

## COVID-19: Operational risk assessment for school closure

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the DfE on 10/05/20:

[Actions for Schools during the Coronavirus Outbreak - GOV.UK](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak)

The DfE guidance 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.

### System of controls

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. 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 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 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 and bleach
6. Consider how to minimise contact across the site and maintain social distancing wherever possible
7. Always keeping occupied spaces well ventilated
8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
9. Promote and engage with asymptomatic testing, where available

Numbers 1 - 7 must be in place in all schools, all the time.

Numbers 8 and 9 apply in specific circumstances.

#### Response to any infection:

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

Numbers 10 – 12 must be followed in every case where they are relevant.

Assessment conducted by:	S Hutchinson-Jones	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	14/05/21	Review interval:	Half termly	Date of next review:	As required
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Related documents	
Trust documents:	<p><b>Government guidance:</b></p> <p><a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a></p> <p><a href="#">Guidance for full opening - schools - GOV.UK</a></p> <p><a href="#">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a></p> <p><a href="#">COVID-19: cleaning of non-healthcare settings - GOV.UK</a></p> <p><a href="#">Safe working in education, childcare and children’s social care</a></p> <p><a href="#">Face coverings in education - GOV.UK</a></p>

### Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> 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 partially opening, including social distancing guidance

### 1.1 Capacity

<p><b>Available capacity of the school is reduced when social distancing guidelines are applied</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Social distancing at 2m between adults and between adults and children wherever possible</li> <li>• Social distancing for children in primary where possible</li> <li>• Bubbles agreed by year groups</li> <li>• Agreed new timetable and arrangements confirmed for each bubble</li> <li>• Arrangements in place to support pupils not attending school due to self isolation, with remote learning at home</li> <li>• Face masks to be worn by all staff (excluding medical exemptions) in communal and circulation spaces and where social distancing cannot be maintained</li> </ul>	<p>Y</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 staff training, Tutor time, assemblies 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>As cases remain high in the local area, following advice from the Council, students are advised to wear face coverings (unless exempt) in the corridors and communal areas. (<a href="https://www.grange.outwood.com/">https://www.grange.outwood.com/</a> - Letters to Parents)</p> <p><b>As part of our response to local and academy cases, from 18.05.21 students have been asked to wear face coverings (unless exempt) in corridors, communal areas and classrooms.</b></p>	<p>L</p>
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### 1.2 Organisation of teaching spaces

<p><b>Classroom sizes will not allow adequate social distancing</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Classrooms re-modelled, with chairs and desks in rows facing in the same direction to support social distancing</li> <li>• Clear signage displayed in classrooms promoting social distancing</li> <li>• In primary schools, classes stay together with their teacher and do not mix with other pupils.</li> <li>• In secondary schools the children within year group stays together and does not mix with other pupils</li> <li>• Face masks to be worn by staff (excluding medical exemptions) in all communal and circulation areas and where social distancing cannot be maintained</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	<p>Y</p> <p>Class rooms remodelled so all desks face the front with clear signage around the site.</p> <p>Staff reminded to open the windows in their HMG room on arrival.</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>As cases remain high in the local area, following advice from the Council, students are advised to wear face coverings (unless exempt) in the corridors and communal areas.</p> <p><b>As part of our response to local and academy cases, from 18.05.21 students have been asked to wear face coverings (unless exempt) in corridors, communal areas and classrooms.</b></p>	<p>M</p>
<p><b>Large spaces need to be used as classrooms</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>• Large gatherings prohibited.</li> <li>• 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.</li> </ul>	<p>Y</p> <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>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. Students will be given an allocated table in the restaurant zones, with chosen students from their Form Group to sit with. This will help limit contact and make any contact tracing that is needed, easier and more effective.</p>	<p>L</p>
<p><b>1.3 Availability of staff and class sizes</b></p>				

<p><b>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>• Shielding guidance in place for CEV colleagues and students in line with national guidance - and individual risk assessment template updated for those returning after shielding.</li> <li>• Technology available in school to allow all staff to deliver and support remote and on site learning</li> <li>• Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place</li> <li>• Specialist directors deployed to support staffing levels in schools</li> <li>• Full use is made of test and trace to inform staff deployment.</li> <li>• Non-specialist teachers may be used to deliver content provided by subject specialists.</li> <li>• Regular LFD testing for staff and secondary students attending school site</li> <li>• Staff or students in close contact will follow PHE guidance on self isolation</li> </ul>	<p>Y</p>	<p>Most recent advice for clinically extremely vulnerable will be followed.</p> <p>New protocol for cover work is created 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 try to be on duty during lesson changeover.</p> <p>Home testing model for staff has been set up (1.3.21) to prevent absence through contact tracing in the workplace.</p>	<p>L</p>
<p><b>Re-timetabling and extended days mean that staff exceed their contracted working hours</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Directed time calculations reworked and shared with staff</li> <li>• PPA allocations still provided on timetables</li> <li>• Where timetable restricts PPA or exceeds weekly hours for teachers, a two weekly timetable agreed to compensate</li> <li>• Hourly rates of pay agreed for staff who are asked to work additional hours beyond their contracted hours</li> </ul>	<p>Y</p>	<p>PPA time is allocated as before. Work rooms established 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 FT rooms earlier, so that Year group bubbles can be preserved. The absence of parents evening/open evenings throughout the year reduces directed time, although there is still capacity within directed time.</p>	<p>L</p>
<p><b>Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• All staff have been advised to follow government advice on the booking of holidays</li> <li>• All staff have been advised of the need to be available for work and to plan any quarantine timings into their holiday plans</li> <li>• Staff managing attendance policy and absence policies to be followed</li> </ul>	<p>Y</p>	<p>Staff advised that they need to be available for work.</p>	<p>L</p>
<p><b>1.4 The school day</b></p>					

<p><b>The start and end of the school day create risks of breaching social distancing guidelines</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Start and departure times are managed, with staggering where possible</li> <li>• The number of entrances and exits to be used is maximised.</li> <li>• Different entrances/exits are used for different bubbles if entering at the same time.</li> <li>• Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>• A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>• Floor markings are visible where it is necessary to manage any queuing.</li> <li>• Attendance patterns have been optimised to ensure maximum safety.</li> <li>• One way systems around the school.</li> <li>• Accessibility for disabled students and staff have been considered within changes.</li> <li>• Extra curricular activities recommence from 8 March within bubbles and with activities that promote control measures</li> </ul>	<p>Y</p> <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 - 2.25pm Y9 S Block - 2.23pm Y10 L Block - 2.20pm Y11 Upstairs U Block - 2.30pm Y12/13 - 2.30pm</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 start March 15th and will offer as wide an offer of opportunities as possible. Focus on terminating subjects and exam classes for older year groups but sport, drama and enrichment is important for lower years after a year of cultural and creative deprivation.</p>	<p>L</p>
<p><b>Wrap around care provided in school is not able to comply with social distancing or bubble separation</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble (if provided)</li> <li>• After school activities will be bubble based and normal control measures in place</li> <li>• Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance</li> </ul>	<p>Y</p> <p>Restaurant can't be used for morning breakfast as this would mix year groups. It isn't possible or 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 be as broad as possible, so students can catch up and closing gaps in exam years, but also enjoy extra curricular activities in all areas.</p>	<p>L</p>
<p><b>1.5 Planning movement around the school</b></p>				

