

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the DfE on 21/10/20:

[Guidance for full opening - schools - GOV.UK](#)

This recognises that the youngest children in schools cannot socially distance from adults or each other. The implementation of ‘bubbles’ are an alternative protective measure to keeping people apart. Therefore, ‘social distancing’ in this risk assessment refers to the use of bubbles and/or the requirement to keep to 1 or 2 metre distances, depending on the age of the children concerned.

Based on SAGE modelling, the hierarchy of controls we have factored into our planning to help prevent the spread of COVID-19 are set out below:

System of controls

This is the set of actions schools **must** take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. Where recommended, the use of face coverings in schools
3. clean hands more often than usual
4. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
5. introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
6. minimise contact and maintain social distance
7. where necessary, wear appropriate personal protective equipment (PPE)
8. Always keeping occupied spaces well ventilated

Numbers 1 - 5 and 8 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances

Number 7 applies in specific circumstances.

Response to any infection:

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

Numbers 9 – 11 must be followed in every case where they are relevant.

Assessment conducted by:	Brian Kelly	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	13.7.20 7/9/20 1/11/20	Review interval:	Half termly	Date of next review:	January 2021 (or in response to changed guidance)

Related documents	
Trust documents:	<p>Government guidance:</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p> <p>Guidance for full opening - schools - GOV.UK</p> <p>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</p> <p>COV ID-19: cleaning of non-healthcare settings - GOV.UK</p> <p>Safe working in education, childcare and children’s social care</p> <p>Face coverings in education - GOV.UK</p>

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)

1. Establishing a systematic process of fully opening, including social distancing guidance

1.1 Capacity

<p>Available capacity of the school is reduced when social distancing guidelines are applied</p>	<p>M</p>	<ul style="list-style-type: none"> • Social distancing confirmed as 1m or less between children (depending on age) and 2m between children and adults (and between adults), again, depending on age of children. • Social distancing not expected for children in EYFS and KS1 • Bubbles agreed of year groups or smaller, depending on phase of education. • Agreed new timetable and arrangements confirmed for each bubble. • Arrangements in place to support any pupils still unable to attend school with remote learning at home. • Face coverings available for staff and children to use in areas where social distancing is more difficult 	<p>Y</p>	<p>INSET will include sessions on teaching from the front and adopting a more didactic approach in the classroom.</p> <p>Deep Learning team developing Blended Learning strategy, using Google Classroom as a storage resource for all lessons so students could access them in the event of self isolation or further closure.</p> <p>Constant reminders to respect social distance - for staff and students. Established in INSET and then revisited.</p> <p>Year group bubbles will be in separate blocks across the site. Some specialist classrooms are preserved. 2 Zones for break and lunch to maintain the separation.</p>	<p>M</p>
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1.2 Organisation of teaching spaces

<p>Classroom sizes will not allow adequate social distancing</p>	<p>H</p>	<ul style="list-style-type: none"> • Requirement for social distancing reviewed by government to support full classes to return to classrooms. • Classrooms re-modelled, with chairs and desks in rows facing in the same direction to support social distancing. • Clear signage displayed in classrooms promoting social distancing. • In primary schools, classes stay together with their teacher and do not mix with other pupils. • In secondary schools the year group stays together and does not mix with other pupils. • Face coverings available for staff and children to use in areas where social distancing is more difficult • Face coverings available for staff and children to use in areas where social distancing is more difficult 	<p>Y</p>	<p>Staff have 2 weeks at the start of Summer holiday to clear rooms. They will also have time to establish their Mentor Group base during INSET days.</p> <p>Classes remodelled during summer so all desks face the front with clear signage around site.</p> <p>Students are constantly reminded and prompted to wear face masks. For those who don't have lost or</p>	<p>M</p>
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		<ul style="list-style-type: none"> • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		broken their mask, a disposable mask is given for the day (40p from account)	
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> • Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing e.g. students facing the same way in dining areas and not sat face to face. 	Y	<p>Staff training, briefings/ meetings and assemblies will all be virtual</p> <p>Year group bubbles preserved by 2 Zones for break and lunch.</p> <p>Approved Capex bid will enable greater capacity so that screen shields will not be needed on tables in the restaurant.</p> <p>Academy Hall and Conference Theatre can be used for practical lessons for p.1, 3 and 5.</p> <p>Students will eat facing forward. Other seats/tables will be taped off. As students come down to lunch, they will be monitored by staff and asked to remain seated.</p> <p>Plan to “zone” U Block restaurant for Year 7 and 8, so they are sitting in form groups during break and lunch.</p>	M
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	M	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Shielding guidance paused from 1 August 2020, allowing staff to return to work and children to schools • Full use is made of those staff who are self-isolating or continue to be required to shield following discussions with their GP but who are well enough to teach lessons online. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • Full use is made of test and trace to inform staff deployment. 	Y	<p>Regular staff survey was established, so we knew those staff who was shielding or unable to work. Most recent advice is for clinically extremely vulnerable will be followed.</p> <p>New protocol for cover work is being created (but no trips/courses</p>	M

		<ul style="list-style-type: none"> Non-specialist teachers may be used to deliver content provided by subject specialists. 		<p>can be booked until Christmas) as staff will be teaching in different rooms and departments won't have the proximity as before.</p> <p>LM, SLT and Cover Supervisor will always be on duty during lesson changeover.</p>	
Re-timabling and extended days mean that staff exceed their contracted working hours	M	<ul style="list-style-type: none"> Directed time calculations reworked and shared with staff PPA allocations still provided on timetables Where timetable restricts PPA or exceeds weekly hours for teachers, a two weekly timetable agreed to compensate Hourly rates of pay agreed for staff who are asked to work additional hours beyond their contracted hours 	Y	<p>PPA time is allocated as before. Work rooms will be created for staff as they won't have their teaching base.</p> <p>It has been explained to staff, the importance of staff supervision in the morning and the need to be in MG rooms earlier, so that Year group bubbles can be preserved.. The absence of parents evening/open evening reduces directed time.</p>	L
Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term	M	<ul style="list-style-type: none"> All staff have been advised to follow government advice on the booking of holidays All staff have been advised of the need to be available for work at the start of the new term and to plan any quarantine timings into their holiday plans Staff managing attendance policy and absence policies to be followed from September 	Y	Staff advised on 10/7/20 briefing that they need to be available for work	L
1.4 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Start and departure times are managed, with staggering where possible The number of entrances and exits to be used is maximised. Different entrances/exits are used for different bubbles if entering at the same time. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. 	Y	<p>Site and number of students does not allow "holding areas" for Year groups in the morning. Students will go straight to HMG base. Staggered end to day - over 10 minutes will control departure.</p> <p>Y7 PA Block - 2.30pm Y8 Downstairs U Block - 2.23pm Y9 S Block - 2.25pm Y10 L Block - 2.20pm</p>	M

