

## **Blackley Academy Revisited Risk Assessment Tier 5 Lockdown 5<sup>th</sup> January 2021**

### **Introduction**

The government has instructed schools to deliver remote learning for all students except Vulnerable and Key Worker students and Nursery:

This is in the context of rapidly rising Covid infection rates and a new strain of the virus which is more infectious.

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 Jan 2021 [Guidance for<sup>\(OBJ\)</sup>](#) and is provided to help schools to prepare and decide arrangements for a return to lockdown and operating safely during that period. It remains subject to change at a short notice as updates are received from the Department for Education (DfE). [EYFS guidance](#) updated 30<sup>th</sup> December should be considered for Nursery Schools and Nursery Classes.

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

## **Systems of Controls**

### **1. Prevent**

You **must**:-

- a. Stay at home if unwell
- b. Where recommended, use face coverings in school
- c. Clean your hands
- d. Catch it, bin it, kill it
- e. Enhance cleaning regimes
- f. Minimise contact
- g. Always keep occupied spaces well ventilated

You should try to

- h. 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. Engagement with test and trace (and engagement with [absent@e-act.org.uk](mailto:absent@e-act.org.uk) in all cases)
- b. Management of confirmed cases
- c. Contain local cases alongside PHE

<b>Name of Academy</b>	E-Act Blackley
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<b>Consulted With</b>	<b>Date and How</b>	<b>Comments</b>
Staff	13/7/20 Meeting	TEAMs
Parents	17/7/20 Letter, Text, Website	Reminder of info sent 27/8/20
Unions	13/7/20 Meeting	Staff reps consulted and agreed RA
Staff/Parents/Unions	Revised risk assessment shared – Jan 2021	Awaiting feedback

## 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](http://www.gov.uk) for updates

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance#updating-risk-assessments>

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

<https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>

<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/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<b>Version edits</b>		
<b>Version No.</b>		<b>Published</b>
<b>1</b>	<b>Original</b>	<b>15/7/20</b>
<b>2</b>	Amended following staff feedback	<b>19/8/20</b>
<b>3</b>	Amended Following ROD feedback	<b>27/8/20</b>
<b>4</b>	Amended following guidance of Face Coverings	<b>28/8/20</b>
<b>5</b>	Amended to include new arrangements at the end of the school day following review from first day	<b>4/9/20</b>
<b>6</b>	Amended following ROD review	<b>08/10/20</b>
<b>7</b>	Amended following Year 6 bubble update	<b>20/10/20</b>
<b>8</b>	Amended Following ROD Review - instruction added on Music lessons, Reading books and Christmas cards.	<b>07/12/20</b>
<b>9</b>	Amended by JHU Following ROD Review - instruction added on Music lessons, Reading books and Christmas cards.	<b>12/12/20</b>
<b>10</b>	January Re-Opening Updates	<b>07/01/21</b>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
<b>Lack of certainty over returning numbers</b>	<ul style="list-style-type: none"> <li>• Planning for full attendance of all year groups From Feb half term if that is the revised instruction</li> <li>For Jan 21 return we will make available a place for:-</li> <li>- Those pupils deemed vulnerable as per the categorisation within Jan 21 gov guidance. Parents are strongly encouraged to take up the place.</li> <li>- Pupils of critical workers though these pupils should be kept at home if possible.</li> <li>- Nursery pupils</li> <li>• Phased return arrangements in place for year groups / pupils</li> <li>• Support for pupil/parent anxiety about return to school and vulnerability to COVID-19</li> <li>• Identify any children who remain shielded at home</li> <li>• Any specialist equipment required is returned to school/additional equipment made available to support return</li> <li>• Home to school transport in place where required</li> <li>• Readiness to implement Test and Trace with a process in place for visitors/peripatetic etc.</li> </ul>	Y	Communication to parents - RA shared with staff, parents and unions	Communication to parents regarding partial re-opening	JHU
		Y	Nursery will be phased over 3 days	5/01/21 (KW&Vulnerable)	CWE
		Y	R and R curriculum in place and part of Sept timetable. Children identified for wave 2 and wave 3 intervention	R&R curriculum in place daily for on-site children – Mental Health calls for off-site	RAD
		Y	List of identified children who will be shielding will be shared with appropriate staff	Children identified and shielding	GSP
		Y	Return of laptops organised on a rota	N/A	CHI
		Y	RA for transport of one child in place	N/A	GSPE
		Y	Names and numbers of all visitors to academy kept on record, Visitors must agree to inform the academy if develop any symptoms within 14 days of attending academy.	No Change	BMA

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<b>Number of staff available is lower than that required to teach classes in school</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	Ongoing	Updated status of staff to be acquired – this is an ongoing action	No Change	Line managers BMA
	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	RA for vulnerable staff to be reviewed. 6 RA being completed. They will be signed off during INSET.	RA remain and reviewed in line with latest guidance	LM & BMA
	<ul style="list-style-type: none"> <li>Flexible and responsive use of professional services and pastoral staff to supervise classes is in place.</li> </ul>	Y	RA for vulnerable staff reviewed for November Lockdown. 1 Member of staff asked to shield.	No Change	PBE DBE
	<ul style="list-style-type: none"> <li>Contingency planning in place and additional resource identified and budgeted.</li> </ul>	Y	TA4s and coaches to be used for PPA and pastoral support ( following social distancing guidelines)	No Change	SCR
	<p>In line with Jan 21 guidance:-</p> <ul style="list-style-type: none"> <li>CEV staff must work from home in line with medical letters they will have received around shielding.</li> <li>Vulnerable staff can attend work if they are unable to work from home.</li> <li>Staff who are pregnant should work from home where possible in line with the guidance on vulnerable staff.</li> <li>Other staff who believe they are at a heightened risk should work from home if possible but they can attend work if they follow all the mitigations and control measures that have been put in place.</li> </ul>	Y	TA4s to be used to cover staff absence. Staff absence will be monitored with ROD/Regional Business Lead on weekly basis	No Change	SCR
	<p>All staff to be offered an update of their individual Risk Assessment.</p>			No Change	

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Plans are not in place to identify number of classrooms and additional furniture or social distancing measures for each year group	<ul style="list-style-type: none"> <li>SLT and site management team meeting to review school site and specify entry/exit points and classroom use</li> </ul>	Y	Opening and closing times agreed and entry/exit points identified	No change	Head and site
	<ul style="list-style-type: none"> <li>All classrooms being fully utilised for each class year group and reorganised to allow front facing desks</li> </ul>	Y	Signage in place on entry/exit points. Existing signage to be extended to rest of academy	No change	
	<ul style="list-style-type: none"> <li>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)</li> </ul>	Y	Classrooms organised to allow front facing desks	No Change	DBE
	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	WOW room organised for 1:1 support. Teacher to keep 2m distance when supporting students in this provision	No Change	JHU DBE
	<ul style="list-style-type: none"> <li>Engagement of appropriate services for families not engaging</li> </ul>	Y	Holding area identified for students and staff showing symptoms – This will be the disabled staff toilet on the ground floor.	No Change	RAL
	<ul style="list-style-type: none"> <li>Curriculum leads in school meet regularly to review impact of plan</li> </ul>	Y			JHU
	<ul style="list-style-type: none"> <li>Room usage regularly reviewed during school operation when returning and changes made and recorded.</li> </ul>	Y	DSL will engage with appropriate services for families who are not engaging	No Change	JHU DBE



