

## COVID-19: Operational risk assessment for school reopening

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

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

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

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

### System of controls

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

#### Prevention:

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

Numbers 1 - 5 and 8 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances

Number 7 applies in specific circumstances.

#### Response to any infection:

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

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

	Laura Eddery		Principal		Staff, pupils, contractors, visitors, volunteers
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	21-10-20		Half termly		December 2020
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<b>Trust documents:</b>	<b>Government guidance:</b> <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a> <a href="#">Guidance for full opening - schools - GOV.UK</a> <a href="#">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a> <a href="#">COVID-19: cleaning of non-healthcare settings - GOV.UK</a> <a href="#">Safe working in education, childcare and children’s social care</a> <a href="#">Face coverings in education - GOV.UK</a>
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**Risk matrix**

		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

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

### 1.1 Capacity

<p><b>Available capacity of the school is reduced when social distancing guidelines are applied</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Social distancing not expected for children in EYFS and KS1</li> <li>• Bubbles agreed of year groups or smaller, depending on phase of education.</li> <li>• Agreed new timetable and arrangements confirmed for each bubble.</li> <li>• Arrangements in place to support any pupils still unable to attend school with remote learning at home.</li> <li>• <b>Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1)</b></li> <li>• <b>Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above)</b></li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Classroom have been configured to have students 2m from staff.</li> <li>• Zones are - Y7 - G3,G4,G5,SOS, F4, F5 Y8 - G10-G11,G12,F10,F11,F12, Y9 - G1, G2, F1, F2 and F3. Y10 - F6, F7, F8, Russia and China. Y11 - G7, G8, Ee, Ed, Es, Ei Greece and Portugal. Y12/13 can use all specialist rooms, L7, BS1, BS2 and 4 rooms in Post 16 hall. There will be some use of specialist rooms but limited to reduce movement. Science, Music, Art, will all have students using their facilities on a rota so only one year group access the classroom in one day. <b>Drama will always be taught in the Drama studio - no furniture.</b></li> <li>• <b>From the 2-11-20 Y11 classrooms will be all classrooms in languages and G7 and F6. Students will use the F4/5/6 staircase. This staircase is used by Y7 as well.</b></li> <li>• <b>Y10 classrooms will change to Russia/china/G8 and F8 with F7 as the breakout room.</b></li> <li>• Timetable is finalised and contains staggered break and lunchtimes.</li> <li>• All lessons resources and worksheet uploaded to google classroom for students to access if they cannot attend school. Some lessons are available for students to dial into.</li> <li>• Students can access some lessons from home via google meet. Timetable to be coordinated.</li> <li>• Face coverings to be worn by students and staff in areas where social distancing cannot occur. Visors and reusable face masks issued to staff on 8 Sep. Disposable face masks available on Reception for staff, students and visitors who have forgotten them. Staff training 7th and 8th September, letter to parents, social media.</li> </ul>	<p>L</p>
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### 1.2 Organisation of teaching spaces

