

## 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 Department for Education on 11<sup>th</sup> May 2020 as follows:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

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:

- *Controlling the transmission of the disease*: minimising contact with children and adults who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- *Management and control through personal hygiene*: cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- *Ensuring good respiratory hygiene*: promoting the 'catch it, bin it, kill it' approach
- *Enhanced cleaning regimes*: cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- *Minimising contact and mixing*: altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

Assessment conducted by:	Jayne Gaunt	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	10.6.20	Review interval:	Weekly	Date of next review:	22.6.20
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Related documents	
<p><b>Trust documents:</b></p> <p><a href="#">Decision Tracker - Secondary example.pdf</a></p> <p><a href="#">Decision Tracker - Primary example.pdf</a></p> <p><a href="#">Experience Checklist.pdf</a></p> <p><a href="#">Communications Checklist.pdf</a></p>	<p><b>Government guidance:</b></p> <p><a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></p> <p><a href="#">Actions for schools during the coronavirus outbreak</a></p>

<a href="#">Learning Checklist.pdf</a> <a href="#">Operations Checklist.pdf</a> <a href="#">Support Checklist.pdf</a> <a href="#">Copy of Coronavirus Workplace checklist NEU GMB Unison.pdf</a> <a href="#">Copy of NASUWT checklist.pdf</a>	<a href="#">Coronavirus (COVID-19): implementing social distancing in education and childcare settings</a> <a href="#">Coronavirus (COVID-19): guidance for educational settings</a> <a href="#">COVID-19: cleaning in non-healthcare settings</a>
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## Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process of partial opening, including social distancing</b>					
<b>1.1 Net capacity</b>					
Available capacity of the school is reduced when social distancing guidelines are applied	M	<ul style="list-style-type: none"> <li>Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules.</li> <li>Agreed new timetable and arrangements confirmed for each year group.</li> <li>Timetable and capacity agreed for vulnerable and CWC cohort.</li> <li>Arrangements in place to support pupils when not at school with remote learning at home.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>SLT have grouped the students in Year 10 and 12 into bubbles.</li> <li>Bubbles have then been split into groups and each group has been allocated a room.</li> <li>Students have been communicated with so they know where they will enter and exit the building, their designated</li> </ul>	L

				<p>toilets and which classroom they will be assigned.</p> <ul style="list-style-type: none"> <li>• Timetable has been created to minimise the number of students in the academy at one time.</li> <li>• Some specialist subject teachers will be teaching classes via Google Classroom to minimise cross contamination.</li> </ul>	
<b>1.2 Organisation of teaching spaces</b>					
<b>Classroom sizes will not allow adequate social distancing</b>	H	<ul style="list-style-type: none"> <li>• Classroom size and numbers reviewed.</li> <li>• Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class)</li> <li>• Classrooms re-modelled, with chairs and desks in place to allow for social distancing.</li> <li>• Spare chairs removed from desks so they cannot be used.</li> <li>• Clear signage displayed in classrooms promoting social distancing.</li> <li>• In primary schools, classes stay together with their teacher and do not mix with other pupils.</li> <li>• In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Site walk conducted to assess the capacity of each room. Average group size of 7.5.</li> <li>• The academy has been split into five bubbles. Entrances and exits have been assigned to each bubble so no bubble will be mixed with another.</li> <li>• A layout agreed and chair locations have been marked by a cross on the floor.</li> <li>• Some classrooms have required walkways from the door to the teachers desk.</li> <li>• Soft furnishings and excess furniture removed</li> </ul>	L

				<p>from classrooms and offices..</p> <ul style="list-style-type: none"> <li>Lunches will be ordered via a Google Form and sent to the kitchen to prepare. These orders will be placed twice a day (AM and PM session).</li> <li>Food will be delivered to the bubbles by a Midday Supervisor. They will deliver to each classroom and return to the hall and disinfect the trolley used.</li> </ul>	
<b>Large spaces need to be used as classrooms</b>	M	<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>Large gatherings prohibited.</li> <li>Design layout and arrangements in place to enable social distancing.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>The Main Hall will not be used for teaching.</li> <li>Maximum 24 people plus staff member in Main Hall</li> <li>Seating in place with 2m markings in place.</li> </ul>	L
<b>1.3 Availability of staff and class sizes</b>					
<b>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</b>	M	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Full use is made of testing to inform staff deployment.</li> <li>A blended model of home learning and attendance at school is utilised until staffing levels improve.</li> <li>Non-specialist teachers may be used to deliver content provided by subject specialists.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Teaching staff rotas in place. With some staff in school teaching an individual bubble and some supporting by providing Google Classroom sessions and materials.</li> <li>Support staff rotas in place. Admin staff have</li> </ul>	L