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			<p>Weekly curriculum meetings in place to review impact of plan</p> <p>Daily review of room usage in place</p>	<p>Daily Reviews in place for at least the first two weeks</p> <p>No Change</p>	
<b>Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Classrooms re-modelled, with chairs and desks front facing and spaced to allow for social distancing by the teacher.</li> <li>• Spare furniture removed that will not be used.</li> <li>• Clear signage displayed in classrooms promoting social distancing and hygiene.</li> <li>• Hand washing and sanitiser facilities identified for each learning area. Additional items required installed.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Classes to remain in class bubbles and time table in place</p> <p>Front facing desks in every classroom except in Willows which is following the EYFS guidance as these children have special requirements for their development.</p> <p>All other furniture will be removed and stored</p>	<p>New bubble created with new time tables</p> <p>No change</p> <p>No change</p>	<p>SCR</p> <p>DBE</p> <p>DBE</p> <p>DBE</p> <p>Site</p>

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	<ul style="list-style-type: none"> <li>• Arrangements in place to support pupils when not at school with remote learning at home.</li> <li>• In primary schools, classes stay together with their teacher and do not mix with other pupils.</li> <li>• Staff that cover absence are recorded against the bubble they teach and recorded for track and trace purposes.</li> <li>• The EYFS environment is re-organised to meet requirements of social distancing including groups who do not mix with other children or other small groups</li> <li>• Encourage use of outdoor space, especially for PE / Sports on a non contact basis.</li> <li>• Staggered lunchtimes to align with staggered start and finish times.</li> </ul>	<p>Y</p> <p>Y</p> <p>Ongoing</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Signage will be extended to all classrooms</p> <p>Hand washing and sanitisers facilities extended to all classrooms</p> <p>Packs or virtual learning to be arranged by class teachers where appropriate - Weekly VL school announced for bubbles and individuals.</p> <p>Staggered entrance and exit plus Playtime and lunch time arrangements will be in place to avoid mixing bubbles</p> <p>Any cover required will be recorded for track and trace purposes. EYFS environment will be re-organised to meet requirements of social distancing.</p> <p>PE lessons will take place outdoors where ever possible meeting with new coach Monday 13<sup>th</sup> If unable to go outside, students will remain indoors for theory lessons or interventions</p>	<p>No change</p> <p>No change</p> <p>VL school arranged and in place daily – plan to move to blended Live and recorded lessons to start wkBg 11<sup>th</sup> Jan</p> <p>One entrance for all students – Two start times organised</p> <p>No Change</p> <p>No Change</p> <p>PE Indoors when weather is adverse: · Groups will be kept small in line with lower numbers of pupils in school</p> <p>· Sessions will be planned for children to</p>	<p>SWH</p> <p>SCR</p> <p>SCR</p> <p>CWE</p> <p>SCR</p> <p>SCR</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
				<p>be at least 2 metres apart as much as possible. (When not possible the time will be very short in close contact)</p> <ul style="list-style-type: none"> <li>· If doing sports such as football/basketball sessions will be based around passing/shooting etc so the children are a safe distance away from each other throughout the majority of the session.</li> <li>· Non-contact sports will be prioritised. (cricket/tennis)</li> <li>· Equipment will be cleaned and sanitised after any individual child uses it and will be 1 piece of equipment per child for the lesson where possible.</li> </ul>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
			<p>Timetable for staggered lunch times created and staffing organised.</p> <p>Ventilation has been identified in all occupied spaces to meet new guidance requirements</p>	<ul style="list-style-type: none"> <li>· All equipment will be cleaned and sanitised after each session.</li> <li>· Children will sanitise hands before entering the hall and when leaving as well as any time during the session when required.</li> <li>· Doors will be open where necessary to ventilate the hall.</li> <li>· I will set up a coaching zone in which all equipment will be placed and I will stay in where possible during the lesson and children will not enter.</li> </ul> <p>No staggered lunches currently required. Students eat lunch in class. Playground separated into bubble zones</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
				No Change	
<b>There is a need for additional space to allow for curriculum to be fully delivered</b>	<ul style="list-style-type: none"> <li>Identify available large spaces and appropriate timetabling e.g, dining areas, halls, studios, particularly in outdoor areas.</li> <li>Large gatherings and assemblies prohibited.</li> <li>Design layout and arrangements in place to enable social distancing.</li> <li>The EYFS environment is re-organised to meet requirements of social distancing</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Two halls to be used and table service initiated. Children remain in bubbles. 6 Outdoor areas identified for use by designated bubbles</p> <p>Microsoft Teams assemblies organised</p> <p>Plans for additional staff spaces completed – Staff will use the top floor work space (Max 2) and the staff room (Max 6).EYFS to use nursery office (Max 2) and Reception office (Max 2) Staff on PPA will work from home to keep these spaces available</p> <p>Mental Health space now in place – maximum 4 people to attend including teacher.</p>	<p>Children remain in bubbles in class. New bubbles are a combination of R&amp;N, 1&amp;2, 3&amp;4, 5&amp;6, Hubs. Bubble zones created in the playground.</p> <p>Planned for when student connectivity is complete</p> <p>No Change</p> <p>Not currently in use</p>	<p>JHU</p> <p>JHU SCR</p> <p>JHU DBE</p> <p>DBE CWE</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
			The environment is organised in line with requirements	No Change	
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	Parents informed about the re-opening,	Parent communication has taken place by letter, text, email, dojo and phone call	JHU
	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	Parents informed about the re-opening, . RA is shared on the website. Standard letter is shared on website.	No Change	JHU
	<ul style="list-style-type: none"> <li>Consider parent and pupil handbooks reflecting changes to usual school policy</li> </ul>	Y	Guidance will be shared with parents to reflect changes to policy via the website and in a handbook to children On the website	No Change	JHU
	<ul style="list-style-type: none"> <li>Advice is made available to parents on arrangements testing for COVID-19</li> </ul>	Y			JHU
	<ul style="list-style-type: none"> <li>Clarify arrangements for pick-up/drop-off, breaktimes, as well as expectations for free study periods</li> </ul>	Y	Details sent to parents along with the Parent Version of the RA.	Details sent	JHU
<b>Parents and carers may not fully</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	Continue the weekly communications and updates via the website and text messages –	No Change	JHU

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
<p>understand their responsibilities should a child show symptoms of COVID-19</p>	<ul style="list-style-type: none"> <li>• Clear procedures in place where a child falls ill whilst at school in line with this guidance.</li> <li>• Ensure isolation room identified,</li> <li>• Ensure contact details of families are up to date.</li> <li>• Immediate notification to <a href="mailto:absent@e-act.org.uk">absent@e-act.org.uk</a> in every case where a student/staff is symptomatic</li> </ul>	Y	Facebook Live initiated to give key messages		JHU
		Y	Continue with current procedures in line with guidance. Child is isolated in Covid room. Staff to where PPE kit. Parents contacted and advised to follow gov guidance on test and tracing	No Change	JHU
		Y			BMA
		Y	Isolation room identified – Ground floor disabled toilet.	No Change	BMA MNU
			All details up to date – Regular contact with home to track changes via Class Dojo. Regular text messages to remind parents to inform us of changes to circumstances.	No Change	
Continue to use procedures for reporting absence. Staff to notify absent email @ E-act where they or a child are absent with COVID symptoms	No Change				