		<ul style="list-style-type: none"> • One way systems around the school. • Accessibility for disabled students and staff have been considered within changes. • Extra curricular activities cancelled if relevant distancing and controls can not be put in place to protect bubbles. 		<p>Y11 Upstairs U Block - 2.30pm Y12/13 - 2.30pm Cover supervisors will be allocated a block to do morning duty in.</p> <p>Learning Managers and SLT link will be based in the Year group block.</p> <p>One way system will be in operation for L Block.</p> <p>Extra curricular clubs will focus on terminating subjects and exam classes at the start of term. Broader offer will be extended</p>	
Wrap around care provided in school is not able to comply with social distancing or bubble separation	M	<ul style="list-style-type: none"> • School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble • After school activities will be separated and offered to distinct year groups to ensure bubbles are maintained/or cancelled if not possible • Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance 	Y	<p>Restaurant can't be used for morning breakfast. Not practical to provide breakfast in separated year group spaces for 360 students. Food will be available at break for all year groups in 2 Zones.</p> <p>Enrichments will not be set up in September and homework club in the library will not be in place.</p>	L
1.5 Planning movement around the school					
Movement around the school risks social distancing not being maintained	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Posters in corridors regarding social distancing. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottlenecks are identified, staffed and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Lesson change overs are organised to avoid overcrowding. • Pupils are regularly briefed regarding observing social distancing guidance. • Spaced lines on main corridors. • Appropriate duty rota and levels of supervision are in place. 	Y	<p>Students are taught in separate blocks, to minimise movement round site. Majority of students in Yr 8-11 will move between classrooms for single lessons, as staff will be moving too.</p> <p>Lesson changeover will be supervised.</p> <p>Staff will do 1 break duty per week.</p>	M

		<ul style="list-style-type: none"> • Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair • Play areas will be divided if more than one bubble is to use it at the same time • Outdoor play equipment will be either taken out of use, cleaned between use by different bubbles or separate equipment provided for each bubble • Face coverings available for staff and children to use in areas where social distancing is more difficult - highly recommending that these are worn (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<p>We will ask staff to volunteer for 1 lunch duty a week - this greatly added capacity last year.</p> <ul style="list-style-type: none"> • Year 7 - Arts Centre • Year 8 - U Block (downstairs) • Year 9 - S Block • Year 10 - L Block • Year 11 - U Block (upstairs) • Year 12/13 - Post 16 <p>PE equipment - indoor and outdoor- will not be used between bubbles or with 48/72 hour quarantine period for equipment.</p> <p>PE Risk Assessment has been completed.</p>	
1.6 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	H	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning. • Praising stars will be used to assess the impact of interventions • Curriculum has been re-ordered to focus on learning priorities for the phase of education if it can't all be caught up • Plans for intervention are in place for those pupils who have fallen behind in their learning. • Blended learning and remote learning plans are in place from day 1 for any child required to isolate 	Y	<p>HoDs have already started to restructure SoL to address missed learning.</p> <p>Intervention plan built into new curriculum structure. Intervention can be directed across Year 9 in 2 Life lessons, in option time that is extra (as they don't terminate in Year 11) and in Year 11 Option E/M time. Mentor Groups in Year 11 have been selected by HoDs to allow extra intervention.</p>	M
Periods of isolation create additional gaps in learning	M	<ul style="list-style-type: none"> • Blended learning/remote learning plans in place so this can be provided on day 1 of isolation/absence • Children lacking technology to support remote learning identified • Technology available to provide for periods of isolation/absence • EdTech demonstrators providing training to staff to increase confidence and ability to provide remote learning 	Y	<p>Blended Learning protocol worked with HoDs and circulated to staff.</p> <p>Questionnaire to parents, before 2nd lockdown will help ascertain access to technology and an updated key worker child audit.</p>	M

		<ul style="list-style-type: none"> Rotas planned should it be necessary due to a move to a higher tier of 'lockdown' and local restrictions 			
Library book sharing risks virus infection	M	<ul style="list-style-type: none"> Libraries will not be used as a social space for children Children will be managed in small numbers to select a book Returned books will be quarantined for 72 hours before being returned to library shelves (if they have a plastic cover) 	Y	Plan for book stall to be in foyer of Arts block for Year 7. Year 8 students can have access to some library books during English lessons, but a 48 hour quarantine system will be in place.	L
Singing spreads virus through spittle or aerosol transmission	M	<ul style="list-style-type: none"> No choirs or large group singing No singing in assemblies or full classes unless social distancing can be maintained and rooms are ventilated No performance to audiences 	Y	No planned performances or singing in large groups will take place.	L
Practical music lessons spread virus through spittle and touch	M	<ul style="list-style-type: none"> Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only (no wind or brass unless sole users) Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only Peripatetic music lessons to continue onsite, but from a safe, social distance. No face to face contact and screens and PPE can also be used. Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	We are delivering of peri lessons being delivered from 2 metre distance and with a protective screen, PPE for the teacher and student facing away from the teacher.	L
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. Posters in place regarding social distancing and hygiene. Communal equipment removed or measures in place to disinfect between use. Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) 	Y	<p>INSET training in September will outline the limited use of staff rooms and communal areas. The move from subject to Year group blocks reduces dept interaction.</p> <p>We will have areas for staff to work during their PPA time, with hygiene measures in place.</p>	M

