

COVID-19: Operational risk assessment for school reopening - **OUTWOOD ACADEMY FREESTON**

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 2 July 2020 as follows:

[Guidance for full opening - schools - GOV.UK](#)

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

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

System of controls

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

Prevention:

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

Numbers 1 - 4 must be in place in all schools, all the time.

Number 5 requires an assessment of how to maximise social distancing and minimise contact within the school.

Number 6 applies in specific circumstances.

Response to any infection:

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

Numbers 7 – 9 must be followed in every case where they are relevant.

Assessment conducted by:	Lisa Allott Jackie Perkins	Job title:	Principal Business Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	July 2020	Review interval:	Half termly	Date of next review:	October 2020
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Related documents	
Trust documents:	<p>Government guidance:</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p> <p>Guidance for full opening - schools - GOV.UK</p> <p>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</p> <p>COVID-19: cleaning of non-healthcare settings - GOV.UK</p> <p>Safe working in education, childcare and children’s social care</p>

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

<p>Available capacity of the school is reduced when social distancing guidelines are applied</p>	<p>M</p>	<ul style="list-style-type: none"> • Social distancing confirmed as 1m or less between children (depending on age) and 2m between children and adults (and between adults), again, depending on age of children. • Bubbles agreed of year groups or smaller, depending on phase of education. • Agreed new timetable and arrangements confirmed for each bubble. • Arrangements in place to support any pupils still unable to attend school with remote learning at home. 		<ul style="list-style-type: none"> • All Year groups are based in zoned areas wherever possible - see map at end of document • VMG have been altered to HMG to assist with the bubble organisation • Specialist rooms have been isolated so that they can be used for specific subjects, this includes IT rooms which have been assigned to 1 per year group. • Classrooms have had all non essential items removed so that the maximum amount of classroom space can be used. • Staff have been invited to attend work during the final week of summer term to prepare classrooms for September. Items no longer required will be removed. • Items in classrooms that are still required in the long term will be isolated in corner of classrooms and markers giving no access will be placed on items. • PLC, SEN and Bridge rooms will be allocated to year group bubbles on designated days. • Floor markings and clear signage will remain to encourage and promote social distancing • 2-m social distancing will remain in place for all staff between each other and between themselves and students • Break and lunch times have been staggered so only one year group bubble will access the dining area at any one time • Individual year group bubbles will be used in separate entrances and exits and will be clearly marked to identify boundaries 	<p>M</p>
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				<ul style="list-style-type: none"> • LMA and DDI (EdTech Leader) to support student engagement of Google classroom if still learning at home • Paper packs will be issued when necessary for students with limited IT • JGr and deep support contacting vulnerable families on a regular basis • Ongoing assessment for any staff or students shielding. Risk assessments will be in place for specific staff or people in at risk groups (eg vulnerable, BAME etc) 	
1.2 Organisation of teaching spaces					
<p>Classroom sizes will not allow adequate social distancing</p>	H	<ul style="list-style-type: none"> • Requirement for social distancing reviewed by government to support full classes to return to classrooms. • Classrooms re-modelled, with chairs and desks in rows facing in the same direction to support social distancing. • Clear signage displayed in classrooms promoting social distancing. • In secondary schools the year group stays together and does not mix with other pupils. 		<ul style="list-style-type: none"> • All fabric chairs have been removed from classrooms except for the teacher chair. Teachers will be asked to wipe arms as part of their protocol ie plastic areas of the chairs • Staff have been invited to attend work during the final week to sort classrooms in preparation for September. Items no longer required will be removed. • Items in classrooms that are still required in the long term will be isolated in a corner of the classroom (if it is not possible to move to a store room) and markers giving no access will be placed on items. • A teaching space will be identified at the front of the room where staff will teach from - where students need help they should come to the teacher, but the teacher should be observant from the front of the room. • Following the deep clean in the summer holidays all classrooms will be remodelled to allow for only rows of students facing the front i.e. students will 	M

				<p>be sat side by side. No face-to-face seating will be available</p> <ul style="list-style-type: none"> • Where there is fixed seating arrangements EG the IT rooms the pupils will still be sat side by side but will be facing the walls rather than the front (we cannot amend the configuration) • year groups will remain together within their year group zone for all but the specialist teaching EG PE, IT, GCSE DT, art etc • signage is in place for social distancing and catch it bin it • All lessons have a seating plan where each student is allocated a specific chair. These will be available on our Google Drive for other staff to view or cover arrangements. 	
<p>Large spaces need to be used as classrooms</p>	M	<ul style="list-style-type: none"> • Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing e.g. students facing the same way in dining areas and not sat face to face. 		<ul style="list-style-type: none"> • The Dining Hall is being used for all dining purposes • The seating in the hall is being altered. Tables will be moved closer together. • At each sitting pupils will sit on identified seats all facing the same direction. The next year group sitting will sit on the opposite side of the table all facing in the same direction • additional seating has been requested on a capex bid to ensure seating is available for all students • outside areas will remain the internal quad. These areas will be used during break and lunch breaks and there will be only one year group at a time. Seating outside has been cordoned off as it is difficult to clean appropriately. • There will be no assemblies (mass gathering) so no requirement for Farar gym seating set-up all 	M

				assemblies will be conducted by a Google meet/recorded and shown within classrooms	
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	M	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Shielding guidance paused from 1 August 2020, allowing staff to return to work and children to schools Full use is made of those staff who are self-isolating or continue to be required to shield following discussions with their GP but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of test and trace to inform staff deployment. Non-specialist teachers may be used to deliver content provided by subject specialists. 		<ul style="list-style-type: none"> No student/staff has identified that they are shielding in Sept. This will continue to be monitored. Any concerns amongst staff regarding their health have been requested to undertake an individual risk assessment to ensure potential risks are minimised and that staff are supported Staff are aware and reminded on a regular basis regarding reporting any covid-19 symptoms and how to access covid-19 testing Where possible, learning managers will attend call outs for their year group Lunchtime supervisor staff will be advised that their role will be to clean rather than to support lunchtime supervision, this will then enable the Academy to maintain the the safety of the students and staff 	M
Re-timetabling and extended days mean that staff exceed their contracted working hours	M	<ul style="list-style-type: none"> Directed time calculations reworked and shared with staff? PPA allocations still provided on timetables Where timetable restricts PPA or exceeds weekly hours for teachers, a two weekly timetable agreed to compensate Hourly rates of pay agreed for staff who are asked to work additional hours beyond their contracted hours 		<ul style="list-style-type: none"> An increased number of Staff will be required to complete morning and after school duties to support social distancing and performing routine behaviour standards with an increased in entrances Teaching staff are within directed hours calculation - this will be shared with all staff 	L
Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term	M	<ul style="list-style-type: none"> All staff have been advised to follow government advice on the booking of holidays All staff have been advised of the need to be available for work at the start of the new term and to plan any quarantine timings into their holiday plans 		<ul style="list-style-type: none"> Guidance has been issued to staff on 8th of July with regard to Full attendance from the 1st of September Guidance has been issued to staff on the 8th of July regarding the quarantine issues involving some countries And the expectation that staff will 	L