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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	<ul style="list-style-type: none"> <li>Ensure message around staying home if ill is reinforced.</li> </ul>	Y	Continue to regularly share this message – signage is around and outside the building.	No Change	JHU
	<ul style="list-style-type: none"> <li>Clear communication around hygiene guidance.</li> </ul>	Y	Signage all around school and on the website	No Change	JHU
	<ul style="list-style-type: none"> <li>Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family</li> </ul>	Y	Continue to share this message – signage in place around the Academy.	No Change	JHU
The start and end of the school day create risks of breaching social distancing guidelines	<ul style="list-style-type: none"> <li>Start and departure times are staggered.</li> </ul>	Y	Time table created	New times and arrangements to use	JHU
	<ul style="list-style-type: none"> <li>The number of entrances and exits to be used is maximised; where possible different groups to enter through their own access point.</li> </ul>	Y	Arrangements agreed. Children will access school where they used to access prior to lockdown. Timings have been staggered to avoid large gatherings	KS2 entrance only shared	JHU DBE
	<ul style="list-style-type: none"> <li>Staff, parents and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use.</li> </ul>	Y			JHU
	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	New arrangements to be shared with staff and parents once agreed by RED and ROD	New times and arrangements to use	JHU DBE
	<ul style="list-style-type: none"> <li>Floor markings are visible where it is necessary to manage any queuing.</li> </ul>	Y	All in place and continued use		



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	<ul style="list-style-type: none"> <li>A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress.</li> </ul>	Y	<p>Completed and currently in use</p> <p>Break out area for children in stress – this is already in use</p>	<p>No Change</p> <p>No Change</p> <p>No change</p>	<p>JHU</p> <p>JHU DBE</p>
<b>Daily attendance registers for new cohorts are not in place</b>	<ul style="list-style-type: none"> <li>Completion of school daily attendance registers</li> <li>Completion of DfE daily submission (if still applicable)</li> <li>Regular reporting and monitoring of attendance</li> </ul>	Y Y Y	<p>Class teachers to take register via SIMs</p> <p>Attendance officer to continue to share daily submissions with DFE</p> <p>Re-introduction of attendance policy and procedures</p>	<p>MNU to complete whole school daily register</p> <p>No Change</p>	<p>RAL</p> <p>MNU</p> <p>JHU RAL</p>
<b>The school is unable to provide breakfast clubs, lunch clubs and after-school clubs</b>	<ul style="list-style-type: none"> <li>Feasibility on continuation or reimplementation of wrap-around provision.</li> <li>Communicate decisions to parents</li> </ul>	Y Y	<p>Only working families can attend breakfast club in the first instance to support the re-opening of the economy as staffing and space is limited.</p> <p>Breakfast club to be re-organised so students sit at tables in class bubbles. No after school clubs in the first half term.</p> <p>Communication was shared at the end of term as part of our communications package</p>	<p>Breakfast club open to all KW and vulnerable children with appropriate social distancing and hygiene measures in place</p> <p>No Change</p>	<p>JHU</p> <p>JHU</p>

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Meals are not available for all children in school	<ul style="list-style-type: none"> <li>Communication with catering provider to implement staggered break and lunch schedule in line with school operating plan.</li> </ul>	Y	Meeting held with Aspens to agree the lunch time plan	No change	JHU SCR
	<ul style="list-style-type: none"> <li>Catering provider must complete separate risk assessment for catering staff and kitchens</li> </ul>	Y	Risk assessment updated in November and shared by Aspens	Aspens contacted to check if new RA being produced	JHU ASP ENS
	<ul style="list-style-type: none"> <li>School must risk assess any of their own staff involved with catering provision.</li> </ul>	Y			
	<ul style="list-style-type: none"> <li>Cleaning at all times inbetween different bubbles using the same communal area.</li> </ul>	Y	LO RA complete but will need to be reviewed. RA reviewed	No Change	RAL
	<ul style="list-style-type: none"> <li>Alternative arrangements in place for provision of school meals if necessary</li> </ul>	Y	Cleaning times between services has been implemented into the plan. Extra hours have been given to LO	Children eat in class at lunch. Breakfast club cleared by Breakfast Club Staff.	JHU RAL
	<ul style="list-style-type: none"> <li>Usual considerations in place for dietary requirements</li> </ul>	Y	The current 'Family Dining' system that the Academy runs is supportive of the new requirements		JHU SCR
			Continue with policy and procedures which are already in place		GSP
			Children can bring in to school a washable water bottle that must be cleaned each evening. They may also bring in a disposable bottle along with their disposable lunch.	No Change	JHU

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
			Children on packed lunch will be provided with a set of paper bags to hold their lunch each day  Students who are isolating will be provided with a weekly packed lunch	No Change  Hampers currently being provided for FSM students	JHU
<b>School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19</b>	<ul style="list-style-type: none"> <li>Safeguarding remains highest priority and policy is updated to reflect changes</li> </ul>	Y	All policies updated and new updates to be shared during SEPT INSET	No Change	JHU
	<ul style="list-style-type: none"> <li>All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school</li> </ul>	Y	Regular Safeguarding updates to take place during INSET. Students who are not attending will be contacted as per policy.	No Change	JHU
	<ul style="list-style-type: none"> <li>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</li> </ul>	Y	Evacuation and Lockdown policy to revert back to pre-COVID-19 policy and procedure	No Change	JHU
	<ul style="list-style-type: none"> <li>Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency</li> </ul>	Y	Continue to hold regular emergency drills. First one to take place in week 1 of return.	First Drill took place 08/01/21	JHU
<b>Higher risk of increased disclosures from</b>	<ul style="list-style-type: none"> <li>DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupil</li> </ul>	Y	6 DSL trained staff available	No Change	JHU
		Y		No Change	RAL

