

Nechells Academy March 2021 Re-Opening Risk Assessment

Introduction

The governments plan for the full return of all pupils from the 8th March 2021: [Schools Coronavirus Operational Guidance February 2021](#)

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 is based on Government guidelines on COVID-19 as at 22nd February 2021 and is provided to help schools to prepare and decide arrangements for an increased number of children attending/returning to school. Sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonable practicable level.

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

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

Core Principles

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

Systems of Controls

Prevention You must always:

- 1) Minimise contact with individuals who are required to **self-isolate by ensuring they do not attend the school.**
- 2) Ensure **face coverings are used in recommended circumstances.**
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to **minimise contact across the site and maintain social distancing wherever possible.**
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the **appropriate personal protective equipment (PPE) where necessary.**
- 9) Promote and engage in **asymptomatic testing**, where available.

Response to any infection You must always:

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

E-ACT's position has been consistent on the wearing of face coverings since Sep 20. All staff in all our academies to wear when in communal areas and corridors. In the classroom should staff wish to be provided with a face covering we will provide this. The two other mandatory cases for wearing PPE remains – when dealing with a symptomatic member of staff or student or where you normally do in intimate care situations.

Name of Academy		Nechells Primary E-ACT Academy
Consulted With	Date and How	Comments
Staff	4/03/2021 via email and the academy website	No comments

Parents	<p>5/03/2021 a link to the document sent via parent text.</p> <p>5/03/2021 a link to the document sent via parent newsletter</p>	No comments
Unions	3/03/2021 document shared with Union members (no reps in school) via email and a Teams meeting to discuss any queries.	No comments

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

Links to DfE Guidance

As new guidance is produced weekly, please refer to www.gov.uk for updates

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>
<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus>
<https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive>
<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
<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-decontamination-in-non-healthcare-settings>
<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus
<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020#part-b-guidance-for-dedicated-transport-to-schools-and-other-places-of-education-for-the-2020-to-2021-academic-year>
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
<https://www.cibse.org/coronavirus-covid-19>
<https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full-attendance-actions-for-schools-and-local-authorities>
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people>
<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>
<https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding>
<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>
<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>
<https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>
<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>
<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/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=remote_education
<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

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Version edits		
Version No.		Published
1	Original	24/02/2021
2	Updated following announcement of all primary pupils returning to school on the 8 th March 2021	5/03/2021
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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In Place Y/N	Proposed Action	Responsible person Action Completed
Lack of certainty over returning numbers	<ul style="list-style-type: none"> • Planning for full attendance of all year groups on 8th March 2021 	Yes	Timetable completed to support full return.	Headteacher
	<ul style="list-style-type: none"> • Phased return arrangements in place for year groups / pupils 	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.	Headteacher
	<ul style="list-style-type: none"> • Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 	Yes	Support given through SENCO and Attendance/Pastoral Lead to families who have anxieties over returning to School.	Headteacher/SENCO
	<ul style="list-style-type: none"> • There are 0 number of clinically extremely vulnerable/isolating children remain shielded at home 	Yes	No students remaining at home shielding, full return.	Headteacher
	<ul style="list-style-type: none"> • Schools can request from parents a copy of the shielding letter sent to CEV children to confirm that they are advised not to attend school whilst shielding guidance is in place 	Yes	Retained in student file for attendance evidence, if required.	Attendance Lead
	<ul style="list-style-type: none"> • Any specialist equipment required is returned to school/additional equipment made available to support return 	Yes	All laptops returned with Wi-Fi devices and all equipment required to support teaching and learning is in place.	Deputy Headteacher

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In Place Y/N	Proposed Action	Responsible person Action Completed
	<ul style="list-style-type: none"> • Home to school transport in place where required • Readiness to implement Test and Trace with a process in place for visitors/peripatetic etc. • Primary staff to continue with asymptomatic self-testing at home 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No home to school transport needed with current cohort. This will be further reviewed if any new starters require this provision.</p> <p>In place through registers at Reception and signing in and out systems.</p> <p>Staff aware and process will remain in place.</p>	<p>Headteacher</p> <p>Reception Team</p> <p>Facilities Manager</p>
<p>Number of staff available is lower than that required to teach classes in school</p>	<ul style="list-style-type: none"> • 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. • All staff who have received previously a 1:1 risk assessment is offered a review, especially where they have previously been identified as someone who was to work from home. • All staff will be offered a Wellness Action Plan • Flexible and responsive use of professional services and pastoral staff to supervise classes is in place. 	<p>Yes</p> <p>Yes</p> <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>Previous risk assessments reviewed and updated. No concerns raised about returning to site for 8th March 2021.</p> <p>HR made contact with all staff to offer individual wellness plan/risk assessment review.</p> <p>Professional services team will be on site from 8th March and able to support and supervise where needed.</p>	<p>HR/Line Managers</p> <p>HR/Line Managers</p> <p>HR Manager/ Headteacher</p> <p>Headteacher</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In Place Y/N	Proposed Action	Responsible person Action Completed
	<ul style="list-style-type: none"> Contingency planning in place and additional resource identified and budgeted. <p>In line with Feb 21 guidance:</p> <ul style="list-style-type: none"> CEV staff (incl. those added w/c 15/02/21) must work from home in line with medical letters they have received around shielding currently up to the 31st March. The shielding guidance is reviewed regularly. CEV individuals will be advised in advance of any extension or end date to inform them of changes or continuation of the guidance Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. A personal risk assessment would need to be revisited. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>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.</p> <p>Staff remaining home until 31/03/2021 with cover arrangements in place to support if needed but will deliver lessons and complete role remotely.</p> <p>Weekly welfare call to all CEV staff shielding to discuss welfare and updates.</p> <p>Strict adherence to risk assessment and continual reminder of social distancing measures through line meetings and briefings. All staff offered personal risk assessments.</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher /Line Managers</p> <p>Headteacher</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In Place Y/N	Proposed Action	Responsible person Action Completed
	<ul style="list-style-type: none"> CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. CEV staff should continue to shield even if vaccinated <p>Pregnant women with other health conditions are considered CEV, the advice for clinically extremely vulnerable staff will apply.</p> <ul style="list-style-type: none"> All staff to be offered an update of their individual Risk Assessment. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Strict adherence to risk assessment and continual reminder of social distancing measures through line meetings and briefings.</p> <p>Strict adherence to risk assessment and continual reminder of social distancing measures through line meetings and briefings.</p> <p>Reviewed and reminded as part of weekly welfare/catch up calls.</p> <p>Not currently applicable but will be considered if needed.</p> <p>All staff offered risk assessment update through email from HR Manager/Line Manager.</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher /Line Managers</p> <p>Headteacher/HR Manager</p> <p>HR Manager/Line Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In Place Y/N	Proposed Action	Responsible person Action Completed
Plans are not in place to identify number of classrooms and additional furniture or social distancing measures for each year group	<ul style="list-style-type: none"> • SLT and site management team meeting to review school site and specify entry/exit points and classroom use 	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.	Headteacher /Facilities Manager/SLT/Facilities Manager
	<ul style="list-style-type: none"> • All classrooms being fully utilised for each class year group and re-organised to allow front facing desks • 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 	Yes	Desks are facing forwards with teacher 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.	Facilities Manager
	<ul style="list-style-type: none"> • Schools might also include moving unnecessary furniture out of the classroom to make more space 	Yes	All excess furniture has been removed and placed in storage. Room capacity limits are reflected with the furniture placed in rooms.	Facilities Manager
	<ul style="list-style-type: none"> • 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. 	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. Separate medical room identified for anyone displaying symptoms of Corona-Virus. (Rainbow room). remembering the 3P model – preserve life, prevent worsening, promote recovery.	Headteacher/Class Teacher
	<ul style="list-style-type: none"> • Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. 	Yes		Headteacher