		<ul style="list-style-type: none"> Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 			
1.8 Managing the school lifecycle					
Limited progress with the school's calendar and work plan because of COVID-19 measures	M	<ul style="list-style-type: none"> School calendar for the year rationalised. Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. Staff recruitment to continue employing social distancing and online interviews where appropriate Re-timetabling completed Plans and capacity in place should re-timetabling be required mid-year 	Y	OGA fully staffed for September, including new Safeguarding Officer. Re-timetabling complete - just issues around specialist classrooms to resolve (Computing rooms are mostly located in U Block upstairs) so we are pooling banks of laptops.	L
Pupils in the first year of a new phase in their education do not feel prepared for the transition	H	<ul style="list-style-type: none"> Pastoral staff have spoken with pupils and their parents about the new stage in their education and resolved any issues Year 3 (OJAB), Year 7 and Year 12 students will have a day in the academy before the other year groups start at the beginning of the year to ensure they understand the school routines Regular communications with the parents and pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and pupils. Online induction days for pupils and parents completed Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools Additional transition activity has taken place for students with identified SEND New pupils will have enhanced induction in the first weeks of the September term 	Y	<p>Year 7 Transition Day is September 9th. Transition website has virtual tours, introductions from staff, transition lessons, welcome presentation from BKE + CWO.</p> <p>CWO has done virtual meeting with every primary school, with BKE.</p> <p>SEND transition plans are in place. Vulnerable and SEND students have site walk on 7+8 Sep</p>	M
1.9 Governance and policy					
Directors are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> Online meetings are held regularly with the Board of Directors. The Board of Directors are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Y	<p>Regular conversations with Directors.</p> <p>Academy Council meeting 1/7/20 - held through Google Meet, with update on plans for September. Regular phonecalls with Chair of Academy Council</p>	L

1.10 Policy review					
<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	Y	<p>Policies updated. Behaviour policy is pdated; staff training resources are being designed for INSET days.</p> <p>Websites are up to date on any revised policies.</p> <p>Fire Evacuation and assembly points have changed, in order to preserve the Year group bubbles:</p> <p>Astro turf- U Block (Year 11 - Upstairs and downstairs - Year 8)</p> <p>L Block grass - L Block - Year 10</p> <p>Bus Park - Yr 9 + Post 16</p> <p>Bottom of Arts Centre car park - Year 7</p>	M
1.11 Communication strategy					
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	H	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	Y	<p>Weekly HoD meetings</p> <p>Staff briefing videos from BKE</p> <p>Weekly SLT meetings</p> <p>Weekly Department meetings</p> <p>Weekly Inclusion meetings</p> <p>Deep Learning and Deep Support team meetings</p> <p>Secondary Heads meetings</p> <p>Parents informed through letters, Twitter and website</p> <p>Principal's Blog every Friday to keep stakeholders updated.</p>	M

1.12 Staff induction and CPD					
<p>Staff are not trained in new procedures, leading to risks to health</p>	H	<ul style="list-style-type: none"> • INSET day will be held at the beginning of the September term • Induction and CPD programmes are in operation for all staff prior to reopening, and include: • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management • Training on how to wear face coverings given on INSET days 	Y	<p>2 day INSET on September 7th and 8th will train all staff - content is being planned:</p> <p>Deep Learning - Return to teaching</p> <p>Teaching and leading from the front</p> <p>Blended learning - sustaining the gains from Google Classroom</p> <p>Resocialising staff and students</p> <p>5 Pillars / Elements of T&L</p> <p>Behaviour Management</p> <p>Safety measures around site - including Fire safety:</p> <p>Fire Evacuation and assembly points have changed, in order to preserve the Year group bubbles:</p> <p>Astro turf- U Block (Year 11 - Upstairs and downstairs - Year 8)</p> <p>L Block grass - L Block - Year 10</p> <p>Bus Park - Yr 9 + Post 16</p> <p>Bottom of Arts Centre car park - Year 7</p>	L
<p>Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL</p>	H	<ul style="list-style-type: none"> • First Aid qualifications extended by 3 months • For period of COVID-19 designated safeguarding training will not expire • Online training sought to replace or supplement training that is due to expire • Support from leaders in the Trust who have up to date training 	Y	<p>Online MAPA training has taken place.</p> <p>First Aid training planned has taken place.</p>	M

				Level 3 safeguarding training planned for relevant staff (all online)	
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 	Y	New staff induction on Wednesday 7th - they had already had Department inductions. New staff have access to all the virtual tours and video introductions.	L
Staff do not receive ongoing CPD leading to retention issues	M	<ul style="list-style-type: none"> Learning and performance sessions will be provided in school with social distancing and using technology The OIE will continue to support CPD through the offer of online programmes Flick online learning will support with statutory, mandatory and additional training Training on how to wear face coverings given on INSET days 	Y	<p>L&P through Google Classroom has been very popular and effective - this will continue, as well as some Google Meets as well as socially distanced “live” training in school.</p> <p>Staff will receive further training through our EdTech Leader throughout the year.</p> <p>We will introduce Class Charts during the year and staff will need to be trained on this.</p>	L
1.13 Free school meals					
Reduced food offers are available due to kitchen and dining capacity	H	<ul style="list-style-type: none"> A range of hot a cold food will be available (although this may not be a full menu) Dining staggered to ensure full bubble can be catered for Additional large spaces in school considered for dining 	Y	<p>BKE has met with BM, Facilities Manager and Catering Manager (meeting rest of team on 15.7.20)</p> <p>With extra tables, 2 lunch zones can operate - Restaurant + Academy Hall and P16 + Conference Theatre.</p> <p>Year 7 - 10:15 - 10:30 Zone 1 Year 8 - 9:45 - 10:00 Zone 1 Year 9 - 10:00 - 10:15 Zone 2 Year 10 - 10:45 - 11:00 Zone 1 Post 16 - 10:45 - 11:00 Zone 2</p> <p>Lunch: Year 7 - 12:30 - 1:00 Zone 1</p>	L