<p><b>Movement around the school risks social distancing not being maintained</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>● Circulation plans have been reviewed and revised</li> <li>● One-way systems are in place where possible</li> <li>● Posters in corridors regarding social distancing</li> <li>● Appropriate signage is in place to clarify circulation routes</li> <li>● Pinch points and bottlenecks are identified, staffed and managed accordingly</li> <li>● Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</li> <li>● Lesson change over and movement around school is organised to avoid overcrowding</li> <li>● Pupils are regularly briefed regarding observing social distancing guidance</li> <li>● Spaced lines on main corridors</li> <li>● Appropriate duty rota and levels of supervision are in place</li> <li>● Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair</li> <li>● Play areas will be divided if more than one bubble is to use it at the same time</li> <li>● Outdoor play equipment will be either taken out of use, cleaned between use by different bubbles or separate equipment provided for each bubble</li> <li>● Face masks must be worn by staff in communal and circulation (and classrooms in secondary where social distancing cannot be maintained) areas unless an exemption applies</li> <li>● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	<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>Constant reminders from staff regarding safety round site</p> <p>Lesson changeover will be supervised, when and wherever possible.</p> <p>Staff will do 1 break duty per week.</p> <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"> <li>● Year 7 - Arts Centre</li> <li>● Year 8 - U Block (downstairs)</li> <li>● Year 9 - S Block</li> <li>● Year 10 - L Block</li> <li>● Year 11 - U Block (upstairs)</li> <li>● Year 12/13 - Post 16</li> </ul> <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> <p>As cases remain high in the local area, following advice from the Council, students are advised to wear face coverings (unless exempt) in the corridors and communal areas.</p> <p><b>As part of our response to local and academy cases, from 18.05.21 students have been asked to wear face coverings (unless exempt) in corridors, communal areas and classrooms.</b></p>	<p>M</p>
<p><b>1.6 Curriculum organisation</b></p>				

<p><b>Pupils will fall behind in their learning during school closures and achievement gaps will widen</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• High quality remote and blended learning provision for all children</li> <li>• Technology provided to support remote learning where children cannot attend school</li> <li>• Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning</li> <li>• Praising stars will be used to assess the impact of interventions</li> <li>• Curriculum has been re-ordered to focus on learning priorities for the phase of education if it cannot all be caught up</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning</li> <li>• Additional funding for 'catch up' will be focused to ensure it targets children who have missed learning, this may include 1:1, summer schools etc</li> </ul>	<p>HoDs have already started to restructure SoL to address missed learning.</p> <p>PS3 had a focus on engagement in online learning for all year groups. Intervention phonecalls made by all staff after this. Parents Evening w/c 1.3.21 to help engage students again in advance of reopening.</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> <p>Plan for summer school has been devised for the first week in the summer holidays.</p> <p>Masterclasses are planned, as well as sessions for Year 11 and Year 13 students to prepare them for their next steps.</p>	<p>M</p>
<p><b>Periods of isolation create additional gaps in learning</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Blended learning/remote learning plans in place</li> <li>• Children lacking technology to support remote learning identified and technology provided</li> <li>• EdTech demonstrators providing training to staff to increase confidence and ability to provide remote learning</li> </ul>	<p>Blended Learning protocol worked with HoDs and circulated to staff which had a focus on live lessons.</p> <p>Questionnaire to parents, before 2nd lockdown will help ascertain access to technology and an updated key worker child audit. Over 100 devices were given to families in need to help them with remote learning.</p>	<p>M</p>
<p><b>Library book sharing risks virus infection</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Libraries will not be used as a social space for children</li> <li>• Children will be managed in small numbers to select a book</li> <li>• Returned books will be quarantined for 72 hours before being returned to library shelves</li> </ul>	<p>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.</p>	<p>L</p>

<p><b>Singing spreads virus through spittle or aerosol transmission</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• No choirs or large group singing</li> <li>• No singing unless social distancing can be maintained and rooms are ventilated</li> <li>• No performance to audiences</li> <li>• See page 54 of DfE guidance for details</li> </ul>	<p>Y</p>	<p>No planned performances or singing in large groups will take place.</p>	<p>L</p>
<p><b>Practical music lessons spread virus through spittle and touch</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only (no wind or brass unless sole users)</li> <li>• Peripatetic music lessons to continue with the child using an instrument solely used by them</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	<p>Y</p>	<p>Peri lessons being delivered from 2 metre distance and with a protective screen, PPE for the teacher and student facing away from the teacher.</p>	<p>L</p>
<p><b>PE curriculum cannot be delivered in full whilst maintaining social distancing</b></p>		<ul style="list-style-type: none"> <li>• Sport to be delivered outdoors wherever possible</li> <li>• Techniques practised rather than engaging in physical contact sports unless national guidance available</li> <li>• Sports with national body guidance prioritised and guidance put in place in full</li> <li>• No school to school competitions until grassroot sports recommence nationally</li> <li>• See page 57 of DfE guidance</li> </ul>		<p>Astro turf, sports field and MUGA pitch will be used as much as possible.</p> <p>Outdoor sports will be safer as part of the hierarchy of controls in place.</p> <p>PE equipment - indoor and outdoor- will not be used between bubbles or with 48/72 hour quarantine period for equipment.</p>	
<p><b>1.7 Staff workspaces</b></p>					

<p><b>Staff rooms and offices do not allow for observation of social distancing guidelines</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing</li> <li>• Staff have been briefed on the use of these rooms</li> <li>• Posters in place regarding social distancing and hygiene.</li> <li>• Communal equipment removed or measures in place to disinfect between use.</li> <li>• Face masks must be worn by staff in communal areas unless an exemption applies</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	<p>Y</p>	<p>There is limited use of staff rooms and communal areas. The move from subject to Year group blocks reduces dept interaction. Department meetings are held online.</p> <p>Staff will be reminded again of the importance of us all remembering to keep 2m from each other and follow all other protective measures.</p> <p>We will have areas for staff to work during their PPA time, with hygiene measures in place.</p> <p><b>As part of our response to local and academy cases, from 18.05.21 students have been asked to wear face coverings (unless exempt) in corridors, communal areas and classrooms.</b></p>	<p>L</p>
<p><b>1.8 Managing the school lifecycle</b></p>					
<p><b>Limited progress with the school's calendar and work plan because of COVID-19 measures</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• School calendar for the year rationalised.</li> <li>• Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning.</li> <li>• Staff recruitment to continue employing social distancing and online interviews where appropriate</li> <li>• Re-timetabling completed</li> <li>• Plans and capacity in place should re-timetabling be required mid-year</li> </ul>	<p>Y</p>	<p>OGA fully staffed from September, including new Safeguarding Officer. Re-timetabling complete - (Computing rooms are mostly located in U Block upstairs) so we are pooling banks of laptops.</p> <p>Appointment of Graduate Intern has added more capacity for staff and timetabling complications.</p>	<p>L</p>