				<p>been assigned a desk to work on to minimise hot desking.</p> <ul style="list-style-type: none"> <li>Once a member of staff has been teaching/supporting in a particular bubble they will not mix with another bubble.</li> <li>Principal's PA and Business Manager in contact with all staff isolating, shielding or have any concerns.</li> </ul>	
<b>1.4 Prioritising provision</b>					
<p><b>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen</b></p>	M	<ul style="list-style-type: none"> <li>Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school.</li> <li>Pastoral and SEND support is deployed wherever possible to support prioritised pupils.</li> <li>Plans in place to support the return of those children with protected characteristics to ensure they are not disadvantaged.</li> <li>Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.</li> <li>A plan is in place for the phasing in of the other cohorts.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Inclusion coordinator and Learning managers are conducting wellbeing calls to children and families.</li> <li>Inclusion team are making regular contact with external agencies for updates and to provide information</li> <li>These children will be invited into school from Monday until Friday in small groups and assigned a classroom.</li> <li>A rota is in place for support staff to aid</li> </ul>	L

				<p>learning within this bubble.</p> <ul style="list-style-type: none"> <li>• A teaching rota is in place for this bubble to ensure learning is taking place.</li> <li>• Inclusion coordinator will be based in school full time to aid with any issues/concerns.</li> <li>• Plans are in place to improve the attendance of the vulnerable pupils.</li> </ul>	
<b>1.5 The school day</b>					
<p><b>The start and end of the school day create risks of breaching social distancing guidelines</b></p>	H	<ul style="list-style-type: none"> <li>• Start and departure times are staggered.</li> <li>• The number of entrances and exits to be used is maximised.</li> <li>• Different entrances/exits are used for different groups.</li> <li>• Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>• A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>• Floor markings are visible where it is necessary to manage any queuing.</li> <li>• Attendance patterns have been optimised to ensure maximum safety.</li> <li>• One way systems around the school.</li> <li>• Accessibility for disabled students and staff have been considered within changes.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Five bubbles have been created and each bubble will occupy a separate part of the academy.</li> <li>• Five bubbles have separate entrances and exits to the building only assigned to their bubble.</li> <li>• A timetable of students is in place to minimise the number of students in the academy at one time. This timetable will be scaled up over the following weeks.</li> <li>• Signage is in place</li> <li>• One way system is not applicable in the academy.</li> </ul>	M

				<ul style="list-style-type: none"> <li>The site has markings on footpaths surrounding the academy to ensure social distancing is followed whilst entering/exiting the building and for queuing.</li> <li>Staff received an INSET day to make them aware of all signage and expectations in the academy.</li> </ul>	
<b>1.6 Planning movement around the school</b>					
<b>Movement around the school risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place where possible.</li> <li>Posters in corridors regarding social distancing.</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points and bottlenecks are identified and managed accordingly.</li> <li>Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</li> <li>Lesson change overs are staggered to avoid overcrowding.</li> <li>Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>2m spaced lines on main corridors.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> <li>Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Students will not be circulating around the school.</li> <li>Each bubble has been assigned toilets, entrance and exits in their bubble so they do not have to cross into another bubble.</li> <li>All signage has been placed in corridors to keep to the left</li> <li>Fire evacuation plan updated to follow the bubble restrictions</li> <li>Break and lunch times will be taken within the classroom so students will remain socially distant</li> </ul>	L

				<ul style="list-style-type: none"> <li>• Toilet breaks are assigned to individual classrooms so no groups will gather at the toilets.</li> <li>• Staff member will walk the students to their toilets to ensure only one person uses the toilet at one time.</li> <li>• 2m tape in place on all corridors.</li> <li>• Two members of SLT are assigned to each bubble. They have been assigned a workroom in those bubbles.</li> <li>• No students currently need personal care.</li> </ul>	
<b>1.7 Curriculum organisation</b>					
<p><b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b></p>	H	<ul style="list-style-type: none"> <li>• Gaps in learning are assessed and addressed in teachers' longer term planning.</li> <li>• Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified.</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• HODS are working on this. We have approximately 30-40% of students not accessing Google Classroom. Contact being made with students.</li> <li>• PCs ordered for vulnerable and year 10 students without IT resources, work packs available every 2 weeks</li> <li>• One to One tutors have been contacted to</li> </ul>	M