				Year 8 - 12:00 - 12:30 Zone 1 Year 9 - 1:00 - 1:30 Zone 2 Year 10 - 12:00 - 12:30 Zone 1 Post 16 - 12:30 - 1:00 Zone 2	
1.14 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> • Risk assessment from other partners completed • Risk assessments are updated or undertaken before the school reopens in September and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> - Personal care - EHCP - Vulnerable staff (age, gender, pregnant) - MAPA 	Y	<p>RA for APs are being collated. RAs for vulnerable students and cohorts are also being created.</p> <p>Vulnerable students have been invited in for the last week of term, to help them orientate themselves before the changes in September.</p>	M
1.15 School transport					
If any students use public transport: Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	M	<ul style="list-style-type: none"> • The details of how pupils will travel to and from school are known prior to September. • Effective liaison with bus companies is used as a basis for planning staggered start and departure times, where required. • Home learning and telephone support established where a child is unable to attend school due to transport issues. • Children encouraged to use other forms of transport, including cycling and walking. • Walking buses employed • Children advised how to queue at bus stops employing social distancing • Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school • Additional hand washing and sanitising facilities available at bus parks and entrances to school. • Queuing at the school at the end of the day is managed to ensure social distancing 	Y	<p>Staggered start to day or Year group holding areas for students in the morning are not possible for 360 in each year group. No information yet (13.7.20) on transport arrangements. Staggered end to day - won't have a huge impact on learning, but will help with a safer exit from school site.</p> <p>L Block - 2:20 Upstairs U Block 2:23 S Block - 2:25 Downstairs U Block - 2:30 Arts Centre - 2:30</p> <p>We will continue to use Google Classroom to support students who are not attending. NTH and MBO have been discussing ways of using Google Classroom as a way of organising work.</p>	M

<p>If any students use home/school dedicated buses: Social distancing is not adhered to and bubbles mix</p>	M	<ul style="list-style-type: none"> • Effective liaison with local authorities and bus companies to understand their risk assessments and control measures, including additional cleaning • Children to be seated in bubble groups where possible, including social distancing • Vehicles will be ventilated with windows open where possible • Children advised how to queue at bus stops employing social distancing • Children advised how to use facial coverings (over age 11) and remove safely on arrival at school • Additional hand washing and sanitising facilities available at bus parks and entrances to school. • Queuing at the school at the end of the day is managed to ensure social distancing 	Y	<p>When we have detailed information from the buses companies, we can ascertain risk factor and help students stay safe.</p> <p>Holding areas for year groups have been established on bus park for mornings and afternoons, with staff supervision.</p>	M
<p>If any children use home school taxis and escorted home/school transport: Social distancing can not be maintained due to the need for support or the size of the vehicle</p>	M	<ul style="list-style-type: none"> • Liaison with local authority to understand the control measures in place and risk assessments • Children to be seated apart as far as possible from other children and adults • Hand washing/sanitising on boarding and disembarking • Face coverings to be used if appropriate • Vehicles will be ventilated with windows open where possible 	Y	<p>No students share taxi transport that would cross Year groups. Students will follow hygiene rules as they leave the taxi and enter the school site.</p>	L
<p>1.16 Multi-site working</p>					
<p>Staff who normally work across multiple sites risk the spread of infection across sites</p>	H	<ul style="list-style-type: none"> • Whilst government guidance allows staff to move between sites, colleagues with a multi site contract will be required to identify one or two places of work and visit those sites only, unless operational necessity requires them to move. • Staff who are able, will still be asked to work from home. • If there is a need to change the designated site to manage operational risks at that site, hygiene precautions will be put in place before arriving at the new site. 	Y	<p>Limited number of staff work across school sites - IT support. They can limit their interaction with staff and students and adhere to social distancing.</p> <p>Where possible, Directors will target their support into no more than 2 schools. If possible, Directors will not do more than 1 school in a single day.</p>	L

1.17 Attendance and Punctuality					
Children do not attend school consistently as habits and social norms have changed	M	<ul style="list-style-type: none"> The need and value of attendance at school will be regularly reinforced with children and families PR campaigns regarding attendance will be launched Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively Regular safeguarding phone calls to those children not attending Attendance fines will be reintroduced 	Y	<p>Attendance team will be back onsite to contact parents and families who are not attending, with the same encouragements, support and sanctions in place to promote good attendance.</p> <p>Expectation to attend is reinforced in letter to parents 14.7.20</p>	M
1.18 Alternative Provision					
Control measures are not in place for children attending alternative provision or otherwise accessing part time education	M	<ul style="list-style-type: none"> Liaison with AP providers where children attend full time to ensure that risk assessment and control measures are in place in line with government guidance Where attendance is part time, liaison to identify the risks of movement between settings Children not to attend more than 1 setting in the same day 	Y	<p>Risk assessments from AP providers are on file.</p> <p>No children will attend more than 1 setting in a day.</p> <p>Liaison with AP providers, particularly Wakefield College to ascertain risk. If the bubble is too large in AP provision, , students will access 1:1 support at OGA rather than general circulation.</p>	L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased and additional staff appointed where necessary. Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas. 	Y	<p>Increased cleaning capacity has been sourced - with contract cleaners and OGA staff.</p> <p>Working schedule for cleaners will be adjusted to ensure cleaning staff are available during the working day while staff and students are on site</p>	M

		<ul style="list-style-type: none"> Classroom timetabling is shared to ensure the classrooms are cleaned when free 		<p>Contact points, work surfaces, door handles, light switches, taps etc will be cleaned regularly and sanitised</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flushes</p> <p>A bin liner will be placed in all bins and these will be checked regularly.</p>	
2.2 Hygiene and handwashing					
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Additional external wash basins have been provided at key points around the school. 	Y	<p>Premises team and Business Manager doing regular stock take on items. Stock check system is in place to ensure that there is always adequate cleaning materials available</p> <p>Adequate supplies of antibacterial gel and cleaning agents are in stock within the Academy at the moment</p> <p>A number of external hand washing facilities have been installed</p> <p>Hand sanitiser pumps are located in numerous areas around school</p> <p>Cleaning staff have the responsibility to monitor stock levels of hand sanitiser in public areas, soap and hand towels. However, all staff to engage in notifying the premises team if stock appears to be running low in any areas</p>	H

