Introduction

The government plan is for the full return of all pupils from March 2021:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

From 8th March, all pupils should attend school. Secondary pupils will be offered testing from 8th March.

School employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school compliant with guidance. General information on how to make a workplace compliant, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the HSE guidance on working safely.

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

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

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

Core Principles

- Stay at home if you are ill with one or more Covid-19 symptoms, a member of household or in their support/childcare bubble has Covid-19 symptoms, they are required to quarantine having recently visited countries outside the Common Travel Area or they have a positive test.
- Self-hygiene
- Academy cleaning regime
- Test and trace engagement
- Reduce contact in school
- Maximise distance in school where possible
  - Bubbles – year group or class
  - Avoid contact between bubbles

- o Forward facing desks
  - o Staff and pupil distance where possible
- Minimise contamination.

Systems of Controls

1. Prevent

You **must:-**

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

You should try to

i. Social distance where possible

The 2 mandatory cases for wearing PPE remain – when dealing with a symptomatic member of staff or student or where you normally do in intimate care situations.

2. Respond to Infection
a. Promote and engage with the NHS Test and Trace process (and engagement with absent@e-act.org.uk in all cases)
b. Management of confirmed cases
c. Contain local cases alongside PHE

E-ACT's position has been consistent on the wearing of face coverings since Sep 20. All staff in all our academies to wear when in communal areas and corridors. In the classroom should staff wish to be provided with a face covering we will provide this.

Name of Academy	Parkwood E-ACT Academy

Consulted With	Date and How	Comments
Staff	Email 5.3.21	
Parents	Website and text message 5.3.21	
Unions	Email 5.3.21	

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

	https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures

Version edits		
Version No.		**Published**
1	**Original**	
2		
3		
4		
5		
6		

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Lack of certainty over returning numbers	• Planning for mandatory full attendance for all pupils from 8th March 2021 • Phased return arrangements in place for year groups / pupils • Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 • We are aware of the number of clinically extremely vulnerable/isolating children that will remain shielded at home. • Schools can request from parents a copy of the shielding letter sent to CEV children to confirm that they are advised not to attend school whilst shielding guidance is in place. • Any specialist equipment required is returned to school/additional equipment made available to support return • Home to school transport in place where required • Readiness to implement asymptomatic testing for adults/pupils • Readiness to continue Test and Trace with a process in place for visitors/peripatetic etc.	Y	Phased return: Year 11 – Testing Monday 8th March/return Tuesday 9th March. Year 10 – Testing Tuesday 9th March, return Wednesday 10th March. Year 7 – Testing Wednesday 10th March, return Thursday 11th March. Year 9 – Testing Thursday 11th March, return Friday 12th March. Year 8 – Testing Friday 12th March, return Monday 15th March. Letters and calls of reassurance/support/information sent week commencing 22.2.21. Any shielding students will be identified and appropriate support action will be provided. Testing site set up since January and regular staff testing has taken place. Facility fully comprehensive to implement asymptomatic testing from 8.3.21. Contact trace forms to be completed with reception staff upon arrival. Visitors must agree to contact academy within 14 days of attending academy if develop symptoms.	HT
Number of staff available is lower than that required to teach classes in school	• The health status and availability of every member of staff is known and is regularly updated including the initial review of staff who had previously been identified as vulnerable including clinically extremely vulnerable, clinically vulnerable and pregnant staff	Y	Staff tracker is up to date and conversations will all staff have taken place with their SLT link.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	• All staff who have received previously a 1:1 risk assessment are offered a review especially where they have previously been identified as someone who was to work from home. • All staff have been offered a Wellness Action Plan • Flexible and responsive use of professional services and pastoral staff to supervise classes is in place. • Contingency planning in place and additional resource identified and budgeted. In line with Feb 21 guidance: • CEV staff (incl. those added w/c 15/02/21) must work from home in line with medical letters they have received around shielding currently up to the 31st March. • The shielding guidance is reviewed regularly. CEV individuals will be advised in advance of any extension or end date to inform them of changes or continuation of the guidance • Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. A personal risk assessment would need to be revisited. • CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. • Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. • CEV staff should continue to shield even if vaccinated .		All risk assessments will be reviewed and updated and all staff but 1 member of staff will be available and returning on 8th March. Duty rota in place and staff allocated to support each bubble. Completion of all wellness action plans 12th March 21.	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	• Pregnant women with other health conditions are considered CEV, the advice for clinically extremely vulnerable staff will apply.			
Plans are in place to identify number of classrooms and additional furniture or social distancing measures for each year group	• SLT and site management team meeting to review school site and specify entry/exit points and classroom use • All classrooms being fully utilised for each class year group and reorganised to allow front facing desks • Furniture items to be arranged to be front facing (may need to acquire additional more suitable furniture e.g. replacing round tables with front facing desks • Spaces identified for use to support mitigating risk of contamination – i.e. holding areas for pupils indifferent class / year group bubbles arriving on a staggered basis, room for pupils / staff showing symptoms before being collected. • Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. • Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible. • Try to implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. Make sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists. • Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible.	Y	Head/ROD/Regional Business Lead/Senior Site Officer met on site to review 2.3.21. Each bubble has their own entrance to the school and personalised routes to the dining area. All bubbles have their own allocated outdoor space. If the weather is bad students will each their lunch and then return to their classrooms. Staggered start and finish times, staggered breaks and lunches. Year 7 – 8.30 - 3.00 Year 8 – 8.45 – 3.15 Year 9 – 8.45 – 3.15 Year 10 – 8.30 – 3.00 Year 11 – 9.00 – 3.30 Medical room to be used as holding room for any staff or students showing symptoms. DSL and pastoral leads to liaise with parents and external agencies to encourage attendance. This will be a supportive approach.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	• Staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. • Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. • Schools should try to minimise the number of interactions or changes wherever possible. • Engagement of appropriate services for families not engaging. • Curriculum leads in school meet regularly to review impact of plan. • Room usage regularly reviewed during school operation when returning and changes made and recorded.		RE to lead on curriculum developments and ensure all staff and leaders engage in reflective practices. All classrooms are set up with desks facing the front and area marked out for teacher delivery.	
Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance	• Agreed new timetables and confirm arrangements for each class/ year group to allow for reduced interaction between year groups. Reduce the need to move between basic class spaces. • Classrooms re-modelled, with chairs and desks front facing and spaced to allow for social distancing by the teacher. • Spare furniture removed that will not be used. • Clear signage displayed in classrooms promoting social distancing and hygiene. • Hand washing and sanitiser facilities identified for each learning area. Additional items required installed. • Arrangements in place to support pupils when not at school with remote learning at home. • In secondary schools the year group stays together and does not mix with other pupils.	Y	Amended timetable in place. Students remain in classrooms and staff move to the students to deliver learning. Classrooms reorganised to meet guidance, including all desks facing the front. Clear signage is displayed across the academy and additional sanitising stations have been set up. TEAMs will remain in place as our online learning platform for students who will return to the academy later than others and for any students who may have to self-isolate.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person