				support gaps identified in learning	
<b>1.8 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff have been briefed on the use of these rooms.</li> <li>Posters in place regarding social distancing and hygiene.</li> <li>Communal equipment removed e.g. kettles, tea towels</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Staff room is out of bounds</li> <li>Staff briefed at the INSET that no hot desking should take place</li> <li>All rooms provided with hand sanitizer, spray, wipes and tissue to clean surfaces once used.</li> <li>Signage in place throughout academy</li> </ul>	M
<b>1.9 Managing the school lifecycle</b>					
<b>Limited progress with the school's summer term calendar and work plan because of COVID-19 measures</b>	M	<ul style="list-style-type: none"> <li>School calendar for the summer term rationalised.</li> <li>Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning.</li> <li>Staff recruitment for September 2020 completed.</li> <li>Curriculum and timetable for September 2020 completed.</li> <li>Interim plans established in case full time education does not resume in September.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Interviews have been conducted throughout the summer term to current vacancies. Some appointments have been made for a Sept 20 start.</li> <li>SLT working on extending the timetable to upscale in the following weeks</li> <li>September 2020 timetable and curriculum being reviewed by SLT and HODs</li> </ul>	M

<p><b>Pupils moving on to the next phase in their education do not feel prepared for the transition</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues.</li> <li>• There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition.</li> <li>• Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts.</li> <li>• Virtual tours of the school are available for parents and pupils.</li> <li>• Online induction days for pupils and parents are planned.</li> <li>• Where other induction activity can take place in line with social distancing to be considered</li> <li>• Additional induction planned for September for new Y7.</li> </ul>	<p>Ongoing</p>	<ul style="list-style-type: none"> <li>• Transition Website in place, letters sent: This includes videos of key staff introducing themselves and tours of the school.</li> <li>• Learning Mentors and Inclusion Team conducting phone calls for wellbeing and pastoral purposes.</li> <li>• Transition packs have been created</li> <li>• SENCo arranged meetings with Primary feeder SENCos to establish need of new students</li> <li>• Induction days for vulnerable students when year 10 and 12 students are not in the academy - Fridays</li> <li>• Full induction not possible as we have children coming from 41 different primary schools</li> </ul>	<p>M</p>
<p><b>1.10 Governance and policy</b></p>					
<p><b>Directors are not fully informed or involved in making key decisions</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Online meetings are held regularly with the Board of Directors.</li> <li>• The Board of Directors are involved in key decisions on reopening.</li> <li>• Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• All staff briefed on INSET</li> <li>• Chair of Academy Council attended INSET session</li> </ul>	<p>L</p>

1.11 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	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Amie Gyte has updated policies at Trust level. These have been shared on the school drive.</li> </ul>	L
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul>	Yes	<ul style="list-style-type: none"> <li>All relevant parties informed through appropriate channels</li> <li>Staff updates on INSET and catch up remote session in place for those shielding and isolating</li> </ul>	M
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> <li>INSET day will be held prior to expanding provision from vulnerable and CWC</li> <li>Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> <li>Risk management</li> </ul> </li> </ul>	Yes	<ul style="list-style-type: none"> <li>All included in INSET day training</li> <li>Reopening guidance shared with all staff</li> <li>Staff weekly briefings to update on any changes</li> </ul>	L
Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL	H	<ul style="list-style-type: none"> <li>First Aid qualifications extended by 3 months</li> <li>For period of COVID-19 designated safeguarding training will not expire</li> <li>Online training sought to replace or supplement training that is due to expire</li> <li>Support from leaders in the Trust who have up to date training</li> </ul>	Yes	<ul style="list-style-type: none"> <li>First aiders on rota</li> <li>Covid first aider identified</li> <li>Cover first aiders identified</li> <li>Additional training for more staff</li> </ul>	M

				<ul style="list-style-type: none"> <li>Designated rooms and toilet for suspected cases</li> </ul>	
<p><b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b></p>	H	<ul style="list-style-type: none"> <li>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>April appointment - Business Manager</li> <li>June appointment - Teacher of Engineering</li> <li>Both have been fully informed and started in the academy.</li> <li>Only one vacancy which may be filled before September 20</li> <li>Remote access induction training planned for new staff starting in September 20</li> </ul>	M
<b>1.14 Free school meals</b>					
<p><b>Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school</b></p>	H	<ul style="list-style-type: none"> <li>Finance team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.</li> </ul>	YES	<ul style="list-style-type: none"> <li>Business Manager and Catering have been in contact with finance to ensure this is carried out</li> <li>Catering will manually deduct payments from students account once orders have been placed</li> </ul>	L
<b>1.15 Risk assessments</b>					