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In Place Y/N	Proposed Action	Responsible person Action Completed
	<ul style="list-style-type: none"> Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible. Younger pupils and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group. Try to implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. Make sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists. Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible. Staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>All students to remain in class bubble with the same teaching and education support staff members. This is reflected in the timetable.</p> <p>No mixing of bubbles will be permitted and during break and lunch times students are allocated to segregated areas to prevent this happening.</p> <p>Students remain within the same bubble and will be continually encouraged to wash hands and sanitise to protect all students and staff in the event of contact within the bubble.</p> <p>Bubbles remain as class sizes which will be manageable for the class teacher and education support team. Teaching and specialist support to remain to a high standard with manageable student numbers not compromising this in any way.</p> <p>All groups have their own teaching area and lunch areas will be sanitised between use of bubbles. All social and playground areas have been segregated to support each bubble using an area in isolation of other bubbles.</p>	<p>Headteacher</p> <p>Headteacher</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 Y/N	Proposed Action	Responsible person Action Completed
	<ul style="list-style-type: none"> Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Schools should try to minimise the number of interactions or changes wherever possible. Engagement of appropriate services for families not engaging Curriculum leads in school meet regularly to review impact of plan Room usage regularly reviewed during school operation when returning and changes made and recorded 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>PPA and cover will be applied where needed but limited to staff that are regularly attached to the bubbles. This will be kept to a minimum where possible. Sanitising will be promoted to all staff during briefings and face coverings worn when working in close proximity to students.</p> <p>Continually adopted and promoted around the site. Signage in place to remind all.</p> <p>Students will remain in the same bubble, room and break out areas each day. Minimal movement around site and disruption to staffing within the bubbles will be avoided whenever possible. 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>Headteacher</p> <p>Headteacher / All Staff</p> <p>Headteacher</p> <p>SLT</p> <p>Headteacher / Facilities Manager</p>
Classroom and timetable arrangements do not allow for all pupils to attend in	<ul style="list-style-type: none"> 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. 	Yes	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.	Headteacher

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In Place Y/N	Proposed Action	Responsible person Action Completed
line with guidance	<ul style="list-style-type: none"> • Staggered start and finish times should not reduce the amount of overall teaching time. • A staggered start may include: <ul style="list-style-type: none"> · condensing or staggering free periods or break time but retaining the same amount of teaching time · keeping the length of the day the same but starting and finishing later to avoid busy periods • Classrooms re-modelled, with chairs and desks front facing and spaced to allow for social distancing by the teacher. • Spare furniture removed that will not be used. • Clear signage displayed in classrooms promoting social distancing and hygiene. • Hand washing and sanitiser facilities identified for each learning area. Additional items required installed. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>All desks in place facing forwards, with the exception of EYFS & Y1, with teacher 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>Spare furniture moved to storage in site house.</p> <p>Currently in place and effective.</p> <p>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.</p>	<p>Headteacher / Facilities Manager</p> <p>Facilities Manager</p> <p>Facilities Manager / Business Manager</p> <p>All Staff</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In Place Y/N	Proposed Action	Responsible person Action Completed
	<ul style="list-style-type: none"> • Arrangements in place to support pupils when not at school with remote learning at home. 	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.	SLT
	<ul style="list-style-type: none"> • In primary schools, classes stay together with their teacher and do not mix with other pupils. 	Yes	Classes to remain in their bubbles for all learning, breaks and lunch times.	Class Teachers
	<ul style="list-style-type: none"> • Staff that cover absence are recorded against the bubble they teach and recorded for track and trace purposes. 	Yes	Recorded as part of cover register.	Class Teachers
	<ul style="list-style-type: none"> • The EYFS environment is re-organised to meet requirements of social distancing including groups who do not mix with other children or other small groups 	Yes	Already in place for students currently attending.	Class Teacher
	<ul style="list-style-type: none"> • Staggered lunchtimes to align with staggered start and finish times. 	Yes	Designated break and lunch times with Midday staff attached to specific bubbles. Sports Leader to implement and supervise non-contact sporting activities.	Headteacher
	<ul style="list-style-type: none"> • Consider lunchtimes in the classroom for younger year groups. 	Yes	Reflected on revised timetable.	Headteacher
	<ul style="list-style-type: none"> • Ensure offices are well ventilated: <ul style="list-style-type: none"> · Mechanical ventilation systems adjusted to increase ventilation rate where possible 	Yes	Mechanical ventilation in use where available but natural ventilation will be in place with windows and doors being opened as part of morning facilities routine. These will remain open during the school day if safe to do so.	Facilities Manager

