and replenished throughout the day by the Janitor and then at the end of the day by the Facilities Assistant.	No Change	Facilities Manager
	<ul style="list-style-type: none"> <li>• Lidded Bins are emptied regularly.</li> </ul>	Yes	Located in every classroom and office space.	No Change	Facilities Manager

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	<ul style="list-style-type: none"> <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>Yes</p> <p>Yes</p>	<p>Through signage and class teacher. How is this evidenced.</p> <p>Dispensers installed in all classrooms and communal areas such as Hall, Library, entrance and exit points.</p>	<p>No Change</p> <p>No Change</p>	<p>Headteacher And Facilities Manager</p> <p>Facilities Manager</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> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Cleaning team remained on site working throughout the last half term.</p> <p>Already in place and working effectively. Will continue to be monitored through site audits and daily checks. Is this cleaning schedule documented?</p> <p>Included within the current schedule and effective.</p>	<p>Cleaning requirements reviewed to reflect need</p> <p>No Change</p> <p>No Change</p>	<p>Facilities Manager</p> <p>Facilities Manager</p> <p>Facilities Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<ul style="list-style-type: none"> <li>• Introduce cleaning of shared resources where required and consider role of our staff (eg 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> <li>• Outdoor playground equipment should be more frequently cleaned.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Cleaning resources in every classroom for the class teacher or teaching assistant to use for sanitising share resources. Levels in classrooms checked daily by the Janitor and or the Facilities team.</p> <p>All areas cleaned when students move out for breaks and or lunch. Areas such as the Library, Art Studio and Hall that are used throughout the day will be cleaned after each bubble leaves the area.</p> <p>Morning operative relinquished 1.5 hours that are being used to offset the cost of the full time janitor hours. Revised labour cost obtained from CleanTec and will be met by region or reflected as overspend linked to COVID19 within monthly budget forecasts.</p> <p>This is currently completed after each break, lunch and sports session by the PE lead, midday supervisors or Facilities Assistant.</p>	<p>No Change</p> <p>No Change</p> <p>Additional hours adjusted to meet demand</p> <p>No Change</p>	<p>Class Teacher and Facilities Manager</p> <p>Facilities Manager</p> <p>Business Manager</p> <p>Facilities Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
<b>Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school</b>	<ul style="list-style-type: none"> <li>• Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u></li> </ul>	Yes	Copy will be uploaded to COVID file.	No Change	Facilities Manager
	<ul style="list-style-type: none"> <li>• Plans are in place to identify and clean all areas with which the symptomatic person has been in contact</li> </ul>	Yes	Already been applied when needed during current half term. Communication immediately through radio to ensure a timely response. PPE worn and area fully cleaned, sanitised and inspected.	No Change	Facilities Manager
	<ul style="list-style-type: none"> <li>• Sufficient and suitable equipment is available for the required clean</li> </ul>	Yes	Sufficient level of PPE currently held in stock and accessible to cleaning, Facilities and First Aid staff. Staff will try to assist at a safe distance from the casualty as much as possible and minimise the time spent in shared breathing zone. If the unwell person is capable, the first aider will request that they do things for themselves, but treating the person properly remain the first concern whilst remembering the 3P model – preserve life, prevent worsening, promote recovery.	No Change	Facilities Manager
	<ul style="list-style-type: none"> <li>• Adequate disposal arrangements are in place to dispose of contaminated waste</li> </ul>	Yes	Disposed of in lidded bins or sealed bags to the bin store area and then disposed of after 72 hours into commercial bins.		

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<ul style="list-style-type: none"> <li>• Cleaning of the area where staff or students are held when falling ill with symptoms during the day.</li> </ul>	Yes	Full clean of the COVID19 Medical room would take place when required following the process above.	No Change	Facilities manager
<b>Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established</b>	<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> </ul>	Yes	Stock levels already checked and confirmed as sufficient for September return. Daily check by janitor and orders raised in a timely manner.	No Change	Facilities Manager
		Yes	Class Teacher, teaching Assistant or Midday Supervisor are supervising students in washrooms.	No Change	Headteacher
		Yes	Checks completed throughout the day and whole stock levels checked daily checks made by Janitor and orders raised in a timely manner to replenish stock. Procedure set up to use stock from secondary (NBA) in the event of an emergency.	No Change	Facilities Manager

