COVID-19: Operational risk assessment for school reopening

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

Guidance for full opening - schools - GOV.UK

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

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

System of controls

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

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

Numbers 1 - 5 and 8 must be in place in all schools, all the time.
Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances
Number 7 applies in specific circumstances.

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

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

Assessment conducted by:	Godsway Dzoboku	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers

Date of assessment:	16.10.2020	Review interval:	Half termly	Date of next review:	January 2021

Related documents

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

Risk matrix

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

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

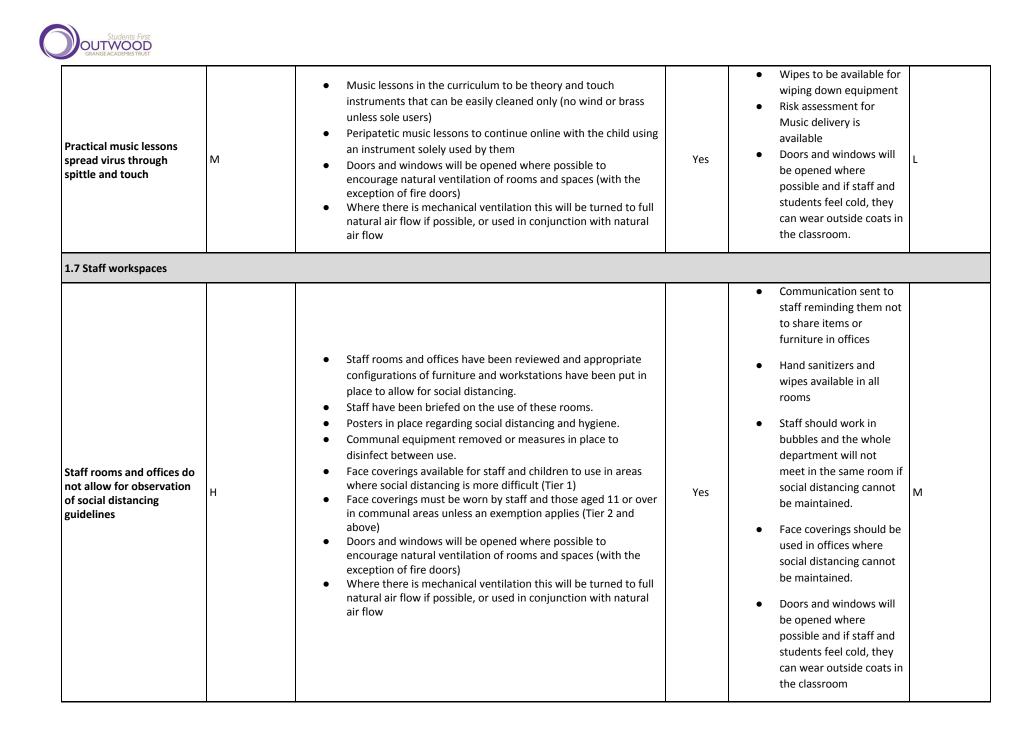| **1.1 Capacity**					
Available capacity of the school is reduced when social distancing guidelines are applied	M	• Social distancing confirmed as 1m or less between children (depending on age) and 2m between children and adults (and between adults), again, depending on age of children. • Social distancing not expected for children in EYFS and KS1 • Bubbles agreed on year groups or smaller, depending on phase of education. • Agreed new timetable and arrangements confirmed for each bubble. • Arrangements in place to support any pupils still unable to attend school with remote learning at home. • Face coverings available for staff and children to use in areas where social distancing is more difficult •		• Students are in year group bubbles • Remote learning is in place for students unable to attend the academy. • Adjustments have been made to ensure students are zoned in the building.	L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	• Requirement for social distancing reviewed by government to support full classes to return to classrooms. • Classrooms re-modelled, with chairs and desks in rows facing in the same direction to support social distancing. • Clear signage displayed in classrooms promoting social distancing. • In primary schools, classes stay together with their teacher and do not mix with other pupils. • In secondary schools the year group stays together and does not mix with other pupils. • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Yes	• Classrooms will be arranged to facilitate students facing the front • Students will be in year group bubbles and will not mix. • Windows and Doors will be opened where possible and if students and staff are cold, then they can wear their outside coats in the classroom.	M
Large spaces need to be used as classrooms	M	• Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing e.g. students facing the same way in dining areas and not sat face to face.	Yes	• Students will sit facing forward position on tables in the dining hall. • Due to the risk of the virus spreading being low	L

		● Face coverings available for staff and children to use in areas where social distancing is more difficult ●		in open and well ventilated spaces students will sit side by side and facing each other on picnic tables and dining tables outside. They will also be wearing face coverings. ● Assemblies will be done remotely and streamed. ● Staff and students will wear face coverings in dining areas (unless eating or drinking) and in the corridors	
1.3 Availability of staff and class sizes				
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	M	● The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ● Shielding guidance paused from 1 August 2020, allowing staff to return to work and children to schools ● Full use is made of those staff who are self-isolating or continue to be required to shield following discussions with their GP but who are well enough to teach lessons online. ● Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. ● Full use is made of test and trace to inform staff deployment. ● Non-specialist teachers may be used to deliver content provided by subject specialists.		● Staff availability has been checked via questionnaire ● Staff can register themselves for tests but BM also has ability to refer staff ● .	L
Re-timetabling and extended days mean that staff exceed their contracted working hours	M	● Directed time calculations reworked and shared with staff ● PPA allocations still provided on timetables ● Where timetable restricts PPA or exceeds weekly hours for teachers, a two weekly timetable agreed to compensate ● Hourly rates of pay agreed for staff who are asked to work additional hours beyond their contracted hours	Yes	● Directed time calculations will be reworked for all staff and shared in September 2020.	L
Staff are required to isolate following holidays	M	● All staff have been advised to follow government advice on the booking of holidays	Yes	● Information is being updated on staff going	L