<p><b>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>● Risk assessment from other partners completed e.g. NASUWT, NEU/GMB/Unison completed.</li> <li>● Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:             <ul style="list-style-type: none"> <li>- Personal care</li> <li>- EHCP</li> <li>- Vulnerable staff wanting to attend work</li> <li>- MAPA</li> </ul> </li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>● No personal care issues</li> <li>● Social distancing measures being enforced</li> <li>● Risk assessments have been conducted for vulnerable students. Some students will not be attending school if they may cross bubbles</li> <li>● Risk assessments have been requested from alternative provision provider</li> </ul>	<p>L</p>
<p><b>1.16 School transport</b></p>					
<p><b>Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>● The details of how pupils will travel to and from school are known prior to opening.</li> <li>● Effective liaison with bus companies is used as a basis for planning staggered start and departure times.</li> <li>● Home learning and telephone support established where a child is unable to attend school due to transport issue.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>● Student timetable adapted to ensure almost all students travelling by bus have off peak travel</li> <li>● Students are provided with guidance through Google Classroom and contact by their learning manager.</li> </ul>	<p>L</p>
<p><b>1.7 Multi-site working</b></p>					
<p><b>Staff who normally work across multiple sites risk the spread of infection across sites</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>● Colleagues with a multi site contract will be required to identify a single place of work and visit that site only.</li> <li>● Staff who are able, will still be asked to work from home.</li> <li>● 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.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>● No movement between sites to occur</li> <li>● Staff who are on rota to come into the academy will work from home for the remainder of the week.</li> </ul>	<p>L</p>

				<ul style="list-style-type: none"> <li>• Staff shielding will continue to work from home and support google classroom.</li> <li>• Business Manager has been in contact with staff to conduct individual risk assessments for potential vulnerable staff.</li> <li>• Hygiene station located at the main entrance.</li> <li>• Hand sanitizer dispensers on walls of all entrances to the academy</li> </ul>	
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b>	H	<ul style="list-style-type: none"> <li>• A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies or with staff prior to opening.</li> <li>• An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>• Working hours for cleaning staff are increased.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Contractors contacted and arrangements in place</li> <li>• Cleaning contractors scheduling a rota</li> <li>• A cleaner will be stationed in each bubble to ensure all requirements in the checklist are completed</li> </ul>	L
<b>2.2 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	H	<ul style="list-style-type: none"> <li>• An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Trust sanitiser logs completed</li> <li>• Extra supplies are in school and site staff</li> </ul>	L

		<ul style="list-style-type: none"> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>		<p>monitoring usage and supply</p> <ul style="list-style-type: none"> <li>Cleaners have been informed to also monitor stock during the day</li> </ul>	
<b>Pupils forget to wash their hands regularly and frequently</b>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Hand washing is timetabled</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Training on INSET day</li> <li>Training for students on first day/session</li> <li>Scheduled in hand washing/ alcohol gel times</li> <li>Staff to monitor student hand washing when on scheduled breaks</li> </ul>	L
<b>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>	H	<ul style="list-style-type: none"> <li>Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks.</li> <li>Expectations and guidance are communicated to parents.</li> <li>Additional uniform issued to catering, cleaning and site staff if they have insufficient</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Letter to parents</li> <li>Catering staff on rota allowing time to wash clothes</li> <li>INSET day training</li> <li>Checklists completed for phased reopening</li> </ul>	L
<b>The use of fabric chairs may increase the risk of the virus spreading</b>	M	<ul style="list-style-type: none"> <li>Take fabric chairs out of use where possible.</li> <li>Where that is not possible then ensure chairs are limited to single person use.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Removed from classrooms and stored appropriately</li> <li>Staff room closed so no access to soft furnishings</li> </ul>	L

				<ul style="list-style-type: none"> <li>Staff chairs removed unless medically required</li> </ul>	
<b>2.4 Testing and managing symptoms</b>					
<p><b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b></p>	H	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Staff advised that school has registered for testing</li> <li>Protocol is to speak to business manager to help arrange</li> <li>Log for suspected and confirmed cases to be updated by Principal PA</li> </ul>	M
<p><b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b></p>	H	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the trust.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Included in INSET training and in student first session.</li> <li>Information communicated with parents through letter (personalised student cards), text and website</li> <li>Trust recording systems in place</li> </ul>	M
<p><b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</b></p>	H	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Included in INSET training and in student first session.</li> <li>Information communicated with parents through letter (personalised student cards), text and website</li> </ul>	M