	• Staff that cover absence are recorded against the bubble they teach and recorded for track and trace purposes.
	• Encourage use of outdoor space, especially for PE / Sports on a non-contact basis.
	• Staggered lunchtimes to align with staggered start and finish times.
	• Ensure offices/classrooms are well ventilated:
	    · Mechanical ventilation systems adjusted to increase ventilation rate where possible
	    · Natural ventilation – opening windows (these should be opened more fully during breaks)
	• Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used
			Each year group is its own bubble, with allocated entrances and exits, one way system and outdoor place.
			
			Cover manager to log and keep records of all cover staff and lessons they taught.
			
			Most PE lessons will take place outside and students will attend school in PE kit to avoid changing. Some lessons will take place indoors as per updated guidance.
			
			All lunchtimes are staggered with allocated dining areas for each year group bubble. This should avoid the need for eating in classrooms.
			
			Windows will remain open in all classroom to ensure sufficient ventilation. This will be top windows during learning time and all windows during breaks and lunchtimes. Office spaces will also have windows open. Any office space without windows will be limited to 1 person only.	

There is a need for additional space to allow for curriculum to be fully delivered	• Identify available large spaces and appropriate timetabling e,g, dining areas, halls, studios, particularly in outdoor areas. • Large gatherings and assemblies prohibited, including, but not limited to assemblies, collective worship, staff meetings	Y	All lunchtimes are staggered with allocated dining areas for each year group bubble.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	• Design layout and arrangements in place to enable social distancing. • Space for extra-curricular activities to be available to support students' mental health and wellbeing and to support the full curriculum offer		Classrooms reorganised to meet guidance including all desks facing the front.	
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	• As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A standard guide to the risk assessment and operating procedures pre-opening will be provided by the Trust to complement local communications. • A parental version of the final Risk Assessment (above) is made available, published on the web site and a mechanism to record and implement any parental feedback is in place. • Consider parent and pupil handbooks reflecting changes to usual school policy • Advice is made available to parents on arrangements testing for COVID-19 • Clarify arrangements for pick-up/drop-off, breaktimes, as well as expectations for free study periods • Ensure updated communication includes additional requirements on face coverings	Y	Communication to parents through letter, email, text and social media outlets. Advice to parents shared in the letter and available on the website.	HT
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	• Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website and verbally. Community languages are considered. • Clear procedures in place where a child falls ill whilst at school in line with this guidance. • Ensure isolation room identified,	Y	Clear guidance is shared with all staff if any staff member or child becomes symptomatic. Medical room is to be used for symptomatic children. Medical room is located by reception.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	• Ensure contact details of families are up to date. • Immediate notification to absent@e-act.org.uk in every case where a student/staff is symptomatic		All contact details are up to date due to thorough welfare procedures during lockdown. All staff have been contacted weekly by SLT and all new staff have shared contact details and we have made contact to set up emails etc.	
Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place	• Ensure message around staying home if ill is reinforced. • Clear communication around hygiene guidance. • Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family	Y	As part of the FAQ and communication to parents. All parents have been contacted. All student/family medical information is up to date.	HT
Ensure face coverings are used in required circumstances	• Recommendation all adults and pupils wear face coverings moving around the premises, outside of classrooms where social distancing cannot be easily maintained. • Recommendation that face covering should be worn in classrooms or during activities unless social distancing can be maintained. Spaces identified and appropriate signage in place to remind adults/pupils where face covering required. • Identify any adults/pupils who rely on visual communication signals to support exemption from wearing face covering • Identify any use of visors and ensure these are not used without a risk assessment or as an alternative to a face covering.	Y	All students and staff to wear face coverings at all times. Clear communication to be sent to all parents/carers regarding face coverings and the need for them to be worn in classrooms. Presentation to all pupils upon their return during tutor time to reiterate this message. Signage will be displayed throughout the academy.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			Staff to be informed that visors must not be worn without a face masks in extended briefing 8.3.21.	
Removal of face coverings	• Clear process communicated to adults/pupils on removal of face coverings. • Ensure access for adults/pupils to clean hands after touching and safe storage in sealable plastic bag. • Ensure adults/pupils are aware not to touch front of face when removing, dispose in "black bag" waste bins, use sealable plastic bag for storage.	Y	Clear communication to be sent to all parents/carers regarding face coverings and the need for them to be worn in classrooms. Presentation to all pupils upon their return during tutor time to reiterate this message. Signage will be displayed throughout the academy. Staff to be informed of disposal process in the extended briefing 8.3.21.	HT