abroad, making them unavailable for the start of the new term		• All staff have been advised of the need to be available for work at the start of the new term and to plan any quarantine timings into their holiday plans • Staff managing attendance policy and absence policies to be followed from September		on holidays to ensure there is enough available staff for reopening •
1.4 The school day				
The start and end of the school day create risks of breaching social distancing guidelines	H	• Start and departure times are managed, with staggering where possible • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different bubbles if entering at the same time. • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. • One way systems around the school. • Accessibility for disabled students and staff have been considered within changes. • Extra curricula activities cancelled if relevant distancing and controls can not be put in place to protect bubbles.		• Arrival time has been staggered and parents are advised to drop off students/walk students at the allocated time. • Buses will be unloaded one at a time • Students will leave the building a year group at a time at the end of the academy day. • Designated waiting area and entrance for year groups is in place. • Students directed to go into classrooms from 8:15am.	L
Wrap around care provided in school is not able to comply with social distancing or bubble separation	M	• School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble • After school activities will be separated and offered to distinct year groups to ensure bubbles are maintained/or cancelled if not possible • Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance		• School grab bags will be available for students in the designated waiting areas/corridors	L
1.5 Planning movement around the school				

Movement around the school risks social distancing not being maintained	H	● Circulation plans have been reviewed and revised. ● One-way systems are in place where possible. ● Posters in corridors regarding social distancing. ● Appropriate signage is in place to clarify circulation routes. ● Pinch points and bottlenecks are identified, staffed and managed accordingly. ● Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. ● Lesson change overs are organised to avoid overcrowding. ● Pupils are regularly briefed regarding observing social distancing guidance. ● Spaced lines on main corridors. ● Appropriate duty rota and levels of supervision are in place. ● Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair ● Play areas will be divided if more than one bubble is to use it at the same time ● Outdoor play equipment will be either taken out of use, cleaned between use by different bubbles or separate equipment provided for each bubble ● Face coverings available for staff and children to use in areas where social distancing is more difficult - highly recommending that these are worn (Tier 1) ● Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Yes	● Circulation plans have been reviewed, and all signs and markers are in place. ● Using timetables to establish staff movement to ensure lesson changeovers follow guidelines. ● Zones and daily schedule maintain social distancing and bubbles. ● Staff and students will wear face coverings in dining areas (unless eating or drinking) and in the corridors ● Students should not be allowed to move on the corridors during lesson time unaccompanied except to go to the toilet on their corridor.. ● Windows and Doors will be opened where possible and if students and staff are cold, then they can wear their outside coats in the classroom. ●	M
1.6 Curriculum organisation				

Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	H	● Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning. ● Praising stars will be used to assess the impact of interventions ● Curriculum has been re-ordered to focus on learning priorities for the phase of education if it can't all be caught up ● Plans for intervention are in place for those pupils who have fallen behind in their learning.	Yes	● Intervention plans are in place based on teacher and PS data to address closing gaps in learning. ● Curriculum order will be monitored weekly to ensure order has the greatest impact.	L
Periods of isolation create additional gaps in learning	M	● Blended learning and remote learning plans are in place from day 1 for any child required to isolate ● Blended learning/remote learning plans in place so this can be provided on day 1 of isolation/absence ● Children lacking technology to support remote learning identified ● Technology available to provide for periods of isolation/absence ● EdTech demonstrators providing training to staff to increase confidence and ability to provide remote learning ● Rotas planned should it be necessary due to a move to a higher tier of 'lockdown' and local restrictions		● Remote learning is in place for for day 1 of isolation/absence ● Staff to be trained on the use of blended learning.	
Library book sharing risks virus infection	M	● Libraries will not be used as a social space for children ● Children will be managed in small numbers to select a book ● Returned books will be quarantined for 72 hours before being returned to library shelves	Yes	● Books will be ordered online and taken to students to maintain literacy impact. ● Books on return will remain in boxes for 72 hours. ● A booking system will be used to manage small number entry into the library.	M
Singing spreads virus through spittle or aerosol transmission	M	● No choirs or large group singing ● No singing in assemblies or full classes unless social distancing can be maintained and rooms are ventilated ● No performance to audiences	Yes	● Music lessons are structured to avoid large groups singing	L

Hazard	Risk	Control Measures	In place	Additional Controls	Risk
Practical music lessons spread virus through spittle and touch	M	● Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only (no wind or brass unless sole users) ● Peripatetic music lessons to continue online with the child using an instrument solely used by them ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Yes	● Wipes to be available for wiping down equipment ● Risk assessment for Music delivery is available ● Doors and windows will be opened where possible and if staff and students feel cold, they can wear outside coats in the classroom.	L

1.7 Staff workspaces

Hazard	Risk	Control Measures	In place	Additional Controls	Risk
Staff rooms and offices do not allow for observation of social distancing guidelines	H	● Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. ● Staff have been briefed on the use of these rooms. ● Posters in place regarding social distancing and hygiene. ● Communal equipment removed or measures in place to disinfect between use. ● Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) ● Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Yes	● Communication sent to staff reminding them not to share items or furniture in offices ● Hand sanitizers and wipes available in all rooms ● Staff should work in bubbles and the whole department will not meet in the same room if social distancing cannot be maintained. ● Face coverings should be used in offices where social distancing cannot be maintained. ● Doors and windows will be opened where possible and if staff and students feel cold, they can wear outside coats in the classroom	M