		<ul style="list-style-type: none"> Staff managing attendance policy and absence policies to be followed from September 		<ul style="list-style-type: none"> be available from work for work from the first day of term Staff who are concerned have made the Principal aware (a log has been kept) 	
1.4 The school day					
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	H	<ul style="list-style-type: none"> Start and departure times are managed, with staggering where possible The number of entrances and exits to be used is maximised. Different entrances/exits are used for different bubbles if entering at the same time. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. One way systems around the school. Accessibility for disabled students and staff have been considered within changes. Extra curricular activities cancelled if relevant distancing and controls can not be put in place to protect bubbles. 		<ul style="list-style-type: none"> The school day for staff is all staff to be off site by 6 Pm Staff are allowed on site from 7.30am to 6pm. Directed time stipulates the latest staff can arrive on site and the earlier they can leave. Each year group has been given an allocated entry and exit Gate. The gates allocated are the nearest gates to their zones. A map is available on the final page of this document outlining the areas. Where two year groups are entering from the same entrance, barriers will be in place to ensure social distancing and there is a staggering of when students may enter and leave. Outdoor sinks will be installed and students will be encouraged to wash their hands prior to entering the Academy and throughout the day. When students arrive they will be maintained in a pre registration holding area as identified on the site map, they will then go to their identified classroom for tutor from 8.15 with supervisory support from their tutor. 	M

<p>Wrap around care provided in school is not able to comply with social distancing or bubble separation</p>	<p>M</p>	<ul style="list-style-type: none"> • School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble • After school activities will be separated and offered to distinct year groups to ensure bubbles are maintained/or cancelled if not possible • Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance 		<ul style="list-style-type: none"> • The Academy is not on the national school breakfast programme and does not provide school breakfast • Breakfast will not be available to be purchased, this is because year groups ie bubbles cannot mix in the Dining Hall • Initially extracurricular activities will be suspended and this will be reviewed during the first half term. Once we feel we are ready to resume this it will take place within year group bubbles and within their zone wherever possible. 	<p>L</p>
<p>1.5 Planning movement around the school</p>					
<p>Movement around the school risks social distancing not being maintained</p>	<p>H</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Posters in corridors regarding social distancing. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottlenecks are identified, staffed and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Lesson change overs are organised to avoid overcrowding. • Pupils are regularly briefed regarding observing social distancing guidance. • Spaced lines on main corridors. • Appropriate duty rota and levels of supervision are in place. • Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair • Play areas will be divided if more than one bubble is to use it at the same time 		<ul style="list-style-type: none"> • Information posters displayed in every classroom, at the main entrance, bathroom toilets and reception • A one-way system around the site has been developed. Prominent signage is on display. Site map will be provided to all (end of document) • One way signs and no entry signs are placed around doors and corridors and must be adhered to, the only exception to this is if the fire alarm sounds the one way system is no longer in operation, however, all students will be moving in the same direction to the muster point. • Each external door has been given an operation of opening i.e. either in or out • There are minimum corridors where two way traffic is required, signage in these areas request everyone to stay to the left in the direction of travel. Corridors with two-way travel has tape dividing the corridor to ease the flow of student and staff • Map has been developed showing Bubbles and the one way system - end of document 	<p>M</p>

				<ul style="list-style-type: none"> • Students will be taken to their break and lunch by the classroom teacher - where possible • Learning managers will be located in the vicinity of the year group bubble - when possible • A break and lunch times each year group will have their own allocated time in the dining area and the internal quad • Risk assessments for individual pupils will be shared with staff prior to students returning • SLT, Learning Managers and Heads of Department who are not teaching to support corridor movement between lessons when available. 	
1.6 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	H	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning. • Praising stars will be used to assess the impact of interventions • Curriculum has been re-ordered to focus on learning priorities for the phase of education if it can't all be caught up • Plans for intervention are in place for those pupils who have fallen behind in their learning. 		<ul style="list-style-type: none"> • Directors with Heads of Department are reviewing all schemes of learning to ensure that missed learning is covered and previous learning is re-covered. • Year 11 RAG will continue. • 121 is being allocated to Years 9 and 10 • Intervention in Y7 and Y8 is being reviewed and will be allocated according to requirements. 	M
Library book sharing risks virus infection	M	<ul style="list-style-type: none"> • Libraries will not be used as a social space for children • Children will be managed in small numbers to select a book • Returned books will be quarantined for 72 hours before being returned to library shelves 		<ul style="list-style-type: none"> • The Library has been assigned initially into the Year 7 zone to allow for students to be trained in its use and accelerated reading book to be assigned. • Book boxes are being created to go into the tutor bases on Y7 and 8. • A request form for a library book is being created which will allow a student to request a book - students can see all books available on our electronic site. 	L

				<ul style="list-style-type: none"> • Procedure will be in place for returned books to be stored for 72hrs before anyone touches them. 	
Practical music lessons spread virus through spittle and touch	M	<ul style="list-style-type: none"> • Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only • Peripatetic music lessons to continue online with the child using an instrument solely used by them 		<ul style="list-style-type: none"> • Director is leading with the music teacher discussion on appropriate lessons content • Only one year group will have access to the music room per day 	M
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms. • Posters in place regarding social distancing and hygiene. • Communal equipment removed or measures in place to disinfect between use. 		<ul style="list-style-type: none"> • Sanitising areas are available within a short distance of each room • All computer chairs have been removed and replaced with plastic chairs that can be easily cleaned • There is no hot desking with the exception of the main reception but individual seats have been allocated • Staff to use boilers in the staff room kitchens if kettles are to be used they must be wiped with an anti bac wipes after and before use • All cutlery must be placed in the dishwasher which will be emptied first thing in the morning and used on a daily basis • Each room has a sign stating the capacity for that room • Staff and not allowed access to the main dining kitchen area (unless in emergencies) • Water fountains are allowed from September but the signs must be strictly adhered to 	M
1.8 Managing the school lifecycle					