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In Place Y/N	Proposed Action	Responsible person Action Completed
	<ul style="list-style-type: none"> • Natural ventilation – opening windows (these should be opened more fully during breaks) • Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used • Additional items of clothing are allowed in addition to the school's current uniform due to the increased ventilation that make the school building cooler than usual 	<p>Yes</p> <p>Yes</p>	<p>Will be used if needed but continual review of this will happen.</p> <p>Staff and students informed through briefings and newsletters of this measure.</p>	<p>Facilities Manager</p> <p>Facilities Manager</p>
There is a need for additional space to allow for curriculum to be fully delivered	<ul style="list-style-type: none"> • Identify available large spaces and appropriate timetabling e.g, dining areas, halls, studios, particularly in outdoor areas. • Large gatherings and assemblies prohibited. • Design layout and arrangements in place to enable social distancing. • The EYFS environment is re-organised to meet requirements of social distancing • Space for extra curricular activities to be available to support students' 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <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>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>Outside play areas segregated for each bubble to use for outdoor activities and extra-curricular. Outside sports to be</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher / Facilities Manager</p> <p>Headteacher</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In Place Y/N	Proposed Action	Responsible person Action Completed
	mental health and wellbeing and to support the full curriculum offer		used to support wellbeing with all resources being sanitised between use.	
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	<ul style="list-style-type: none"> 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. 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. Consider parent and pupil handbooks reflecting changes to usual school policy Advice is made available to parents on arrangements testing for COVID-19 Clarify arrangements for pick-up/drop-off, breaktimes, as well as expectations for free study periods 	<p>Yes</p> <p>Yes</p> <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>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>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher / Attendance Lead</p>

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				Action Completed
	<ul style="list-style-type: none"> Nursery include arrangements for personal care e.g. nappy changing/feeding/sleep arrangements etc 	Yes	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.	Headteacher

Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	<ul style="list-style-type: none"> • 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. 	Yes	Reminded within all Headteacher communications and will be covered within the pre-opening materials (translated where possible) with all parents in case difficulties understanding written material.	Headteacher
	<ul style="list-style-type: none"> • Clear procedures in place where a child falls ill whilst at school in line with this guidance. 	Yes	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.	Headteacher
	<ul style="list-style-type: none"> • Ensure isolation room identified, 	Yes	Use the rainbow room in school for this purpose. Signs and PPE are in place.	Headteacher
	<ul style="list-style-type: none"> • Ensure contact details of families are up to date. 	Yes	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 was updated for September and remains up to date for March return. Changes will be continually updated.	Headteacher
	<ul style="list-style-type: none"> • Immediate notification to absent@e-act.org.uk in every case where a student/staff is symptomatic 	Yes	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.	

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	<ul style="list-style-type: none"> • Ensure message around staying home if ill is reinforced. 	Yes	This will be reinforced through newsletters, parental communication and also when bringing students to school. Duty member of staff will be checking on family and student well-being at that point.	Headteacher
	<ul style="list-style-type: none"> • Clear communication around hygiene guidance. 	Yes	Signage in place to remind and continual reminder through lessons and at the start and end of breaks.	Headteacher
	<ul style="list-style-type: none"> • Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family 	Yes	Current rigorous system will be continued with Attendance Lead reviewing and contacting each family to ensure reasons for absence are recorded and support offered if needed.	Headteacher
The start and end of the school day create risks of breaching social distancing guidelines	<ul style="list-style-type: none"> • Start and departure times are staggered. 	Yes	Timetable structured to facilitate staggered start and end of the school day.	Headteacher
	<ul style="list-style-type: none"> • The number of entrances and exits to be used is maximised; where possible different groups to enter through their own access point. 	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.	Headteacher
	<ul style="list-style-type: none"> • Staff, parents and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. 	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.	Headteacher / Facilities Manager
	<ul style="list-style-type: none"> • 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. 	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.	Headteacher
<ul style="list-style-type: none"> • Floor markings are visible where it is necessary to manage any queuing 	Yes	Effective signage is in place. These will be reviewed to ensure adhesive is still effective.	Headteacher	

	<ul style="list-style-type: none"> • 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. • Floor markings are visible where it is necessary to manage any queuing. • Ensure parents are aware not to gather at school dates or to come on site without an appointment 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>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 ensure that these areas are covered to protect students from inclement weather.</p> <p>All remain in place around site.</p> <p>Reminded through newsletters and staff on duty. Appointments kept to essential only.</p>	
Daily attendance registers for new cohorts are not in place	<ul style="list-style-type: none"> • Completion of school daily attendance registers • Completion of DfE daily submission (if still applicable) • Regular reporting and monitoring of attendance • Appropriate systems in place to record code Y pupils who are not attending because of the initial asymptomatic testing programme • Appropriate systems in place to record code X pupils who are self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC 	<p>Yes</p> <p>Yes</p> <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>	Headteacher / Attendance Lead

<p>The school is unable to provide breakfast clubs, lunch clubs and after-school clubs</p>	<ul style="list-style-type: none"> • From 8 March, you should work to resume all your before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training. • Vulnerable children can attend these settings regardless of circumstance. • Students should remain in same bubble as they are in during the day • After Easter holidays, to be confirmed as part of step 2 of the COVID-19 Response - Spring 2021. • The government's intention is then for out-of-school settings and wraparound childcare providers to be able offer provision as normal, to all children, from the start of the school summer term. 	<p>No</p> <p>No</p> <p>No</p> <p>TBC</p> <p>TBC</p>	<p>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 Easter. Parents that used this provision have been informed that it will not be implemented for the current half term. Updates will be communicated through letters, phone calls and website.</p>	<p>Headteacher</p>
<p>Meals are not available for all children in school</p>	<ul style="list-style-type: none"> • Communication with catering provider to implement staggered break and lunch schedule in line with school operating plan. • Catering provider must complete separate risk assessment for catering staff and kitchens 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>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.</p> <p>Risk Assessments on file.</p> <p>Not required until the return of breakfast provision.</p>	<p>Headteacher /Business Manager</p>