		<ul style="list-style-type: none"> <li>Decision made and communicated early that Y11 prom can not be supported for 2021 as we will not know the restrictions that will be in place</li> </ul>			
<b>Transition for 21/22 is not in place due to lockdown/restrictions</b>	H	<ul style="list-style-type: none"> <li>Transition, taster and open days can be planned with appropriate risk assessment and control measures in place to maintain bubbles</li> <li>Executive Principals to sign off plans and RAs for transition plans.</li> <li>Pastoral staff will speak with pupils and their parents about the next stage in their education and resolve any issues</li> <li>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 next year to ensure they understand the school routines</li> <li>Regular communications with the parents and pupils are in place, including letters, newsletters and online broadcasts.</li> <li>Virtual tours of the school are available for parents and pupils.</li> <li>Online induction days for pupils and parents completed</li> <li>Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools</li> <li>Additional transition activity has taken place for students with identified SEND</li> <li>New pupils will have enhanced induction in the first weeks of the September term</li> <li>Summer schools considered to help engage children as part of transition</li> </ul>	Y	<p>Offer Day was March 1st. Last Year, transition was done through the transition website which has virtual tours, introductions from staff, transition lessons, welcome presentation from Principal. A virtual meeting was held by Lead Learning Manager with every Primary school. There was a separate transition plan for vulnerable and SEND students with a site walk before students started.</p> <p>Lead Learning Manager has held meetings with staff at feeder primaries to start the communication regarding transition.</p> <p>Parents have been contacted to confirm contact details and complete paperwork to support transition plans.</p>	M
<b>1.9 Governance and policy</b>					
<b>Directors are not fully informed or involved in making key decisions</b>	M	<ul style="list-style-type: none"> <li>Online meetings are held regularly with the Board of Directors.</li> <li>The Board of Directors are involved in key decisions on reopening.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school. Online meetings are held regularly with the Board of Directors.</li> <li>The Board of Directors are involved in key decisions on reopening.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	Y	<p>Regular conversations with Directors - Maths and Science, Humanities regularly attend RAG meetings.</p> <p>Academy Council meetings have been held through Google Meet. Regular phone calls with Chair of Academy Council</p>	L
<b>1.10 Policy review</b>					

<p><b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</b></p>	H	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and governors have been briefed accordingly. All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	Y	<p>Policies updated. Behaviour policy is updated; staff training resources 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>	L
<p><b>1.11 Communication strategy</b></p>					
<p><b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b></p>	H	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul>	Y	<p>Weekly HoD meetings</p> <p>Weekly staff briefing videos from SLT</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 update every Friday to keep stakeholders updated.</p>	L
<p><b>1.12 Staff induction and CPD</b></p>					
<p><b>Staff are not trained in new procedures, leading to risks to health</b></p>	H	<ul style="list-style-type: none"> <li>Induction and CPD programmes are in operation for all staff prior to reopening, and include:</li> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> </ul>	Y	<p>Weekly updates/CPD during L&amp;P.</p> <p>Inductions in place for new staff.</p>	L

		<ul style="list-style-type: none"> <li>• Constructive behaviour management</li> <li>• Safeguarding</li> <li>• Risk management</li> </ul> <p>Staff will include a First Aider and Safeguarding Lead at all times</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>	
<b>Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL</b>	H	<ul style="list-style-type: none"> <li>• First Aid qualifications extended by 3 months</li> <li>• For period of COVID-19 designated safeguarding training will not expire</li> <li>• Online training sought to replace or supplement training that is due to expire</li> <li>• Support from leaders in the Trust who have up to date training</li> </ul>	Y	<p>Online MAPA training has taken place.</p> <p>First Aid training planned has taken place.</p> <p>Level 3 safeguarding training planned for relevant staff (all online)</p>	L
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>	H	<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> </ul>	Y	<p>New staff inductions will continue to take place.</p> <p>New staff have access to all the virtual tours and video introductions.</p>	L
<b>Staff do not receive ongoing CPD leading to retention issues</b>	M	<ul style="list-style-type: none"> <li>• Learning and performance sessions will be provided in school with social distancing and using technology</li> <li>• The OIE will continue to support CPD through the offer of online programmes</li> <li>• Flick online learning will support with statutory, mandatory and additional training</li> <li>• Training on how to wear face coverings given on INSET days</li> </ul>	Y	<p>L&amp;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 have received training through our EdTech Leader throughout the year.</p> <p>Staff are made aware of any upcoming courses they may be interested in from the OIE.</p>	L
<b>Staff recruitment is disrupted due to COVID-19</b>		<ul style="list-style-type: none"> <li>• Staff recruitment will continue as planned</li> <li>• Alternatives to face to face interviews used wherever possible</li> <li>• Safer recruitment checks to continue in full</li> </ul>		<p>Recruitment will continue as usual and will follow the current guidance when arranging interviews, some will take place on site with control measures in place.</p>	

**1.13 Meal Provision**

<p><b>Reduced food offers are available due to kitchen and dining capacity</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• A range of hot a cold food will be available (although this may not be a full menu)</li> <li>• Dining staggered to ensure full bubble can be catered for</li> <li>• Additional large spaces in school considered for dining</li> <li>• FSM available in school for any children requiring one, FSM hampers for those students who can not attend due to medical or other restrictions</li> </ul>	<p>SHJ regularly meets with BM, Facilities Manager and Catering Manager</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 Year 11 - 10.00-10.15 Zone 1 Post 16 - 10:45 - 11:00 Zone 2</p> <p>Lunch: Year 7 - 12:30 - 1:00 Zone 1 Year 8 - 12:00 - 12:30 Zone 1 Year 9 - 1:00 - 1:30 Zone 2 Year 10 - 12:00 - 12:30 Zone 1 Year 11 - 1.00 - 1.30 Zone 1 Post 16 - 12:30 - 1:00 Zone 2</p> <p>FSM boxes are available for students/families who have a +ve test or are self isolating.</p>	<p>L</p>
<p><b>1.14 Risk Assessment</b></p>				
<p><b>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.</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Risk assessment from other partners completed</li> <li>• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> <li>- Personal care</li> <li>- EHCP</li> <li>- Vulnerable staff (age, BAME,gender, pregnant)</li> <li>- MAPA</li> </ul> </li> </ul>	<p>RA for APs and contractors who need to work onsite are collated.</p> <p>Staff are issued a copy of the RA and reminded of key points during L&amp;P.</p>	<p>L</p>
<p><b>1.15 School transport</b></p>				

<p><b>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</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• The details of how pupils will travel to and from school are known.</li> <li>• Effective liaison with bus companies is used as a basis for planning staggered start and departure times, where required.</li> <li>• Home learning and telephone support established where a child is unable to attend school due to transport issues.</li> <li>• Children encouraged to use other forms of transport, including cycling and walking.</li> <li>• Walking buses employed</li> <li>• Children advised how to queue at bus stops employing social distancing</li> <li>• Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school</li> <li>• Additional hand washing and sanitising facilities available at bus parks and entrances to school.</li> <li>• Queuing at the school gate at the end of the day is managed to ensure social distancing</li> </ul>	<p>Y</p>	<p>Staggered start to day or Year group holding areas for students in the morning are not possible for 360 in each year group.</p> <p>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 2:30 S Block - 2:23 Downstairs U Block - 2:25 Arts Centre - 2:30</p> <p>We will continue to use Google Classroom to support students who are not attending, with resources from lessons uploaded to Google Classroom for students to access.</p>	<p>L</p>
<p><b>If any students use home/school dedicated buses: Social distancing is not adhered to and bubbles mix</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Effective liaison with local authorities and bus companies to understand their risk assessments and control measures, including additional cleaning</li> <li>• Children to be seated in bubble groups where possible, including social distancing</li> <li>• Vehicles will be ventilated with windows open where possible</li> <li>• Children advised how to queue at bus stops employing social distancing</li> <li>• Children advised how to use facial coverings (over age 11) and remove safely on arrival at school</li> <li>• Additional hand washing and sanitising facilities available at bus parks and entrances to school.</li> <li>• Queuing at the school at the end of the day is managed to ensure social distancing</li> </ul>	<p>Y</p>	<p>Holding areas for year groups have been established in the bus park for mornings and afternoons, with staff supervision.</p>	<p>L</p>