1.8 Managing the school lifecycle					
Limited progress with the school's calendar and work plan because of COVID-19 measures	M	● School calendar for the year rationalised. ● Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. ● Staff recruitment to continue employing social distancing and online interviews where appropriate ● Re-timetabling completed ● Plans and capacity in place should re-timetabling be required mid-year	Yes	● Daily review of timetable to check if re-timetabling required. ● Online interviews available where appropriate.	L
Pupils in the first year of a new phase in their education do not feel prepared for the transition	H	● Pastoral staff have spoken with pupils and their parents about the new stage in their education and resolved any issues ● Year 3 (OJAB), Year 7 and Year 12 students will have a day in the academy before the other year groups start at the beginning of the year to ensure they understand the school routines ● Regular communications with the parents and pupils are in place, including letters, newsletters and online broadcasts. ● Virtual tours of the school are available for parents and pupils. ● Online induction days for pupils and parents completed ● Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools ● Additional transition activity has taken place for students with identified SEND ● New pupils will have enhanced induction in the first weeks of the September term	Yes	● Bespoke tutor time sessions and enhanced tutor time programme for first few weeks ● Elements of inter-form competitions to encourage a form bond ● Phone calls/Google meets offered to all students from non feeders ● Extensive virtual transition opportunities provided and available ● Very vulnerable students invited in for bespoke transition ● Celebration of 'New Start' transition tasks	M
1.9 Governance and policy					
Directors are not fully informed or involved in making key decisions	M	● Online meetings are held regularly with the Board of Directors. ● The Board of Directors are involved in key decisions on reopening.	Yes	● Open door policy for governor visits whilst	

		● Governors are briefed regularly on the latest government guidance and its implications for the school.		adhering to social distancing requirements ● Principal in regular contact with Chair of Governors	
1.10 Policy review					
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	H	● All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. ● Staff, pupils, parents and governors have been briefed accordingly.	Yes	● Fire drill held to identify any adjustments	M
1.11 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	Communications strategies for the following groups are in place: ● Staff ● Pupils ● Parents ● Governors/Trustees ● Local authority ● Regional Schools Commissioner ● Professional associations ● Other partners	Yes	● Regular text messages/letters sent out to parents and put on website ● Parents of vulnerable students invited into school for information sessions ● Meetings with LA conducted via Teams ● Regular communication with parents and Academy Council to update them when necessary.	M
1.12 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	● INSET day will be held at the beginning of the September term ● Induction and CPD programmes are in operation for all staff prior to reopening, and include: ● Infection control ● Fire safety and evacuation procedures	Yes	● INSET to be delivered in small groups or by video link	M

		- Constructive behaviour management - Safeguarding - Risk management ● Training on how to wear face coverings given on INSET days		- All training available as recorded videos - Fire safety training to be conducted for Evac chairs to accommodate new students in wheelchairs/with mobility issues	
Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL	H	- First Aid qualifications extended by 3 months - For period of COVID-19 designated safeguarding training will not expire - Online training sought to replace or supplement training that is due to expire - Support from leaders in the Trust who have up to date training	Yes	Regular review of training to identify any expiring training	
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	Induction programmes are in place for all new staff – either online or in-school – prior to them starting.	Yes	- Induction held over Google Meet - Slides and documents shared by email	M
Staff do not receive ongoing CPD leading to retention issues	M	- Learning and performance sessions will be provided in school with social distancing and using technology - The OIE will continue to support CPD through the offer of online programmes - Flick online learning will support with statutory, mandatory and additional training - Training on how to wear face coverings given on INSET days	Yes	- CPD calendar in place for Autumn term 2020 - Utilise the Southern hub training services online - All CPD sessions recorded and available for any missed sessions	L
1.13 Free school meals					
Reduced food offers are available due to kitchen and dining capacity	H	● A range of hot a cold food will be available (although this may not be a full menu) ● Dining staggered to ensure full bubble can be catered for ● Additional large spaces in school considered for dining	Yes	● The Gym will be used as an additional dining area to enable three staggered lunches and breaks. ● Students who are self-isolating are	M

				• provided with food at home. • Nottinghamshire County Council reduced menu will be used.	

1.14 Risk assessments					

Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	• Risk assessment from other partners completed
		
		 • Risk assessments are updated or undertaken before the school reopens in September and mitigation strategies are put in place and communicated to staff covering:
		   - Personal care
		   - EHCP
		   - Vulnerable staff (age, BAME,gender, pregnant)
		   - MAPA
			Yes	• Inclusion team reviewing vulnerable students
				
				 • HR contacting vulnerable staff who may need risk assessing
				
				 • All HCPs and intimate care plans that involve contact with students have been updated to incorporate the use of PPE where necessary
				
				 • Practical subjects(Science, DT, Expressive Arts and PE) have their own specific risk assessments.
					M

1.15 School transport					
If any students use public transport: Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	M	• The details of how pupils will travel to and from school are known prior to September. • Effective liaison with bus companies is used as a basis for planning staggered start and departure times, where required. • Home learning and telephone support established where a child is unable to attend school due to transport issues. • Children encouraged to use other forms of transport, including cycling and walking. • Walking buses employed		• Extensive communication and liaison with bus companies to support and maintain year group bubbles • Students will travel on the school bus in year groups in line with the bubbles	L