The start and end of the school day create risks of breaching social distancing guidelines	• Start and departure times are staggered. • The number of entrances and exits to be used is maximised; where possible different groups to enter through their own access point. • Staff, parents 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 and parents are informed that gathering at school gates needs to be minimised. • Floor markings are visible where it is necessary to manage any queuing. • Ensure parents are aware not to gather at school dates or to come on site without an appointment	Y	As above. Access points: Year 7 – English hub Year 8 – Hums hub Year 9 – DT café Year 10 – Languages hub Year 11 – Maths hub Floor marking and signage in place inside and outside the academy. Communication to parents includes reminders about social distancing and not coming on to the school site without an appointment.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Daily attendance registers for new cohorts are not in place	• Completion of school daily attendance registers • Completion of DfE daily submission (if still applicable) • Regular reporting and monitoring of attendance • Ensure appropriate checks and balances in place to ensure no code X students are on site during morning registration • Appropriate systems in place to record code Y pupils who are not attending because of the initial asymptomatic testing programme • Appropriate systems in place to record code X pupils who are self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC.	Y	All attendance procedures will be in line with trust policy. We will adopt a supportive approach to improving and increasing student attendance. Letters of reassurance have been sent and through welfare calls over the lockdown period we have identified students who are more reluctant to attend, additional welfare calls have been made to the parents of these students and home visits have been offered in more extreme cases. For parents who are shielding and therefore reluctant to send their children in risk assessments have been written to further reassure parents through increased mitigation of risk. DFE return will be completed as per updated guidance.	HT
The school is unable to provide breakfast clubs, lunch clubs and after-school clubs	• Communicate to parents that these should only be used where provision is offered as part if educational activities (including catch-up provision), provision is part of their child's efforts to obtain a regulated qualification or the provision is required to support them to work, seek work, undertake education or training, attend medical appointment or address medical need or attend a support group • Students should remain in same bubble as they are in during the day	Y	The Academy will be providing bagels as per magic breakfast but these will be delivered to tutor rooms/hubs. Extra-curricular activities to commence as per updated guidance.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Meals are not available for all children in school	• Communication with catering provider to implement staggered break and lunch schedule in line with school operating plan. • Catering provider must complete separate risk assessment for catering staff and kitchens • School must risk assess any of their own staff involved with catering provision. • Cleaning at all times in-between different bubbles using the same communal area. • Alternative arrangements in place for provision of school meals if necessary. • Usual considerations in place for dietary requirements. • Provisions agreed for FSM students who may not attend academy due to self-isolating or shielding.	Y	Liaison with catering team aspens to provide lunch to all students at amended times. Aspens will update their risk assessment in line with appropriate government guidance. No staff are involved with catering provision. Lunch time is staggered with separate eating areas for each year group. HT liaised with Aspens to ensure varied menu in line with dietary requirements. Cleaning schedule in place. General Assistants and Midday Supervisor available to support. Hampers available for all students who are FSM that need to isolate.	HT
School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19	• Safeguarding remains highest priority and policy is updated to reflect changes • All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school • School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements	Y	All amendments and addendums shared with staff and uploaded onto website. Students who we know are anxious about the return have contacted to allay fears. GC to compose video and walk through for further reassurance. CEV students will have access to live lessons delivered by classroom teacher.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	• Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency		Staff briefed on all updates during extended briefing on Monday 8th March, All fire procedures have been amended to account for safety measures. All exits and assembly points have been moved to limit movement. New evacuation plans will be shared at Inset and will be shared with students upon their return to the Academy. Walk through drills will take place for each year group to familiarise them with new evacuation routes and assembly points. Whole school Fire drill will take place week commencing 15th March.	
Higher risk of increased disclosures from returning pupils	• DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupil • Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision • Multi-agency arrangements in place to support early help	Y	DSL teaches 6 periods across the week, there is also 2 deputy safeguarding officers that can deal with any disclosures. All progress managers are also safeguarding trained. DSL to lead on this and daily contact will be made for all vulnerable students who are not attending. Meetings offered with parents to share risk assessments and write personalised ones if necessary, to reassure parents and encourage attendance.	HT
Insufficient staff confidence or awareness of mental health, pastoral	• Academy arrangements for dealing with pupil wellbeing to be inserted here to cover:- • Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently.	Y	Relationship and Recovery curriculum continues in addition to Academy's PSHE curriculum. All students have 1 hour of tutor time each day.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
support, wider wellbeing support for pupils returning to school	• Train staff on teaching about mental wellbeing and then use tutor times to support students in rebuilding friendships and social engagement, equipping them to respond to issues linked to coronavirus and improving their physical and mental wellbeing. • Provide focused pastoral support where individual issues are identified, drawing on external support where necessary. • Ensure staff have access to Wellness Action Plan		Mental health and well-being officer will deliver bespoke sessions to identified students. As per trust policy, all staff in the academy are trained with the exception of staff that joined since Easter. Programme of training to continue to ensure all new staff are trained. Wellness action plans to be completed by Friday 12th March.	
Pupils' behaviour on return to school does not comply with social distancing guidance	• Clear messaging to pupils on the importance and reasons for social distancing, reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. • Clear messaging to pupils on requirements around wearing of face masks in required conditions • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided.	Y	Signage displayed around the school regarding the compulsory wearing of face coverings, this is to be communicated to parents also through letters, website and social media outlets. Students remain in their classrooms and staff move to them to deliver learning.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	• Break times and lunch times are structured and 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 to reinforce the importance of and exhibit social distancing.		Classroom to be marked up around teacher desk to support social distancing. Any offices/staff rooms to be set out in line with social distancing guidelines. Face masks to be worn in classrooms when social distancing cannot be adhered to. Some assemblies to be delivered in Activity studio in line with year group bubbles. Duty rota in place with increased supervision. Revised behaviour policy has been shared with all staff and is on the website. Each member of SLT is allocated a year group bubble to monitor standards and adherence to safety measures. All messaging shared with parents via letters and social media. All guidance is also posted on the website.	
Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened	• Gaps in learning are assessed and addressed in teachers' planning. • Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified. • Exam syllabi are covered where appropriate	Y	Usual assessment schedule to continue, planning amended to meet the needs of all pupils and address gaps in learning. Intervention plans will be in place. Exam syllabi will be covered but largely the theory element in the first instance.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	• Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning. • School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school.		TEAMS will remain and will be used as our online learning platform. Intervention plans are in place for all students who have fallen behind. All EHCPs will be reviewed in order to review provision.	
School unable to meet full provision required in line with EHCP	• Review individual pupil's EHCP to consider what can reasonably be provided whilst in school. • Where EHCPs have been adapted to make any allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan. • Access support through health and social care offer, local authorities, health professionals, regional schools' commissioners and other services.	Y	All EHCP's have been reviewed and meetings undertaken with parents/carers as per usual protocol. All reviews have continued in line with common practice despite the lockdown.	HT
What can we do differently for SEN/D students so they transition smoothly back into school and make up for lost curriculum time?	Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on students' return, including external agencies. Ensure discussions with external agencies on school's control measures and ways of working. Ensure adjustments in place for SEND students with regard to wearing and removal of face coverings.		Mental health and well-being officer will provide bespoke interventions and support students on their return. Additional support will be offered to all SEND pupils.	
Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that	• Review the resources required to sustain the online offer for pupils that are unable to attend school. • Ensure clear process in place for identifying students who require equipment to access remote learning in line with Trust expectations.	Y	ICT equipment can be distributed to key cohorts and vulnerable students if required to complete online learning. 283 laptops in total at present but many of these will be needed for use in the Academy. A further 59 have been issued by the DFE.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
continue to be out of school				
Recruitment	• Recruitment to continue remotely where possible. • Physical attendance on site should be agreed with RED/ROD with social distancing and other relevant control measures in place for interviews and observations. • Retrospective observations for spring term recruitment to be completed in school.	Y	Academy is fully staffed. Schedule completed for observations of new staff in line with recruitment protocol.	HT
Deployment of ITT trainees	• Strongly encourage schools to consider hosting ITT trainees. • Take responsibility, with usual mentor oversight, for small groups of pupils across or within years, adapting resources for such groups, creating online learning materials, re-planning sequences of lessons or delivering catch-up lessons. • Be engaged in wider professional activity, for instance tackling pupil, family and school needs by learning about, identifying and addressing challenges such as vulnerability, mental health problems or safeguarding issues • Develop or engage in working groups to share best practice around resilience, commitment and team working • Work in pairs or groups to co-plan, co-teach and co-assess lessons with their mentors or other trainees. Paired and group placements, where these are possible, benefit trainees, mentors and teaching staff, promoting a greater sense of team collaboration, ongoing professional learning and reductions in workload	Y	All ITT students have allocated mentors and will receive CPD fortnightly in line with the CPD calendar.	HT
Identify staff unable to return to school	• Through the process above of understanding level of returning staff, identify specific activities for staff who following their risk assessment are not able to return to the workplace but are able to work remotely.	Y	RA completed and reviewed for all staff and identify any gaps where staff may not be able to return. All staff available and returning in September with the exception of 1 CEV.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Staff are insufficiently briefed on expectations	• A member of staff per academy is identified as the point of contact for this risk assessment (could be union rep or another that is selected by the staff) to collate staff feedback and engage with SLT. • All staff made aware prior to 8th March of the proposed operating plan and content of this Risk Assessment. Feedback invited and where relevant the RA is updated. • On return to school from w/c 8th March ensure staff are re briefed on the school operating plan, the final risk assessment is shared and signed off. • **Staff expectations about their critical role in social distancing and distance to be maintained in the classroom and around school is made clear.** • Staff understanding of the bubbles that exist in the school operating plan is clear and the need to maintain this preventative measure. Reporting any mixing that is not per the plan. • Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable. • Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders. • Staff have access to Wellness Action Plan. • Staff workload expectations are clearly communicated. • Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school.	Y	Darren Butterworth will be the point of contact for this RA. Re-opening plans and RA to be shared with all staff before 8.3.21. All documentation to be discussed and information shared at extended briefing 8.3.21.	HT
Measures are not in place to limit risks and limit movement around the building(s). Social	• Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues. • Circulation plans have been reviewed and amended. • One-way systems are in operation where this supports minimising bubble contamination.	Y	Access points: • Year 7 – English hub • Year 8 – Hums hub • Year 9 – DT Fire exit	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person

distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times	• Circulation routes are clearly marked with appropriate signage.
	• Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points.
	• The movement of pupils around school is minimised as much as possible through the timetable and the creation of bubble 'zones' where possible.
	• Where possible, pupils stay in classrooms and staff move around.
	• Lesson change overs are staggered to avoid overcrowding. or mitigated by staying in classroom.
	• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.
	
	• Pupils are made aware of the importance to minimise close contact as that is defined in the guidance.
	• Proportionate procedures in place to record instances of close contact (this will be required in the event of PHE track and trace).
	• Appropriate supervision levels are in place.
	• Agree how safety measures and messages will be implemented and displayed around school.
	• Identify all communal, classroom and office spaces where social distancing cannot be maintained and a face covering will now be required.
	• Avoid large gatherings such as assemblies, staff meetings and collective worship with more than one group
	• To balance the need for increased ventilation while maintaining a comfortable temperature, consider:
	    • opening high level windows in colder weather in preference to low level to reduce draughts
			• Year 10 – Hums/Languages fire exit
			• Year 11 – English/Maths fire exit
			
			Learning spaces:
			Year 7 – English
			Year 8 – Hums
			Year 9 – Science
			Year 10 – Languages and ART
			Year 11 – Maths and Nuture
			
			Staggered start and finish times, staggered breaks and lunches. As above.
			    •
			One way system in place around the academy and clear routes for all students as to how they move around the academy. All to be presented to students in a briefing on their first day back in school.
			
			No changeovers as staff will move to students.
			
			All classrooms identified where social distancing is not possible and clear signage is displayed to instruct staff and students to wear face coverings.
			
			Students will be reminded each morning of safety measures and social distancing guidelines, these messages will also be displayed across the academy through clear signage. This will also be displayed	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing • rearranging furniture where possible to avoid direct draughts • In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). • Opening internal doors can also assist with creating a throughput of air. • If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • For mechanical ventilation systems. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. • If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply		on all interactive screens around the academy. Duty rotas are in place to ensure appropriate supervision at all times throughout the academy day. Each bubble will have support staff allocated to them to support teachers and ensure all safety measures are adhered to. Windows and internal doors will remain open at all times. On warner days windows can be opened more fully, especially during breaks and lunchtimes.	
Staff rooms and offices do not allow for observation of social distancing guidelines	• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms including requirement to wear a face covering if required. • Adults should maintain 2m distance from each other and from children	Y	Shared at extended briefing 8.3.21. All available offices and rooms to be marked for staff use including maximum occupancy. Reiterate social distancing measures and use of face coverings to all staff 8.3.21.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	• Staff rooms should be minimised in use whilst allowing staff a break of reasonable length in the day • Ensure offices are well ventilated: 　· Mechanical ventilation systems adjusted to increase ventilation rate where possible 　· Natural ventilation – opening windows (these should be opened more fully during breaks) 　· Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used			
Queues for toilets and handwashing risk non-compliance with social distancing measures	• Queuing zones for toilets and hand washing have been established and are monitored. Where possible create hand washing and toilet usage only within bubbles. • Floor markings remain in place to promote social distancing. • Pupils and staff know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • Ensure access to handwashing at key times during the day: arrival at school, return from breaks, change rooms and before and after eating • The toilets are cleaned frequently to take account for the number of pupils accessing the facilities. • Monitoring ensures a constant supply of soap and paper towels - hand driers reinstated. • Lidded Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Handwashing/sanitising is incorporated into the daily timetable. • Provision of hand gel is made available where there are no handwashing facilities, in all learning areas. reception areas and entry and exit points. Supervised use for young pupils.	Y	Each bubble has been allocated their own toilets and this will be monitored by the pastoral manager attached to each bubble. or markings in place around the academy with clear signage of safety measures. GA's deployed as cleaners to aid with cleaning schedules and ensure toilets are cleaned more regularly, to be temporarily line managed by KH to ensure cleaning is a priority. Enhanced cleaning schedule in place to support cleaning and stock control. Lidded bins provided and emptied on regular basis. Any Covid waste will be double bagged and stored for 72 hours prior to disposal. Hand sanitiser/hand washing facilities in every classroom, toilet, entrance and exit point.	HT/HC

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			Hygiene measures to be reiterated to all students through regular comms and form time discussion.	
Cleaning capacity is reduced so that an initial deeper clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required	• A return-to-work plan for cleaning staff (including any enhanced cleans) agreed with contracting agencies prior to September opening and in line with current guidance. • An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school. In line with current guidance. • Introduce enhanced daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces. • Introduce cleaning of shared resources where required and consider role of our staff (eg technicians) in this. • More frequent cleaning of rooms / shared areas that are used by different groups • Working hours for cleaning staff are increased in agreement with staff if required and budgeted. • Outdoor playground equipment should be more frequently cleaned.	Y	Cleaning team have continued to work throughout the current lockdown with enhanced cleaning schedule in place. This practice will continue in March with regular review to ensure standards are being met or if additional resource required. Additional cleaning to be provided by General Assistants who will be temporarily line managed by KH.	HC