<p>Limited progress with the school's calendar and work plan because of COVID-19 measures</p>	M	<ul style="list-style-type: none"> • School calendar for the year rationalised. • Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. • Staff recruitment to continue employing social distancing and online interviews where appropriate • Re-timetabling completed • Plans and capacity in place should re-timetabling be required mid-year 		<ul style="list-style-type: none"> • All school trips are on hold • We are fully staffed with teachers for the September start • There is currently one vacancy for a cover supervisor within the support team, we will advertise in September for this 	M
<p>Pupils in the first year of a new phase in their education do not feel prepared for the transition</p>	H	<ul style="list-style-type: none"> • Pastoral staff have spoken with pupils and their parents about the new stage in their education and resolved any issues • Year 7 students will have a day in the academy before the other year groups start at the beginning of the year to ensure they understand the school routines • Regular communications with the parents and pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils. • Online induction days for pupils and parents completed • Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools • Additional transition activity has taken place for students with identified SEND • New pupils will have enhanced induction in the first weeks of the September term 		<ul style="list-style-type: none"> • 9th September is for Year 7 only • Transition website completed and regularly updated • Virtual tour using a drone on the website • Introduction of HMG will assist with the transition • New staff induction was held on site (with social distancing) on Thursday 9th July • Parent packs for uniform and data collection have been distributed and returns monitored • There is a dedicated enquiries email address for transition parents to ask questions or raise concerns • Inclusion team have had regular contact with feeder schools vulnerable and SEND students 	M
<p>1.9 Governance and policy</p>					
<p>Directors are not fully informed or involved in making key decisions</p>	M	<ul style="list-style-type: none"> • Online meetings are held regularly with the Board of Directors. • The Board of Directors are involved in key decisions on reopening. 		<ul style="list-style-type: none"> • Weekly google meets with Chair of the Academy Council and the Principal 	L

		<ul style="list-style-type: none"> Governors are briefed regularly on the latest government guidance and its implications for the school. 		<ul style="list-style-type: none"> All guidance provided by OGAT for the Academy Council is forwarded to members by SAL The next academy council meeting to be held virtually Academy Council members will be invited onto site, once deemed appropriate, in the new term individually to see the academy procedures. 	
1.10 Policy review					
<p>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</p>	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 		<ul style="list-style-type: none"> As addendum policies used by the trust are received these are circulated. eg hardship, safeguarding 6th of April 2020, fire evacuation 7th June 2020, behaviour policy 8th June 2020 Addendum policies have been updated on the website this is shared with parents by a text message All revised documents have been distributed to staff via google form to have acceptance and understanding from staff, for 100% adherence to policy All revised documents in addition to being sent via email are also stored on google drive/shared with SLT/OGAT policies 	M
1.11 Communication strategy					
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	H	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 		<ul style="list-style-type: none"> All relevant parties have received communication via letter, text, twitter and website updates Telephone calls to students and parent/carers by SLT, Inclusion team, Learning Managers and Admin team Staff receive regular communication via email to ensure they are kept up to date 	M

1.12 Staff induction and CPD					
<p>Staff are not trained in new procedures, leading to risks to health</p>	<p>H</p>	<ul style="list-style-type: none"> • INSET day will be held at the beginning of the September term • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 		<ul style="list-style-type: none"> • All staff are issued with the risk assessment which was issued on the 8th of June 2020 updated 26th of June 2020 and further updated for 1st of September 2020. This document is a fluid document and will be changed when required • Inset days on 7th and 8th September to allow time for a complete training plan • Emails by Business Manager/Principal over the holidays with any updates required • New staff induction was held onsite on Thursday 9th July and received a full induction programme, including a practice fire evacuation • Teaching staff protocol sheet to be distributed in Sep of key reminders 	<p>M</p>
<p>Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL</p>	<p>H</p>	<ul style="list-style-type: none"> • First Aid qualifications extended by 3 months • For period of COVID-19 designated safeguarding training will not expire • Online training sought to replace or supplement training that is due to expire • Support from leaders in the Trust who have up to date training 		<ul style="list-style-type: none"> • Online First Aid training used as refresher training. All staff first aid qualifications are within date • MAPA online training booked for staff via OIE 	<p>M</p>
<p>New staff are not aware of policies and procedures prior to starting at the school when it reopens</p>	<p>H</p>	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 		<ul style="list-style-type: none"> • New staff induction was held onsite on Thursday 9th July and received a full induction programme, including a practice fire evacuation • New staff will receive a new starter document during the summer holidays • New starters will have access to Flick training prior to starting 	<p>M</p>

<p>Staff do not receive ongoing CPD leading to retention issues</p>	<p>M</p>	<ul style="list-style-type: none"> • Learning and performance sessions will be provided in school with social distancing and using technology • The OIE will continue to support CPD through the offer of online programmes • Flick online learning will support with statutory, mandatory and additional training 		<ul style="list-style-type: none"> • Staff will be encouraged through ongoing emails for OIE and Klick courses • OIE programme will continue to be distributed to staff as appropriate 	<p>L</p>
<p>1.13 Free school meals</p>					
<p>Reduced food offers are available due to kitchen and dining capacity</p>	<p>H</p>	<ul style="list-style-type: none"> • A range of hot a cold food will be available (although this may not be a full menu) • Dining staggered to ensure full bubble can be catered for • Additional large spaces in school considered for dining 		<ul style="list-style-type: none"> • Breakfast is not being served • Each year group bubble will have separate dining times • All students will have staggered breaks and lunches in year group bubbles • All dining will take place in the existing hall/dining room • Year groups will be all seated facing in one direction, then all furniture cleaned before the arrival of the next year, who will sit on the opposite side of the furniture • Only 2 servery's will be open. Outlying surveries will be closed and items stored behind the stage • Each servery will have identical items however a reduced menu will be in operation • Chartwells's will produce a menu and will be placed on the website and around the academy • Where possible socially distanced tables will be provided in the dining room for staff to eat. Staff may also eat socially distanced in subject bases and unused classrooms - but must clean the table after use. • A member of SLT, a learning manager and another colleague will be on duty at each break and dinner. 	<p>M</p>