		● Children advised how to queue at bus stops employing social distancing ● Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school ● Additional hand washing and sanitising facilities available at bus parks and entrances to school. ● Queuing at the school at the end of the day is managed to ensure social distancing		● Students exit from the academy will be staggered. ● Staff will check that students wear face coverings before the buses leave the academy and when the buses arrive in the academy.	
If any students use home/school dedicated buses: **Social distancing is not adhered to and bubbles mix**	M	● Effective liaison with local authorities and bus companies to understand their risk assessments and control measures, including additional cleaning ● Children to be seated in bubble groups where possible, including social distancing ● Vehicles will be ventilated with windows open where possible ● Children advised how to queue at bus stops employing social distancing ● Children advised how to use facial coverings (over age 11) and remove safely on arrival at school ● Additional hand washing and sanitising facilities available at bus parks and entrances to school. ● Queuing at the school at the end of the day is managed to ensure social distancing	Yes	● Staff available to supervise students getting off and on buses to ensure social distancing ● Students to use dedicated year group entrances on arrival at school	L
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**	M	● Liaison with local authority to understand the control measures in place and risk assessments ● Children to be seated apart as far as possible from other children and adults ● Hand washing/sanitising on boarding and disembarking ● Face coverings to be used if appropriate ● Vehicles will be ventilated with windows open where possible	Yes	● Risk assessment is in place by the taxi and ambulance providers to reduce the risk of spread of the virus.	L
1.16 Multi-site working					

Staff who normally work across multiple sites risk the spread of infection across sites	H	- Whilst government guidance allows staff to move between sites, colleagues with a multi site contract will be required to identify one or two places of work and visit those sites only, unless operational necessity requires them to move. - Staff who are able, will still be asked to work from home. - If there is a need to change the designated site to manage operational risks at that site, hygiene precautions will be put in place before arriving at the new site. - Other professionals attending the Academy may not be aware of the Academy procedures to reduce the risk of spreading the virus across different sites. - Face coverings available for other professionals when needed.	Yes	- Staff should ensure they follow the social distancing and additional hygiene rigorously if they need to attend another site - Other professionals (Careers Inc/School Nurse, Social workers, etc) attending the academy will be briefed on the Social distancing measures in the academy. They will also be allocated rooms to work in that will allow for Social distancing.	

1.17 Attendance and Punctuality

Children do not attend school consistently as habits and social norms have changed	M	- The need and value of attendance at school will be regularly reinforced with children and families - PR campaigns regarding attendance will be launched - Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively - Regular safeguarding phone calls to those children not attending - Attendance fines will be reintroduced		- Attendance prizes will be cumulative and celebrated - Attendance team will be back in the academy full time 95% club	

1.18 Alternative Provision

Control measures are not in place for children attending alternative provision or otherwise accessing part time education	M	- Liaison with AP providers where children attend full time to ensure that risk assessment and control measures are in place in line with government guidance - Where attendance is part time, liaison to identify the risks of movement between settings - Children not to attend more than 1 setting in the same day		- New AP folder created with up to date risk assessments - Travel organised for students going to AP - Specific days and sessions clearly identified	

				so students do not have more than one 'bubble'	

2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required	H	- An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection. - Working hours for cleaning staff are increased and additional staff appointed where necessary. - Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles - Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas. - Classroom timetabling is shared to ensure the classrooms are cleaned when free	Yes	- Checklists are on toilet doors to keep a record of cleaning - Year groups only allowed to use designated toilet areas - A cleaning timetable is in place for cleaning classrooms if different bubbles need to use the same classroom during the day.	M
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	- An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased if necessary. - Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. - Additional external wash basins have been provided at key points around the school.	Yes	- Sanitiser is available in all classrooms and offices - Signage in all hand washing areas to remind pupils and staff - Outside hand washing stations are available.	M
Pupils forget to wash their hands regularly and frequently	H	- Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. - Hand washing is timetabled for arrival at school, when changing rooms, return from breaks and before and after eating - Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.	Yes	- Sanitiser to be available in all classrooms - Staff to ensure pupils sanitise hands when leaving and re-entering classrooms	M

		• School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary.			
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	• Government guidance has advised that children should be expected to wear full school uniform from September. • Additional uniform available in school to support vulnerable children who may require additional items. • Expectations and guidance are communicated to parents. • Additional uniform issued to catering, cleaning and site staff if they have insufficient		• Staff to remind students to wear clean clothes each day • Staff to be reminded of the need to regularly wash clothing • Texts to parents reminding them to ensure clothing is regularly washed • Spare clothing for the students who have toileting issues kept in school and phone call home to replace it, immediately after it is used • Any loaned uniform to be laundered between use	M
Standard uniform/staff dress code leads to coldness due to additional ventilation of spaces	M	• Children encouraged to wear warmer items of uniform or outdoor coats whilst inside • Hardship monitored closely to ensure no children are disadvantaged/items purchased in these cases by the school • Staff encouraged to wear warmer items of clothing/outdoor coats if necessary	Yes		L

The use of fabric chairs may increase the risk of the virus spreading	M	- Take fabric chairs out of use where possible. - Where that is not possible then ensure chairs are limited to single person use.	Yes	- Excess fabric chairs removed from classrooms and offices - Staff to label fabric chairs with their name to ensure they are not used by others - Fabric chairs used should be sprayed regularly. Sprays to be used are provided.	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	- Testing and tracing in place nationally. - Flowcharts provided to schools to explain what they need to do if they have a positive case confirmed. - Guidance on getting tested has been published. - The guidance has been explained to staff as part of the induction process. - Home Test Kits issued to staff/parents in exceptional circumstances where attendance at a test centre is not possible.	Yes	- Staff reminded of the need to be tested if they display symptoms - HR can book tests for staff who are unable to book directly - We will take advice from local PHE regarding local data and spikes and work with HTP - We will use the government's dedicated help line to manage any positive test in the academy.	M

Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	- Robust collection and monitoring of absence data, including tracking return to school dates, is in place. - Staff and students over 18 encouraged to download NHS Covid-19 app and engage with Test and Trace - Advice given on how to use the app and when to turn off to avoid false results - Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. - Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms - A record of any COVID-19 symptoms in staff or pupils is reported to the trust. - Each school knows how to notify DfE contact line for advice. - Each school knows how to contact LA PHE for advice. - Government advice followed for identifying contact levels: - Direct - less than 1m for 1 minute - Proximity - within 1m to 2m for 15 minutes - Travelled in the same car	Yes	- Room available to isolate pupils with symptoms until they can leave site - Pupils and staff encouraged to alert leadership if they suspect they have symptoms	M
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	- Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. - This guidance has been explained to staff and pupils as part of the induction process. - Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. - Communication sent to all parents on using the NHS Covid-19 app	Yes	- Staff briefing used to remind staff of changes so they can relay to pupils - Text service used to advise parents of changes - Relevant updates are on the Academy website.	M
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	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.	Yes	Text service used to notify parents	M

		● This guidance has been explained to staff and pupils as part of the induction process, including flowcharts ● Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.		● Staff briefing used to remind or advise of any changes to procedure	

2.5 First Aid/Designated Safeguarding Leads

The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	● First Aid certificates extended for three months. ● A programme for training additional staff is in place. ● Collaborative arrangements for sharing staff with other schools in the locality have been agreed.	Yes	● Leadership to review expiry date and numbers of First Aiders ● Online courses to be booked as appropriate	M

2.6 Medical rooms

Medical rooms are not adequately equipped or configured to maintain infection control	H	● Social distancing provisions are in place for medical rooms. ● Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged. ● Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Yes	● Social distancing markings in First Aid room ● PPE available to all staff who may need to provide First Aid	M

2.7 Communication with parents

Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	● As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. ● A COVID-19 section on the school website is created and updated.	Yes	● Text service used to advise parents/carers of requirements ● A detailed end of year letter posted to parents. ● Twitter feed used to notify any changes	M
Parents and carers may not fully understand their responsibilities should a	H	● Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.	Yes	● Key changes to be notified to parents/carers	

child show symptoms of COVID-19					
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	● Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. ● Those staff required to wear PPE (e.g. SEND intimate care; supporting a child with COVID-19 symptoms; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. ● Staff are reminded that the wearing of gloves is not a substitute for good handwashing.	Yes	● Sufficient PPE to be available to staff ● Hand sanitiser to be available in all areas of the school	M
2.9 Catering					
Dining space can not cater for numbers of children with appropriate cleaning and hygiene	H	● A reduced catering offer is established to ensure that increased numbers of lunch breaks and breaks can be managed for bubbles ● Primary - meals will continue to be provided to classrooms ● Secondary - additional dining spaces identified if needed ● Secondary - all students facing same way and social distancing in place by removing use of seats ● Dining spaces cleaned between bubbles ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Yes	● Seats designated so that students know which seats must be used ● Staff instructed on when to clean which areas ● External seating to be available where possible (weather permitting) ● Students using picnic tables outside can sit around the table (maximum 8 students) without social distancing due to better ventilation. They will also wear their masks ● Windows and doors will be opened where possible and staff and students can wear outside coat inside if they feel cold.	M
2.10 Finance					

Cash brought into the academy spreads the virus through handling	M	● Cashless is encouraged at all times ● Parent letters requesting that cash is not used and accounts are topped up from home ● Any cash brought in is placed in the safe for 72 hours and hand immediately washed	Yes	● Cashless system introduced into academy on 1 July	L
2.11 Gifts					
Children bring gifts for the end of term that spread the virus	M	● Gifts to be discouraged ● Those that are brought should be accepted, hands washed and then quarantined for 72 hours	Yes	● Pupils, staff and parents/carers to be made aware that gifts are to be discouraged	L
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	● Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. ● Staff model social distancing consistently. ● The movement of pupils around the school is minimised. ● Large gatherings are avoided. ● Break times and lunch times are structured to support social distancing and are closely supervised. ● The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. ● Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. ● Messages to parents reinforce the importance of social distancing. ● Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations - NB for EYFS and KS1 the bubble is designed to protect children that are too young to social distance.	Yes	● Students are in zones to discourage mixing outside their bubble ● Students reminded about social distancing as they arrive in school and leave by staff on duty ● All year groups will use the partitioned main hall as Reflection Room ● Learning Managers to have realignment conversations with any students deliberately flouting social distancing rules	M
3.2 Classrooms and teaching spaces					