				<ul style="list-style-type: none"> <li>Trust recording systems in place</li> </ul>	
<p><b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b></p>	H	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	yes	<ul style="list-style-type: none"> <li>Included in INSET training and in student first session.</li> <li>Information communicated with parents through letter (personalised student cards), text and website</li> <li>Trust recording systems in place</li> </ul>	M
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
<p><b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b></p>	H	<ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>A programme for training additional staff is in place.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Extra training requested.</li> <li>Staff available on rota for first aid responsibilities</li> <li>SID Receptionist identified as the Covid First Aider</li> </ul>	
<b>2.6 Medical rooms</b>					
<p><b>Medical rooms are not adequately equipped or configured to maintain infection control</b></p>	H	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Reflection room and SID disabled toilet identified</li> <li>Bubbles have appropriate PPE for SLT to escort them to SID</li> </ul>	M
<b>2.7 Communication with parents</b>					

<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	H	<ul style="list-style-type: none"> <li>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.</li> <li>A COVID-19 section on the school website is created and updated.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Weekly communications planned</li> <li>Social media being used and updated regularly</li> </ul>	M
<b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b>	H	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	yes	<ul style="list-style-type: none"> <li>Messages going out on Facebook, Twitter and text.</li> </ul>	M
<b>2.8 Personal Protective Equipment (PPE)</b>					
<b>Provision of PPE for staff where required is not in line with government guidelines</b>	H	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; supporting child with COVID-19 symptoms; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	YES	<ul style="list-style-type: none"> <li>INSET training contains video focusing on hand washing, use of PPE and catch it bin it kill it</li> <li>Signage shared with staff and reinforced at training</li> </ul>	L
<b>2.9 Catering</b>					
<b>Meals can not be provided to students</b>	H	<ul style="list-style-type: none"> <li>Supplier payments maintained to support the Trust's supply chain</li> <li>A reduced catering offer is established in line with the availability of produce/supplies and the reduced availability of staffing</li> <li>Children will be advised to bring packed lunches where they are able</li> </ul>	Yes	<ul style="list-style-type: none"> <li>'Grab Bags' to be ordered at the start of each session and delivered by lunchtime supervisors to both morning and afternoon sessions</li> <li>Catering staff on a rota to minimise staff within the kitchen</li> </ul>	L
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					

<p><b>Pupils' behaviour on return to school does not comply with social distancing guidance</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>● Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>● Staff model social distancing consistently.</li> <li>● The movement of pupils around the school is minimised.</li> <li>● Large gatherings are avoided.</li> <li>● Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>● The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>● Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>● Messages to parents reinforce the importance of social distancing.</li> <li>● Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>● All in place alongside addendum to Behaviour Policy</li> <li>● All communication to staff and parents will be reinforcing social distancing</li> <li>● Social media accounts used to remind of the social distancing measures and hand washing requirements</li> <li>● SLT will be monitoring behaviour in their assigned bubbles</li> </ul>	<p>M</p>
<p><b>3.2 Classrooms and teaching spaces</b></p>					
<p><b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>● Home base arrangements in place.</li> <li>● Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class).</li> <li>● All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible.</li> <li>● Arrangements are reviewed regularly.</li> <li>● Unnecessary equipment removed from classrooms</li> <li>● Soft toys and soft furnishings removed</li> <li>● Cleaning product and wipes available in EYFS to clean toys</li> <li>● Practical subjects requiring use of equipment not offered</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>● Each classroom has been audited and layout out to maximise capacity</li> <li>● The layout supports the social distancing guidance</li> <li>● All unused furniture has been removed from classrooms and stored in the smaller rooms not in use</li> <li>● Soft furnishings have been removed from all classrooms.</li> </ul>	<p>L</p>

				<ul style="list-style-type: none"> <li>Where soft furnishing could not be removed from the classroom they have been covered in a plastic sheet so they can be easily cleaned.</li> <li>Cleaning products are available in all classroom so all surfaces can be wiped throughout the day</li> <li>No practical subjects will be taught</li> <li>Arrangements will be reviewed weekly to ensure they are effective</li> </ul>	
<b>3.3 Movement in corridors</b>					
<b>Social distancing guidance is breached when pupils circulate in corridors</b>	H	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and amended.</li> <li>One-way systems are in operation where feasible.</li> <li>Posters in corridors and circulation areas on social distancing</li> <li>2m distance markings in key areas</li> <li>Circulation routes are clearly marked with appropriate signage.</li> <li>Any pinch points/bottle necks are identified and managed accordingly.</li> <li>The movement of pupils around school is minimised as much as possible.</li> <li>Where possible, pupils stay in classrooms and staff move around.</li> <li>Social time change overs are staggered to avoid overcrowding.</li> <li>Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>Appropriate supervision levels are in place.</li> <li>Accessible routes have been planned where necessary.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Each class has been assigned a different break time to ensure no socialising will be done in corridors.</li> <li>All breaks will be taken within the classroom</li> <li>Toilet breaks have been assigned to each classroom and the class will be escorted by the teacher to the toilets to ensure only one student enters at once and queueing is socially distant</li> </ul>	L