1.14 Risk assessments					
<p>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.</p>	<p>H</p>	<ul style="list-style-type: none"> • Risk assessment from other partners completed • Risk assessments are updated or undertaken before the school reopens in September and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> - Personal care - EHCP - Vulnerable staff - MAPA 		<ul style="list-style-type: none"> • Risk assessment to be shared with staff and signed by a Google forms that they have read and understood the risks and control measures • Staff are encouraged to let SLT know of anything that appears not to be working or could be improved as described in training or on the risk assessment • All staff have been offered individual Covid 19 risk assessments • Contractors need to provide their Covid 19 risk assessment alongside RA and method statements • Each area of the academy need to develop their own assurance that the providers have RA etc eg alternative provision, ECT etc 	<p>M</p>
1.15 School transport					
<p>If any students use public transport: Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</p>	<p>M</p>	<ul style="list-style-type: none"> • The details of how pupils will travel to and from school are known prior to September. • Effective liaison with bus companies is used as a basis for planning staggered start and departure times, where required. • Home learning and telephone support established where a child is unable to attend school due to transport issues. • Children encouraged to use other forms of transport, including cycling and walking. • Walking buses employed • Children advised how to queue at bus stops employing social distancing • Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school 		<ul style="list-style-type: none"> • OA Freeston is a community school with the majority of pupils living locally or dropped off by parents • No service buses are used by the academy • Students, very few, requiring transport will use the public transport system • A bin will be provided at the nearest bus stop for our academy. • End of year letter to all parents overviews the procedure for public transport. • Bikes and scooters etc will not be allowed on site due to the one bike shed only being accessible to one year group entrance and we do not have the capacity to clean this regularly enough. This will be locked and parents have been informed via the end of year letter. 	<p>L</p>

		<ul style="list-style-type: none"> Additional hand washing and sanitising facilities available at bus parks and entrances to school. Queuing at the school at the end of the day is managed to ensure social distancing 			
If any students use home/school dedicated buses: Social distancing is not adhered to and bubbles mix	M	<ul style="list-style-type: none"> Effective liaison with local authorities and bus companies to understand their risk assessments and control measures, including additional cleaning Children to be seated in bubble groups where possible, including social distancing Children advised how to queue at bus stops employing social distancing Children advised how to use facial coverings (over age 11) and remove safely on arrival at school Additional hand washing and sanitising facilities available at bus parks and entrances to school. Queuing at the school at the end of the day is managed to ensure social distancing 		<ul style="list-style-type: none"> <i>Not applicable to our academy</i> 	NA
If any children use home school taxis and escorted home/school transport: Social distancing can not be maintained due to the need for support or the size of the vehicle	M	<ul style="list-style-type: none"> Liaison with local authority to understand the control measures in place and risk assessments Children to be seated apart as far as possible from other children and adults Hand washing/sanitising on boarding and disembarking Face coverings to be used if appropriate 		<ul style="list-style-type: none"> The LAC student has taxi arrangements via social worker Hand washing available immediately once on site 	L
1.16 Multi-site working					
Staff who normally work across multiple sites risk the spread of infection across sites	H	<ul style="list-style-type: none"> Whilst government guidance allows staff to move between sites, colleagues with a multi site contract will be required to identify one or two places of work and visit those sites only, unless operational necessity requires them to move. 		<ul style="list-style-type: none"> There are no staff employed by OA Freeston that work across 2 sites OGAT staff will attend OAFr (eg Directors, 121), however, as we are all one organisation the expectations will be the same and they will have a 	M

		<ul style="list-style-type: none"> • Staff who are able, will still be asked to work from home. • If there is a need to change the designated site to manage operational risks at that site, hygiene precautions will be put in place before arriving at the new site. 		<p>detailed Risk assessment of how to safely work between sites</p>	
1.17 Attendance and Punctuality					
<p>Children do not attend school consistently as habits and social norms have changed</p>	M	<ul style="list-style-type: none"> • The need and value of attendance at school will be regularly reinforced with children and families • PR campaigns regarding attendance will be launched • Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively • Regular safeguarding phone calls to those children not attending • Attendance fines will be reintroduced 		<ul style="list-style-type: none"> • Clarity included re attendance on the end of term letter • Attendance team with the inclusion team in regular contact with parents using strategies to engage 	M
1.18 Alternative Provision					
<p>Control measures are not in place for children attending alternative provision or otherwise accessing part time education</p>	M	<ul style="list-style-type: none"> • Liaison with AP providers where children attend full time to ensure that risk assessment and control measures are in place in line with government guidance • Where attendance is part time, liaison to identify the risks of movement between settings • Children not to attend more than 1 setting in the same day 		<ul style="list-style-type: none"> • VP Deep Support liaison with A4C, Wakefield College and Pinderfields School • Visits made as appropriate to check on safety 	M
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					

<p>Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required</p>	<p>H</p>	<ul style="list-style-type: none"> • An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased and additional staff appointed where necessary. • Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles • Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas. • Classroom timetabling is shared to ensure the classrooms are cleaned when free 		<ul style="list-style-type: none"> • Additional cleaning hours agreed • Working schedule for cleaners will be adjusted to ensure cleaning staff are available during the working day while staff and students are on site • Contact points, work surfaces, door handles, light switches, taps etc will be cleaned regular and sanitised • Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flushes • Additional bins will be placed in all classrooms and offices specifically for used tissues. A bin liner will be placed in all bins and these will be emptied every hour • Bin liners from each tissue bin will be placed in black bags and placed in the skips which will be quarantined for 72 hours prior to waste collection • Large bins will be placed in all toilet areas for the disposal of paper towels and these will be emptied when they are approaching being full 	<p>H</p>
<p>2.2 Hygiene and handwashing</p>					
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	<p>H</p>	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. • Additional external wash basins have been provided at key points around the school. 		<ul style="list-style-type: none"> • A survey by BOXT has been undertaken regarding wash hand basins - paper towel dispensers ordered • Premises team and Business Manager doing regular stock take on items. Stock check system is in place to ensure that there is always adequate cleaning materials available • Adequate supplies of antibacterial gel and cleaning agents are in stock within the Academy • The availability of hand sanitiser is greatly improved since the initial stages of lockdown, 	<p>M</p>

				<p>there is a reduction in the risk of non availability of hand sanitiser</p> <ul style="list-style-type: none"> • A number of external hand washing facilities have been installed • 3 Large hand sanitizer stations have been installed around the academy • Hand sanitiser pumps are located in numerous areas around school • Each classroom/office has individual hand sanitisers • Students filling their personal hand sanitiser bottles from the academy supply should be discouraged • Cleaning staff have the responsibility to monitor stock levels of hand sanitiser in public areas, soap and hand towels. However, all staff to engage in notifying the premises team if stock appears to be running low in any areas 	
<p>Pupils forget to wash their hands regularly and frequently</p>	H	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Hand washing/sanitising is timetabled for arrival at school, when changing classrooms, return from breaks and before and after eating • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary. 		<ul style="list-style-type: none"> • Students to receive training via virtual means from CRu at the beginning of the academic year and also when it is felt a refresher is required • Emphasis to be given on the preference to hand washing rather than antibacterial gel • Posters and displayed around school and identified classrooms • Request for students to wash hands before entering the dining room 	M
<p>2.3 Clothing/fabric</p>					