	<ul style="list-style-type: none"> • School must risk assess any of their own staff involved with catering provision. • Cleaning at all times in between different bubbles using the same communal area. • Alternative arrangements in place for provision of school meals if necessary • Usual considerations in place for dietary requirements • Provisions should be agreed for FSM students who may not attend academy due to self-isolating or shielding 	<p>Yes</p> <p>n/a</p> <p>Yes</p> <p>Yes</p>	<p>Cost for day time janitor obtained and will be funded through budget 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>Food hamper will be offered to be collected on a weekly basis.</p>	
<p>School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19</p>	<ul style="list-style-type: none"> • Safeguarding remains highest priority and policy is updated to reflect changes • All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school • School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Through training in September 2020 and completion of policy and Educare modules. Refresher training</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>Policies shared with staff during training days planned and evacuation drill delivered during first week in March 2021.</p>	<p>Headteacher / DSL</p>

	<p>and Critical Incident and Lockdown procedures, factoring in social distancing requirements</p> <ul style="list-style-type: none"> • Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency 	Yes		
Higher risk of increased disclosures from returning pupils	<ul style="list-style-type: none"> • DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupil • Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision • Multi-agency arrangements in place to support early help 	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.	Headteacher/DSL
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school	<ul style="list-style-type: none"> • Academy arrangements for dealing with pupil well-being to cover:- • Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently. • 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. • Provide focused pastoral support where individual issues are identified, drawing on external support where necessary. 	Yes	Training for staff on the RRP before pupils return. 30 minutes additional RRP session timetabled when pupils return. DSL involved in offering EH if needed for individuals and families.	Headteacher

	<ul style="list-style-type: none"> • Details of new space funded and created over the summer to be added. • Ensure staff have access to Wellness Action Plan 	Yes	HR and Line Managers to review these.	
Pupils' behaviour on return to school does not comply with social distancing guidance	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing, reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. 	Yes	Signage in place to remind of the importance of social distancing and displays planned for electronic displays in KS1 and 2 areas.	Headteacher /Business Manager/Facilities Manager
	<ul style="list-style-type: none"> • Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice 	Yes	Separate playgrounds/lunch times. Resources will be cleaned regularly. Expectations shared with staff during return meetings prior to 8 th March 2021.	
	<ul style="list-style-type: none"> • Staff model social distancing consistently. 	Yes	Already being applied at all times and will continue to be reminded and reviewed within staff briefing sessions.	
	<ul style="list-style-type: none"> • The movement of pupils around the school is minimised. 	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.	
	<ul style="list-style-type: none"> • Large gatherings are avoided. 	Yes	Staggered break and lunch times within the timetable and will be supervised by Teaching and Midday staff at all times.	
<ul style="list-style-type: none"> • Break times and lunch times are structured and closely supervised. 	Yes	Shared with staff during pre-return meetings in March 2021.		
<ul style="list-style-type: none"> • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. 	Yes			

	<ul style="list-style-type: none"> Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. Messages to parents to reinforce the importance of and exhibit social distancing. 	<p>Yes</p> <p>Yes</p>	<p>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.</p> <p>Delivered through newsletters, written communication, during drop of and pick up times, on the website and through the parent app.</p>	
<p>Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified. Exam syllabi are covered where appropriate Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning Consider the response to young children who have fallen behind in their self-care skills School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school 	<p>Yes</p> <p>Yes</p> <p>N/A</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>A schedule is in place to assess pupils in key areas when they return.</p> <p>Google classroom will continue to be utilised if needed.</p> <p>N/A</p> <p>Timetables reflect allocated time for interventions and pre-tutoring.</p> <p>Additional TA capacity to support if needed.</p> <p>N/A at present</p>	<p>Headteacher</p>
<p>School unable to meet full provision required in line with EHCP</p>	<ul style="list-style-type: none"> Review individual pupil's EHCP to consider what can reasonably be provided whilst in school Where EHCPs have been adapted to make any allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan 	<p>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>Headteacher / SENCO</p>

	<ul style="list-style-type: none"> • Access support through health and social care o 			
What can we do differently for SEN/D students so they transition smoothly back into school and make up for lost curriculum time?	<ul style="list-style-type: none"> • Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on students' return, including external agencies. • Ensure discussions with external agencies on school's control measures and ways of working • Ensure adjustments in place for SEND students with regard to wearing and removal of face coverings 	<p>Yes</p> <p>Yes</p> <p>N/A</p>	<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> <p>Risk assessment will be shared with them and their host will remind of expectations. Providers risk assessment will be reviewed before inviting to attend site.</p>	<p>Headteacher / SENCO</p>
Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to	<ul style="list-style-type: none"> • Review the resources required to sustain the online offer for pupils that are unable to attend school. • Ensure clear process in place for identifying students who require equipment to access remote learning in line with Trust expectations 	<p>Yes</p> <p>Yes</p>	<p>Chromebooks on site will be issued with loan agreement and Wifi device to support the continuation of learning for students.</p>	<p>Headteacher / IT</p>

be out of school				
Recruitment	<ul style="list-style-type: none"> • Recruitment to continue remotely where possible. • Physical attendance on site should be agreed with RED/ROD with social distancing and other relevant control measures in place for interviews and observations • Retrospective observations for spring term recruitment to be completed in school 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Measures already in place with recruitment happened successfully through TEAMS for the only current vacancy of a Sports Lead Apprentice.</p> <p>DHT will complete observations and update outcomes to training provider in the Spring Term.</p>	Headteacher /HR Manager
Deployment of ITT trainees	<ul style="list-style-type: none"> • Strongly encourage schools to consider hosting ITT trainees • Take responsibility, with usual mentor oversight, for small groups of pupils across or within years, adapting resources for such groups, creating online learning materials, re-planning sequences of lessons or delivering catch-up lessons • 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 • Develop or engage in working groups to share best practice around resilience, commitment and team working • Work in pairs or groups to co-plan, co-teach and co-assess lessons with their mentors or other trainees. Paired and 	N/A	N/A	