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
returning pupils	<ul style="list-style-type: none"> <li>Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision</li> <li>Multi-agency arrangements in place to support early help</li> </ul>	Y	<p>Intervention will continue as per guidance and policy</p> <p>Continue support as per original arrangements and policy</p>	No Change	RAL
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school	<ul style="list-style-type: none"> <li>Academy arrangements for dealing with pupil well being to be inserted here to cover:-</li> <li>Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently.</li> <li>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.</li> <li>Provide focused pastoral support where individual issues are identified, drawing on external support where necessary.</li> <li>Details of new space funded and created over the summer to be inserted here.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>N/A</p>	<p>Majority of staff are MHFA trained</p> <p>Training on R&amp;R curriculum has been completed</p> <p>Some children have been identified as needing Mental Health support this term. Support sessions have taken place with these children.</p> <p>No new space being created</p>	<p>No Change</p> <p>No Change</p> <p>Support to continue in school and by phone where appropriate. Vulnerable students will be reviewed under new guidance</p> <p>No change</p>	<p>JHU</p> <p>RAD</p> <p>RAD</p> <p>PBE</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
Pupils' behaviour on return to school does not comply with social distancing guidance	<ul style="list-style-type: none"> <li>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. For young children this is done through age-appropriate methods such as stories and games.</li> </ul>	Y	Microsoft Teams assemblies to be held, posters are around the Academy – class teachers constantly reminding.	No Change	JHU SCR
	<ul style="list-style-type: none"> <li>Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice</li> </ul>	Y	There will be no expectation of social distancing for EYFS apart from staff who must continue to adhere to 2m guidelines amongst themselves where practicably possible. All other children to follow guidelines to best of ability	No change	CWE
	<ul style="list-style-type: none"> <li>Staff model social distancing consistently.</li> </ul>	Y			
	<ul style="list-style-type: none"> <li>The movement of pupils around the school is minimised.</li> </ul>	Y	Continue to model as in previous weeks. Adaptations made to offices/staff rooms	No Change	All Staff
	<ul style="list-style-type: none"> <li>Large gatherings are avoided.</li> </ul>	Y			
	<ul style="list-style-type: none"> <li>Break times and lunch times are structured and closely supervised.</li> </ul>	Y	Staggered movement implemented	No need for this now with fewer numbers. Review as and when numbers increase	JHU SCR
	<ul style="list-style-type: none"> <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> </ul>	Y	No large gatherings		
	<ul style="list-style-type: none"> <li>Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> </ul>	Y	All times structured and supervised as per the plan	No change	SLT
	<ul style="list-style-type: none"> <li>Messages to parents to reinforce the importance of and exhibit social distancing.</li> </ul>	Y			
	Y	Policy shared and signed by all staff	No change	JHU	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
	<ul style="list-style-type: none"> <li>EYFS guidance reviewed and adhered planned for</li> </ul> <p>Nappy changing protocols to be reviewed</p>	<p>Y</p> <p>Y</p>	<p>SLT to continue to review and monitor all social areas</p> <p>Guidance on the website, posters and by text.</p> <p>Parents not to enter school building. New nursery admissions days arranged to take place outside(Stay and play)</p> <p>Full schedule of extra cleaning planned led by staff for all play areas. All equipment cleaned after use. Regular cleaning of all areas throughout the day.</p> <p>All toys that cannot be cleaned properly have been removed.</p> <p>Sofa waiting areas have been closed.</p> <p>Maximum two staff in the nursery office</p> <p>Staff members too wear full PPE when changing a child (apron, mask, gloves) and to dispose of it in the lidden bins provided. Staff</p>	<p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
			member and child to wash their hands after changing.		
<b>Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened</b>	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> </ul>	Y	Sessions planned on timetable to address gaps in learning.	On hold currently	SCR
	<ul style="list-style-type: none"> <li>Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified.</li> </ul>	Y	Virtual learning platforms will be used in school curriculum and fill gaps. E.g SATs Companion	On hold currently	SWH
	<ul style="list-style-type: none"> <li>Exam syllabi are covered where appropriate</li> </ul>	Y	Y5 are using SATs companion.		SWH
	<ul style="list-style-type: none"> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning</li> </ul>	Y	All year groups have TA support in September to address gaps. Home learning packages will also address gaps.	Home learning packages designed to support gaps	SCR
	<ul style="list-style-type: none"> <li>Consider the response to young children who have fallen behind in their self-care skills</li> </ul>	Y	Saplings provision in place for children who are not EYFS ready	No change	CWE
	<ul style="list-style-type: none"> <li>School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school</li> </ul>	Y	Catch – up funding plan completed and request for further staff support	Interviews WkBg 11 <sup>th</sup> Jan	JHU
		N/A	<ul style="list-style-type: none"> <li>Year 6 to become one bubble to aid more effective intervention for urgent catch up.</li> <li>Students will be given a very specific seating plan for ease of</li> </ul>	Currently on hold	JHU

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
			track and trace and minimisation of contact. Students will never be in a class bigger than 30 Teachers to remain in teaching zone Students still separated during break and lunch to minimize contact.		
<b>School unable to meet full provision required in line with EHCP</b>	<ul style="list-style-type: none"> <li>Review individual pupil's EHCP to consider what can reasonably be provided whilst in school</li> <li>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</li> <li>Access support through health and social care offer</li> </ul>	Y  Y  Y	All EHCPs have been reviewed.  EHCPs amended in accordance to guidance.  Referrals to continue virtually	No Change  No Change  No change	GSP  GSP  GSP
<b>What can we do differently for SEN/D students so they transition smoothly back into school and make</b>	<ul style="list-style-type: none"> <li>Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on students' return, including external agencies.</li> </ul>	Y	Individual letters introducing key workers for each child. Profiles presented to children about the people who are working with them. Phone calls made to explain changes to routine by SENCO. New provision created and explained to parents and children.	Currently on hold	GSP



Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
up for lost curriculum time?					
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 continue to be out of school	<ul style="list-style-type: none"> <li>Review the resources required to sustain the online offer for pupils that are unable to attend school</li> </ul>	Y	Appropriate resources will be provided for any children who remain shielding.	<p>Virtual Learning process underway with devices and internet dongles being allocated</p> <p>Students without devices now fall in vulnerable categories and can be invited in to school</p>	GSP
Recruitment	<ul style="list-style-type: none"> <li>Recruitment to continue as usual with social distancing and other relevant control measures in place for interviews and observations</li> <li>Retrospective observations for summer term recruitment to be completed in school</li> </ul>	Y  Y	<p>All recruitment has been completed online. Visit to school organised during times of low numbers in the building. SD controls in place for visits.</p> <p>Autumn observations will take place as part of the probation period</p>	No change	JHU JHA

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
<b>Deployment of ITT trainees</b>	<ul style="list-style-type: none"> <li>• Strongly encourage schools to consider hosting ITT trainees</li> </ul>	Y	We will be hosting ITT trainees where appropriate	No change	CWE
	<ul style="list-style-type: none"> <li>• 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</li> </ul>	Y	Usual mentoring oversight will take place and resources will be adapted where appropriate	No change	CWE
	<ul style="list-style-type: none"> <li>• 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</li> </ul>	Y	ITT students will have access to the full CPD package	No change	CWE
	<ul style="list-style-type: none"> <li>• Develop or engage in working groups to share best practice around resilience, commitment and team working</li> </ul>	Y	ITT students will engage in the usual support package and gain access to a full comprehensive network of support.	No change	CWE
	<ul style="list-style-type: none"> <li>• 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</li> </ul>	Y	ITT students will engage in the usual support package and gain access to a full comprehensive network of support	No change	CWE
<b>Identify staff unable to return to school</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Y	All staff are able to return to work	No change - rota produced and will reviewed in line with guidance on CEV and vulnerable staff	JHU