<p>Not wearing clean clothes each day may increase the risk of the virus spreading</p>	<p>H</p>	<ul style="list-style-type: none"> • Government guidance has advised that children should be expected to wear full school uniform from September. • Additional uniform available in school to support vulnerable children who may require additional items. • Expectations and guidance are communicated to parents. • Additional uniform issued to catering, cleaning and site staff if they have insufficient 		<ul style="list-style-type: none"> • The academy has a large stock of both new and vintage items of student uniform that can be distributed to vulnerable students • The hardship policy is placed on the website • A text message has been sent to all parent/carers who may have had a change of circumstances during the Covid 19 period and informed of the hardship policy and Free School Meals • Additional uniform has been purchased for the site staff • All cleaning uniform is washed on site • Chartwells have confirmed that all catering staff have the required levels of uniform and that it is regularly washed • Teachers will return to full professional dress code in September and are encouraged to wash items more regularly 	<p>M</p>
<p>The use of fabric chairs may increase the risk of the virus spreading</p>	<p>M</p>	<ul style="list-style-type: none"> • Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use. 		<ul style="list-style-type: none"> • Fabric chairs that are available to the public or an number of staff have been removed and replaced with plastic chairs for example reception and main staff room • Office chairs to remain in place if they are for a single person use 	<p>L</p>
<p>2.4 Testing and managing symptoms</p>					
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	<p>H</p>	<ul style="list-style-type: none"> • Testing and tracing in place nationally. • Flowcharts provided to schools to explain what they need to do if they have a positive case confirmed. • Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. 		<ul style="list-style-type: none"> • We will take advice from local PHE regarding local data and spikes and work with HTP" • Flowcharts of what to do if a positive case has been confirmed or showing symptoms have been circulated to members of SLT • Staff need to inform a member of SLT if a student /staff is displaying symptoms or if tested positive 	<p>H</p>

				<ul style="list-style-type: none"> • Coronavirus testing is now available for all key workers which includes all teachers and support staff in schools, if you were having coronavirus like symptoms or because a member of your household as symptoms • The process is really simple and there are various testing stations in our local vicinity • The earlier a person has the test the better it is recommended to have the test between the 3rd and 5th day of commencement of symptoms • Testing is also available to symptomatic people who live with you • https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • People are able to select the test centre with the time that best suit yourself and there are same day appointments available • Book using the above link and remember to take your mobile phone with you for the test as all communication is done by mobile phone while at the test centre • Test results are usually back within 48 hours • Please notify the business manager if you are having a test and update on the result of the test 	
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	H	<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • 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. 		<ul style="list-style-type: none"> • Staff and students who present with symptoms must attend SID and inform a first aider and then proceed to the parent room (just up the stairs in SID) • Letter will be given to those who have symptoms identifying the Next Steps they should take and how they can get a test 	H

		<ul style="list-style-type: none"> • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms • A record of any COVID-19 symptoms in staff or pupils is reported to the trust. • Each school knows how to contact LA PHE for advice. • Government advice followed for identifying contact levels: <ul style="list-style-type: none"> - Direct - less than 1m for 1 minute - Proximity - within 1m to 2m for 15 minutes - Travelled in the same car 		<ul style="list-style-type: none"> • To report covid-19 symptoms to the business manager or Principal • With positive test in to report immediately to the business manager or Principal • The business manager will update the trust of the situation 	
<p>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</p>	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 		<ul style="list-style-type: none"> • Parents and students informed of the process in the end of year letter: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance • Will be included in the start of term processes with staff and students 	H
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	H	<ul style="list-style-type: none"> • 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. • This guidance has been explained to staff and pupils as part of the induction process, including flowcharts • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 		<ul style="list-style-type: none"> • Communication in September to parents, staff and students regarding this. 	H
<p>2.5 First Aid/Designated Safeguarding Leads</p>					

<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>	<p>H</p>	<ul style="list-style-type: none"> • First Aid certificates extended for three months. • A programme for training additional staff is in place. • Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 		<ul style="list-style-type: none"> • Alpha States certificates are current and non due to expire within this academic year • The Academy has a total of 2 members of staff who hold the 3-day first aid qualification. • In total the Academy has six first aiders with two on the rota the remainder a teaching staff. First aiders are being issued with the recent guidance on administering first aid covid-19 • An additional 12 staff are currently being trained in emergency first aid at work which is done online • Two additional staff are planned to attend the three-day first aid at work in October • There are at least 9 staff with advanced safeguarding training 	<p>M</p>
<p>2.6 Medical rooms</p>					
<p>Medical rooms are not adequately equipped or configured to maintain infection control</p>	<p>H</p>	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 		<ul style="list-style-type: none"> • The medical room is to be used for any first aid requirements • The parent room which is located within SID is the designated room for anyone with suspected covid-19 symptoms • Bedding in the medical room will be washed if it has been utilised 	<p>H</p>
<p>2.7 Communication with parents</p>					
<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</p>	<p>H</p>	<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A COVID-19 section on the school website is created and updated. 		<ul style="list-style-type: none"> • Parents received letters they are also placed on the website and a text to inform them of where to locate letters • End of term letter in July overview requirements, including a FAQ section and links to Government resources 	<p>M</p>

<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	<p>H</p>	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 		<ul style="list-style-type: none"> Meeting and calls with parents and students to reinforce this Continuation of information via text and letter over time 	<p>M</p>
<p>2.8 Personal Protective Equipment (PPE)</p>					
<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; supporting a child with COVID-19 symptoms; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that the wearing of gloves is not a substitute for good handwashing. 		<ul style="list-style-type: none"> Tissues will be placed in all class trip classrooms and offices used tissues should be placed by the owner in the bin provided. The bin provided will either be a white lidded bin or a purple bin These bins will be emptied on a 2-hour basis Posters on how to protect yourself are displayed in each classroom Wearing a face covering or face mask in school or other education setting is not recommended even if social distancing cannot be guaranteed School should not require staff children and learners to wear face coverings Changing habits cleaning and hygiene are effective measures in controlling the spread of the virus <p>Catering staff</p> <ul style="list-style-type: none"> PPV of gloves will be provided to catering staff as is the normal practice S&A new set of gloves should be worn for each session that is worked. gloves should be disposed of at the end of each session in the special bins provided in the Academy <p>First Aid</p>	<p>M</p>