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	• Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u> • Plans are in place to identify and clean all areas with which the symptomatic person has been in contact • Sufficient and suitable equipment is available for the required clean • Adequate disposal arrangements are in place to dispose of contaminated waste • Cleaning of the area where staff or students are held when falling ill with symptoms during the day.	Y	Enhanced cleaning schedule in place. Communication to ROD of any occurrences of symptomatic staff/student to allow allocation of appropriate cleaning. Lidded bins provided – staff aware of need to store Covid waste for 72 hours securely prior to disposal	HC
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established	• An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Appropriate measures to supervise effective hand washing of young children are in place • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on arrival at school. • Reinforce 'catch it, kill it, bin it' message	Y	Based on timetable and room plan – handwashing facilities and sanitising spots will be identified and created where required. Regular stock checks will be completed by Cleaning Supervisor and Facilities team. Messaging and signage available throughout the building.	HC
Inadequate supplies and resources mean that shared items are not cleaned after each use	• Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible.	Y	All students will have their own pencil case and this will remain on their desk in the classroom. All practical equipment will be issued to year group bubbles and cleaned after	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	• Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups) • Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts • Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products • Resources shared between classes or bubbles, such as sports, arts and science equipment should be cleaned frequently. When sharing these should be cleaned before moved between bubbles or left unused for 48 hours (72 hours for plastics) • The ROD/Regional Business Lead made aware of any additional financial commitments		each use. GAs will be asked to complete this cleaning. Each year group bubbles will be issued their own cleaning resources and sanitising stations.	
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school	• Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school and to **stay at home if unwell**. • Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice. • This guidance has been explained to staff and pupils as part of the induction process. • Bubble registers to be in place as well as recording of any close contact with bubbles. • Staff are aware of the location of the emergency PPE pack and the situations where its use is mandatory – when dealing with symptomatic students or staff or for close intimate care / first aid.	Y	All latest guidance will be shared at extended briefing 8.3.21. Any close contact of bubbles will be recorded and bubble registers will be in place. Location of medical room to be discussed with staff at INSET. PPE stations will be set up in each bubble and in the reception area. • ROD 07720 949336 • Public Health – South Yorkshire • 0114 321 1177 • Out of hours 0114 304 9843	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Report cases immediately to ROD and email absent@e-act.org.uk Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response. • PH can be contacted on the DFE Helpline via 0800 046 8687 and Option 1. • PHE will engage and advise on steps to take following reports by us to them AND if they contact us from wider test and trace in the community. • Note trigger of 2 positive cases in 14 days may result in them taking closer interest in the situation at the Academy as a potential outbreak. • Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust. • Nominate a coordinator in the academy who the Trust can regularly liaise with. • **It is a critical system of control that we respond to any infection in line with the detailed PHE guidance and we report every potential case to absent@e-act in order that we can prepare for the potential implications of a subsequent positive result.** • Academies will be sent home test kits that can be handed to staff / parents as required. This stock to be managed and records kept of who it has been provided to. • Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. Refer to ROD.		• DFE 0800 046 8687 Headteacher as main contact for Trust. Any case that is reported will be reported to the Trust immediately by Headteacher. Information to be given out on 8.3.21 and as part of the guidance for staff. Staff testing information to be shared 8.3.21. C-reporting co-ordinator to be appointed and distribution to issue at testing site reception.	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	• School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised. • Immediate notification to absent@e-act in every case where a student/staff is symptomatic. • Must contact ROD/RED and COO. • Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. in line with the COVID-19: cleaning in non-healthcare settings outside the home. • PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained.	Y	The medical room has been assessed and measures will not be compromised. PPE is set up in this room. • ROD 07720 949336 • COO 07808 890359 ROD to be made aware of any suspected cases in order to direct required cleaning.	HT
Provision of PPE for staff where required is not in line with government guidelines	• Government guidance on wearing PPE is understood and communicated. • Sufficient PPE has been procured through normal stockist • PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist. • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. • Avoid face to face contact and minimise interaction under 2m with young pupils, except for those with complex needs • Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance. • Ensure small contingency supply of face coverings for people who are struggling to access a face covering, unable to use their face covering or forgotten face covering. • Ensure small contingency supply of sealable plastic bags to	Y	All safety measures will be communicated to staff on 8.3.21. No planned use of reusable PPE. Staff and students will be able to wear face coverings should they choose to. This is advisory and not mandatory. **Around the school** In respect of corridors, communal areas and general movement around the school (areas as defined by individual academies):- • All *pupils* in **secondary** must wear a face covering. • All *staff* in all schools (teaching and professional services) must wear a face covering. • All *staff* in non-school locations.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	support storage of face coverings.		• All *visitors* in all schools must wear a face covering. **In the classroom** • It is optional for all staff in all phases to wear a face covering. Given the learning experience is likely to be better with this being a visor, we will provide these with an approved risk assessment.. • It is optional for students in all phases to wear a face covering but strongly encouraged. In these cases, students may need to be helped and shown how to safely do this and also reminded that every time the covering is put on and off they touch their face and should therefore wash their hands. **In offices / non classroom environments** • These should be designed already with social distancing in place and you will see signs on the door indicating how many people can be in any area at any one time. • It is optional for all staff to wear a face covering as well. • For cleaning, catering and contractors then they will be wearing face coverings as part of their own RAs that we have approved.	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			We have secured an additional delivery of face masks but will continue to purchase moving forward to meet demand. These will be kept in hubs and distributed to pupils by progress managers when required.	
PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home	• Requirements for PPE have been assessed in line with DfE guidelines. • Sufficient stock has been ordered using school's usual suppliers. • ROD must be satisfied that arrangements are in place and in line with DfE guidelines.	Y	Stock will be reviewed and replenished over summer holidays and confirmed with ROD. This will be reviewed weekly as part of Premises Team weekly catch up.	HC
There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	• Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe including distancing and hygiene procedures. • Assurances have been sought from the contractors that they are familiar with the symptoms associated with Coronavirus covid-19, all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained. • Records kept of all contractors on site for track and trace purposes. • Alternative arrangements have been considered such as using a different entrance for contractors and organising	Y	PPM calendar in place to identify statutory works. All contractors will be required to provide Covid risk assessment. Where possible contractors will be asked to attend outside of student access times. Log of all contractors will be kept to support any track and trace requirements. Contractors will be sent standard Covid letter requesting risk assessment and assurances before accessing site.	HC