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
<b>Staff are insufficiently briefed on expectations</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	Head met with representatives of each Union on Thursday 16 <sup>th</sup> to consult on the re-opening plan	Unions to be met following agreement of new RA additions	JHU
	<ul style="list-style-type: none"> <li>All staff made aware prior to end of summer term 2020 of the proposed operating plan and content of this Risk Assessment. Feedback invited and where relevant the RA is updated.</li> </ul>	Y	Full staff meeting on Thursday 16 <sup>th</sup> via Microsoft Teams to explain the full re-opening plan	N/A	JHU
	<ul style="list-style-type: none"> <li>On return to school in the first week in September through both INSET and staggered pupil return staff are re briefed on the school operating plan, the final risk assessment is shared and signed off.</li> </ul>	Y	2 comprehensive INSET days took place 1 <sup>st</sup> & 2 <sup>nd</sup> September. Students to received full briefing in their class rooms on return	Full Staff Briefing Every night to highlight expectations and share developments and lessons learned for first two weeks at least.	JHU
	<ul style="list-style-type: none"> <li>Staff expectations about their critical role in social distancing and distance to be maintained in the classroom and around school is made clear.</li> </ul>	Y	This has been a constant theme in our weekly briefings and will continue in November and December		JHU
	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	This has been a constant theme in our weekly briefings and will continue in November and December		JHU
	<ul style="list-style-type: none"> <li>Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable.</li> </ul>	Y	This currently happens each week in PDM. This will be continued to be encouraged in November and December		JHU
	<ul style="list-style-type: none"> <li>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</li> </ul>	Y			JHU
	<ul style="list-style-type: none"> <li>Staff workload expectations are clearly communicated</li> </ul>	Y			JHU

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	<ul style="list-style-type: none"> <li>Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school</li> </ul>	Y	LM to regularly check on staff wellbeing as per the recent procedure	No Change	JHU
		Y	Work load communicated through INSET days	Daily briefings put in place	JHU
		Y	INSET days completed 1 <sup>st</sup> 2 <sup>nd</sup> September		
<b>Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not</b>	<ul style="list-style-type: none"> <li>Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues</li> <li>Circulation plans have been reviewed and amended.</li> <li>One-way systems are in operation where this supports minimising bubble contamination.</li> <li>Circulation routes are clearly marked with appropriate signage.</li> <li>Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points</li> </ul>	Y	Considered and actioned	No change - will be reviewed in line with updated guidance	JHU
		Y	One way system already established and in place	No change	JHU
		Y	Signage in place	No change	SITE

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
observe social distancing at break and lunch times	<ul style="list-style-type: none"> <li>The movement of pupils around school is minimised as much as possible through the timetable and the creation of bubble 'zones' where possible.</li> </ul>	Y	Movement is minimized in Primary school	No change	JHU
	<ul style="list-style-type: none"> <li>Where possible, pupils stay in classrooms and staff move around.</li> </ul>	Y	Student stay in classroom and staff move to them	No change	JHU
	<ul style="list-style-type: none"> <li>Lesson change overs are staggered to avoid overcrowding. or mitigated by staying in classroom</li> </ul>	NA			
	<ul style="list-style-type: none"> <li>Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> </ul>	Y	Students will be briefed everyday	No change	JHU
	<ul style="list-style-type: none"> <li>Pupils are made aware of the importance to minimise close contact as that is defined in the guidance.</li> </ul>	Y	Regular daily reminders from staff and signage	No change	JHU
	<ul style="list-style-type: none"> <li>Proportionate procedures in place to record instances of close contact (this will be required in the event of PHE track and trace).</li> </ul>	Y	All instances of close contact are recorded at the main office	No change	JHU
	<ul style="list-style-type: none"> <li>Appropriate supervision levels are in place.</li> </ul>	Y	Supervision is in place at all appropriate points	No Change	JHU
	<ul style="list-style-type: none"> <li>Agree how safety measures and messages will be implemented and displayed around school</li> </ul>	Y	Regular briefings with staff, daily reminders to children and signage will keep	No change	JHU

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
			<p>Year 6 students to be taught in their intervention classes. Only these students can use these rooms. Teachers move to the students rather than the students moving classes.</p> <p>Only students from a particular bubble can be in an intervention class with students from their own bubble</p> <p>WOW room will only be used by students from the same class at any given time. The room will be sanitised after each group.</p> <p>Willows will have round tables in line with the EYFS guidance.</p> <p>The Quad is now in full use – Using the same safety protocols as all class rooms to keep Covid safe.</p> <p>New routines in place at the end of the school day. A parent safe distancing zone has been set up to allow parent onto the school yard to stop queueing outside the school gates.</p>	<p>Currently on hold</p> <p>Currently on hold</p> <p>N/A</p> <p>No change</p> <p>No Change</p> <p>No Change</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
Staff rooms and offices do not allow for observation of social distancing guidelines	<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> </ul>	Y	Staff room protocols and arrangements to continue as through recent agreements	No change - will be reviewed in line with any updated guidance	JHU
	<ul style="list-style-type: none"> <li>Staff have been briefed on the use of these rooms.</li> </ul>	Y	Staff must adhere to 2m social distancing  Yes staff have been briefed and will continue to use protocols	No change - message to be reinforced in light of new strain	JHU
Queues for toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> <li>Queuing zones for toilets and hand washing have been established and are monitored. Where possible create hand washing and toilet usage only within bubbles</li> </ul>	Y	Toilets have been regulated for social distancing. Only to be used by allocated bubbles. Signage in place.	No change	SITE
	<ul style="list-style-type: none"> <li>Nursery have arrangements in place to meet the staffing requirements when changing nappies and responding to children changing requirements.</li> </ul>	Y	RA in place for nappy changing, Key staff trained and allocated roles	No change	JHU
	<ul style="list-style-type: none"> <li>Floor markings remain in place to promote social distancing</li> </ul>	Y	Floor markings in place around the Academy	No change	SITE
	<ul style="list-style-type: none"> <li>Pupils and staff know that they can only use the toilet one at a time.</li> </ul>	Y	These protocols are in place	No change	SITE JHU
	<ul style="list-style-type: none"> <li>Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> </ul>	Y	These protocols are in place	No change	JHU
	<ul style="list-style-type: none"> <li>The toilets are cleaned frequently to take account for the number of pupils accessing the facilities.</li> </ul>	Y	These protocols are in place	No change	JHU
	<ul style="list-style-type: none"> <li>Monitoring ensures a constant supply of soap and paper towels - hand driers reinstated.</li> </ul>	Y	These protocols are in place	No change	SITE
	<ul style="list-style-type: none"> <li>Lidded Bins are emptied regularly.</li> </ul>	Y	Site team constantly monitoring resources throughout the day	No change	

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	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>These protocols are in place</p> <p>These protocols are in place. Child friendly RA will be shared on the first day through each bubble</p> <p>These protocols are in place</p>	<p>No change</p> <p>Daily reminders</p>	<p>SITE</p> <p>SITE</p> <p>JHU</p> <p>SITE</p>
<p><b>Cleaning capacity is reduced so that an initial deeper clean and ongoing cleaning of surfaces and touch points are not undertaken to the</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Introduce enhanced daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces.</li> <li>• Introduce cleaning of shared resources where required and consider role of our staff (eg technicians) in this.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Enhanced cleaning schedule in place to support increased cleaning of high frequency contact areas.</p> <p>Fogging machine purchased to provide additional cleaning</p>	<p>No change</p>	<p>Site</p>



Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
standards required	<ul style="list-style-type: none"> <li>• More frequent cleaning of rooms / shared areas that are used by different groups</li> <li>• Working hours for cleaning staff are increased in agreement with staff if required and budgeted.</li> <li>• Outdoor playground equipment should be more frequently cleaned.</li> </ul>	<p>Y</p> <p>Y</p> <p>na</p>			
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	<ul style="list-style-type: none"> <li>• Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Plans are in place to identify and clean all areas with which the symptomatic person has been in contact</li> <li>• Sufficient and suitable equipment is available for the required clean</li> <li>• Adequate disposal arrangements are in place to dispose of contaminated waste</li> <li>• Cleaning of the area where staff or students are held when falling ill with symptoms during the day.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Appropriate guidance will form basis of enhanced cleaning schedule and practices.</p> <p>ROD to be informed of any suspected/positive case in order to ensure cleaning is allocated appropriately.</p> <p>Lidded bins provided. Any Covid waste will be double bagged and stored for 72 hours prior to disposal</p>	<p>No change</p> <p>No change</p> <p>No change</p>	<p>Site</p>
Inadequate supplies of soap and hand sanitiser mean that regular hand washing	<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> <li>• Appropriate measures to supervise effective hand washing of young children are in place</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Review conducted over summer holidays to ensure adequate facilities in place for September.</p> <p>Stock levels will be monitored on a daily basis</p>	<p>No change</p> <p>No change</p>	<p>JHU</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
<b>routines cannot be established</b>	<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> <li>• Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on arrival at school.</li> <li>• Reinforce 'catch it, kill it, bin it' message</li> </ul>	<p>Y</p> <p>Y</p>	<p>Staff monitor handwashing throughout each day in all areas of the Academy</p> <p>Signage throughout the Academy. Teachers to continuously re-enforce this message.</p>	<p>No Change</p>	<p>JHU</p>
<b>Inadequate supplies and resources mean that shared items are not cleaned after each use</b>	<ul style="list-style-type: none"> <li>• Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</li> <li>• Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible.</li> <li>• Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups)</li> <li>• 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</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Children will not be taking any shared resources home. They will only take their own resources i.e. Reading Records</p> <p>Where possible children will only use their own allocated resource. No resources will move between classes.</p> <p>Two children maximum will use a set of resources. These resources will be clean by these two children.</p> <p>These protocols are already in place and will be extended in to September</p>	<p>No change</p> <p>No Change</p> <p>No Change</p> <p>No Change</p>	<p>JHU</p> <p>JHU</p> <p>JHU</p> <p>JHU</p>

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	<ul style="list-style-type: none"> <li>Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products</li> <li>The ROD/Regional Business Lead made aware of any additional financial commitments</li> </ul>		<ul style="list-style-type: none"> <li>After practical lessons, equipment will be cleaned thoroughly and the classroom and equipment will only be occupied by the same children in one day. Resources will be properly cleaned between cohorts</li> </ul>	No Change	
<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 or should there be a confirmed case of COVID-19 in the school</b>	<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 and to <b>stay at home if unwell</b>.</li> </ul>	Y	Staff, pupils and parent communication packs were sent out by post to parents and children and through email to staff on Friday 17 <sup>th</sup> July.	New Communication issued on 5 <sup>th</sup> Jan 21	JHU
	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	Staff know to be vigilant and will follow government advice.	No Change	JHU
	<ul style="list-style-type: none"> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> </ul>	Y	A reminder of the guidance will be shared during the training days for staff and there will be a child friendly presentation to be shared with children on the first day back.	N/A	JHU
	<ul style="list-style-type: none"> <li>Bubble registers to be in place as well as recording of any close contact with bubbles</li> </ul>	Y	All new guidance is shared with parents regularly on issue	No Change	MNU SCR
	<ul style="list-style-type: none"> <li>Staff are aware of the location of the emergency PPE pack and the situations where its use is mandatory – when dealing</li> </ul>	Y	Normal registers will be ready for 3 <sup>rd</sup> Sept. Trackers will be created		

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	<p>with symptomatic students or staff or for close intimate care / first aid..</p> <ul style="list-style-type: none"> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>Report cases immediately to ROD and email <a href="mailto:absent@e-act.org.uk">absent@e-act.org.uk</a> and the Health Protection Team in Public Health England using the online reporting system available here: <a href="https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l">https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l</a> or by telephone to 0344 225 3560 (opt 0 opt 2). Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response.</li> <li>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.</li> <li>Note trigger of 2 positive cases in 14 days may result in them taking closer interest in the situation at the Academy.</li> <li>Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust.</li> <li>Nominate a co ordinator in the academy who the Trust can regularly liaise with.</li> <li><b>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.</b></li> </ul>	<p>On going</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>to keep records of any close contact with bubbles.</p> <p>All classrooms will have PPE packs. Staff will be reminded when it is mandatory to use PPE.</p> <p>Any up dates will be shared with staff immediately.</p> <p>Any cases will be reported by the head teacher</p> <p><a href="tel:07720949336">ROD 07720 949336</a> <a href="tel:03442250562">Public Health – Northwest 0344 225 0562 (option 3)</a> <a href="tel:01514344819">Out of hours 0151 434 4819</a></p> <ul style="list-style-type: none"> <li>The head teacher will report any cases to PHE.</li> </ul> <p>The head teacher will report any cases to PHE.</p> <p>The head teacher will report any cases to PHE and will follow E-Act's procedures by reporting cases to the ROD/RED.</p>	<p>Bubble registers shared with Attendance officer to report whole school.</p> <p>No Change</p> <p>No change</p> <p>No Change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p>	<p>DBE JHU</p> <p>JHU</p> <p>JHU</p> <p>JHU</p> <p>JHU</p> <p>JHU</p> <p>JHU</p>

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	<ul style="list-style-type: none"> <li>Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>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.</li> <li>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.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>James Hughes will be the nominated co-ordinator</p> <p>All procedures will be followed in line with E-Act's policy on reporting potential cases.</p> <p>Staff know that they are eligible for testing.</p> <p>The academy will have a sufficient amount of home testing kits and a record will be kept.</p> <p>ROD aware of the 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.</p>	<p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p>	<p>JHU</p> <p>JHU</p> <p>DBE</p> <p>JBR</p>
<b>Arrangements to isolate individuals displaying</b>	<ul style="list-style-type: none"> <li>School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised</li> </ul>	<p>Y</p> <p>Y</p>	<p>Isolation room has been assessed.</p>	<p>No change</p>	<p>DBE</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
symptoms of COVID-19 are not in place	<ul style="list-style-type: none"> <li>• Immediate notification to absent@e-act in every case where a student/staff is symptomatic</li> </ul>	Y	This is part of our policy. BMA will report staff absences and MNU will report student absence.	No change	BMA MNU
	<ul style="list-style-type: none"> <li>• Must contact ROD/RED and COO</li> </ul>	Y	Head teacher will contact ROD/RED and COO	No change	JHU
	<ul style="list-style-type: none"> <li>• For very young children there is a designated area available where a key person can continue to support the child away from the rest of the group until collection by parent/carer.</li> </ul>	Y	<a href="#">ROD 07720 949336</a> <a href="#">COO 07808 890359</a>		JHU
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Y	<a href="#">ROD to be made aware of any suspected cases in order to direct required cleaning</a>	No change	DBE
	<ul style="list-style-type: none"> <li>• PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained.</li> </ul>	Y	<p>The member of staff will keep the door of the isolation room open and will sit on a chair outside the isolation room.</p> <p>There will be a cleaner on site at all times.</p> <p>PPE will be stored in a plastic wallet in the isolation room</p>	No change	DBE
	Provision of PPE for staff where required is not in line with	E-ACT position has been consistent on the wearing of face coverings since Sep 20 and the current guidance for the higher risks and lockdown are already covered by this. All staff in all our academies to wear when in communal areas of corridors.	Y	This is in place and was communicated again during the training days in Sept	No change
Y			The academy has a sufficient amount of stock	No change	DBE