			<ul style="list-style-type: none"> ● PPE we have gloves face mask coverall and goggles will be provided to staff or providing first aid based on a risk assessment to protect themselves and the child ● Risk assessments need to be updated for each child in these circumstances ● PPE should be worn for the duration of the care. gloves coveralls and mask should be disposed of at the end of each session in the special bins provided. Goggles should be placed in the identified container for disinfecting and reuse <p>Donning and removing PPE</p> <p>PPE should be put on and removed in the following order</p> <ol style="list-style-type: none"> 1. donning of PPE 2. wash hands 3. apron 4. mask 5. Eye protection 6. gloves 7. removing PPE 8. gloves 9. apron 10. Eye protection 11. mask 12. wash hands 13. disposal of PPE <p>They should be disposed of in special bins provided in the Academy identified by a red bin liner</p> <p>Items should be placed directly into bins and should not be placed on other surfaces whilst discarding them</p> <p>The bin bags should be double bagged each being securely tied then stored securely for 72 hours then thrown away in the regular rubbish after cleaning.</p> <p>It must be thoroughly washed once PPE has been removed and disposed of in the bin</p>	
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			<p><u>Supporting a child that is isolated due to covid-19 symptoms</u></p> <p>If a child displays symptoms of covid-19 they should not come to the setting or should be sent home with their parents carers if symptoms arise during the day staff should clean as normal after this.</p> <p>If a young person or other learner becomes unwell with symptoms of coronavirus whilst in their setting and needs Direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 m cannot be maintained. If contact with the child or young person is necessary, then NH NJ gloves and apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes for example from coughing, spitting or vomiting then Eye protection should also be worn.</p> <p>The PPE should be worn for the duration of the care. Gloves coveralls and Masks should be disposed of at the end of this time in the special bins provided in the Academy. Goggles should be placed in the identified container for disinfecting and reuse</p> <p><u>wearing your own PPE</u></p> <p>You may choose to wear your own PPE in school or travelling to and from School</p> <p>Remove as per previous section</p> <p>Disposable PPE must be disposed of in one of the of the bins identified in school</p> <p>Do not place your PPE on a surface after removing it. If it is reusable it should be placed in a secure bag and taken home to be cleaned (dishwasher, washing machine or microwave)</p> <p>Wash hands immediately after removing your PPE and immediately after applying it</p>	
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2.9 Catering					
Dining space can not cater for numbers of children with appropriate cleaning and hygiene	H	<ul style="list-style-type: none"> • A reduced catering offer is established to ensure that increased numbers of lunch breaks and breaks can be managed for bubbles • Secondary - additional dining spaces identified if needed • Secondary - all students facing same way and social distancing in place by removing use of seats • Dining spaces cleaned between bubbles 		<ul style="list-style-type: none"> • Additional dining tables have been requested via a Capex to ensure all students can face one direction 	M
2.10 Finance					
Cash brought into the academy spreads the virus through handling	M	<ul style="list-style-type: none"> • Cashless is encouraged at all times • Parent letters requesting that cash is not used and accounts are topped up from home • Any cash brought in is placed in the safe for 72 hours and hand immediately washed 		<ul style="list-style-type: none"> • The Academy is a cashless School 	L
2.11 Gifts					
Children bring gifts for the end of term that spread the virus	M	<ul style="list-style-type: none"> • Gifts to be discouraged • Those that are brought should be accepted, hands washed and then quarantined for 72 hours 		<ul style="list-style-type: none"> • Don't forget to complete the hospitality and gift form and return to the business manager, this allows us to know items were brought in and left in quarantine can be checked 	L
3. Maximising social distancing measures					
3.1 Pupil behaviour					

<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations - NB for EYFS and KS1 the bubble is designed to protect children that are too young to social distance. 		<ul style="list-style-type: none"> • End of term July letter explains the reasons for compliance and positive behaviour • All staff will model use of one way system, hygiene measures etc • Staff training in September in de-escalation and teaching with students facing forward 	<p>M</p>
<p>3.2 Classrooms and teaching spaces</p>					

<p>The size and configuration of classrooms and teaching spaces does not support government guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible. • Arrangements are reviewed regularly. • Unnecessary equipment removed from classrooms • Soft toys and soft furnishings removed • Equipment in practical subjects will be cleaned between use by different bubbles or additional items purchased so that items are not shared beyond the bubble • Tables in rows with children facing the front to avoid face to face • Entering and exiting the classroom is 'one person at a time' 		<ul style="list-style-type: none"> • IT classrooms are configured with fix seating. Students will be sat side by side but will not be facing the front of the classroom • Classrooms to be monitored by Ho D's to ensure desks are cleared and personal belongings are removed • Calculators have been purchased for pupils in Y11, we have requested that parents provide their child with one where possible. The maths team are looking at a scheme which allows for reduced contamination • Science/DT practical lessons will take place but the specialist room will be allocated to a year group bubble on specific days. 	<p>M</p>
<p>3.3 Movement in corridors</p>					
<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>H</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Posters in corridors and circulation areas on social distancing • Floor markings in key areas • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Social time change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. • Accessible routes have been planned where necessary. 		<ul style="list-style-type: none"> • Information posters displayed in every corridor, classroom, at the main entrance, bathroom toilets and reception • A one-way system around the site has been developed. Prominent signage is on display. Site map will be provided to all (end of document) • One way signs and no entry signs are placed around doors and corridors and must be adhered to, the only exception to this is if the fire alarm sounds the one way system is no longer in operation, however, all students will be moving in the same direction to the muster point. • Each external door has been given an operation of opening i.e. either in or out • There are minimum corridors where two way traffic is required, signage in these areas request everyone to stay to the left in the direction of travel. Corridors with two-way travel has tape 	<p>M</p>

				<p>dividing the corridor to ease the flow of student and staff</p> <ul style="list-style-type: none"> Map has been developed showing Bubbles and the one way system - end of document Students will be taken to their break and lunch by the classroom teacher - where possible Learning managers will be located in the vicinity of the year group bubble - when possible At break and lunch times each year group will have their own allocated time in the dining area and the internal quad Risk assessments for individual pupils will be shared with staff prior to students returning SLT, Learning Managers and Heads of Department who are not teaching to support corridor movement between lessons when available. 	
3.4 Break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Pupils are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas. Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 		<ul style="list-style-type: none"> Break and lunch times have been staggered to only 1 year group bubble who will access the dining area at any one time At each sitting pupils will sit on identified seats all facing the same direction. Additional Risk Assessments will be implemented for those students who will have difficulty in appreciating the new standards and Teaching Assistant support will be available if needed 	M
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> Pupils are reminded about social distancing as lunch times begin. Pupils wash their hands before and after eating. 		<ul style="list-style-type: none"> Break and lunch times have been staggered to only 1 year group bubble who will access the dining area at any one time At each sitting pupils will sit on identified seats all facing the same direction. 	M