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). • ROD must be aware of any planned works and associated risk assessments			
Fire procedures are not appropriate to cover new arrangements	• Fire procedures have been reviewed and revised where required, due to: o Any revised building layout o Reduced numbers of pupils/staff o Social distancing rules during evacuation and at muster points o Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. • Fire drill to be arranged from w/c 8th March to support staff and students who may have none/limited time on site.	Y	All fire procedures have been amended to account for safety measures. All exits and assembly points have been moved to limit movement. Evacuation plans will be re-issued on 8.3.21 and will be shared with students upon their return to the Academy. Fire drill to take place wk commening 15.3.21.	HT
Fire marshals absent due to self-isolation	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. • Sufficient staff appropriately trained in fire marshal duties as required.	Y	New fire evacuation plans and staff rotas are in place for fire drills. There are adequate numbers of staff trained as fire marshals.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Statutory compliance has not been completed due to the availability of contractors during lockdown	• All statutory compliance is up to date. • Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.	Y	All statutory compliance has been completed as part of March re-opening. PPM calendar will continue over summer holidays	HT
Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding	• Equality impact assessment completed before September should only be reviewed and updated if significant changes have taken place.	Y	All risk assessments have been reviewed and updated.	HT
Parents do not follow advice on social distancing when visiting the school	• Visitors (including parents/carers) to the school may be restricted to one area, or to an allocated appointment time. Any visitors arriving without an appointment should be turned away and advised to make an appointment. • All visitors must be recorded with contact details and the area of the school / bubble they are engaging with. • Arrangements for visiting the school are communicated to parents/ carers. • Expectations around hygiene and social distancing are communicated with parents/carers/visitors including drop-off/pick-up time to reduce gatherings. • Expectations on wearing of face coverings and removal and storage is shared with all parents.	Y	Clear one-way system has been set up and track and trace forms have been created to place in reception. Visits must be arranged in advance and shared with facilities team to support cleaning and hygiene Expectations to be issued to reception staff. Contact tracing forms to be completed by all visitors on site. Induction to be provided to all visitors on H&S measures within academy. Rooms to be booked in advance and cleaning staff to be advised once the room is empty for cleaning. Rota of agreed visitors to be provided to ROD and Regional Business Lead to support control track and tracing. Contact Tracing form to be completed by reception team.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			Visitors must be reminded to contact academy if they develop symptoms within 14 days of visit. Visiting workers, including E-ACT National and Regional staff should be sent a copy of the risk assessment before arrival onsite to ensure that they comply with Academy arrangements and adhere to 2m social distancing at all time. Communication sent to parents on compulsory wearing of face coverings in classrooms also. Letters/website/text message/social media.	
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	• All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.	Y	All academy policies have been updated as per the Trust support and guidance from governance. All new policies are uploaded to the academy website and shared with staff / families as necessary.	HT
Pick up and drop off times	• Consider opening school gates earlier so parents can socially distance on the playground. • Staggered start and finish times to ease pavement congestion – this is communicated clearly to parents. • Consider the use of simple signage to highlight social distancing at pick up and drop off.	Y	Staggered start and finish times for each year group. Holding room in the canteen for pupils arriving together as siblings.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	• Creation of a holding area (and record as a bubble) for pupils arriving earlier (eg sibling, public transport) than their official start time.			
School Transport	• *Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so. Where pupils and staff need to use public transport, they should follow the safer travel guidance for passengers.* *https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers* **In addition:** • Encourage walking, cycling or scooting to their education setting where possible. • Identify possible park and stride sites - parents and others who do have to drive can then park (legally) nearby and walk the last part of their journey. • Consider using social media messaging to inform the local community that parents/pupils may be travelling at specific times in order to avoid pavement congestion. • People aged 11 and over must wear a face covering when travelling on public transport.	Y	All this information is shared in the letter and all comms home to parents; walking has been encouraged and the staggered start has been communicated to avoid pavement congestion. Use of mini bus – this will be to collect year 11 amber students only who will be in the same classes. Face coverings to be worn at all times. One student at a time to be collected and board the bus. The bus will be well ventilated and the cleaning schedule will be in place. Separate risk assessment in place for use of this vehicle.	HT
Public Transport usage and impact on academy.	• Staggered start times will depress usage at peak times. • All pupils to be made aware of the national guidance on using public transport. • Pupils wearing masks to adhere to this guidance need to safely store whilst in school. • Academies have details of pupils using public transport and should encourage at all times alternative use where possible.		All guidance is shared with parents via letter, texts and social media outlets. HT shared information and timetable for Academy day with local bus companies. No changes since September to timings or bus routes.	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	• Pupils arriving on public transport ahead of their staggered start time need to be provided in an appropriate space before attending their own bubble, this ideally will be in their bubble zone, but if a more general space is used then the bubble contamination risk must be noted, register of this 'transport bubble' then kept.		All information has been shared in letters of communication and guidance has been published on the Academy website and also on social media platforms. The use of face masks is mandatory on public transport for anyone aged 11+ - Holding area created in the canteen for pupils arriving on public transport ahead of start time.	