The size and configuration of classrooms and teaching spaces does not support government guidance	H	• All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible. • Arrangements are reviewed regularly. • Unnecessary equipment removed from classrooms • Soft toys and soft furnishings removed • Cleaning product and wipes available in EYFS to clean toys • Equipment in practical subjects will be cleaned between use by different bubbles or additional items purchased so that items are not shared beyond the bubble • Tables in rows with children facing the front to avoid face to face • Entering and exiting the classroom is 'one person at a time' • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow •	Yes	• Classrooms have been checked against the criteria identified. • Timetable has been checked to ensure curriculum delivery is in appropriate spaces. • Students and staff allowed to wear outside coat in the classroom if they feel cold.	M
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	• Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Posters in corridors and circulation areas on social distancing • Floor markings in key areas • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Social time change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. • Accessible routes have been planned where necessary. • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above)	Yes	• Staff and student circulation has been checked against timetable to ensure pupil movement is minimised and the one way system does not have pinch points. • Staff monitor corridors and remind students of social distancing on the corridors • Corridors divided into two using tapes and students and staff are asked to walk to the left	

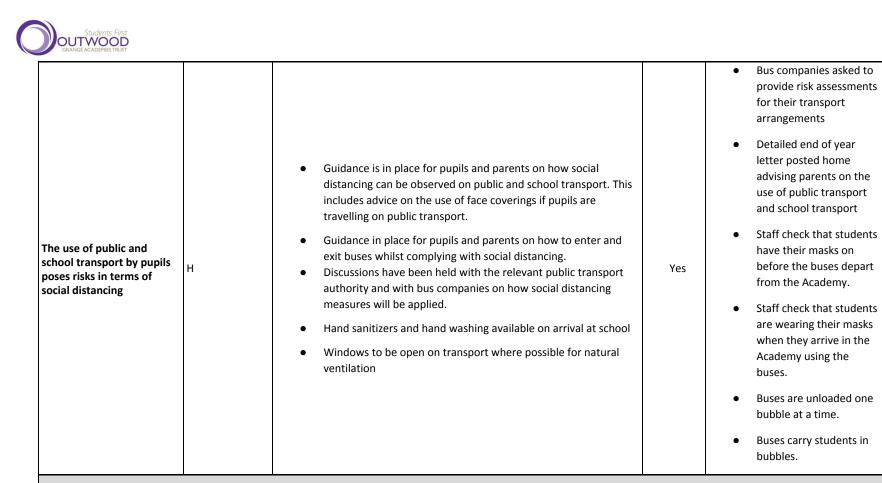|				
		• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow		• Staff and students will wear face coverings in the corridors • Staff and students are allowed to wear outside coats inside if they feel cold due to windows and doors being opened.	
3.4 Break times					
Pupils may not observe social distancing at break times	H	• Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. • Face coverings available for staff and children to use in areas where social distancing is more difficult • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above)	Yes	• Use of two areas for Break so that students have break in their bubbles. Students are reminded to maintain social distancing between bubbles.. • Duty rotas created to enhance and support social distancing. • Dining tables and chairs cleaned between bubbles	M
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	• Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing.	Yes	• Dining tables cleaned between bubbles. • Floor marking for Queues is in place. • Use of two areas for lunch so that students have lunch in their bubbles. Students are	M

		PIN and biometric either disinfected between each use or replaced with manual recording of purchases (this could als be managed by children washing hands on entrance to dining hall??) ● Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home. ● Water fountains taken out of use. ● Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. ● Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). ● Eating areas are cleaned between bubbles by catering, cleaning or MSA staff. ● Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) ● Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow		reminded to maintain social distancing. ● Students sit on tables in front facing sitting in enclosed areas ● Tables are arranged facing the front in the Gym. ● Picnic tables used outside can take 8 students due to more ventilation outside. ● Students will wear face masks in dining areas (unless eating or drinking) and in the corridors. ● Staff and students are allowed to wear outside coats inside if they feel cold due to windows and doors being opened.	
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	● Queuing zones for toilets and hand washing have been established and are monitored. ● Floor markings are in place to enable social distancing. ● Pupils know that they can only use the toilet one at a time. ● Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. ● The toilets are cleaned frequently. ● Monitoring ensures a constant supply of soap and paper towels. ● Bins are emptied regularly. ● Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.	Yes	● Toilets are in zones and will be monitored regularly during the day. ● Toilets are checked and cleaned repeatedly during the day ● Cleaners will be alerted to clean disabled toilet after each use by	M

		● Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) ● Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow		● students who require intimate care ● Staff and students are allowed to wear outside coats inside if they feel cold due to doors and windows being opened.	

3.7 Medical Rooms

| **The configuration of medical rooms may compromise social distancing measures** | H | ● Social distancing provisions are in place for medical rooms.
● PPE provided in medical room for first aiders
● Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.
● Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.
● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)
● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow
● | Yes | ● Floor markings in First Aid room

● Posters to remind visitors of social distancing

● Staff and students are allowed to wear outside coats inside if they feel cold due to the doors and windows being opened. | M |

3.8 Reception area

| **Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines** | H | ● Social distancing points are clearly set out, using floor markings, continuing outside where necessary.
● Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).
● Screens between Receptionist and visitor installed if not already in place
● Signing in completed by Reception staff so that visitors do not touch pens, visitors book, signing in screens etc
● Meeting room identified for essential meetings where social distancing can be complied with.
● Non-essential deliveries and visitors to school are minimised.
● Signs on gates to confirm not accepting non-essential visitors
● Arrangements are in place for segregation of visitors.
● Visitor logs kept to support Track and Trace. | Yes | ● Parents will only come to the academy on appointment bases and moved out of reception swiftly for reintegration meetings

● Reintegration meetings to be done the day before (after students have left the building) where possible. And a lot of the reintegration | M |

		● Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) ● Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow		● meetings will take place over the phone. ● Larger rooms identified and utilised for reintegration eg. VCR Green conference room ● All visitors to the Academy are asked to wear a mask unless due to health reasons. ● Staff and students are allowed to wear outside coats inside if they feel cold due to the windows and doors being opened.	