		<ul style="list-style-type: none"> • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • <i>PIN and biometric either disinfected between each use or replaced with manual recording of purchases (this could also be managed by children washing hands on entrance to dining hall??)</i> • Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home. • Water fountains - allowed with water bottles, students are not allowed to touch the spout. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned between bubbles by catering, cleaning or MSA staff. 		<ul style="list-style-type: none"> • Additional Risk Assessments will be implemented for those students who will have difficulty in appreciating the new standards and Teaching Assistant support will be available if needed • The academy uses ipay which enables parents to top up online. • The academy is cashless and cash can not be used to top up accounts or pay directly to the catering staff • Water fountains will be in use from September and strict guidelines and notices will be put in place 	
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. 		<ul style="list-style-type: none"> • Separate toilets have been identified for each year group bubble. Where toilets are shared, individual cubicles will be allocated to year groups. • All corridors have been clearly marked with 2m for social distancing • Clear signage is on display regarding washing of hands 	M

		<ul style="list-style-type: none"> Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 			
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. PPE provided in medical room for first aiders Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 		<ul style="list-style-type: none"> The medical room is to be used for any first aid requirements The parent room which is located within SID is the designated room for anyone with suspected covid-19 symptoms Bedding in the medical room will be washed if it has been utilised 	H
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Screens between Receptionist and visitor installed if not already in place Signing in completed by Reception staff so that visitors do not touch pens, visitors book, signing in screens etc Meeting room identified for essential meetings where social distancing can be complied with. Non-essential deliveries and visitors to school are minimised. Signs on gates to confirm not accepting non-essential visitors Arrangements are in place for segregation of visitors. Visitor logs kept to support Track and Trace 		<ul style="list-style-type: none"> On entry to reception there is a sanitisation station, and a delivery drop off point. Reception and SID have sneeze guards in place. (SID will be in place for September) A Pre-admission and an end of year letter will state that that visitors must be kept to a minimum eg parent collecting a poorly child. Where possible the receptionist will sign visitors into the academy, taking contact details (for Track and Trace) The small and large workroom have been arranged to ensure meetings can take place ie removal of fabric seating and spaced seating arrangements 	M
3.9 Arrival and departure from school					

<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>	<p>H</p>	<ul style="list-style-type: none"> • Start and finish times are staggered or different entrances/exits for different bubbles • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times. • Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to present themselves on site beyond designated drop off/pick up points 		<ul style="list-style-type: none"> • Staff are on duty at the beginning and end of the school day, to support the movement of students • Each year group bubble have been designated separate entrances • Parent/carers will be reminded via letter and texts about the importance of social distancing at drop off and pick up points • Reminder of parents not to drop off students within the zig zag lines in front of the academy as it will not adhere to social distancing and it is stated in the Highway code 	<p>M</p>
<p>3.10 Transport</p>					
<p>The use of public and school transport by pupils poses risks in terms of social distancing</p>	<p>H</p>	<ul style="list-style-type: none"> • Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling on public transport. • Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing. • Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. • Hand sanitizers and hand washing available on arrival at school 		<ul style="list-style-type: none"> • End of year letter emphasises the importance of this. 	<p>M</p>
<p>3.11 Staff areas</p>					

<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	<p>H</p>	<ul style="list-style-type: none"> • Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. • Hot desking will be stopped, only one member of staff allocated to a desk. • WFH will remain in place for staff who can in order to minimise staffing 		<ul style="list-style-type: none"> • Sanitising areas are available within a short distance of each room • All computer chairs have been removed and replaced with plastic chairs that can be easily cleaned • There is no hot desking with the exception of the main reception but individual seats have been allocated • Staff to use boilers in the staff room kitchens if kettles are to be used in subject bases they must be wiped with an anti bac wipes after and before use • All cutlery must be placed in the dishwasher which will be emptied first thing in the morning and used on a daily basis • Each room has a sign stating the capacity for that room • Signs to remind staff of distancing requirements are placed in the areas • Work areas which are to be out of bounds is indicated by tape • T2 ICT room has not been allocated to a zone, this has been set aside for staff to work in on their PPA, anti bac wipes will be available for staff to use after they have finished. 	<p>M</p>
<p>3.12 Catering</p>					
<p>Social distancing is not possible in kitchen/catering areas</p>	<p>H</p>	<ul style="list-style-type: none"> • Reduced menus agreed to manage increased number of lunch breaks • Simple menus developed allowing staff to work at a single workbench • 1 member of staff in small areas e.g. fridges, store rooms at any time • Staff instructed in social distancing 		<ul style="list-style-type: none"> • Staff and not allowed access to the main dining kitchen area (unless in emergencies) • Breakfast is not being served • Chartwells will produce a menu and will be placed on the website and around the academy 	<p>M</p>

		<ul style="list-style-type: none"> • PPE provided if social distancing can not be maintained • Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food • Catering staff advised to remain behind the counter during serving 		<ul style="list-style-type: none"> • Where possible socially distanced tables will be provided in the dining room for staff to eat. Staff may also eat socially distanced in subject bases and unused classrooms - but must clean the table after use. • Capacity notices are placed outside each kitchen area, which should be strictly adhered to 	
3.13 Home Visits					
Staff are placed at risk of contracting COVID whilst undertaking home visits	M	<ul style="list-style-type: none"> • Home visits will not be undertaken unless absolutely necessary • Staff will not travel together to undertake a home visit • Visit will be undertaken on doorstep - staff will not enter the home • Social distancing will be maintained throughout - knock on door and step back 2m • All usual control measures for home visits should also be followed 		<ul style="list-style-type: none"> • If home visits are to be undertaken staff will take both cars • Staff will not enter the homes to check on a student. If a student will not come to the door, the member of staff will telephone them, logged appropriately. 	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> • Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon • Individual risk assessments undertaken for any student identified being at higher risk e.g. BAME, ECV and actions put in place in agreement with student/parents • EHCP and risk assessments updated • Schools have a regularly updated register of pupils with underlying health conditions. 		<ul style="list-style-type: none"> • A risk assessment has taken place with any vulnerable student • Staff are encouraged to let SLT know of anything that appears not to be working or could be improved as described in training or on the risk assessment 	M
4.2 Staff with underlying health issues					