				<ul style="list-style-type: none"> <li>• A member of SLT has been assigned to each bubble to monitor behaviour and supervise</li> <li>• Signage in place in classroom and corridors</li> <li>• 2m markings on all corridors</li> </ul>	
<b>3.4 Break times</b>					
<b>Pupils may not observe social distancing at break times</b>	H	<ul style="list-style-type: none"> <li>• Break times are staggered.</li> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about social distancing as break times begin.</li> <li>• Social distancing signage is in place around the school and in key areas.</li> <li>• Supervision levels have been enhanced, especially with younger pupils, to support social distancing.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Break times in classrooms under supervision of teacher</li> <li>• Hand washing and toilet visits planned into the session. Students will be escorted to the toilets to ensure students follow social distancing measures and only one student enters the toilets at once.</li> <li>• Signage all in place</li> <li>• A Member of SLT is assigned to each bubble to ensure they are supervised accordingly</li> <li>• SLT will be stationed at their bubbles entrance and exit at appropriate times to ensure no overcrowding in the doorway or corridor</li> </ul>	M



<p><b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>• Floor markings are in place to enable social distancing.</li> <li>• Pupils know that they can only use the toilet one at a time.</li> <li>• Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>• The toilets are cleaned frequently.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly.</li> <li>• Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Each bubble have been allocated the toilets which are within their bubble to minimise the need to cross bubbles</li> <li>• Bins will be emptied every hour in accordance to the reopening checklist</li> <li>• Floor markings in place</li> <li>• Signage in place for reminders</li> <li>• Each classroom has a supply of hand sanitizer, tissues, spray and wipes</li> </ul>	<p>M</p>
<p><b>3.7 Medical Rooms</b></p>					
<p><b>The configuration of medical rooms may compromise social distancing measures</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Reflection room assigned as designated suspected Covid-19 case room</li> <li>• Disabled toilet in SID assigned for suspected cases</li> <li>• Discussions have been had with the cleaning company so they are aware of requirements if we have a confirmed/suspected case within the academy.</li> </ul>	<p>M</p>
<p><b>3.8 Reception area</b></p>					

<p><b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>• Meeting room identified for essential meetings where social distancing can be complied with.</li> <li>• Non-essential deliveries and visitors to school are minimised.</li> <li>• Signs on gates to confirm not accepting non-essential visitors</li> <li>• Arrangements are in place for segregation of visitors.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Signage on gates and main entrance for essential visitors only</li> <li>• Nolan Hall will be used for social distancing meetings with guardians or visitors</li> <li>• Visitors signing sheet includes phone numbers to enable easier tracing</li> <li>• 2m markings on all corridors and walkway inside door outside the academy</li> </ul>	<p>L</p>
<p><b>3.9 Arrival and departure from school</b></p>					
<p><b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Start and finish times are staggered.</li> <li>• The use of available entrances and exits is maximised.</li> <li>• Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>• Weekly messages to parents stress the need for social distancing at arrival and departure times.</li> <li>• Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to present themselves on site beyond designated drop off/pick up points</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• 5 colour coded areas of school for students to use with separate entrance/ exits and toilets.</li> <li>• Maximum of 28 students arrive at any one entrance at a time</li> <li>• Supervised by SLT</li> <li>• Communication has been made with parents and careers regarding schools requirements for drop offs/pick ups</li> <li>• Weekly communication will be done through text messages</li> </ul>	<p>M</p>