<p><b>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</b></p>	M	<ul style="list-style-type: none"> <li>• Liaison with local authority to understand the control measures in place and risk assessments</li> <li>• Children to be seated apart as far as possible from other children and adults</li> <li>• Hand washing/sanitising on boarding and disembarking</li> <li>• Face coverings to be used if appropriate</li> <li>• Vehicles will be ventilated with windows open where possible</li> </ul>	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><b>1.16 Multi-site working</b></p>					
<p><b>Staff who normally work across multiple sites risk the spread of infection across sites</b></p>	H	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Twice weekly staff LFD testing</li> <li>• Office spaces will have maximum capacity numbers and homeworking will be used to support rotas where needed</li> </ul>	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> <p>These staff will also be involved in the Home Testing process for staff.</p>	L
<p><b>1.17 Attendance and Punctuality</b></p>					
<p><b>Children do not attend school consistently as habits and social norms have changed</b></p>	M	<ul style="list-style-type: none"> <li>• The need and value of attendance at school will be regularly reinforced with children and families</li> <li>• PR campaigns regarding attendance will be launched</li> <li>• Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively</li> <li>• Regular safeguarding phone calls to those children not attending</li> <li>• Attendance fines will be reintroduced</li> <li>• EHE is discouraged where requested by parents/carers</li> <li>• Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed</li> </ul>	y	<p>Attendance team 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 letters to parents.</p>	M
<p><b>1.18 Alternative Provision</b></p>					

<p><b>Control measures are not in place for children attending alternative provision or otherwise accessing part time education</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Where attendance is part time, liaison to identify the risks of movement between settings</li> <li>• Children not to attend more than 1 setting in the same day</li> </ul>	<p>Risk assessments from AP providers are on file.</p> <p>No children will attend more than 1 setting in a day.</p> <p>Y 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. This will be reviewed on an individual basis.</p>	<p>L</p>
<p><b>1.19 School Visits and Trips</b></p>				
<p><b>The resumption of non-overnight school visits poses risks to infection control</b></p>	<p>L</p>	<ul style="list-style-type: none"> <li>• International trips must not be planned for this academic year or before 5 September 2021</li> <li>• Domestic day trips can go ahead with appropriate risk assessment in place</li> <li>• Domestic residential trips can go ahead with appropriate risk assessments in place</li> <li>• Trip risk assessments must detail how the following will be addressed: <ul style="list-style-type: none"> <li>• Existing bubbles from school are maintained</li> <li>• Bubbles of no more than 30 - smaller if possible</li> <li>• Staffing must be from existing workforce and bubbles, no parents/carers/volunteers to join</li> <li>• Contingency plans in case a member of the trip becomes symptomatic</li> <li>• Frequent cleaning and sanitisation of bathrooms, kitchens, dining, frequent touch areas and communal areas</li> <li>• How will students be transported within control measures</li> <li>• Ventilation</li> <li>• Integrity of bubbles maintained at all times</li> </ul> </li> </ul>	<p>Y Any trips to be assessed using Evolve including how social distancing and hygiene can be maintained and fully risk assessed before any approvals are given.</p>	<p>L</p>

<b>1.20 Asymptomatic Transmission</b>					
<b>Transmissions due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some transmissions in schools going undetected</b>	<b>M</b>	<ul style="list-style-type: none"> <li>In-school and home testing is provided in line with current government guidance.  <i>(Scientific evidence indicates that lateral flow testing recognises new variants of Covid-19)</i></li> <li>Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required.</li> <li>A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust 'COVID-19 Risk Assessment: School Based Asymptomatic Testing' for further details).</li> </ul>	Y	<p>Mass testing for students who consented took place from W/C 8 March, with three tests completed. Students issued home testing kits on completion of test 3. Home testing, including reporting procedures, are now in place for students.</p> <p>A small testing site will be maintained next to the academy hall - as a central space, with separate entrance and exit, non porous floors and accessible washing and cleaning facilities.</p> <p>Home Testing for staff has been in place since 01/03/21.</p>	L
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
<b>Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required</b>	<b>H</b>	<ul style="list-style-type: none"> <li>An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection.</li> <li>Reduced areas of the school used whilst less children and staff in school</li> <li>Working hours for cleaning staff are increased and additional staff appointed where necessary.</li> <li>Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles</li> <li>Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas.</li> <li>Classroom timetabling is shared to ensure the classrooms are cleaned when free</li> </ul>	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> <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>	M

				A bin liner will be placed in all bins and these will be checked regularly.	
<b>2.2 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	H	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>Additional external wash basins have been provided at key points around the school.</li> </ul>	Y	<p>Recent visit from NHS Deep Cleansing and Advisory Team (1.3.21) approved the cleaning schedule and the products being used. 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 - 6 extra sink stations around the site.</p> <p>Hand sanitiser pumps are located in numerous areas around school - 60 in total around the school site.</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>	M
<b>Pupils forget to wash their hands regularly and frequently</b>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Hand washing is timetabled for arrival at school, when changing rooms, return from breaks and before and after eating</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary.</li> </ul>	Y	<p>Students receive regular reminders and refreshers, when required regarding the importance of cleaning routines.</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>	M

2.3 Clothing/fabric					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>	H	<ul style="list-style-type: none"> <li>Expectations and guidance are communicated to parents.</li> <li>Dfe guidance states that additional cleaning of uniform is not required</li> <li>Additional uniform issued to catering, cleaning and site staff if they have insufficient</li> </ul>	Y	Additional uniform is available for staff and students, if needed.	L
<b>Standard uniform/staff dress code leads to coldness due to additional ventilation of spaces</b>	M	<ul style="list-style-type: none"> <li>Children encouraged to wear warmer items of uniform or outdoor coats whilst inside</li> <li>Hardship monitored closely to ensure no children are disadvantaged/items purchased in these cases by the school</li> <li>Staff encouraged to wear warmer items of clothing/outdoor coats if necessary</li> </ul>	Y	When all students return, we will ask students not to wear hoodies under blazers, but outdoor coats can still be worn, if needed.	L
<b>The use of fabric chairs may increase the risk of the virus spreading</b>	M	<ul style="list-style-type: none"> <li>Take fabric chairs out of use where possible.</li> <li>Where that is not possible then ensure chairs are limited to single person use.</li> </ul>	Y	Office chairs to remain in place if they are for a single person use	L
2.4 Testing and managing symptoms					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	H	<ul style="list-style-type: none"> <li>Twice weekly home LFD testing available for staff</li> <li>Testing and tracing in place nationally.</li> <li>Flowcharts provided to schools to explain what they need to do if they have a positive case confirmed.</li> <li>Guidance on getting PCR tested if symptomatic has been published.</li> </ul>	Y	<p>Staff and students home testing is in place for those who wish to take part. All students who consented completed three tests onsite prior to home testing starting. Anyone receiving a positive LFD test results is advised to book a PCR test immediately to confirm, contract tracing will take place from receipt of the positive LFD test.</p> <p>Small testing site maintained next to the academy hall as a central space, with separate entrance and exit, non porous floors and accessible washing and cleaning facilities.</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>	M