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
<b>government guidelines</b>	In the classroom should staff wish to be provided with a face covering / visor we will provide this.	Y	The academy has a sufficient amount of stock and individual cases have been risk assessed.	No change	JHU
	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood and communicated</li> </ul>	Y	Staff had training during the x2 training days in Sept	No Change	JHU
	<ul style="list-style-type: none"> <li>Sufficient PPE has been procured through normal stockist</li> </ul>				
	<ul style="list-style-type: none"> <li>PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist</li> </ul>	Y	Staff were reminded of this guidance during the training days	Reminder to staff during briefing and during INSET on 4 <sup>th</sup> Jan	JHU
	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	All classrooms have 2m markings where teachers will stand.		DBE
	<ul style="list-style-type: none"> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	Y	All PPE is disposable and will be thrown away in lidded bins after each use.	No change	DBE
	<ul style="list-style-type: none"> <li>Avoid face to face contact and minimise interaction under 1m with young pupils, except for those with complex needs</li> </ul>			No change	
<ul style="list-style-type: none"> <li>Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance</li> </ul>	Y	All <i>staff</i> in school (teaching and professional services) must wear a face covering All <i>staff</i> in non school locations must wear face covering All <i>visitors</i> in all schools must wear a face covering	No change	JHU	

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	<ul style="list-style-type: none"> <li>• In respect of corridors, communal areas and general movement around the school, all staff must wear face coverings</li>   <li>• In respect of classrooms, face coverings will be optional for staff and students</li>   <li>• <b>In respect of offices / non classroom environments face coverings will be optional</b></li> </ul>	Y	<p>It is optional for all staff to wear a face covering. Given the learning experience is likely to be better with this being a visor we will provide these.</p> <p>It is optional (Not Encouraged) for students to wear a face covering – 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</p> <p>These are designed already with social distancing in place.</p> <p>It is optional for all staff to wear a face covering as well.</p> <p>For cleaning, catering and contractors then they will be wearing face coverings as part of their own RAs that we have approved.</p>	No change	<p>JHU</p> <p>JHU</p> <p>JHU</p>



Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
<p><b>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</b></p>	<ul style="list-style-type: none"> <li>• Requirements for PPE have been assessed in line with DfE guidelines</li> <li>• Sufficient stock has been ordered using school's usual suppliers</li> <li>• ROD must be satisfied that arrangements are in place and in line with DfE guidelines</li> </ul>	<p>Y</p> <p>Y</p> <p>N</p>	<p>PPE will be used when dealing with a member of staff or child showing signs of COVID. PPE will be used if a child needs direct personal care e.g changing nappies.</p> <p>The academy has a sufficient amount of stock of PPE.</p> <p>ROD is satisfied that appropriate arrangements are in place and in line with DFE guidance.</p> <p>Appropriate guidance will form basis of any PPE provision within academy.</p> <p>Stock levels assessed and orders placed prior to end of summer term.</p> <p>ROD will review with Regional Business Lead and Regional Facilities Manager on weekly basis as part of quality assurance process</p>	<p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p>	<p>JHU</p> <p>DBE</p> <p>JBR</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
<p><b>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</b></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 including distancing and hygiene procedures.</li> <li>• Assurances have been sought from the contractors that they are familiar with the <u>symptoms associated with Coronavirus covid-19</u>, 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.</li> <li>• Records kept of all contractors on site for track and trace purposes.</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> </ul>		<p>Maintenance calendar in place for all statutory maintenance and inspections.</p> <p>Where possible, all visits will take place outside of student access on site.</p> <p>Contractors will be sent standard Covid letter requesting risk assessment and assurances before accessing site.</p> <p>Contractors will be asked to provide all contact details at reception and inform academy should anyone develop symptoms within 14 days of attending site</p>	<p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p>	

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	<ul style="list-style-type: none"> <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> <li>• ROD must be aware of any planned works and associated risk assessments</li> </ul>				
<b>Fire procedures are not appropriate to cover new arrangements</b>	<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required, due to:               <ul style="list-style-type: none"> <li>○ Any revised building layout</li> <li>○ Reduced numbers of pupils/staff</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> </ul> </li> </ul>	Y	The academy will revert back to normal fire procedures before COVID.	No change	JHU
	<ul style="list-style-type: none"> <li>• Staff and pupils-have been briefed on any new evacuation procedures.</li> </ul>	Y	The academy will revert back to normal fire procedures before COVID.	No change	JHU
	<ul style="list-style-type: none"> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Y	This was communicated to staff during the training days in September.		JHU
	<ul style="list-style-type: none"> <li>• Fire drill arranged in early September.</li> </ul>	Y	All fire marshals have been trained and briefed.  Fire drill taken place week beginning 7 <sup>th</sup> September. Also took place in October.	Fire drill to take place w/c 4 <sup>th</sup> January for new term	JHU Site
<b>Fire marshals absent due</b>	<ul style="list-style-type: none"> <li>• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Y	Fire Marshal rota in place. All SLT trained	Needs to be reviewed now we are back for Jan Partial opening	SCR

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to self-isolation	<ul style="list-style-type: none"> <li>Sufficient staff appropriately trained in fire marshal duties as required</li> </ul>				
Statutory compliance has not been completed due to the availability of contractors during lockdown	<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>		<p>All statutory maintenance has been completed or is planned for summer.</p> <p>Statutory maintenance calendar in place</p>	<p>No change</p> <p>No change</p>	
Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding	<ul style="list-style-type: none"> <li>Equality impact assessment is updated prior to full return for staff and pupils. This will be reviewed centrally and then sent to academies in good time ahead of Sep re opening for local update.</li> </ul>	Y	Updated Equality Impact assessment November.	No Change - will be reviewed in line with any guidance updates	JHU