<p>Pupils forget to wash their hands regularly and frequently</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Hand washing is timetabled for arrival at school, when changing rooms, return from breaks and before and after eating • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary. 	<p>Y</p>	<p>Students to receive training via virtual assembly during week 1, with regular reminders and refreshers, when required.</p> <p>Emphasis to be given on the importance of hand washing rather than using antibacterial gel, when and where possible.</p> <p>Posters and displayed around school and identified classrooms to ensure that this measure has a high profile.</p>	<p>M</p>
<p>2.3 Clothing/fabric</p>					
<p>Not wearing clean clothes each day may increase the risk of the virus spreading</p>	<p>H</p>	<ul style="list-style-type: none"> • Government guidance has advised that children should be expected to wear full school uniform from September. • Additional uniform available in school to support vulnerable children who may require additional items. • Expectations and guidance are communicated to parents. • Additional uniform issued to catering, cleaning and site staff if they have insufficient 	<p>Y</p>	<p>Uniform stock will replenished, so that items of student uniform that can be distributed to vulnerable students</p> <p>Expectations have been outlined in the letter to parents.</p> <p>The hardship policy is placed on the website</p> <p>Teachers will return to full professional dress code in September and are encouraged to wash items more regularly</p>	<p>L</p>
<p>Standard uniform/staff dress code leads to coldness due to additional ventilation of spaces</p>	<p>M</p>	<ul style="list-style-type: none"> • Children encouraged to wear warmer items of uniform or outdoor coats whilst inside • Hardship monitored closely to ensure no children are disadvantaged/items purchased in these cases by the school • Staff encouraged to wear warmer items of clothing/outdoor coats if necessary 	<p>Y</p>	<p>Explained to staff in briefing 3/11/20. Will be explained to parents/carers in Principal's Blog.</p>	<p>L</p>

<p>The use of fabric chairs may increase the risk of the virus spreading</p>	<p>M</p>	<ul style="list-style-type: none"> • Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use. 	<p>Y</p>	<p>Fabric chairs that are available to the public or a number of staff have been removed and replaced with plastic chairs</p> <p>Office chairs to remain in place if they are for a single person use</p>	<p>L</p>
<p>2.4 Testing and managing symptoms</p>					

<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	<p>H</p>	<ul style="list-style-type: none"> • Testing and tracing in place nationally. • Flow Charts provided to schools to explain what they need to do if they have a positive case confirmed. • Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. • Home Test Kits issued to staff/parents in exceptional circumstances where attendance at a test centre is not possible. 	<p>Y</p>	<p>Flowcharts of what to do if a positive case has been confirmed or showing symptoms have been circulated to members of SLT</p> <p>Staff need to inform a member of SLT if a student /staff is displaying symptoms or if tested positive</p> <p>Coronavirus testing is now available for all key workers which includes all teachers and support staff in schools, if you were having coronavirus like symptoms or because a member of your household as symptoms</p> <p>The process is really simple and there are various testing stations in our local area</p> <p>The earlier a person has the test the better it is recommended to have the test between the 3rd and 5th day of commencement of symptoms</p> <p>Testing is also available to symptomatic people who live with you</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>People are able to select the test centre with the time that best suit yourself and there are same day appointments available</p> <p>Test results are usually back within 48 hours</p>	<p>M</p>
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				Please notify the business manager if you are having a test and update on the result of the test	
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Staff and students over 18 encouraged to download NHS Covid-19 app and engage with Test and Trace • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms • A record of any COVID-19 symptoms in staff or pupils is reported to the trust. • Each school knows how to notify DfE contact line for advice. • Each school knows how to contact LA PHE for advice. • Government advice followed for identifying contact levels: <ul style="list-style-type: none"> • Direct - less than 1m for 1 minute • Proximity - within 1m to 2m for 15 minutes • Travelled in the same car 	Y	<p>Link to guidance has been shared with community through the end of year letter.</p> <p>DfE updates and guidance have been circulated to all staff every week.</p> <p>Detailed records are kept of any student with a positive test, with advice sought from Public Health English, Health Protection league and the Infectious Control team.</p>	H
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	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Communication sent to all parents on using the NHS Covid-19 app 	Y	Guidance has been sent out to all staff and parents. This will be updated with any further guidance or developments.	M
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process, including flowcharts • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<p>Staff have had daily updates of government guidance and INSET training in September will comprehensively cover this again.</p> <p>Letter to parents has given link to outline guidance.</p>	M

				MG time for students will cover the guidance from government and also the protocols that are in place in school.	
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<p>First Aid certificates extended for three months.</p> <p>A programme for training additional staff is in place.</p> <p>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</p>	y	We have many First Aid staff (9 in total) and an excellent number of designated Safeguarding (10 in total) officers, with a newly appointed Safeguarding officer	M
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<p>Social distancing provisions are in place for medical rooms.</p> <p>Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged.</p> <p>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</p> <ul style="list-style-type: none"> Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<p>Lines marked outside to maintain social distancing.</p> <p>Desk shields in SID (and reception).</p> <p>Regular cleaning of these areas, deeper cleans after suspected case, with PPE available to staff.</p>	M
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<p>As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</p> <p>A COVID-19 section on the school website is created and updated.</p>	Y	<p>Parents received letters they are also placed on the website and a text to inform them of where to locate letters</p> <p>End of term letter in July overview requirements, including a FAQ section and links to Government resources</p>	M
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Y	<p>Meeting and calls with parents and students to reinforce this</p> <p>Continuation of information via text and letter over time</p>	M