<p>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</p>	<p>H</p>	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Individual staff risk assessments undertaken where additional risk factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable • Current government guidance is being applied. 		<ul style="list-style-type: none"> • Risk assessment to be shared with staff and signed by a Google forms that they have read and understood the risks and control measures • Staff are encouraged to let SLT know of anything that appears not to be working or could be improved as described in training or on the risk assessment • All staff have been offered individual Covid 19 risk assessments 	<p>M</p>
<p>5. Enhancing mental health support for pupils and staff</p>					
<p>5.1 Mental health</p>					
<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>H</p>	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. 		<ul style="list-style-type: none"> • Wellbeing checks are continually being made to check on the wellbeing of vulnerable students and a general check is made by the admin team. • Parents and students are reminded of the mental wellbeing website and how to access support. • School coach is still available on school site to continue to offer support to those who need it most. • Wellbeing assembly delivered across the whole school with a further assembly on resilience being delivered in the final week. 	<p>M</p>
<p>Additional safeguarding concerns are identified on children's return to school</p>	<p>H</p>	<ul style="list-style-type: none"> • All staff will receive safeguarding training as part of the INSET on the first day of term • Additional time will be provided for DSLs and inclusion teams in the first few weeks of term, if required, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and 		<ul style="list-style-type: none"> • Staff wellbeing strategy presentation is under construction to be delivered on the first 2 INSET days. • Designated safeguarding officer appointed to help support in the academy. 	<p>M</p>

		the handling of referrals to children’s social care and other agencies where these are appropriate		<ul style="list-style-type: none"> More time has been given to learning managers to spend time with their year group upon return to the academy. 	
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Staff are encouraged to use the staff EAP Weekly staff wellbeing surveys 		<ul style="list-style-type: none"> The Trust is delivering weekly pulse surveys to check on the wellbeing of staff Trust wide The Employee Assistance programme (EAP) is available 24/7 and can offer telephone counselling if face to face isn’t an option. The telephone number is 08000856148 Line managers continue to check in on colleagues and ensure their mental health is looked after and signpost to any services that are required. Staff continue to be encouraged to manage work/life balance and not work too late on Google classroom or other areas - this is monitored by line managers. 	M
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> Staff working from home have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 		<ul style="list-style-type: none"> Weekly line manager meetings are held to ensure the wellbeing of staff is looked after Staff who have been shielding have been encouraged to take a tour of the Academy to put them at ease of all the procedures in place for September. Staff working from home have been making contact with students to complete wellbeing checks on pupils. 	M
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 		<ul style="list-style-type: none"> All DSLs, Learning Managers, Senior Leaders and Heads of Department have now completed bereavement training run by Pat Sowa DSL team is aware of bereavements in families and have offered additional support through 	M

		<ul style="list-style-type: none"> Bereavement training delivered to over 200 staff during June 2020 		<p>signposting, speaking with the student/family and offering school coach availability.</p>	
6. Operational issues					
6.1 Review of fire procedures					
<p>Fire procedures are not appropriate to cover new arrangements</p>	H	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> Bubbles not mixing Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. PEEPs reviewed and updated 		<ul style="list-style-type: none"> The one way system will NOT be in operation during a fire alarm An attempt to not cross contaminate bubbles will be made, however a safe, timely fire evacuation is the difference between life and death at that point in time. This overrides the requirements for social distancing The fire evacuation procedure will be updated for September. The evacuation process remains the same however students will line up in HMG (maintaining the bubble in each zone of the muster point) New HMG fire evacuation signs have been ordered Individual class teachers (bubbles) will have responsibility to ensure evacuation of their group Classroom doors are to remain open to encourage ventilation of air (door openers will be provided) where this doesn't compromise the fire strategy Under no circumstances may corridor doors be wedged open, as corridor doors are fire doors Classrooms should have their windows open during the day 	M
<p>Fire evacuation drills - unable to apply social distancing effectively</p>	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 		<ul style="list-style-type: none"> The one way system will NOT be operation during a fire alarm 	M

				<ul style="list-style-type: none"> An attempt to not cross contaminate bubbles will be made, however a safe, timely fire evacuation overrides the requirements for social distancing The fire evacuation procedure will be updated for September. The evacuation process remains the same however students will line up in HMG (maintaining the bubble) and in year groups (bubbles) not continents New HMG fire evacuation signs have been ordered 	
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 		<ul style="list-style-type: none"> All students will have a teacher present at all times Any teacher absence will start rarely cover/agency cover 	M
6.2 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) will continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Contractor risk assessment has been provided prior to works beginning Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. 		<ul style="list-style-type: none"> The contractors on site during term time are for urgent/emergency situations only. Contractors need to provide their Covid 19 risk assessment alongside RA and method statements All contractors are to sign in at reception and details of contact details must be provided to ensure our availability for Track and Trace Any contractor on site will be met by the premises team and the usual DBS/lanyard system will be in place 	M

		<ul style="list-style-type: none"> 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). 			
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7. Finance

7.1 Costs of the school's response to COVID-19

<p>The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties</p>	<p>M</p>	<p>Prior To Sept</p> <ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified. Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Net increase in costs approved by Region Exec and CFO <p>Sept Onwards</p> <ul style="list-style-type: none"> Additional COVID-19 related costs are monitored and options for reducing costs as guidance changes are reviewed. The school's projected financial position will be shared regularly with the Board 		<ul style="list-style-type: none"> FM, BM and Principal to agree actions and offsets. Any net increase to be reported via Regional Exec to CFO for approval. Monthly Principal meetings to focus on monitoring variances and long term implications of operational and educational response to returning under Covid-19 	<p>L</p>
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8. Governance

8.1 Oversight of the governing body

<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>H</p>	<ul style="list-style-type: none"> • The Trust Board continues to meet regularly via online platforms. • The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed. 		<ul style="list-style-type: none"> • Weekly google meet between Principal and Chair of Academy Council • Board updates sent to the academy will be sent to all members of the academy council by SAI • Academy Council meetings will continue, virtually 	<p>M</p>
<p>9. Additional site-specific issues and risks</p>					
<p>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</p>					
<p>Safety of Deliveries</p>	<p>M</p>	<ul style="list-style-type: none"> • Advice to leave all deliveries for 72 hours before distributing items 		<ul style="list-style-type: none"> • Deliveries will be located in a safe (Health and Safety) area and Premises team to wear gloves and aprons to ensure to move items to a safe location 	<p>L</p>
<p>Signing in and out of the academy</p>	<p>M</p>	<ul style="list-style-type: none"> • All staff to enter the academy using the reception entrance 		<ul style="list-style-type: none"> • All staff to cease wearing material lanyard and replaced with ID clip (located on reception desk) • Staff to be signed in by a member of the reception team to limit contamination 	<p>L</p>
<p>Used Academy uniform</p>	<p>M</p>	<ul style="list-style-type: none"> • Text issued to parents to deposit any used/outgrown uniform to school is a tied/sealed bag and placed in green lidded bin, outside of reception • All uniform is quarantined for 72 hours prior to washing and placing in the uniform store 		<ul style="list-style-type: none"> • NA 	<p>L</p>

September 2020