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
<b>Parents do not follow advice on social distancing when visiting the school</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	All visitors to the academy will be by appointment only including parents/carers.	No change	JHU
	<ul style="list-style-type: none"> <li>All visitors must be recorded with contact details and the area of the school / bubble they are engaging with.</li> </ul>	Y	Details of each visitor will be recorded and the bubble/s they have come in to contact with.	No change	BMA
	<ul style="list-style-type: none"> <li>Arrangements for visiting the school are communicated to parents/ carers</li> </ul>	Y	Parents will communicate with staff through Class Dojos or email.	No change	JHU
	<ul style="list-style-type: none"> <li>Expectations around hygiene and social distancing are communicated with parents/carers/visitors including drop-off/pick-up time to reduce gatherings</li> </ul>	Y	Communications sent to parents 17 <sup>th</sup> July. We continue to regularly send updates to parents regarding this in our daily and weekly communications.	No change	
			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	No change	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
			Visitors must be reminded to contact academy if they develop symptoms within 14 days of visit.		
<b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</b>	<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> </ul>	Y	All existing policies are up to date and revised to take account of government guidance	No change	JHU
<b>Pick up and drop off times</b>	<ul style="list-style-type: none"> <li>Consider opening school gates earlier so parents can socially distance on the playground</li> <li>Staggered start and finish times to ease pavement congestion – this is communicated clearly to parents.</li> </ul>	Y  Y	<p>SLT and Site team will be on the playground 10 mins before the first arrival and pick up times.</p> <p>Timetable for staggered start times and finish times in place.</p>	<p>New start times for Jan Opening</p> <p>One gate used</p>	SLT Site

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	<ul style="list-style-type: none"> <li>Consider the use of simple signage to highlight social distancing at pick up and drop off.</li> <li>Creation of a holding area (and record as a bubble) for pupils arriving earlier (eg sibling, public transport) than their official start time.</li> </ul>	Y	Signage in place.	Signage will be updated	DBE
<b>School Transport</b>	<ul style="list-style-type: none"> <li>➤ ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> <li>➤ ensure that transport arrangements cater for any changes to start and finish times</li> </ul> <p><b>In addition:</b></p> <ul style="list-style-type: none"> <li>Encourage walking, cycling or scooting to their education setting where possible.</li> <li>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.</li> <li>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.</li> </ul>	N/A	<p>School transport is not provided.</p> <p>Parents have been encouraged to only arrive at school at their designated times to avoid congestion</p>	<p>No Change</p> <p>No change</p>	
<b>Public Transport usage and impact on academy.</b>	<ul style="list-style-type: none"> <li>Staggered start times will depress usage at peak times.</li> <li>All pupils to be made aware of the national guidance on using public transport.</li> <li>Pupils wearing masks to adhere to this guidance need to safely store whilst in school.</li> </ul>	Y	Timetable in place for staggered start and finish times.	New staggered start time shared	SC R
		Y	National guidance on using public transport will be sent to all parents.	No change	JHU
		Y	Masks will be kept in children's own lockers.		JHU





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in sufficient prevention control	<ul style="list-style-type: none"> <li>Staggered start time and finish</li> <li>Older students who are more likely to take public transport have later start times to avoid peak hours.</li> <li>Between each break and lunch, there is a 15-minute slot for cleaning of areas used.</li> </ul>	Y	Timetable created for staggered start and finish times	2 New start times	SC
		Y	Individual cases will be looked at.	Staggered finish time in place	R
	<ul style="list-style-type: none"> <li>2 destinations are needed for each break and lunch – one year group will use the canteen for break and have hot food on offer, and the other year group will use another space and have cold food on offer. This will alternate for lunch, so all students will have access to hot food either at break or lunch every day.</li> </ul>	Y	Cleaning staff will follow the staggered break time and lunch time rota so that all areas will be cleaned during these times.	Classrooms to be cleaned after lunch	JHU
	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	Hot food will be served daily as per pre-COVID. Each class will have their own table in the hall to ensure bubbles are not mixing.	Mixture of hot and cold food will be provided	DBE SITE
	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	Teachers will stay in the classrooms as normal primary school provision.	No change	JHU/AS PENS
	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	Playgrounds will be zoned in to sections including the field.	No change	JHU
	<ul style="list-style-type: none"> <li>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,</li> </ul>	Y	Children will stay in the same classroom with the same teacher	No change	DBE

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	<p>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.</p> <ul style="list-style-type: none"> <li>• Students wearing PE kit to school on days where they have PE to avoid use of changing rooms.</li> <li>• Virtual Assemblies to reduce large gatherings</li> <li>• Record approach to practical lessons, either:- <ul style="list-style-type: none"> <li>- Demonstrations only</li> <li>- Equipment allocated to class / year groups only</li> <li>- Equipment used on a rotation basis with cleaning in between.</li> </ul> </li> <li>• PE is delivered outdoors unless in exceptional circumstances. The PE curriculum is no longer designed around the seasons and is planned to avoid contact sports. PE equipment is used on a rotation or allocated to individual year groups. In between use, ensure equipment is cleaned thoroughly</li> <li>• Music - No singing, wind or brass playing, no practical lessons of any kind, only theory, or half of the group do practical in week 1 and the other half do theory. This then alternates each week. The implication of this would be 1 additional adult.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>all week except for PPA sessions where the dance and sports coach will deliver PE outside and they will follow social distancing guidelines.</p> <p>R and R curriculum sessions are on the timetable plus weekly PSHE sessions.</p> <p>Intervention plan is in place for children who need to 'Catch Up'</p> <p>This information will be in the communications to parents.</p> <p>Assemblies are planned through TEAMS.</p> <p>Each class will have their own equipment for the majority of lessons. Where resources are shared between bubbles, they will be cleaned after each use. E.g PE resources and Science resources will be cleaned after each bubble has used them.</p>	<p>No change</p> <p>No change</p> <p>On Hold</p> <p>No change</p> <p>No change</p> <p>No change</p>	<p>SCR</p> <p>SCR</p> <p>SCR</p> <p>JHU</p> <p>JHU</p> <p>SCR</p>

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		Y	<p>Meeting with the Sports Coach and dance teacher has taken place. Sports and Dance will take place outside.</p> <p>Most practical music lessons will not take place in the first instance. This includes singing. Most lessons will be Music Theory and Music appreciation. Instruments that can be cleaned and do not encourage heavy breathing (keyboards and xylophones) may be used.</p> <p>Reading books will be taken home if they are taken from the class bubble library only. On return to school, they will be placed in boxes for 72 hours so they can be quarantined.</p> <p>Christmas cards and gifts may only be distributed to children from the same bubble. They will be placed in quarantine for 72 hours before given out. Children must wash their hands.</p>	<p>NEW Plan to teach PE lessons indoors when there is adverse weather. Lessons to take place in hall with small class sizes in line with fewer children attending No Contact activities only. Member of staff to wear PPE and stay in teaching Zone. External doors open for extra ventilation</p> <p>No Change</p> <p>On Hold</p> <p>N/A</p>	SCR MMI NBE

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Proposed Action – 05/01/2021 Lockdown	Responsible person
<b>School Visits</b>	<ul style="list-style-type: none"> <li>• Any planned school visits / trips to be risk assessed as usual but with specific attention to COVID – 19.</li> <li>• Schedule of planned trips to be provided to Regional Education Director for overview.</li> <li>• In line with current guidance no overnight / residential trips to be planned.</li> <li>• No non domestic trips to be considered.</li> </ul>	Y	Educational Visits postponed including swimming – This will be reviewed Half Termly as more guidance is shared.	No Change	SC R