2.8 Personal Protective Equipment (PPE)

<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. SEND intimate care; supporting a child with COVID-19 symptoms; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that the wearing of gloves is not a substitute for good handwashing. 	<p>Y</p>	<p>Tissues will be placed in all classrooms and offices; used tissues should be placed by the owner in the lidded bin provided. The bin provided will either a white lidded bin or a purple bin</p> <p>These bins will be emptied on a regular basis</p> <p>Posters on how to protect yourself are displayed in each classroom</p> <p>Wearing a face covering or face mask in school or other education setting is now recommended and this has been advised to staff and students. It is an extra safety measure to implement, even if social distancing cannot be guaranteed</p> <p>School will not insist that staff children and learners to wear face coverings in communal areas, but it has highly recommended the advice.</p> <p>Staff have been issued with fabric face masks and face visors.</p> <p>Changing habits cleaning and hygiene are effective measures in controlling the spread of the virus</p> <p>Catering staff</p> <p>PPV of gloves will be provided to catering staff as is the normal practice</p>	<p>M</p>
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			<p>First Aid</p> <p>PPE will be provided to staff or those providing first aid based on a risk assessment to protect themselves and the child</p> <p>PPE should be worn for the duration of the care. gloves coveralls and mask should be disposed of at the end of each session in the special bins provided. Goggles should be placed in the identified container for disinfecting and reuse</p> <p>Donning and removing PPE</p> <p>PPE should be put on and removed in this order, after washing hands</p> <ol style="list-style-type: none"> 1. apron 2. mask 3. Eye protection 4. gloves 5. removing PPE 6. gloves 7. apron 8. Eye protection 9. mask 10. wash hands 11. disposal of PPE <p>They should be disposed of in lidded bins provided in the Academy</p> <p>Items should be placed directly into bins and should not be placed on other surfaces whilst discarding them</p>	
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2.9 Catering					
Dining space can not cater for numbers of children with appropriate cleaning and hygiene	H	<ul style="list-style-type: none"> • A reduced catering offer is established to ensure that increased numbers of lunch breaks and breaks can be managed for bubbles • Primary - meals will continue to be provided to classrooms • Secondary - additional dining spaces identified if needed • Secondary - all students facing same way and social distancing in place by removing use of seats • Dining spaces cleaned between bubbles • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	M	Expanded provision to 2 Zones: Zone 1 - Restaurant and Academy Hall Zone 2 - P16 and Academy Hall to provide space and reassurance .	Y
2.10 Finance					
Cash brought into the academy spreads the virus through handling	M	<ul style="list-style-type: none"> • Cashless is encouraged at all times • Parent letters requesting that cash is not used and accounts are topped up from home • Any cash brought in is placed in the safe for 72 hours and hand immediately washed 	N	We are moving to a cashless system and won't need to book for students.	Y
2.11 Gifts					
Children bring gifts for the end of term that spread the virus	M	<ul style="list-style-type: none"> • Gifts to be discouraged • Those that are brought should be accepted, hands washed and then quarantined for 72 hours 	Y		N
3. Maximising social distancing measures					
3.1 Pupil behaviour					

<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is 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. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations - NB for EYFS and KS1 the bubble is designed to protect children that are too young to social distance. 	<p>Y</p>	<p>End of term July letter explains the reasons for compliance and positive behaviour</p> <p>All staff will model social distancing and hygiene measures</p> <p>Staff training in September in de-escalation and teaching with students facing forward</p> <p>Students in Year 7 and 8 will follow the ACE programme to teach them good behaviour and how to meet the expectations within the academy.</p>	<p>M</p>
<p>3.2 Classrooms and teaching spaces</p>					
<p>The size and configuration of classrooms and teaching spaces does not support government guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible. • Arrangements are reviewed regularly. • Unnecessary equipment removed from classrooms • Soft toys and soft furnishings removed • Cleaning product and wipes available in EYFS to clean toys • Equipment in practical subjects will be cleaned between use by different bubbles or additional items purchased so that items are not shared beyond the bubble • Tables in rows with children facing the front to avoid face to face • Entering and exiting the classroom is 'one person at a time' • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<p>Rooms will be arranged so that the students are facing the front.</p>	<p>M</p>
<p>3.3 Movement in corridors</p>					

<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>H</p>	<ul style="list-style-type: none"> ● Circulation plans have been reviewed and amended. ● One-way systems are in operation where feasible. ● Posters in corridors and circulation areas on social distancing ● Floor markings in key areas ● Circulation routes are clearly marked with appropriate signage. ● Any pinch points/bottle necks are identified and managed accordingly. ● The movement of pupils around school is minimised as much as possible. ● Where possible, pupils stay in classrooms and staff move around. ● Social time change overs are staggered to avoid overcrowding. ● Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. ● Appropriate supervision levels are in place. ● Accessible routes have been planned where necessary. ● Face coverings available for staff and children to use in areas where social distancing is more difficult ● Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) ● Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<p>One way signs and no entry signs are placed around doors and corridors and must be adhered to, the only exception to this is if the fire alarm sounds the one way system is no longer in operation, however, all students will be moving in the same direction to the muster point.</p> <p>Each external door has been given an operation of opening i.e. either in or out</p> <p>There are minimum corridors where two way traffic is required, signage in these areas request everyone to stay to the left in the direction of travel.</p> <p>Map has been developed showing Bubbles and the one way system - end of document</p> <p>Students will be taken to their break and lunch by the classroom teacher - where possible</p> <p>Learning managers will be located in the vicinity of the year group bubble - when possible</p> <p>A break and lunch times each year group will have their own allocated time in the dining area and the internal quad</p> <p>Risk assessments for individual pupils will be shared with staff prior to students returning</p>	<p>N</p>
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				SLT, Learning Managers and Heads of Department who are not teaching to support corridor movement between lessons when available.	
3.4 Break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) 	Y	2 different zones for breakfast. Academy hall and Conference Theatre will be used at lunch.	N
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • <i>PIN and biometric either disinfected between each use or replaced with manual recording of purchases (this could also be managed by children washing hands on entrance to dining hall??)</i> • Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home. • Water fountains taken out of use. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned between bubbles by catering, cleaning or MSA staff. • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) 	Y	<p>2 lunch zones in operation, using larger spaces, will help spread students out</p> <p>Approved Capex bid for tables will enable the 2 spaces to function effectively.</p> <p>All catering payment will be cashless.</p> <p>Taped lines on floor so students know where to stand and be served food.</p> <p>High level of staff supervision at break and lunch</p> <p>Restaurant in U Block will be zone for Year 7 and 8, to reduce the contacts and movement during social times of break and lunch.</p>	N

		<ul style="list-style-type: none"> • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 			
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils 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. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<p>High level of staff supervision.</p> <p>Expanded capacity of toilets with approved CapEx bid for refurbishment of toilets in S Block.</p> <p>6 handwashing stations have been ordered and even more free standing and wall mounted sanitiser have been requested.</p>	M
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • PPE provided in medical room for first aiders • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<p>Taped floor and clear signs will encourage social distancing.</p> <p>Screens have been put up in SID</p> <p>Radio available to call for assistance, if needed.</p>	M
3.8 Reception area					