	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			
Identify staff unable to return to school	<ul style="list-style-type: none"> 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. 	Yes	All staff Risk Assessments completed with no concern from any member of staff. All staff will be returning in March with the exception of one long term sick leave and one maternity leave and cover is already in place for these.	Headteacher / HR Manager / Business Manager
Staff are insufficiently briefed on expectations	<ul style="list-style-type: none"> A member of staff per academy is identified as the point of contact for this risk assessment (could be union rep or another that is selected by the staff) to collate staff feedback and engage with SLT. All staff made aware prior to 8th March of the proposed operating plan and content of this Risk Assessment. Feedback invited and where relevant the RA is updated. On return to school w/c 8th March staff are re briefed on the school operating plan, the final risk assessment is shared and signed off. Staff expectations about their critical role in social distancing and distance to be maintained in the classroom and around school is made clear. Staff understanding of the bubbles that exist in the school operating plan is clear and the need to maintain this preventative measure. Reporting any mixing that is not per the plan. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Open discussions with Line Managers and during staff meetings to ensure all staff remain confident in safety measures and contents of Risk Assessment.</p> <p>Through staff training prior to return and then again through training day later in academic year.</p> <p>Through training, policies and procedures shared, electronic displays and through the video previously prepared for staff, students and parents.</p> <p>Though training planned and staff briefings.</p> <p>Though training planned and staff briefings.</p>	Headteacher / HR Manager / Line Manager

	<ul style="list-style-type: none"> • Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable. • 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 • Staff have access to Wellness Action Plan • Staff workload expectations are clearly communicated • Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Through staff briefings, emails, drop in sessions and during team meetings and individual line meetings with Manager.</p> <p>Support offered to all staff through teams and line managers. Also offered from Headteacher and Professional Services colleagues. Staff reminded about the E-ACT employee support provision.</p> <p>Through HR and Line Managers.</p> <p>Through line meetings with Manager.</p> <p>Communicated to staff</p>	
<p>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</p>	<ul style="list-style-type: none"> • Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues • Circulation plans have been reviewed and amended. • One-way systems are in operation where this supports minimising bubble contamination. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly, 	<p>Yes</p> <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 March 2021.</p> <p>Signage in place around the site to support one way system and social distancing.</p> <p>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</p>	<p>Headteacher / Business Manager / Facilities Manager</p>

to or do not observe social distancing at break and lunch times	with more intensive and regular cleaning of regular touch points		cleaned and sanitised throughout the day as part of the cleaning schedule.	
	<ul style="list-style-type: none"> The movement of pupils around school is minimized as much as possible through the timetable and the creation of bubble 'zones' where possible. 	Yes	Timetable constructed to support minimal movements and bubbles in place.	
	<ul style="list-style-type: none"> Where possible, pupils stay in classrooms and staff move around. 	Yes	Only movement to break, lunch, washrooms and Art room.	
	<ul style="list-style-type: none"> Lesson change overs are staggered to avoid overcrowding. or mitigated by staying in classroom 	Yes		
	<ul style="list-style-type: none"> Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. 	Yes	Operational plan and RA in place – following guidance. Designated isolation room identified.	
	<ul style="list-style-type: none"> Pupils are made aware of the importance to minimise close contact as that is defined in the guidance. 	Yes	Through class teacher, Headteacher, signage and electronic screens. Through the bubble system for students and staff.	
	<ul style="list-style-type: none"> Proportionate procedures in place to record instances of close contact (this will be required in the event of PHE track and trace). 	Yes	Reported to Headteacher and recorded for reference if a track and trace situation arises.	
	<ul style="list-style-type: none"> Appropriate supervision levels are in place. 	Yes	Implemented through the timetable and staffing rotas.	
<ul style="list-style-type: none"> Agree how safety measures and messages will be implemented and displayed around school 	Yes	Signage already in place and more ordered. Electronic screens in KS1 and KS2 areas.		
<ul style="list-style-type: none"> Identify all communal, classroom and office spaces where social distancing 	Yes	In place for staff in communal areas but not for students due to age range.		

	<p>cannot be maintained and a face covering is required</p> <ul style="list-style-type: none"> • Avoid large gatherings such as assemblies, staff meetings and collective worship with more than one group • To balance the need for increased ventilation while maintaining a comfortable temperature, consider: <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing • rearranging furniture where possible to avoid direct draughts • In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). • Opening internal doors can also assist with creating a throughput of air • If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>All completed though TEAMS.</p> <p>Ventilation will be maximised when site is being opened by facilities and then reviewed throughout the day to ensure the balance of required temperature and comfort is achieved. Review will also consider the debris and noise from brick work on south facing part of the building.</p> <p>Part of opening process and daily review.</p> <p>Will be considered as part of opening process and daily reviews.</p> <p>Will be considered as part of opening process and daily reviews.</p> <p>Part of opening process and daily review.</p>	
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	<ul style="list-style-type: none"> • Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • For mechanical ventilation systems. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. • If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and • supplemented by an outdoor air supply 	Yes	Part of opening process and daily review.	
		Yes	Part of opening process and daily review.	
Staff rooms and offices do not allow for observation of social distancing guidelines	• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.	Yes	Staggered breaks for staff in place. All Office spaces have maximum occupancy and signs on doors	Headteacher / Business Manager / Facilities Manager
	• Staff have been briefed on the use of these rooms including requirement to wear a face covering if required.	Yes	Through briefings and signage that is in place.	
	• Adults should maintain 2m distance from each other	Yes	Through briefings and signage that is in place.	
	• Staff rooms should be minimised in use whilst allowing staff a break of reasonable length in the day	Yes	Through briefings and signage that is in place. Furniture levels reflect maximum occupancy for rooms.	
	• Ensure offices are well ventilated: 1. Mechanical ventilation systems adjusted to increase	Yes	Part of opening process and daily review.	