Dedicated School Transport	• Where an academy has dedicated school transport please refer to the full guidance on how this should be managed.
	• Pay particular attention to:-
	  - If all on the dedicated transport then transfer to a consistent bubble in the school then pupils travelling on this bus may not need to wear PPE / Social distance.
	  - Also hand sanitiser will need to be provided on entry / exit from the bus.
	• If the dedicated transport cohort disperses more widely into mixed bubbles in the school then you may need to consider application of the public transport guidance (PPE / distancing) to mitigate this.
	• You will need to also engage with the dedicated transport provider on their own risk assessment / prevention control.
	• People aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school.
		Y	We do not have any dedicated school transport.	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Curriculum does not factor in sufficient prevention control	The school operating plan and timetable has been designed with prevention control at its core. Please record here how your implementation of the model addresses:- • Staggered start time and finishes. • Older students who are more likely to take public transport have later start times to avoid peak hours. • Where possible, students should stay in their classrooms and teachers move to teach the classes to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover. • Where possible, year groups should be zoned into sections of the school, again to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover. • As many double lessons can be timetabled by Heads as possible, to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover. • 1 hour tutor time per day is allocated for every year group, but this can be personalised by the school, so the time can be used for mental health education, relationships, sex and health education, SEN/D small group interventions (using catch up funding), small group interventions for students who have not engaged with virtual learning (using catch up funding), or intervention for year 11 in accordance with the year 11 strategy. • Students wearing PE kit to school on days where they have PE to avoid use of changing rooms until	Y	Staggered start and finish times, staggered breaks and lunches. As above. Year 7, 8, 9 lunch – 12.30-1.00 Year 10 and 11 lunch – 1.15-1.45 Each year group has a separate area for lunch. Year 7 – canteen/bottom playground Year 8 – Café/amphitheatre and field Year 9 – DT café/ tennis courts and 3G Year 10 - Canteen/bottom playground Year 11 – Café/amphitheatre and field No changeover time; students remain in their classrooms and staff move to the students to deliver learning. Zoned areas: Year 7 – English Year 8 – Hums Year 9 – Science Year 10 – Languages. 263, 264 Year 11 – Maths and SEN Changing rooms will open from 19.4.21 for students to use so will no longer need to attend in PE kit. Some PE lessons will take place indoors in line with guidance. Tutor period to comprise of mental health education, relationships, sex and	HT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	further guidance is issued and other restrictions lifted. • Virtual Assemblies/Meetings to reduce large gatherings including, but not exclusively, assemblies, collective worship, staff meetings etc. • Limit amount of equipment that pupils bring in to school including essentials such as lunch boxes, hats and coats, books, stationery and mobile phones. • Record approach to practical lessons, either:- • Demonstrations only • Equipment allocated to class / year groups only • Equipment used on a rotation basis with cleaning in between. Where possible allow to be left unused for a period of 48 hours (72 hours for plastics) • Schools have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in your system of controls. • Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups. • You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls. • For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible),		health education, reading and interventions. All science practical lessons will be delivered through teacher demonstrations and an equipment trolley will be allocated to each year group bubble. This will be cleaned regularly but will not leave the year group bubble. Cleaning to be conducted by GAs. Music curriculum has been amended so that it focuses on theory rather than practical in the first term with the exception of use of ukeleles and xylophones in year 7 and 8. Year 11 access the Music room in order to complete compositions as part of GCSE course. No instruments to be used at this time. hub will be open from 8.3.21 to deliver practical lessons to year 11 students only. No other students can access this area. Additional RA is in place and can be found as an appendix to this document. Cleaning schedule in place. Action plan and risk assessment to be shared with JB by 5.3.21.	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	distancing between pupils, and paying scrupulous attention to cleaning and hygiene. • External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. • Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. Sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. • Competition between different schools should not take place until wider grassroots sport for under 18s is permitted. • You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do. • Activities such as active miles, making break times and lessons active and encouraging active travel can help pupils to be physically active while encouraging physical distancing. • **Indoor PE must be agreed with RED/ROD and COO before taking place with clear risk assessment in place in line with wider guidance.** • Music - Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated pupil. • If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following			

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	government guidance on cleaning and handling equipment. • Instruments should be cleaned by the pupils playing them, where possible. • Music – singing, wind and brass instrument playing can be undertaken in line with guidance. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts. • No performances should be hosted with an audience. Consider alternatives such as live streaming/recording performances. • Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles unless significant space, natural airflow and strict social distancing			
School Visits	• Advise against all educational visits at this time.	Y	We have no school visits planned.	HT