3.9 Arrival and departure from school

Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	● Start and finish times are staggered or different entrances/exits for different bubbles ● The use of available entrances and exits is maximised. ● Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. ● Weekly messages to parents stress the need for social distancing at arrival and departure times. ● Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to present themselves on site beyond designated drop off/pick up points	Yes	● Bubbles have designated entrances and exits ● Bubbles have been advised of staggered arrival times in the academy ● Bubbles will have staggered departure time. ● Social distancing guidelines also verbally reinforced by staff on duty	M

3.10 Transport

The use of public and school transport by pupils poses risks in terms of social distancing	H	• Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling on public transport. • Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing. • Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. • Hand sanitizers and hand washing available on arrival at school • Windows to be open on transport where possible for natural ventilation	Yes	• Bus companies asked to provide risk assessments for their transport arrangements • Detailed end of year letter posted home advising parents on the use of public transport and school transport • Staff check that students have their masks on before the buses depart from the Academy. • Staff check that students are wearing their masks when they arrive in the Academy using the buses. • Buses are unloaded one bubble at a time. • Buses carry students in bubbles.	M
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	• Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. • Hot desking will be stopped, only one member of staff allocated to a desk. • WFH will remain in place for staff who can in order to minimise staffing • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1)	Yes	• Staff informed of expectations in staff common areas during INSET day, • Communication sent to staff reminding them not to share items or furniture in offices	M

		• Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow		• Hand sanitizers and wipes available in all rooms •	

3.12 Catering

Social distancing is not possible in kitchen/catering areas	H	• Reduced menus agreed to manage increased number of lunch breaks • Simple menus developed allowing staff to work at a single workbench • 1 member of staff in small areas e.g. fridges, store rooms at any time • Staff instructed in social distancing • PPE provided if social distancing can not be maintained • Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food • Catering staff advised to remain behind the counter during serving • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Yes	• Academy continues to liaise with PFI catering regarding service arrangements •	M

3.13 Home Visits

Staff are placed at risk of contracting COVID whilst undertaking home visits	M	• Home visits will not be undertaken unless absolutely necessary • Staff will not travel together to undertake a home visit • Visit will be undertaken on doorstep - staff will not enter the home • Social distancing will be maintained throughout - knock on door and step back 2m • All usual control measures for home visits should also be followed • Additional risk assessment for home visits circulated to relevant staff	Yes	• Where possible, home visits conducted by same members of staff to minimise staff in the community	L

4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues are not identified and so measures have not been put in place to protect them	H	● Parents have been provided with clear guidance and this is reinforced on a regular basis. ● Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon ● Individual risk assessments undertaken for any student identified being at higher risk e.g. BAME, ECV and actions put in place in agreement with student/parents ● Remote learning provided for any child still required to medically shield (supported by medical evidence) ● EHCP and risk assessments updated ● Schools have a regularly updated register of pupils with underlying health conditions.	Yes	● Shielding register compiled with information about internet/laptop access ● Meetings with parents where possible to ensure commonality across home and school	M
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	● All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. ● Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. ● Individual staff risk assessments undertaken where additional risk factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable ● Current government guidance is being applied. ● Current government guidance is being applied - local guidance to be monitored if areas move to Tier 2/3 ●	Yes	● Staff with underlying health conditions moved from intimate care and First Aid duties ● Staff at risk to complete the Individual Staff Risk Assessment	M
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and	H	● There are sufficient numbers of trained staff available to support pupils with mental health issues. ● There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.	Yes	● Mental health will be led by AP and supported by an Aspiring Leader	M

by the COVID-19 crisis in general		• Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided.		• Mental Health ambassadors utilised • Mental health strategies incorporated into tutor time
Additional safeguarding concerns are identified on children's return to school	H	• All staff will receive safeguarding training as part of the INSET on the first day of term • Additional time will be provided for DSLs and inclusion teams in the first few weeks of term, if required, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate	Y	• Top up session on bereavement training and safeguarding will be delivered to staff • SPOT training delivered • More staff trained in Level 3 safeguarding	M

5.2 Mental health concerns – staff

The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	• Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. • Staff are encouraged to use the staff EAP • Weekly staff wellbeing surveys	Y	• Mental wellbeing newsletter sent out weekly • Training with Line Managers on supporting Mental Wellbeing • Avenue for staff to share Mental Wellbeing concerns	M
Working from home can adversely affect mental health	H	• Staff working from home have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home.	Y	• Any staff working from home included in meetings in an online format • Safe and well checks completed by line managers	M

5.3 Bereavement support

Pupils and staff are grieving because of loss of friends or family	H	● The school has access to trained staff who can deliver bereavement counselling and support. ● Support is requested from other organisations when necessary. ● Bereavement training delivered to over 200 staff during June 2020	Y	● Bereavement training top up in September ● Identified members of staff as extra support for staff dealing with a students' bereavement ● Bereavement database established to keep track of any student bereavements	M

6. Operational issues

6.1 Review of fire procedures

Fire procedures are not appropriate to cover new arrangements	H	Fire procedures have been reviewed and revised where required, due to: ● Bubbles not mixing ● Possible absence of fire marshals ● Social distancing rules during evacuation and at muster points ● Possible need for additional muster point(s) to enable social distancing where possible ● Staff and pupils have been briefed on any new evacuation procedures. ● Incident controller and fire marshals have been trained and briefed appropriately. ● PEEPs reviewed and updated	Y	● Amended fire procedures to be notified to staff and pupils ● Fire drill to be held in the first week back in September to identify any issues	M
Fire evacuation drills - unable to apply social distancing effectively	H	● Plans for fire evacuation drills are in place which are in line with social distancing measures.	Y	● Second assembly point identified to avoid overcrowding and to maintain bubbles	M
Fire marshals absent due to self-isolation	H	● An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Y	● Sufficient marshals trained to allow for absences ● Deputies assigned to each area to allow for absences	M