<p><b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>● Regular staff LFD testing and mass student testing to identify asymptomatic cases and allow isolation</li> <li>● Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>● Staff and students over 18 encouraged to download NHS Covid-19 app and engage with Test and Trace</li> <li>● Advice given on how to use the app and when to turn off to avoid false results</li> <li>● 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.</li> <li>● Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms</li> <li>● A record of any COVID-19 symptoms in staff or pupils is reported to the trust.</li> <li>● Each school knows how to notify DfE contact line for advice.</li> <li>● Government advice followed for identifying contact levels: <ul style="list-style-type: none"> <li>- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19</li> <li>- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> <li>- face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>- been within one metre for one minute or longer without face-to-face contact</li> <li>- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> </ul> </li> </ul> </li> </ul>	<p>Y</p>	<p>Link to guidance has been shared with community through website and Twitter</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 Infections Control team.</p> <p>Confirmatory PCR is needed after onsite LFD, but will proceed with contact tracing with immediate effect, following a positive case.</p>	<p>M</p>

		- travelled in the same vehicle or a plane			
<b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</b>	H	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>Communication sent to all parents on using the NHS Covid-19 app</li> </ul>	Y	Guidance has been sent out to all staff and parents. This will be updated with any further guidance or developments.	M
<b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b>	H	<ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process, including flowcharts</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	<p>Staff have regular updates of government guidance and briefings on any changes that are happening in our protocols in school.</p> <p>Letter to parents has given an outline of government guidance.</p> <p>HMG time for students will cover the guidance from government and also the protocols that are in place in school.</p>	M
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>	H	<ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>Small group face to face training offered locally to avoid need for travel</li> <li>A programme for training additional staff is in place.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> </ul>	Y	<p>We have many First Aid staff and an excellent number of designated Safeguarding (10 in total) officers, with a Safeguarding officer and a Safer Schools Police Officer.</p> <p>Staff whose certificates are due for renewal are booked on to small training sessions in sufficient time.</p>	L
<b>2.6 Medical rooms</b>					

<p><b>Medical rooms are not adequately equipped or configured to maintain infection control</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	<p>Y</p>	<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>	<p>L</p>
<p><b>2.7 Communication with parents</b></p>					
<p><b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> <li>• A COVID-19 section on the school website is created and updated.</li> </ul>	<p>Y</p>	<p>Parents received letters which are also placed on the website and a text to inform them of where to locate letters, this includes a regular blog and regular posts on Twitter to provide further information</p>	<p>L</p>
<p><b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	<p>Y</p>	<p>Meeting and calls with parents and students to reinforce this</p> <p>Continuation of information via text and letter over time</p>	<p>M</p>
<p><b>2.8 Personal Protective Equipment (PPE)</b></p>					
<p><b>Provision of PPE for staff where required is not in line with government guidelines</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>• 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.</li> <li>• Staff are reminded that the wearing of gloves is not a substitute for good handwashing.</li> </ul>	<p>Y</p>	<p>Tissues will be placed in all classrooms and offices; used tissues should be placed by the owner in the bin provided. Replenishments from Facilities Manager Office.</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>Changing habits cleaning and hygiene are effective measures in controlling the spread of the virus</p>	<p>M</p>

				<p>Catering staff - PPE gloves will be provided to catering staff as is the normal practice</p> <p>First Aid - 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"> <li>1. apron</li> <li>2. mask</li> <li>3. Eye protection</li> <li>4. gloves</li> <li>5. removing PPE</li> <li>6. gloves</li> <li>7. apron</li> <li>8. Eye protection</li> <li>9. mask</li> <li>10. wash hands</li> <li>11. disposal of PPE</li> </ol> <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>	
<b>2.9 Catering</b>					
<b>Dining space can not cater for numbers of children with appropriate cleaning and hygiene</b>	H	<ul style="list-style-type: none"> <li>● A reduced catering offer is established to ensure that CW&amp;V children attending school can receive a meal</li> <li>● Primary - meals will continue to be provided to classrooms</li> </ul>	Y	<p>Expanded provision to 2 Zones:</p> <p>Zone 1 - Restaurant and Academy Hall</p>	M

		<ul style="list-style-type: none"> <li>● Secondary - additional dining spaces identified if needed</li> <li>● Secondary - all students facing same way and social distancing in place by removing use of seats</li> <li>● Dining spaces cleaned between bubbles or bubbles kept separated due to small numbers</li> <li>● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>		<p>Zone 2 - P16 and Conference Theatre to provide space and reassurance .</p> <p>Both venues have ventilated space when in use.</p> <p>To make contact tracing easier for positive cases, students will be asked to sit with friends in their Form Groups in designated areas in the Restaurant Zones. In Zone 2 - the Conference Theatre and Post 16 Restaurant, due to reduced capacity, students will sit opposite each other, but in Form Groups. This will enable highly effective contact tracing if there is a +ve case. This zone has lower seating capacity than Zone 1 which is why there are different control measures.</p>	
<b>2.10 Finance</b>					
<b>Cash brought into the academy spreads the virus through handling</b>	M	<ul style="list-style-type: none"> <li>● Cashless is encouraged at all times</li> <li>● Parent letters requesting that cash is not used and accounts are topped up from home</li> <li>● Any cash brought in is placed in the safe for 72 hours and hand immediately washed</li> </ul>	Y	We have moved to a cashless system that students are familiar with using.	L
<b>2.11 Gifts</b>					
<b>Children bring gifts for the end of term that spread the virus</b>	M	<ul style="list-style-type: none"> <li>● Gifts to be discouraged</li> <li>● Those that are brought should be accepted, hands washed and then quarantined for 72 hours</li> </ul>	Y	Any gifts have been isolated and staff have washed hands after handling.	L
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					

<p><b>Pupils' behaviour on return to school does not comply with social distancing guidance</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff model social distancing consistently.</li> <li>• The movement of pupils around the school is minimised.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> </ul>	<p>Y</p>	<p>Regulate communications with students and families 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, without the ability to “work the room” in the same way. This will be revisited regularly.</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><b>3.2 Classrooms and teaching spaces</b></p>					
<p><b>The size and configuration of classrooms and teaching spaces does not support government guidance</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible.</li> <li>• Arrangements are reviewed regularly.</li> <li>• Unnecessary equipment removed from classrooms</li> <li>• Soft toys and soft furnishings removed</li> <li>• 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</li> <li>• Tables in rows with children facing the front to avoid face to face</li> <li>• Entering and exiting the classroom is ‘one person at a time’</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	<p>Y</p>	<p>Rooms will be arranged so that the students are facing the front.</p> <p>Rooms checked by SLT and Premises team to ensure 2 metre distance is possible in every classroom.</p> <p>Strict cleaning schedules are followed. When these can't be adhered to, we have considered closure of Year group bubbles in the past.</p> <p>Regular reminders to staff regarding taking responsibility and “ownership” for a room that might not be theirs</p> <p>All ventilation measures that are possible and practicable are in place.</p>	<p>M</p>
<p><b>3.3 Movement in corridors</b></p>					