3.10 Transport					
<p><b>The use of public and school transport by pupils poses risks in terms of social distancing</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class.</li> <li>• Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing.</li> <li>• Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Individualised cards for each student produced and posted home</li> <li>• Staff and students will be reminded on the INSET training how to dispose of PPE on entrance to the academy</li> <li>• Discussions with bus companies and advice provided</li> <li>• LA provides taxis for the HI students. A risk assessment has been requested.</li> </ul>	<p>M</p>
3.11 Staff areas					
<p><b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> <li>• Hot desking will be stopped, only one member of staff allocated to a desk.</li> <li>• WFH will remain in place for staff who can in order to minimise staffing</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Staffroom is out of bounds</li> <li>• Office desks have been assigned to staff to stop hot decking</li> </ul>	<p>M</p>
3.12 Catering					
<p><b>Social distancing is not possible in kitchen/catering areas</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Reduced menus agreed that can be produced with a smaller catering workforce</li> <li>• Simple menus developed allowing staff to work at a single workbench</li> <li>• 1 member of staff in small areas e.g. fridges, store rooms at any time</li> <li>• Staff instructed in social distancing</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Offices have signage on the doors specifying how many people can be in the room at once</li> <li>• Grab lunch menu is in place and will be ordered through Google forms</li> </ul>	<p>L</p>

		<ul style="list-style-type: none"> <li>• PPE provided if social distancing can not be maintained</li> <li>• Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food</li> <li>• Catering staff advised to remain behind the counter during serving</li> </ul>		<ul style="list-style-type: none"> <li>• Catering staff have implemented the checklist for reopening and signed off by Business Manager</li> <li>• Catering staff will have disposable aprons for single use within the kitchen</li> <li>• Floor markings are in place within the kitchen to show where they have to stand when preparing food</li> <li>• Serving requirements will not be applicable</li> </ul>	
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
<p><b>Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</b></p>	H	<ul style="list-style-type: none"> <li>• Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>• Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>• The school, and parents are clear about the definitions and associated mitigating strategies regarding people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>• Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• All year 10 students and careers/parents received a phone call by a member of SLT so numbers could be confirmed and assessed to ensure those who are shielding do not come into the academy</li> <li>• On the telephone calls definitions were clarified which parents/careers</li> <li>• Learnings will continue to make well-being telephone calls to</li> </ul>	L

				vulnerable students not in the academy	
<b>4.2 Staff with underlying health issues</b>					
<b>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</b>	H	<ul style="list-style-type: none"> <li>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.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.</li> <li>Current government guidance is being applied.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Staff questionnaire released by the Trust was completed by staff</li> <li>Anomalies were followed up by Business Manager</li> <li>Individual risk assessments have been completed with staff who are not extremely vulnerable who are required to be in the academy</li> </ul>	M
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>In place. Sufficient staff trained. Virtual VMG sharing resources for students</li> <li>Telephone calls on a weekly basis to students with mental health issues taking place</li> </ul>	M
<b>5.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Included signposting to the mental health resources available in</li> </ul>	L

		<ul style="list-style-type: none"> <li>• Staff have been signposted to useful websites and resources.</li> <li>• Staff are encouraged to use the staff EAP</li> <li>• Weekly staff wellbeing surveys</li> </ul>		<p>weekly staff briefings and on INSET day</p> <ul style="list-style-type: none"> <li>• Staff made aware to talk to Line Managers or Business Manager if additional support is required</li> </ul>	
<b>Working from home can adversely affect mental health</b>	H	<ul style="list-style-type: none"> <li>• Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>• Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>• Appropriate work plans have been agreed with support provided where necessary.</li> <li>• Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• All staff working from home will be receiving wellbeing calls from their line managers on a weekly basis</li> <li>• Line Managers have completed the Trust return for support/teaching staff working from home to ensure that work is monitored and planned</li> <li>• Teaching staff working from home will be supported with Google classroom for students not in school</li> </ul>	L
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>	H	<ul style="list-style-type: none"> <li>• The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>• Support is requested from other organisations when necessary.</li> </ul>	No Yes	<ul style="list-style-type: none"> <li>• Colleagues have taken part in the Trust online bereavement training</li> <li>• Bereavement counselling is requested through the LA. There is a 6 month gap between a death and</li> </ul>	M/H

				being able to apply for counselling	
<b>6. Maintaining educational provision for children of key workers and vulnerable children</b>					
<b>6.1 Maintaining provision</b>					
<b>Educational provision must still be maintained for priority children when the school reopens</b>	H	<ul style="list-style-type: none"> <li>• Current government guidance is being followed.</li> <li>• Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision.</li> <li>• The facility for full-time attendance is available where required (even if their peers are only attending part-time).</li> <li>• Arrangements are in place to ensure that this cohort is tracked and supported effectively.</li> <li>• Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day.</li> <li>• Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Key workers regularly asked about their requirements</li> <li>• All holidays covered by staff and the academy remained open, including both bank holidays</li> <li>• Registers and attendance monitored on a daily basis for students. If a student does not arrive phone calls made home</li> </ul>	L
<b>7. Operational issues</b>					
<b>7.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>	H	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> <li>• Reduced numbers of pupils/staff</li> <li>• Possible absence of fire marshals</li> <li>• Social distancing rules during evacuation and at muster points</li> <li>• Possible need for additional muster point(s) to enable social distancing where possible</li> <li>• Staff and pupils have been briefed on any new evacuation procedures.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• New fire plan created</li> <li>• New plan shared with staff and students on INSET day and first session</li> <li>• Fire routes replaced in classrooms</li> <li>• Fire alarm test taken place</li> </ul>	L