<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Screens between Receptionist and visitor installed if not already in place • Signing in completed by Reception staff so that visitors do not touch pens, visitors book, signing in screens etc • Meeting room identified for essential meetings where social distancing can be complied with. • Non-essential deliveries and visitors to school are minimised. • Signs on gates to confirm not accepting non-essential visitors • Arrangements are in place for segregation of visitors. • Visitor logs kept to support Track and Trace • Face coverings available for staff and children • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow . 	<p>Y</p>	<p>Taped floor and clear signs will encourage social distancing.</p> <p>Screens have been put up in reception.</p> <p>Radio available to call for assistance, if needed.</p>	<p>M</p>
<p>3.9 Arrival and departure from school</p>					
<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>	<p>H</p>	<ul style="list-style-type: none"> • Start and finish times are staggered or different entrances/exits for different bubbles • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times. • Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to present themselves on site beyond designated drop off/pick up points 		<p>Through letters and Principal's Blog and the Twitter account, it has been reinforced for parents that children need to play their part in the local community and follow the social distancing rules, especially at the start and end of the day.</p> <p>This message will be revisited and refreshed regularly.</p>	
<p>3.10 Transport</p>					

<p>The use of public and school transport by pupils poses risks in terms of social distancing</p>	<p>H</p>	<ul style="list-style-type: none"> • Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling on public transport. • Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing. • Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. • Hand sanitizers and hand washing available on arrival at school • Windows to be open on transport where possible for natural ventilation 		<p>Awaiting call back from bus provider. This has been complicated by Arriva's decision to stop normal service during lockdown.</p> <p>6 hand sanitising stations for students to use.</p>	
<p>3.11 Staff areas</p>					
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	<p>H</p>	<ul style="list-style-type: none"> • Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. • Hot desking will be stopped, only one member of staff allocated to a desk. • WFH will remain in place for staff who can in order to minimise staffing • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<p>Sanitising areas are available within a short distance of each room</p> <p>All computer chairs have been removed and replaced with plastic chairs that can be easily cleaned</p> <p>There is no hot desking with the exception of the main reception but individual seats have been allocated</p> <p>Staff to use boilers in the staff room kitchens if kettles are to be used they must be wiped with an anti bac wipes after and before use</p> <p>All cutlery must be placed in the dishwasher which will be emptied first thing in the morning and used on a daily basis</p> <p>Signs to remind staff of distancing requirements are placed in the areas</p>	<p>M</p>

				Work areas which are to be out of bounds is indicated by tape	
3.12 Catering					
Social distancing is not possible in kitchen/catering areas	H	<ul style="list-style-type: none"> Reduced menus agreed to manage increased number of lunch breaks Simple menus developed allowing staff to work at a single workbench 1 member of staff in small areas e.g. fridges, store rooms at any time Staff instructed in social distancing PPE provided if social distancing can not be maintained Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food Catering staff advised to remain behind the counter during serving Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	Break and lunch times have been staggered to only 1 year group bubble who will access the dining area at any one time At each sitting pupils will sit on identified seats all facing the same direction. Additional Risk Assessments will be implemented for those students who will have difficulty in appreciating the new standards and Teaching Assistant support will be available if needed	N
3.13 Home Visits					
Staff are placed at risk of contracting COVID whilst undertaking home visits	M	<ul style="list-style-type: none"> Home visits will not be undertaken unless absolutely necessary Staff will not travel together to undertake a home visit Visit will be undertaken on doorstep - staff will not enter the home Social distancing will be maintained throughout - knock on door and step back 2m All usual control measures for home visits should also be followed 	Y	If home visits are to be undertaken staff will take both cars Staff will not enter the homes to check on a student. If a student will not come to the door, the member of staff will telephone them, logged appropriately.	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					

<p>Pupils with underlying health issues are not identified and so measures have not been put in place to protect them</p>	H	<ul style="list-style-type: none"> • Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon • Individual risk assessments undertaken for any student identified being at higher risk e.g. BAME, ECV and actions put in place in agreement with student/parents • Remote learning provided for any child still required to medically shield (supported by medical evidence) • EHCP and risk assessments updated • Schools have a regularly updated register of pupils with underlying health conditions. 	Y	<p>Students' underlying health conditions have been collated through survey - this will be done regularly to get up to date information.</p> <p>Individual and cohort risk assessments are being developed.</p> <p>Risk assessments for EHCP and other vulnerable students are being developed.</p>	Y
<p>4.2 Staff with underlying health issues</p>					
<p>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	H	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Individual staff risk assessments undertaken where additional risk factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable 	Y	<p>Risk assessment to be shared with staff and signed by a Google form that they have read and understood the risks and control measures and conducted the training in September</p> <p>Staff are encouraged to let SLT know of anything that appears not to be working or could be improved as described in training or on the risk assessment</p>	M
<p>5. Enhancing mental health support for pupils and staff</p>					
<p>5.1 Mental health concerns – pupils</p>					
<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	H	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. 	Y	<p>Wellbeing checks are continually being made to check on the wellbeing of vulnerable students and a general check is made by the admin team.</p>	M

				<p>Parents and students are reminded of the mental wellbeing website and how to access support.</p> <p>Wellbeing assembly delivered across the whole school with a further assembly on resilience being delivered in the final week.</p>	
Additional safeguarding concerns are identified on children's return to school	H	<ul style="list-style-type: none"> All staff will receive safeguarding training as part of the INSET on the first day of term Additional time will be provided for DSLs and inclusion teams in the first few weeks of term, if required, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate 	Y	<p>Appointment of Safeguarding Officer will create more capacity for identifying safeguarding concerns.</p>	M
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Staff are encouraged to use the staff EAP Weekly staff wellbeing surveys 	Y	<p>The Trust is delivering weekly pulse surveys to check on the wellbeing of staff Trust wide</p> <p>The Employee Assistance programme (EAP) is available 24/7 and can offer telephone counselling if face to face isn't an option. The telephone number is 08000856148</p> <p>Line managers continue to check in on colleagues and ensure their mental health is looked after and signpost to any services that are required.</p> <p>Staff continue to be encouraged to manage work/life balance and not work too late on Google classroom or other areas - this is monitored by line managers.</p>	M