<p><b>Social distancing guidance is breached when pupils circulate in corridors</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and amended.</li> <li>• One-way systems are in operation where feasible.</li> <li>• Posters in corridors and circulation areas on social distancing</li> <li>• Floor markings in key areas</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> <li>• The movement of pupils around school is minimised as much as possible.</li> <li>• Where possible, pupils stay in classrooms and staff move around.</li> <li>• Social time change overs are staggered to avoid overcrowding.</li> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• Appropriate supervision levels are in place.</li> <li>• Accessible routes have been planned where necessary.</li> <li>• Face coverings must be worn by staff in communal areas unless an exemption applies</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	<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>Where appropriate, external doors have 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.</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.</p> <p>SLT, Learning Managers and Heads of Department who are not teaching to support corridor movement between lessons when available.</p>	<p>M</p>
<p><b>3.4 Break times</b></p>					
<p><b>Pupils may not observe social distancing at break times</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Break times are staggered</li> <li>• External areas are designated for different groups</li> <li>• Pupils are reminded about social distancing as break times begin</li> <li>• Social distancing signage is in place around the school and in key areas</li> </ul>	<p>y</p>	<p>2 different zones, Academy hall and Conference Theatre will be used at lunch, as well as two different outside zones. This gives more space for social distancing. Students will be encouraged to use outdoor space during break and lunch.</p>	<p>M</p>

		<ul style="list-style-type: none"> <li>• Additional handwashing facilities in place and encouraged after break times</li> <li>• Supervision levels have been enhanced, especially with younger pupils, to support social distancing.</li> <li>• Face coverings must be worn by staff in communal areas unless an exemption applies</li> </ul>		As cases remain high in the local area, following advice from the Council, students are advised to wear face coverings (unless exempt) in the corridors and communal areas.	
<b>3.5 Lunch times</b>					
<b>Pupils may not observe social distancing at lunch times</b>	H	<ul style="list-style-type: none"> <li>• Pupils are reminded about social distancing as lunch times begin.</li> <li>• Pupils wash their hands before and after eating.</li> <li>• Dining area layouts have been configured to ensure social distancing.</li> <li>• Tables and chairs have been cordoned off where this is not possible.</li> <li>• Floor markings are used to manage queues and enable social distancing.</li> <li>• <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></li> <li>• Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home.</li> <li>• Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.</li> <li>• Guidance has been issued to parents and pupils on packed lunches</li> <li>• Eating areas are cleaned between bubbles by catering, cleaning or MSA staff.</li> <li>• Face coverings must be worn by staff in communal areas unless an exemption applies</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow.</li> </ul>	Y	<p>2 lunch zones in operation, using larger spaces, will help spread students out. This gives more space for social distancing. Students will be encouraged to use outdoor space during break and lunch.</p> <p>All catering payment will be cashless.</p> <p>Taped lines on the 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 zoned for Year 7 and 8, to reduce the contacts and movement during social times of break and lunch.</p> <p>As cases remain high in the local area, following advice from the Council, students are advised to wear face coverings (unless exempt) in the corridors and communal areas.</p>	H

3.6 Toilets					
<p><b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored</li> <li>• Separate toilets for different bubbles where possible</li> <li>• Floor markings are in place to enable social distancing.</li> <li>• Pupils know that they can only use the toilet one at a time.</li> <li>• Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>• The toilets are cleaned frequently.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly.</li> <li>• Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> <li>• Face coverings must be worn by staff in communal areas unless an exemption applies</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	<p>Y</p>	<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 outside and free standing and wall mounted sanitiser placed around the site.</p> <p>As cases remain high in the local area, following advice from the Council, students are advised to wear face coverings (unless exempt) in the corridors and communal areas.</p>	<p>M</p>
3.7 Medical Rooms					
<p><b>The configuration of medical rooms may compromise social distancing measures</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• PPE provided in medical room for first aiders</li> <li>• Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	<p>Y</p>	<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> <p>External spaces are used when needed if a student is awaiting collection due to +ve test or symptoms.</p>	<p>M</p>
3.8 Reception area					

<p><b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>• Screens between Receptionist and visitor installed if not already in place</li> <li>• Signing in completed by Reception staff so that visitors do not touch pens, visitors book, signing in screens etc</li> <li>• Meeting room identified for essential meetings where social distancing can be complied with.</li> <li>• Non-essential deliveries and visitors to school are minimised.</li> <li>• Signs on gates to confirm not accepting non-essential visitors</li> <li>• Arrangements are in place for segregation of visitors.</li> <li>• Visitor logs kept to support Track and Trace</li> <li>• Face coverings must be worn by staff in communal areas unless an exemption applies</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	<p>Y</p>	<p>Taped floor and clear signs will encourage social distancing.</p> <p>Screens have been put up in reception. Visitors asked to wait outside if necessary.</p> <p>Radio available to call for assistance, if needed.</p>	<p>M</p>
<p><b>3.9 Arrival and departure from school</b></p>					
<p><b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Start and finish times are staggered or different entrances/exits for different bubbles</li> <li>• The use of available entrances and exits is maximised.</li> <li>• Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>• Weekly messages to parents stress the need for social distancing at arrival and departure times.</li> <li>• 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</li> </ul>	<p>Y</p>	<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>Staggered finishing times in place for year groups to support this.</p>	<p>M</p>
<p><b>3.10 Transport</b></p>					

<p><b>The use of public and school transport by pupils poses risks in terms of social distancing</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing.</li> <li>• Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.</li> <li>• Hand sanitizers and hand washing available on arrival at school</li> <li>• Windows to be open on transport where possible for natural ventilation</li> </ul>	<p>Y</p>	<p>Arriva cancelled their transport provision early in Spring Term - TJ's transport has stepped in, with support from Local Authority.</p> <p>Students are aware that they should socially distance on public transport and wear face coverings.</p> <p>As students wait for buses, there are Year group waiting lanes to preserve Year group bubbles. This is where students wait in the morning as the buses arrive. Staff supervise this before and after school.</p>	<p>M</p>
<p><b>3.11 Staff areas</b></p>					
<p><b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> <li>• Rotas in place to minimise the number of staff required in school</li> <li>• Hot desking will be stopped, only one member of staff allocated to a desk.</li> <li>• WFH will remain in place for staff who can in order to minimise staffing</li> <li>• Face coverings must be worn by staff in communal areas unless an exemption applies</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	<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 and headsets 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>Work areas which are to be out of bounds is indicated by tape</p>	<p>M</p>