	<p>ventilation rate where possible</p> <p>2. Natural ventilation – opening windows (these should be opened more fully during breaks)</p> <ul style="list-style-type: none"> Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used 	<p>Yes</p> <p>Yes</p>	<p>Part of opening process and daily review.</p> <p>Part of opening process and daily review.</p>	
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Where possible create hand washing and toilet usage only within bubbles Nursery have arrangements in place to meet the staffing requirements when changing nappies and responding to children changing requirements. Floor markings remain in place to promote social distancing. Pupils and staff know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. Ensure access to handwashing at key times during the day: arrival at school, return from breaks, change rooms and before and after eating The toilets are cleaned frequently to take account for the number of pupils accessing the facilities. Monitoring ensures a constant supply of tissues, soap, paper towels - hand driers will be switched off. Lidded Bins are emptied regularly. 	<p>Yes</p> <p>n/a</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>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.</p> <p>n/a</p> <p>In place and will be reviewed daily.</p> <p>Through class teacher instructions and staff training day.</p> <p>Supervised by Teaching Assistant where possible and required.</p> <p>Students encouraged to wash hands and sanitise when entering the classroom and leaving.</p> <p>Cleaned throughout the day as part of the Janitor's schedule and then again at the end of the day by the cleaning team.</p> <p>Checked and replenished throughout the day by the Janitor and then at the end of the day by the Facilities Assistant.</p>	<p>Headteacher / Class Teacher / Midday Team</p>

	<ul style="list-style-type: none"> • 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. • 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. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Located in every classroom and office space.</p> <p>Through signage and class teacher observing and supporting students.</p> <p>Dispensers installed in all classrooms and communal areas such as Hall, Library, entrance and exit points.</p>	
<p>Cleaning capacity is reduced so that an initial deeper clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required</p>	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any enhanced cleans) agreed with contracting agencies prior to September opening and reviewed to ensure up to date for March 202 in line with updated guidance. • 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. • Introduce enhanced daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces. • Introduce cleaning of shared resources where required and consider role of our staff (eg technicians) in this. • More frequent cleaning of rooms / shared areas that are used by different groups 	<p>N/A</p> <p>Yes</p> <p>Yes</p> <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 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>Headteacher / Business Manager / Facilities Manager</p>

	<ul style="list-style-type: none"> Working hours for cleaning staff are increased in agreement with staff if required and budgeted. Outdoor playground equipment should be more frequently cleaned. 	Yes	<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>Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school</p>	<ul style="list-style-type: none"> Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u> 	Yes	Copy will be uploaded to COVID file.	<p>Headteacher / Business Manager / Facilities Manager</p>
	<ul style="list-style-type: none"> Plans are in place to identify and clean all areas with which the symptomatic person has been in contact 	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.	
	<ul style="list-style-type: none"> Sufficient and suitable equipment is available for the required clean 	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.	
	<ul style="list-style-type: none"> Adequate disposal arrangements are in place to dispose of contaminated waste 	Yes	Full clean of the COVID19 Medical room would take place when required following the process above.	
<ul style="list-style-type: none"> Cleaning of the area where staff or students are held when falling ill with symptoms during the day. 	Yes	<ul style="list-style-type: none"> Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas 		

			<p>where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known <ul style="list-style-type: none"> • This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. • If the individual tests negative, this can be disposed of immediately with the normal waste. • If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. • If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ol style="list-style-type: none"> 1. keep it separate from your other waste 2. arrange for collection by a specialist contractor as hazardous waste 	
Inadequate supplies of soap and hand sanitiser mean that regular	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. 	Yes	Stock levels already checked and confirmed as sufficient for March return. Daily check by janitor and orders raised in a timely manner.	

<p>hand washing routines cannot be established</p>	<ul style="list-style-type: none"> • Appropriate measures to supervise effective hand washing of young children are in place • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on arrival at school. • Reinforce 'catch it, kill it, bin it' message 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Class Teacher, teaching Assistant or Midday Supervisor are supervising students in washrooms.</p> <p>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.</p> <p>Signage in place and information to be displayed on electronic screens in September and now updated for March 2021 when students return.</p> <p>Through signage and electronic screens.</p>	
<p>Inadequate supplies and resources mean that shared items are not cleaned after each use</p>	<ul style="list-style-type: none"> • Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible. • Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups) • Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Students to be asked to bring in own equipment where possible.</p> <p>Any shared or loaned equipment to be sanitised using wipes provided to the class teacher.</p> <p>Any shared or loaned equipment to be sanitised using wipes provided to the class teacher.</p> <p>Any shared or loaned equipment to support practical lesson to be sanitised using wipes provided to the class teacher.</p>	<p>Business Manager / Facilities Manager</p>

	<p>children or young people in one day, or properly cleaned between cohorts</p> <ul style="list-style-type: none"> • Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products • The ROD/Regional Business Lead made aware of any additional financial commitments • Resources shared between classes or bubbles, should be cleaned frequently. When sharing these should be cleaned before moved between bubbles or left unused for 48 hours (72 hours for plastics) 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Each classroom has a supply of cleaning spray, cleaning cloth and sanitising wipes use on surfaces and shared resources. All to be 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>All resources used within the same bubble. More outdoor play equipment will be purchased to support this approach.</p>	
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should</p>	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school and to stay at home if unwell. • 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. • This guidance has been explained to staff and pupils as part of the induction process. 	<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. Link to academy's website via hyperlink: https://nechellsacademy.e-act.org.uk</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>Registers will be retained and attendance within the year group bubble recorded within SIMS.</p>	<p>Headteacher / All Staff</p>

<p>there be a confirmed case of COVID-19 in the school</p>	<ul style="list-style-type: none"> Bubble registers to be in place as well as recording of any close contact with bubbles 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. 	Yes	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.	
	<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Report cases immediately to ROD and email absent@e-act.org.uk and the Health Protection Team in Public Health England using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I or by telephone to 0344 225 3560 (opt 0 opt 2). Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response. 	Yes	Through daily staff briefings, Parent App, email, written communication, electronic screens and website. Staff will be regularly reminded through staff briefings.	
	<ul style="list-style-type: none"> 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. 	Yes	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.	
	<ul style="list-style-type: none"> Note trigger of 2 positive cases in 10 days may result in them taking closer interest in the situation at the Academy. Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust. 	Yes	SLT member	

	<ul style="list-style-type: none"> Nominate a co ordinator in the academy who the Trust can regularly liaise with. It is a critical system of control that we respond to any infection in line with the detailed PHE guidance and we report every potential case to absent@e-act in order that we can prepare for the potential implications of a subsequent positive result. Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Academies will be sent home test kits that can be handed to staff / parents as required. This stock to be managed and records kept of who it has been provided to. Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. Refer to ROD. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<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> <ul style="list-style-type: none"> 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. 	
Arrangements to isolate individuals displaying symptoms of COVID-	<ul style="list-style-type: none"> School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised Immediate notification to absent@e-act in every case where a student/staff is symptomatic 	<p>Yes</p> <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>Process familiar to staff and already been used.</p>	<p>Headteacher / Business Manager / Facilities Manager</p>