				Staff praise has been ongoing throughout closure, to recognise and celebrate all the work that staff have done over the weeks and months to engage students and support each other.	
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> • Staff working from home have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Y	<p>Weekly line manager meetings are held to ensure the wellbeing of staff is looked after</p> <p>Staff who have been shielding have been encouraged to take a tour of the Academy to put them at ease of all the procedures in place for September. Some staff came on site to do the June 8th training.</p> <p>Staff working from home have been making contact with students to complete wellbeing checks on pupils.</p>	H
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. • Bereavement training delivered to over 200 staff during June 2020 	Y	<p>Many of Inclusion team and SLT completed the bereavement training run by Pat Sowa</p> <p>DSL team is aware of bereavements in families and have offered additional support through signposting, speaking with the student/family and offering school coach availability.</p>	H
6. Operational issues					
6.1 Review of fire procedures					

<p>Fire procedures are not appropriate to cover new arrangements</p>	<p>H</p>	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> • Bubbles not mixing • Possible absence of fire marshals • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. • PEEPs reviewed and updated 	<p>Y</p>	<p>Fire procedures have been discussed with a revised evacuation plan created. Staff will be briefed in September, as well as students..</p>	<p>M</p>
<p>Fire evacuation drills - unable to apply social distancing effectively</p>	<p>H</p>	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. 	<p>Y</p>	<p>Fire evacuation drills will be put in place and should adhere to social distancing measures;</p> <p>Arts Centre - Car Park</p> <p>U Block - Astroturf</p> <p>L Block - L Block grass</p> <p>S Block - Bus Park</p> <p>P16 - Bus Park</p> <p>New signs will be created for evacuation + assembly points.</p> <p>New information signs for classroom</p>	<p>M</p>
<p>Fire marshals absent due to self-isolation</p>	<p>H</p>	<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. 		<p>Students should have a member of staff with them at all times.</p>	
<p>6.2 Contractors working on the school site</p>					

<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>H</p>	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) will continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Contractor risk assessment has been provided prior to works beginning • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<p>Y</p>	<p>The contractors on site during term time are for urgent/emergency situations only.</p> <p>Contractors need to provide their Covid 19 risk assessment alongside RA and method statements</p> <p>All contractors are to sign in at reception and details of contact details must be provided to ensure our availability for Track and Trace</p> <p>Any contractor on site will be met by the premises team and the usual DBS/lanyard system will be in place</p>	<p>M</p>
<p>7. Finance</p>					
<p>7.1 Costs of the school's response to COVID-19</p>					
<p>The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties</p>	<p>M</p>	<p>Prior To Sept</p> <ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified. • Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Net increase in costs approved by Region Exec and CFO <p>Sept Onwards</p> <ul style="list-style-type: none"> • Additional COVID-19 related costs are monitored and options for reducing costs as guidance changes are reviewed. • The school's projected financial position will be shared regularly with the Board 	<p>Y</p>	<ul style="list-style-type: none"> • FM, BM and Principal to agree actions and offsets. Any net increase to be reported via Regional Exec to CFO for approval. • Monthly Principal meetings to focus on monitoring variances and long term implications of operational and educational response to returning under Covid-19 • 	<p>L</p>
<p>8. Governance</p>					
<p>8.1 Oversight of the governing body</p>					

<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>H</p>	<ul style="list-style-type: none"> • The Trust Board continues to meet regularly via online platforms. • The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed. 		<p>Academy Council held a virtual meeting on July 1st.</p> <p>Regular meetings and conversations with members of the Academy Council</p>	
<p>9. Additional site-specific issues and risks</p>					
<p>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</p>					
<p>Students queuing for the bus at the end of the school day might not maintain social distancing and Year group bubbles.</p>	<p>H</p>	<ul style="list-style-type: none"> • Staggered end of day, across 10 minutes will control the flow of students to the bus park. • SLT presence will have to control the movement of students on to the bus 	<p>Y</p>	<ul style="list-style-type: none"> • 	<p>M</p>
<p>Students may not want to sit on Science stool all day</p>	<p>M</p>	<ul style="list-style-type: none"> • Timetable so that most students will move from to room, within the same block, so there is an opportunity to get up and move. 	<p>Y</p>	<ul style="list-style-type: none"> • 	<p>M</p>
<p>Rooming capacity at 95%, limits staff capacity to have their PPA time in a workbase where they can do work</p>	<p>M</p>	<ul style="list-style-type: none"> • Creation of work hubs for staff with some access to IT facilities 	<p>Y</p>	<ul style="list-style-type: none"> • 	<p>M</p>
<p>Year 13 collecting Ofqual assessed grades on August 13th</p>	<p>M</p>	<ul style="list-style-type: none"> • Students invited in for specific appointment times on August 13th • Students clean hands as they enter the site and leave. • Socially distanced queuing system in place outside Conference Theatre • Conference Theatre divided into 2 halves. As one half is used, the other is cleaned down. • Any further advice/guidance that needs to happen with Post 16 team or CareersInc will take place on concourse outside Conference Theatre or Post 16 library. 	<p>Y</p>	<ul style="list-style-type: none"> • 	<p>M</p>

		<ul style="list-style-type: none"> We have made the decision for Ofqual assessed grades awarded to Year 11 students to be emailed out, to help prevent possible large gatherings and maintain social distancing. Letter has gone out to students to reset password so every student can access email. Appointments will be set from 10am to 4pm on August 20th, with follow up phone calls the next day. 			
Possible risk of infection and contamination from work collected in for assessment.		<p>DfE guidance - September 7, 2020.</p> <p><i>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</i></p> <p><i>Pupils and teachers can take books and other shared resources home.... Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</i></p> <p>We have interpreted this to mean that written work on paper which needs to be assessed can be collected. It should be kept in a file or box in the classroom for 48 hours (the quarantine period) and then marked. Once marked, it would then be returned to the folder/file for a further 48 hours and then returned to the student. A4 paper can be used (and then stuck into the books) or assessment books can be used, whichever suits the department and doesn't get in the way of learning in the classroom.</p>		<p>It is important that all students develop their writing stamina again and also receive feedback on written assessments.</p> <p>HoDs will determine how to establish a rigorous assessment schedule that will prepare students for exams and provide evidence for CAGs, if needed.</p>	