3.12 Catering					
<p><b>Social distancing is not possible in kitchen/catering areas</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Reduced menus agreed to manage increased number of lunch breaks</li> <li>• Simple menus developed allowing staff to work at a single workbench</li> <li>• 1 member of staff in small areas e.g. fridges, store rooms at any time</li> <li>• Staff instructed in social distancing</li> <li>• PPE provided if social distancing can not be maintained</li> <li>• Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food</li> <li>• Catering staff advised to remain behind the counter during serving</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	<p>Y</p>	<p>Break and lunch times have been staggered to only 1 year group bubble who will access the dining area at any one time.</p> <p>At each sitting pupils will sit on identified seats all facing the same direction. To make contact tracing easier for positive cases, students will be asked to sit with friends in their Form Groups in designated areas in the Restaurant Zones. In Zone 2 - the Conference Theatre and Post 16 Restaurant, due to reduced capacity, students will sit opposite each other, but in Form Groups. This will enable highly effective contact tracing if there is a +ve case. This zone has lower seating capacity than Zone 1 which is why there are different control measures</p>	<p>M</p>
3.13 Home Visits					
<p><b>Staff are placed at risk of contracting COVID whilst undertaking home visits</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Home visits will not be undertaken unless absolutely necessary</li> <li>• Staff will not travel together to undertake a home visit</li> <li>• Visit will be undertaken on doorstep - staff will not enter the home</li> <li>• Social distancing will be maintained throughout - knock on door and step back 2m</li> <li>• All usual control measures for home visits should also be followed</li> <li>• Additional risk assessment for home visits circulated to relevant staff</li> </ul>	<p>Y</p>	<p>If home visits are to be undertaken staff will take both cars</p> <p>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.</p> <p>Staff will speak to Principal before any home visits. Delivery of laptops, FSM food boxes should involve contact with household members.</p>	<p>L</p>
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					

<p><b>Pupils with underlying health issues are not identified and so measures have not been put in place to protect them</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>• 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</li> <li>• 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</li> <li>• Remote learning provided for any child still required to medically shield (supported by medical evidence)</li> <li>• EHCP and risk assessments updated</li> <li>• Schools have a regularly updated register of pupils with underlying health conditions.</li> <li>• Transparent face coverings provided for staff where this will support children with additional communication requirements</li> <li>• Specialists, therapists and clinicians who support SEND pupils can attend school with appropriate systems of control in place</li> </ul>	<p>Y</p>	<p>Students' underlying health conditions are recorded and regularly updated when received updated information.</p> <p>Individual and cohort risk assessments are being developed.</p> <p>Risk assessments for EHCP and other vulnerable students are being developed. 106 have been completed for students across different Year groups.</p>	<p>M</p>
<p><b>4.2 Staff with underlying health issues</b></p>					
<p><b>Staff with underlying health issues or those who are still required to shield are not identified and so measures have not been put in place to protect them</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• All members of staff with underlying health issues, those within vulnerable groups or who were previously shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>• 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.</li> <li>• Individual staff risk assessments undertaken and updated for the return of staff who were shielding where additional risk factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable</li> <li>• Current government guidance is being applied</li> </ul>	<p>Y</p>	<p>Risk assessment to be shared with staff and put on website to help the local and wider community understand the risks and control measures in place, during closure and also the different phases of reopening.</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>	<p>M</p>
<p><b>5. Enhancing mental health support for pupils and staff</b></p>					
<p><b>5.1 Mental health concerns – pupils</b></p>					
<p><b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> </ul>	<p>Y</p>	<p>Wellbeing checks are continually being made to check on the wellbeing of vulnerable students.</p> <p>ISpace are continuing to support students.</p>	<p>H</p>

		<ul style="list-style-type: none"> <li>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).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>		<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.</p>	
<b>Additional safeguarding concerns are identified on children's return to school</b>	H	<ul style="list-style-type: none"> <li>All staff will receive safeguarding training as part of the INSET on the first day of term</li> <li>Weekly safeguarding checks to be used during lockdown</li> </ul>	Y	<p>Appointment of Safeguarding Officer creates more capacity for identifying safeguarding concerns.</p> <p>Safer Schools Police Officer is also on site and works with the school every day to help safeguard students.</p> <p>Welfare call button on OCloud has made welfare and safeguarding calls easier.</p>	H
<b>5.2 Mental health concerns – staff</b>					
<b>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</b>	H	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>Staff are encouraged to use the staff EAP</li> </ul>	Y	<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> <p>Staff praise has been ongoing, to recognise and celebrate all the work that staff have done over the weeks and months to engage students and support each other.</p>	M

<b>Working from home can adversely affect mental health</b>	H	<ul style="list-style-type: none"> <li>• Staff working from home have regular catch-ups with line managers.</li> <li>• Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>• Appropriate work plans have been agreed with support provided where necessary.</li> <li>• Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> <li>• Phased and rota based returns to offices planned for all staff</li> </ul>	Y	<p>Weekly line manager meetings are held to ensure the wellbeing of staff is looked after</p> <p>Staff who have been shielding or working from home for a prolonged period have been encouraged to come on site, to put them at ease with all the procedures in place and acclimatise again.</p>	H
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>	H	<ul style="list-style-type: none"> <li>• The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>• Support is requested from other organisations when necessary.</li> <li>• Bereavement training delivered to over 200 staff during June 2020</li> </ul>	Y	<p>Many of Inclusion team and SLT completed the bereavement training run by Pat Sowa in 2020.</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>	Y
<b>6. Operational issues</b>					
<b>6.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>	H	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> <li>• Bubbles not mixing</li> <li>• Possible absence of fire marshals</li> <li>• Social distancing rules during evacuation and at muster points</li> <li>• Possible need for additional muster point(s) to enable social distancing where possible</li> <li>• Staff and pupils have been briefed on any new evacuation procedures.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> <li>• PEEPs reviewed and updated</li> </ul>	Y	<p>Fire procedures have been discussed with a revised evacuation plan created. Staff have been briefed in September, as well as students. There have been evacuations and the arrangements and plan worked well.</p>	M
<b>Fire evacuation drills - unable to apply social distancing effectively</b>	H	<ul style="list-style-type: none"> <li>• Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Fire evacuation drills will be put in place and should adhere to social distancing measures;</li> <li>• Arts Centre - Car Park</li> </ul>	L

				<ul style="list-style-type: none"> <li>• U Block - Astroturf</li> <li>• L Block - L Block grass</li> <li>• S Block - Bus Park</li> <li>• P16 - Bus Park</li> <li>• Signs created for evacuation + assembly points.</li> <li>• Information signs for classroom</li> </ul>	
<b>Fire marshals absent due to self-isolation</b>	H	<ul style="list-style-type: none"> <li>• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Students should have a member of staff with them at all times.</li> </ul>	L
<b>6.2 Contractors working on the school site</b>					
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	H	<ul style="list-style-type: none"> <li>• Ongoing works and scheduled inspections for schools (e.g. estates related) will continue.</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• 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.</li> <li>• Contractor risk assessment has been provided prior to works beginning</li> <li>• Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	Y	<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>	M
<b>7. Finance</b>					
<b>7.1 Costs of the school's response to COVID-19</b>					