6.2 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	● Ongoing works and scheduled inspections for schools (e.g. estates related) will continue. ● An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. ● Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. ● Contractor risk assessment has been provided prior to works beginning ● Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. ● Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. ● In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).	Y	● Temperatures taken of contractors if they feel unwell whilst on site by the Health and Wellbeing officer using a laser thermometer. ● Where possible contractors would attend the site when pupils have left and there are less staff on site	M
7. Finance					
7.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties	M	Prior To Sept ● Additional cost pressures due to COVID-19 identified. ● Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. ● Net increase in costs approved by Region Exec and CFO Sept Onwards ● Additional COVID-19 related costs are monitored and options for reducing costs as guidance changes are reviewed.	Y	● Staffing monitored on a daily basis to maintain accurate and most efficient staffing via CLFP.	M

	H	● The school's projected financial position will be shared regularly with the Board			

8. Governance

8.1 Oversight of the governing body

Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	● The Trust Board continues to meet regularly via online platforms. ● The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. ● The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. ● Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. ● Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed.	Yes	● Principal is in regular contact with Chair of Governors	M

9. Additional site-specific issues and risks

Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them

Other professionals coming into the Academy may spread the virus	H				
Lockers used by different year groups may lead to the spread of the virus	H	● Bubbles mixing when using lockers	Y	● Students will be allocated lockers in their zones.	L
Lift is shared by different year groups and may lead to the spread of the virus	H	● Students who require the use of the lift are unable to be supported due to social distancing	Y	● Students will be accompanied on the lift and social distancing measures put in place to support. ● Hand sanitizer gels located near the lifts to	M

					● be used by staff and students using it. Also staff using lifts to carry hand sanitizers with them. ● PPE provided if required	
Wheelchair users who need close monitoring and support	H		● Designated entrance/exit for students in wheelchairs and path through school to the lift mapped out ● Lessons will take place on the ground floor where possible	Y	● Lessons will take place on the ground floor for some of the students in wheelchairs. ● Risk assessment is in place for all students in wheelchairs.	M
Bike Shed used by different year groups may lead to the spread of the virus	H		● Students mixing at bike shed	Y	● Bike shed will be monitored and it will be one occupant at a time ● There is a one-way system in the Bike shed.	M

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10. Revisions required to support behaviour modification strategies from Monday 23rd November 2020 (in addition to mitigation of risks in place across the Academy)

● **Areas for concern**		● **Control measure(s)**		● **Further actions**	
- Students from Outwood Academy Portland accessing aspirational activity at Worksop Post 16 Centre - Travel between sites increasing transmission of Covid-19 - Students attending a different site for bespoke provision		- Students to be clearly briefed around arrangements and expectations in advance - Clear protocol/s understood by all students (and staff) - Students to be reminded that masks to be worn during any journeys on public transport - Hand sanitiser and/or washing to be undertaken on entry to the building and before and after lessons - Students to adhere strictly to designated entry and exit points - Students to access specified Post 16 toilet facilities only - All staff teaching and students to adhere to all social distancing requirements – in line with whole academy expectations - Any transport utilised to be subject to additional cleaning by the bus company		- Senior staff identified to oversee movement and all hierarchies of control - Entry and exit points controlled and managed - All staff to reinforce 'catch it, kill it, bin it' and hand washing routines at all opportunities	

Areas for concern		Control measure(s)		Further actions	
- Traffic congestion impacts on journey times		- No students to access the provision where they are displaying any symptoms of Covid-19 - Worksop Post 16 and Outwood Academy Portland will undertake a partnership approach and weekly reviews to be undertaken regarding all operational aspects of the provision - All opportunities to maximise ventilation implemented including transport - in the classroom - and around the Academy - Hand sanitiser available on entry and exit of academy buildings - *Students will be provided with refreshments at lunch time only, comprising of cold snacks/sandwiches. Students are to place an order each morning which will then be delivered* - Weekly review(s) undertaken as outlined above			

Revisions required to implement revised Reflection Room practices (in addition to mitigation of risks in place across the Academy)

● Areas for concern		● Control measure(s)		● Further actions	
- Different year groups located in one classroom - Use of personal computers, keyboards and headphones by students		- All staff supervising the room to be briefed on health & safety requirements - All students to be briefed around health and safety expectations at the start of the day and appropriate points during the day - Staff supervising the room and staff visiting the room to hand sanitise on entry and maintain social distancing in accordance with the whole academy risk assessment - All students to hand sanitise on each entrance to and exit from the room - Students seating to be managed in order to maintain at least two meters between each individual student where possible - Each year group to be allocated a specific row - All furniture and equipment including keyboards and headphones to be cleaned and sanitised at the end of each day and in between individual student use - *Lunch delivered to the room and consumed in situ* - Toilet visits to be managed in line with whole academy risk assessment		- Senior staff identified to oversee movement and all hierarchy of control - Entry and exit of the room to be controlled and managed through the day - All staff to reinforce "catch it, kill it, bin it" and hand washing routines at all opportunities	

		- Frequency of toilet visits to be monitored			
		- Maximum opportunities for ventilation to be implemented			