<p>19 are not in place</p>	<ul style="list-style-type: none"> • Must contact ROD/RED and COO • For very young children there is a designated area available where a key person can continue to support the child away from the rest of the group until collection by parent/carer. • 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 in line with the COVID-19: cleaning in non-healthcare settings outside the home • PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained. 	<p>Yes</p> <p>Yes</p> <p>Yes</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> <ul style="list-style-type: none"> • Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known <ul style="list-style-type: none"> • This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. • If the individual tests negative, this can be disposed of immediately with the normal waste. 	
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			<ul style="list-style-type: none"> If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ol style="list-style-type: none"> keep it separate from your other waste arrange for collection by a specialist contractor as hazardous waste 	
Provision of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood and communicated 	Yes	Through staff briefings	Headteacher / Business Manager / Facilities Manager
	<ul style="list-style-type: none"> Sufficient PPE has been procured through normal stockist 	Yes	Stored in both medical rooms and in the facilities store rooms that can be accessed by facilities team and the janitor.	
	<ul style="list-style-type: none"> PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist 	Yes	Through training but reminder will be arranged for March review meetings.	
	<ul style="list-style-type: none"> 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. 	Yes	Through training and ongoing staff briefings.	
	<ul style="list-style-type: none"> Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Yes	Through training and ongoing staff briefings.	
<ul style="list-style-type: none"> Avoid face to face contact and minimise interaction under 1m with young pupils, except for those with complex needs 	Yes	Through training and ongoing staff briefings.		
<ul style="list-style-type: none"> Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance 	Yes	All disposable expects visors and first aid staff responsible for cleaning their own visor in line with guidance.		

	<ul style="list-style-type: none"> • Ensure small contingency supply of face coverings for people who are struggling to access a face covering, unable to use their face covering or forgotten face covering • Ensure small contingency supply of sealable plastic bags to support storage of face coverings 	<p>Yes</p> <p>N/A</p>	<p>Located in reception area for staff and visitors, students not expected to wear due to age.</p>	
<p>PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home</p>	<ul style="list-style-type: none"> • Requirements for PPE have been assessed in line with DfE guidelines • Sufficient stock has been ordered using school's usual suppliers • ROD must be satisfied that arrangements are in place and in line with DfE guidelines • 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. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</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>Review of risk assessment on site on 2nd March 2021, no issues raised.</p> <p>Process in place for all adults on site and this is reminded through staff briefings, reception protocols and also signage.</p> <ul style="list-style-type: none"> • Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known 	<p>Headteacher / Business Manager / Facilities Manager</p>

			<ul style="list-style-type: none"> • This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. • If the individual tests negative, this can be disposed of immediately with the normal waste. • If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. • If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ol style="list-style-type: none"> 1. keep it separate from your other waste 2. arrange for collection by a specialist contractor as hazardous waste 	
<p>There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing</p>	<ul style="list-style-type: none"> • 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. • 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. • Assurances have been sought from the contractors that they are familiar with the symptoms associated with Coronavirus covid-19, all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Capital work on boiler to now completed. Capital works to outside of building have now commenced and ventilation will be continually monitored to ensure sufficient natural ventilation is applied without impacting on works. Regular meetings scheduled with contractors and site foreman.</p> <p>In line with usual contractor risk assessments.</p> <p>Reviewed for current contractor with boiler but will review if external works are to be continued.</p>	

and infection control	<p>to ensure effective social distancing is always maintained.</p> <ul style="list-style-type: none"> • Records kept of all contractors on site for track and trace purposes. • 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. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). • ROD must be aware of any planned works and associated risk assessments 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Kept within the Inventory signing in system. 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>Capital works happening and reviewed regularly by region and ROD aware.</p>	
Fire procedures are not appropriate to cover new	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> ○ Any revised building layout ○ Reduced numbers of pupils/staff ○ Social distancing rules during evacuation and at muster points 	<p>Yes</p>	<p>No change to current evacuation plans and drill will be scheduled for first week of March 2021 to ensure familiarity with all stakeholders.</p>	<p>Headteacher / Business Manager / Facilities Manager</p>

arrangements	<ul style="list-style-type: none"> ○ Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils-have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. • Fire drill to be arranged from w/c 8th March to support staff and students who may have none/limited time on site 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No change to current evacuation plans and drill will be scheduled for first week of March to ensure Familiarity with all stakeholders.</p> <p>Will be reminded during the training day in September 2020 and then again in reminder sessions for March 2021 return.</p> <p>Planned drill week commencing 8th March 2021.</p>	
Fire marshals absent due to self-isolation	<ul style="list-style-type: none"> • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. • Sufficient staff appropriately trained in fire marshal duties as required 	<p>Yes</p>	<p>Ongoing planning whenever a Marshal is absent due to illness, isolation or CPD.</p>	<p>Headteacher / Business Manager / Facilities Manager</p>
Statutory compliance has not been completed due to the availability of contractors during lockdown	<ul style="list-style-type: none"> • All statutory compliance is up to date. • Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	<p>Yes</p>	<p>All compliance is up to date and water systems have been maintained throughout this term and have continued to be during the summer break and weekly until the March 2021 return, with a facilities presence every day remaining through lockdowns.</p>	<p>Business Manager / Facilities Manager</p>

Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding	<ul style="list-style-type: none"> Equality impact assessment completed before September should only be reviewed and updated if significant changes have taken place 	Yes	Individual risk assessments are updated if appropriate. RA has been shared with all staff. Control measures in place.	Headteacher / Business Manager / HR Manager
Parents do not follow advice on social distancing when visiting the school	<ul style="list-style-type: none"> Visitors (including parents/carers) to the school may be restricted to one area, or to an allocated appointment time. Any visitors arriving without an appointment should be turned away and advised to make an appointment. All visitors must be recorded with contact details and the area of the school / bubble they are engaging with. Arrangements for visiting the school are communicated to parents/ carers Expectations around hygiene and social distancing are communicated with parents/carers/visitors including drop-off/pick-up time to reduce gatherings 	Yes Yes Yes Yes Yes	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. Visitors will be spoken to through access system and if not essential will be asked to make an appointment to visit the site. Through inventory signing in system. Through Headteacher communication and website. Through Headteacher and Class Teacher communication. Through newsletters, signage and reception team.	Headteacher / Business Manager / Facilities Manager