<b>Fire evacuation drills - unable to apply social distancing effectively</b>	H	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Separate muster points for each bubble</li> <li>Fire plans updated and shared</li> </ul>	L
<b>Fire marshals absent due to self-isolation</b>	H	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>Rota in place for absence and system of delegation established</li> </ul>	
<b>7.2 Managing premises on reopening after lengthy closure</b>					
<b>All systems may not be operational</b>	M	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>School was not closed - remaining open throughout the lockdown period</li> <li>All compliance measures checked and in place.</li> </ul>	L
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	H	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>All compliance in place and met</li> <li>Water systems have been maintained throughout lockdown by site staff</li> </ul>	L
<b>7.3 Contractors working on the school site</b>					

<p><b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>• Temperature checks are carried out on arrival and before entering the school building.</li> <li>• Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Contractor risk assessments requested and received.</li> <li>• Contractors contact site staff who supervise all work in the academy ensuring no contact with students.</li> <li>• Contracted work has been delayed until the summer holidays to ensure we can maximise the use of the academy and no contractors will be on site throughout the phased reopening</li> <li>• If contractors do come on site then they will be supervised by the site staff on duty</li> </ul>	<p>L</p>
<p><b>8. Finance</b></p>					
<p><b>8.1 Costs of the school's response to COVID-19</b></p>					
<p><b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>• Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• Additional sources of income are under exploration.</li> <li>• The school's projected financial position has been shared with governors and LA or trust.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• End of year forecast in place and favourable</li> </ul>	<p>L</p>

## 9. Governance

### 9.1 Oversight of the governing body

<p><b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• The Trust Board continues to meet regularly via online platforms.</li> <li>• The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>• The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>• Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>• Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Telephone meetings with chair of governors, all Trust communication shared</li> <li>• Chair of governors attended INSET training</li> <li>• Chair of governors took part in a site walk</li> </ul>	<p>L</p>
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## 10. 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

<p>HI students travel by taxi as arranged by LA. Risk assessment required to ensure student safety</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• LA to provide travel risk assessment</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Ongoing. Students currently travelling via other means.</li> <li>• Google meets taking place using sign language to ensure HI students are doing well under lockdown</li> <li>• Risk assessments requested from LA</li> </ul>	<p>M</p>
<p>Insufficient toilets in different areas of school, creating lack of separation for students</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Staff toilets to be used in some areas, to compensate all staff to have access to the staff PE toilets</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Staff briefed on INSET day about changes to designated staff toilets</li> </ul>	<p>M</p>

<p>Rooms are smaller than average classrooms, some groups may be too big for rooms or too few teachers to teach smaller groups</p>	<p>H</p>	<ul style="list-style-type: none"> <li>Assess students likely to be in school. Set up classes to be as large as possible given the space. If student numbers increase after 'bubbles' established, SLT to re-allocate extra students to different bubbles</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>SLT briefed on protocol</li> <li>All classrooms are set up to maximise capacity</li> <li>SLT will be based in their assigned bubble and will monitor need for extra space</li> <li>Each bubble has spare classrooms for additional space</li> </ul>	<p>M</p>
<p>Safeguarding- checking students expected in the academy have arrived</p>	<p>H</p>	<ul style="list-style-type: none"> <li>checking students expected in the academy have arrived</li> <li>contact parents and social workers where students fail to arrive</li> <li>Accurate registers checked by SLT</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>All usual procedures in place</li> <li>Phone calls are made home for students expected in the academy</li> <li>Addendum to the attendance policy shared with SLT and attendance staff</li> </ul>	<p>L</p>
<p>The Bridge on Leger way is narrow and could present issues in maintaining student distancing on students way into the academy</p>	<p>H</p>	<ul style="list-style-type: none"> <li>SLT to be on gate duty at the bridge to facilitate social distancing as students cross over the bridge to access the academy site</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>SLT morning and afternoon rota to man this area to reinforce the social distancing message with students</li> </ul>	<p>L</p>