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<ul style="list-style-type: none"> <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>	Yes	Signage in place and information to be displayed on electronic screens in September when students return.	No Change	Headteacher and Business Manager
<b>Inadequate supplies and resources mean that shared items are not cleaned after each use</b>	<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> </ul>	Yes	Students to be asked to bring in own equipment where possible.	No Change	Headteacher
		Yes	Any shared or loaned equipment to be sanitised using wipes provided to the class teacher.	No Change	Headteacher
		Yes	Any shared or loaned equipment to be sanitised using wipes provided to the class teacher.	No Change	Headteacher
		Yes	Any shared or loaned equipment to support practical lesson to be sanitised using wipes provided to the class teacher. Each classroom has a supply of cleaning spray, cleaning cloth and sanitising wipes use on surfaces and shared resources. All to be	No Change	Facilities Assistant

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<ul style="list-style-type: none"> <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>Yes</p> <p>Yes</p>	<p>disposed of in the lidded bin provided.</p> <p>This would be identified when reviewing spending profiles at the end of each period. Any concerns will be reflected as part of period forecasts.</p>	<p>No Change</p> <p>No Change</p>	<p>Business Manager</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> <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> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staff will be reminded on the training day and within the operational plan that they are to inform their line manager of any symptoms of possible coronavirus infection. This will be shared with Parents through Headteacher communications and updates when students are being dropped off or collected from school.</p> <p>Link to academy's website via hyperlink.</p> <p>Staff, students and parents will be reminded through training day material, website, visual screens and newsletters that they should <u>not</u> attend if they have symptoms or are self-isolating due to symptoms in their household.</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<ul style="list-style-type: none"> <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> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Registers will be retained and attendance within the year group bubble recorded within SIMS.</p> <p>Staff already aware that PPE is stored in the COVID19 First Aid Room (Rainbow Room), medical room and within the facilities stores. Staff will try to assist at a safe distance from the casualty as much as possible and minimise the time spent in shared breathing zone. If the unwell person is capable, the first aider will request that they do things for themselves, but treating the person properly remain the first concern whilst remembering the 3P model – preserve life, prevent worsening, promote recovery.</p> <p>Through daily staff briefings, Parent App, email, written communication, electronic screens and website.</p> <p>Staff will be regularly reminded through staff briefings.</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p> <p>No Change</p>	<p>Headteacher</p> <p>Headteacher and Business manager</p> <p>Headteacher and Business Manager</p> <p>Headteacher And Business Manager</p>
	<p>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=n4KL97m2l">https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l</a> or by</p>	<p>Yes</p>	<p>Staff will be regularly reminded through staff briefings.</p>	<p>No Change</p>	<p>Headteacher And Business Manager</p>



Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<p>telephone to 0344 225 3560 (opt 0 opt 2). Out of hours 01384 679 031 ROD 07540 677444</p> <ul style="list-style-type: none"> <li>• 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> <li>• Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust.</li> <li>• Nominate a co ordinator 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</b></li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Continually review the process and ensure SLT are familiar with changes to disseminate to the rest of the team and communicate with all stakeholders. All PHE guidelines followed with the support of region in the event of positive cases.</p> <p>SLT member</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p> <p>No Change</p> <p>No Change</p>	<p>Head</p> <p>Headteacher</p> <p>Head</p> <p>Headteacher and Business Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<p><b>implications of a subsequent positive result.</b></p> <ul style="list-style-type: none"> <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>SLT to remain familiar with process to ensure that this is followed in a timely manner if needed.</p> <p>Staff are aware and have used this testing service.</p> <p>Test kits have now been received and stored in the Covid-19 medical room for issuing if needed. Record will be kept if and when supplied to staff and parents.</p> <p>Facilities Manager as part of Health and Safety will remain familiar with process to ensure that this shared with SLT and is followed in a timely manner if needed.</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p>	<p></p> <p>First Aid Staff</p> <p>Headteacher , Business Manager and Facilities Manager</p>
<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> </ul>	<p>Yes</p>	<p>Room has been assessed and is compliant to isolation measures and social distancing. The only restriction is there is no outdoor air flow in this area.</p>	<p>No Change</p>	<p>Business Manager</p> <p>All Staff</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<ul style="list-style-type: none"> <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 cases, along with other affected areas, including toilets.</li>   <li>• PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Process familiar to staff and already been used.</p> <p>Covid19 medical room (rainbow room) is isolated away from classrooms and other students.</p> <p>Reported through radio system and will be fully cleaned and sanitised after use.</p> <p>In place in Covid19 medical room and also in main medical room so accessible to first aider. Individual visors already issued to first aid staff for use.</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p> <p>No Change</p>	<p>First Aid Staff</p> <p>Facilities Manager</p> <p>Facilities Manager</p>
<p><b>Provision of PPE for staff where required is not in line with government guidelines</b></p>	<ul style="list-style-type: none"> <li>• E-ACT position has been consistent on the wearing of face coverings since Sep 20 and the current guidance for the higher risks and lockdown are already covered by this. All staff in all our academies to wear when in communal areas of corridors. In the classroom should staff wish to be provided with a face covering / visor we will provide this.</li> <li>•</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Through staff briefings</p> <p>Stored in both medical rooms and in the facilities store rooms that can be accessed by facilities team and the janitor.</p>	<p>No Change</p> <p>No Change</p>	<p>Headteacher</p> <p>Facilities Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<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</li> </ul>	Yes	Through training but reminder will be arranged for September training day.	No Change	Headteacher
		Yes	Through training and ongoing staff briefings.	No Change	Headteacher
		Yes	Through training and ongoing staff briefings.	No Change	Headteacher
		Yes	All disposable expects visors and first aid staff responsible for cleaning their own visor in line with guidance.	No Change	First Aid Staff
				No Change	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	line with guidance				
<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>	<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>Yes</p> <p>Yes</p> <p>No</p>	<p>Only staff providing cleaning provision and those providing close care and first aid will use PPE.</p> <p>Stock levels monitored daily to ensure orders are in place in a timely manner.</p> <p>Visit by ROD and signed off.</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p>	<p>Headteacher</p> <p>Facilities Manager</p> <p>ROD</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>	<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> <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>	<p>Yes</p> <p>Yes</p>	<p>Capital work on boiler to continue in summer holidays but will be completed for when school re-opens. Potential capital works to outside of building commencing in October 2020. Concerns raised with regional facilities about the implications of this work so will await an update.</p> <p>In line with usual contractor risk assessments.</p>	<p>No Change</p> <p>No Change</p>	<p>Facilities Manager</p> <p>Facilities Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<ul style="list-style-type: none"> <li>Assurances have been sought from the contractors that they are familiar with the <a href="#">symptoms associated with Coronavirus covid-19</a>, 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> <li>Records kept of all contractors on site for track and trace purposes.</li> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Reviewed for current contractor with boiler but will review if external works are to be continued.</p> <p>Kept within the Inventory signing in system.</p> <p>Segregation from staff and students in place where possible.</p> <p>In line with contractors risk assessment.</p> <p>In line with contractors risk assessment.</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p> <p>No Change</p> <p>No Change</p>	<p>Facilities Manager</p> <p>Facilities manager</p> <p>Facilities Manager</p> <p>Facilities manager</p> <p>Facilities manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<ul style="list-style-type: none"> <li>ROD must be aware of any planned works and associated risk assessments</li> </ul>	Yes	Capital works planned through region and ROD aware.	No Change	Facilities manager
<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> </ul>	Yes	No change to current evacuation plans and drill will be scheduled for first week of September to ensure familiarity with all stakeholders.	Fire Drill by end week 15/01/20 when numbers settled.	Facilities Manager
	<ul style="list-style-type: none"> <li>Staff and pupils-have been briefed on any new evacuation procedures.</li> </ul>	Yes	No change to current evacuation plans and drill will be scheduled for first week of September to ensure Familiarity with all stakeholders.	No Change	Facilities Manager
	<ul style="list-style-type: none"> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Yes	Will be reminded during the training day in September 2020.	No Change	Facilities Manager
	<ul style="list-style-type: none"> <li>Fire drill arranged in early September.</li> </ul>	Yes	Planned for first week in September.	No Change	Facilities Manager
<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>	Yes	Ongoing planning whenever a Marshal is absent due to illness, isolation or CPD.	No Change	Facilities Manager

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
<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>	Yes	All compliance is up to date and water systems have been maintained throughout this term and will continue to be during the summer break with a facilities presence every day.	No Change Regional Operations Director will monitor all aspects of statutory compliance and also compliance with the controls included within this risk assessment.	Facilities Manager
<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>	Yes	<p>Individual risk assessments are updated if appropriate.</p> <p>RA has been shared with all staff.</p> <p>Control measures in place.</p>	<p>No Change</p> <p>No Change</p>	<p>Headteacher</p> <p>Headteacher</p>
<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</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Signage in place to remind of social distancing expectations and parents reminded that queries should be dealt with through email or telephone call to avoid visits to the school office.</p> <p>Visitors will be spoken to through access system and if not essential will be asked to make an appointment to visit the site.</p> <p>Through inventory signing in system.</p>	<p>No Visitors during lockdown unless emergency where Parent meeting room will be used on express permission of Head Teacher. Regional staff may visit if essential business.</p> <p>No visitors see above, but current system used if required.</p>	<p>Facilities Manager and Business Manager</p> <p>Reception Team</p>



Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<p>with.</p> <ul style="list-style-type: none"> <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> </ul>	<p>Yes</p> <p>Yes</p>	<p>Through Headteacher communication and website.</p> <p>Through Headteacher and Class Teacher communication.</p>	<p>Parents to be notified that no visiting academy except for collection of FSM hampers where a separate process is in place.</p> <p>No Change</p>	<p>Headteacher</p> <p>Headteacher</p>
<p><b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</b></p>	<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>	<p>Yes</p>	<p>Updated policies are on the academy website and have been shared with stakeholders.</p>	<p>No Change</p>	<p>Headteacher</p>
<p><b>Pick up and drop off times</b></p>	<ul style="list-style-type: none"> <li>• Consider opening school gates earlier so parents can socially distance on the playground</li> </ul>	<p>Yes</p>	<p>Staggered start and end times introduced as part of the new timetable. Designated drop off and collection points in place and one way exit from site introduced.</p>	<p>No Change</p>	<p>Headteacher and Business Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<ul style="list-style-type: none"> <li>• Staggered start and finish times to ease pavement congestion – this is communicated clearly to parents.</li> <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 (eg sibling, public transport) than their official start time.</li> </ul>		Signage ordered and flow will be covered within the induction video that is to be produced. This will also be communicated on newsletters to parents.		
<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> </ul>	Yes	Communication with parents through social media and weekly newsletter encouraging them to walk to school where possible. Staggered drop off times support social distancing.	No Change	Headteacher

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<ul style="list-style-type: none"> <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>				
<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 zone, but if a more general space is used then the bubble contamination risk must be noted, register of this 'transport bubble' then kept.</li> </ul>	Yes	Communication with parents through social media and weekly newsletter encouraging them to walk to school where possible. Staggered drop off times support social distancing.	No Change	Headteacher

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
<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	No Change	n/a
<b>Curriculum does not factor in sufficient prevention control</b>	<ul style="list-style-type: none"> <li>• The school operating plan and timetable has been designed with prevention control at its core. Please record here how your</li> </ul>	Yes	New timetable has been constructed with prevention control and social distancing in mind.	No Change if bubbles used  No Change if bubbles used	Headteacher  Headteacher

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<p>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 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.</li> <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</li> </ul>	<p>Yes</p> <p>n/a</p> <p>Yes</p> <p>Yes</p>	<p>New timetable in place to support staggered start and end times for students.</p> <p>n/a</p> <p>Time allowed for cleaning in the changeover of lunch and break sessions for bubble year groups.</p> <p>There are two areas for students to dine in and then there are designated playground areas for each year group.</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p> <p>No Change</p>	<p>Headteach er Facilities Manager</p> <p>Headteach er Business Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<p>bubbles during lesson changeover.</p> <ul style="list-style-type: none"> <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</li> </ul>	n/a	n/a	<p>No Change</p> <p>No Change</p> <p>Suspending during National lockdown.</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<p>accordance with the year 11 strategy.</p> <ul style="list-style-type: none"> <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> <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</li> </ul>			<p>Suspended during national lockdown</p> <p>Suspended during national lockdown, particularly indoor PE.</p> <p>Suspended during national lockdown.</p> <p>No indoor PE.</p> <p>No Change</p>	





Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action Lockdown 05/01/21	Respon person
	<ul style="list-style-type: none"> <li>• Leadership will be on site to provide supervision along with subject teachers.</li> <li>• Snacks will be provided in sealed individual wrappings and students will bring in their own packed lunch that they will consume at their classroom desk.</li> <li>• Cleaning will be completed once the students have left the area to ensure that this area is sanitised for students use on Monday morning.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Leadership to direct students to their study room and complete checks throughout the day and supervise any students needing to use the washrooms that are located just by the library.</p> <p>Purchased from cash and carry and will be ready for distribution when needed.</p> <p>The morning cleaner and or the facilities team member will ensure that the Year 6 classroom and washrooms are cleaned first thing on Monday morning prior to students arriving to school.</p>		