	<ul style="list-style-type: none"> • Expectations on wearing of face coverings and removal and storage is shared with all parents. 			
<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. 	Yes	Updated policies are on the academy website and have been shared with stakeholders.	Headteacher / DSL
<p>Pick up and drop off times</p>	<ul style="list-style-type: none"> • Consider opening school gates earlier so parents can socially distance on the playground • Staggered start and finish times to ease pavement congestion – this is communicated clearly to parents. • Consider the use of simple signage to highlight social distancing at pick up and drop off. • Creation of a holding area (and record as a bubble) for pupils arriving 	Yes	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. 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.	Headteacher

	earlier (eg sibling, public transport) than their official start time.			
School Transport	<ul style="list-style-type: none"> ➤ ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers ➤ ensure that transport arrangements cater for any changes to start and finish times <p>In addition:</p> <ul style="list-style-type: none"> • Encourage walking, cycling or scooting to their education setting where possible. • Identify possible park and stride sites - parents and others who do have to drive can then park (legally) nearby and walk the last part of their journey. • 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. 	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.	Headteacher
Public Transport usage and impact on academy.	<ul style="list-style-type: none"> • Staggered start times will depress usage at peak times. • All pupils to be made aware of the national guidance on using public transport. 	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.	Headteacher

	<ul style="list-style-type: none"> • Pupils wearing masks to adhere to this guidance need to safely store whilst in school. • Academies have details of pupils using public transport and should encourage at all times alternative use where possible. • 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. 			
Dedicated School Transport	<ul style="list-style-type: none"> • Where an academy has dedicated school transport please refer to the full guidance on how this should be managed. • Pay particular attention to:- <ul style="list-style-type: none"> - 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. - Also hand sanitiser will need to be provided on entry / exit from the bus. • If the dedicated transport cohort disperses more widely into mixed bubbles in the school then you may need to consider application of the public 	n/a	n/a	Headteacher

	<p>transport guidance (PPE / distancing) to mitigate this.</p> <ul style="list-style-type: none"> You will need to also engage with the dedicated transport provider on their own risk assessment / prevention control. 			
<p>Curriculum does not factor in sufficient prevention control</p>	<ul style="list-style-type: none"> The school operating plan and timetable has been designed with prevention control at its core. Please record here how your implementation of the model addresses:- 	Yes	New timetable has been constructed with prevention control and social distancing in mind.	Headteacher
	<ul style="list-style-type: none"> Staggered start time and finish 	Yes	New timetable in place to support staggered start and end times for students.	
	<ul style="list-style-type: none"> Students wearing PE kit to school on days where they have PE to avoid use of changing rooms until further guidance is issued and other restrictions lifted 	Yes	Parents have been informed prior to 8 th march 2021 that on PE days the school PE kit is to be worn to and from school.	
	<ul style="list-style-type: none"> Virtual Assemblies to reduce large gatherings 	Yes	Virtual assemblies planned and will continue to be delivered through the Spring and Summer terms.	
	<ul style="list-style-type: none"> Record approach to practical lessons, either:- <ul style="list-style-type: none"> Demonstrations only Equipment allocated to class / year groups only Equipment used on a rotation basis with cleaning in between. 	Yes	Individual resources will be separated per pupil. E,g Pencils, rubber etc. Where possible other resources should be shared out to each bubble. If resources are used by more than one bubble they will be cleaned or left for 48 hrs (72hrs if plastic) before they are used.	
<ul style="list-style-type: none"> Schools have the flexibility to decide how physical education, sport and physical activity will be provided while 	Yes	PE to be held outside where possible; if indoors, room is ventilated and all equipment to be sanitised between		

	<p>following the measures in your system of controls</p> <ul style="list-style-type: none"> • Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups. • You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls. • For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. • External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. • Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>uses. Computing and Art room timetabled for classes - they are responsible for wiping down shared areas.</p> <p>PE taught in year group bubbles – this extends to before and after-school PE club which is also class bubbles. Any equipment either rotated so not all using the same, or fully sanitised between uses.</p> <p>PE coach has own risk assessment, and completes twice-weekly Lateral Flow Testing, reporting directly to the Covid Coordinator.</p> <p>No plans for inter-school competitions or sporting events currently.</p>	
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	<p>government's guidance on team sport and been approved by the government i.e. Sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.</p> <ul style="list-style-type: none"> • Competition between different schools should not take place until wider grassroots sport for under 18s is permitted. • You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do. • Activities such as active miles, making break times and lessons active and encouraging active travel can help pupils to be physically active while encouraging physical distancing. • Music - Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated pupil • If instruments and equipment have to be shared, disinfect regularly 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Music lessons following our scheme of work will focus primarily on (outdoor) singing. If weather does not allow, singing / music will take place in ventilated rooms, and we will limit singing to groups of 15, all facing forward and not each other. If equipment is needed, pupils will be responsible for sanitising after use.</p> <p>Individual risk assessments will be completed to support any practical lessons. These will not happen until Risk Assessment is approved.</p>	
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	<p>(including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment.</p> <ul style="list-style-type: none"> • Instruments should be cleaned by the pupils playing them, where possible. • Singing, wind and brass instrument playing can be undertaken in line with this risk assessment and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19); performing arts. • This must only happen in a well-ventilated room or outdoor space, must be planned activity in line with the regulations, and must be in line with the rest of the performing arts guidance. • Individuals should be positioned in a way that avoids face-to-face singing or other performance as far as possible. • Limit the duration of activity as far as possible, including considering the need for breaks, intervals etc 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		
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School Visits	<ul style="list-style-type: none"> The government advise against all educational visits at this time. This advice will be kept under review. 	Yes	All educational visits postponed until third term and remain subject to approval.	Headteacher