<p><b>The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties</b></p>	M	<ul style="list-style-type: none"> <li>• Additional COVID-19 related costs are monitored and options for reducing costs as guidance changes are reviewed.</li> <li>• The school's projected financial position will be shared regularly with the Board</li> </ul>	Y	<p>Academy is on track to meet financial targets and won't fall into deficit budget, due to Covid pandemic. Regular Finance meetings with Principal, Business Manager, Finance Director, Exec Team ensures high level of monitoring.</p> <p>FM, BM and Principal to agree actions and offsets. Any net increase to be reported via Regional Exec to CFO for approval.</p> <p>Monthly Principal meetings to focus on monitoring variances and long term implications of operational and educational response to returning under Covid-19</p>	M
<p><b>8. Governance</b></p>					
<p><b>8.1 Oversight of the governing body</b></p>					
<p><b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b></p>	H	<ul style="list-style-type: none"> <li>• The Trust Board continues to meet regularly via online platforms.</li> <li>• The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>• 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.</li> <li>• Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>• Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed.</li> </ul>	Y	<p>Academy Council held a virtual meeting on July 1st and all meetings have been virtual since then.</p> <p>Regular meetings and conversations with members of the Academy Council</p>	M
<p><b>9. Additional site-specific issues and risks</b></p>					
<p><b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b></p>					

<b>Car Park does not allow for staff to maintain SD protocols</b>	M	<ul style="list-style-type: none"> <li>• Rotas of staff should mean less staff in school</li> <li>• Designated bays</li> <li>• Designated routes of entry for staff from the car parking facility</li> <li>• Parking available in lower car park for 1 mini-school to increase these levels</li> </ul>	Y		L
<b>Site staff sharing tools and increasing risk of infection</b>	M	<ul style="list-style-type: none"> <li>• Additional small items purchased to allow non-sharing</li> <li>• Cleaning of larger items between users</li> </ul>	Y		L
<b>10. New Strain of Covid-19</b>					
<b>New strain of COVID 19 identified which appears to be more transmissible</b>	H	<ul style="list-style-type: none"> <li>• 2m Social distancing between adults and between adults and children in secondary classrooms. Social distancing encouraged across KS2, bubble integrity maintained in primary at all times.</li> <li>• Testing to be put in place to allow staff to be tested regularly through LFD test</li> <li>• Staff and students will be reminded of all the control measures identified in this risk assessment and the critical need to comply with them at all times</li> </ul>	Y	<p>Regular home testing available for staff and students.</p> <p>Social distancing of 2 m in all classrooms and for all students at all times.</p>	L
<b>Knowledge of local infection rates and prevalence of new strain in the local area</b>	M	<p><i>Add here any local information about the number of cases per 100,000, age range most affected, any change to number of cases in children, local R rate, % of cases attributable to new variant</i></p>	Y	<p>At the moment, Wakefield has an infection rate of 47 per 100,000 (unvalidated data).</p> <p>As cases remain high in the local area, following advice from the Council, students are advised to wear face coverings (unless exempt) in the corridors and communal areas.</p>	M
<b>11. January Exam Series</b>					
<b>Normal exam conditions do not promote control measures</b>	M	<ul style="list-style-type: none"> <li>• Children will not be collected on the morning of their exams - phone calls home in the days leading up to the exam</li> <li>• Exam desks will be placed at a minimum of 2m apart</li> <li>• Exam papers issued wearing nitrile gloves</li> <li>• Students reminded to bring their own stationery</li> <li>• Any stationery provided will be issued wearing nitrile gloves</li> </ul>	Y	<p>Students will clean hands on entry</p> <p>Students will be held in Year group bubbles before exam (if 2 bubbles in 1 venue)</p> <p>Exam desks 2 metres apart. If 2 bubbles in one venue, at least 2 rows between them. Dismissal</p>	L

		<ul style="list-style-type: none"> <li>• Exam invigilators will wear face masks throughout the exam and in circulation/corridors</li> <li>• Additional SLT identified if exam invigilators are unavailable</li> </ul>	<p>will be staggered and students instructed to leave the site straight away.</p> <p>Desks will be wiped down, if being used in the afternoon and cleaned at the end of the day.</p> <p>Invigilators will wear masks.</p> <p>If students are in a computer room for an exam and social distancing isn't possible, students will wear masks during the exam.</p> <p><b>As part of our response to local and academy cases, from 18.05.21 students have been asked to wear face coverings (unless exempt) in corridors, communal areas and classrooms.</b></p>	
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Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows:

**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**

The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:

- Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings).
- Any pupil or staff member needs to go home immediately if they have symptoms. They should take a PCR test as soon as possible.
- A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids.
- If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.
- Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19).

In addition:

- Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated.
- Infection control training is arranged for new staff.

## **2. Face Coverings**

- Current government guidance regarding the wearing of face masks is followed
- All adults wear a mask or face covering in communal areas (such as corridors and halls) and where 2m social distancing cannot be maintained, excluding those with medical exemptions
- Face coverings are worn by adults and children over 11 when travelling on school buses and public transport.

## **3. Clean hands thoroughly more often than usual**

- Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.
- Bubbles are assigned specific toilets and sinks where possible
- Additional handwashing facilities have been installed
- Handwashing routines are re-taught to pupils
- Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.

## **4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**

- Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/toilets and at entry/exit points.
- The location of bins around the school is checked, and more are ordered if necessary.
- A schedule for bins to be emptied / disinfected is in place and is adhered to.
- Pupils using public transport are reminded of the need to wear face coverings/masks.
- A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport.

## **5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents**

- The school's business manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus.
- The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.
- Stock checks and stock control are maintained

## **6. Minimise contact between individuals and maintain social distancing wherever possible**

- Arrangements are in place to limit the number of contacts between pupils and staff.
- Bubbles are used to keep groups separate.
- Individuals are encouraged to maintain social distancing where possible.
- Staff are kept consistent with each bubble as far as possible.
- In class, furniture is arranged so that children are facing forwards and sitting side by side.
- Any furniture that is surplus to requirements is removed.
- As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time.
- No more than 1 year group ever occupies a shared space (hall, dining room etc) at one time. A 2m distance between the bubbles is maintained when 2 or 3 classes bubbles (from the same year group) are together in the same space.

- Staggered start and finish times, staggered break times and staggered lunch times are implemented.
- Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe.
- For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use.
- Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library.

## **7. Keeping Occupied spaces well ventilated**

It is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:

- Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (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)
- Natural ventilation – opening windows (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
- Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)
- Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice

## **8. Where necessary, wear appropriate personal protective equipment (PPE)**

- The school continues to maintain and monitor stocks of PPE and has access to supplier lists.
- Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE.
- Gloves and aprons are provided for cleaning staff.
- Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case.
- Stocks of PPE are regularly monitored and replenished
- Staff referred to the trust PPE guidance document

## **9. Promote and engage in asymptomatic testing, where available**

3 tests in school (3 to 5 days apart) and 1 at home offered to all secondary students in first 2 weeks of return after 8 March 2021

Home tests offered to all secondary students after this, twice a week, reported to Test and Trace and school

Home testing twice a week available for all secondary staff

Home testing twice a week available for all primary staff

Close contact testing does not resume and close contacts required to self isolate

Small ATS maintained on site for students who are unable or unwilling to test at home

## **10. Promote and engage with the NHS Test and Trace process**

- School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble.
- Staff induction for return to school includes information about the NHS Test and Trace process.

**11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community**

- The contact details for local Public Health England team and local authority health and safety team are readily to hand.
- In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required).
- A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date.
- Use is made of any template letters provided by Public Health England / local authority as directed locally.
- Toolkit for confirmed COVID-19 cases in school including the Action Plan is followed for all confirmed cases.
- Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required.

**12. Contain any outbreak by following local health protection team advice**

- Advice provided by the local health protection team is acted on immediately.
- Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.