<p><b>Classroom sizes will not allow adequate social distancing</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>Requirement for social distancing reviewed by government to support full classes to return to classrooms.</li> <li>Classrooms re-modelled, with chairs and desks in rows facing in the same direction to support social distancing.</li> <li>Clear signage displayed in classrooms promoting social distancing.</li> <li>In primary schools, classes stay together with their teacher and do not mix with other pupils.</li> <li>In secondary schools the year group stays together and does not mix with other pupils.</li> <li>Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1)</li> <li>Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above)</li> <li>Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>All classrooms have been remodelled to have students facing the front.</li> <li>Signage is in place in all rooms to promote social distancing.</li> <li>Year group bubbles have been created with their own break and lunch times. Zones have been created for year groups. Specialist rooms to be used by Post 16, Y10 and Y11 when required. HOD's rotating other year groups on days when rooms are not required. Each room will only have one year group using it on one day, except the Drama studio and the sports hall when we get it handed over.</li> <li>PE changing rooms - allocated PE changing rooms to a maximum of 2 year groups on any one given day. They will be cleaned between use.</li> <li>Due to increased cleaning staff use of the PE changing rooms has increased.</li> <li>Y7 - G3,G4,G5,SOS, F4, F5 Y8 - G10-G11,G12,F10,F11,F12, Y9 - G1, G2, F1, F2 and F3. Y10 - F6, F7, F8, Russia and China. Y11 - G7, G8, Ee, Ed, Es, Ei Greece and Portugal. Y12/13 can use all specialist rooms, L7, BS1, BS2 and 4 rooms in Post 16 hall. Y11 tutor time intervention for maths, English and science will take place in the old Art rooms. This means they will use the same stair case as 1 P16 tutor group. Arrows on the floor to indicate where to walk.</li> <li>Drama will use their room for all classes, classes to be dismissed 2 mins early to prevent year group bubbles crossing over. AFO will clean the room between groups. There is no furniture or equipment in this room.</li> </ul>	<p>M</p>
<p><b>Large spaces need to be used as classrooms</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>Large gatherings prohibited.</li> <li>Design layout and arrangements in place to enable social</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>Dining hall has all the table side by side in 4 rows. Each break and lunch sit on different sides of the tables. eg first break sit on the red side, second on the blue side. There is a coloured notice on the way into the dining hall that is changed for each session.</li> <li>Sports hall currently not handed over to us. There are no inside sports facilities.</li> </ul>	<p>M</p>

		<p>distancing e.g. students facing the same way in dining areas and not sat face to face.</p> <ul style="list-style-type: none"> <li>Face coverings available for staff and children to use in areas where social distancing is more difficult</li> </ul>		<ul style="list-style-type: none"> <li>No assemblies/staff gatherings -all to be done online.</li> </ul>	
<b>1.3 Availability of staff and class sizes</b>					
<p><b>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</b></p>	M	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>Shielding guidance paused from 1 August 2020, allowing staff to return to work and children to schools</li> <li>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.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Full use is made of test and trace to inform staff deployment.</li> <li>Non-specialist teachers may be used to deliver content provided by subject specialists.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Last data collection in June 2020. Staff have been asked to email LED over the summer if there are any changes to the fact everyone has indicated they can be in work in September.</li> <li>Staff to call the absence number to report any illness and inform myself of any covid related illness.</li> <li>Staff self isolating or required to shield will continue with online work - setting work and teaching students who are in similar situations. Staff who are well and at home will on occasions dial into the class and teach from home. Support staff self isolating will work from home.</li> <li>TA's where possible will be allocated to year groups and will have break out rooms they can work with students in. This may be with specific targeted students, students who are moving onto extension work or those who are struggling. It is not possible with the timetable to always do this and TA's are moving between bubbles but must maintain a 2m distance.</li> <li>MWE to work with test and trace. Attended government Test &amp; Trace Webinar. Issued test kits as per guidelines when appropriate. Reordered Test kits</li> </ul>	L
<p><b>Re-timetabling and extended days mean that staff exceed their contracted working hours</b></p>	M	<ul style="list-style-type: none"> <li>Directed time calculations reworked and shared with staff</li> <li>PPA allocations still provided on timetables</li> <li>Where timetable restricts PPA or exceeds weekly hours for teachers, a two weekly timetable agreed to compensate</li> <li>Hourly rates of pay agreed for staff who are asked to work</li> </ul>	Y	<ul style="list-style-type: none"> <li>PPA will be allocated on timetable.</li> <li>ETA and CTI to created a duty rota to deploy staff appropriately to ensure good coverage.</li> <li>Addendum to Pay Policy awaited from Trust; any additional hours will be paid at normal rate</li> </ul>	L

		additional hours beyond their contracted hours			
<b>Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term</b>	M	<ul style="list-style-type: none"> <li>All staff have been advised to follow government advice on the booking of holidays</li> <li>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</li> <li>Staff managing attendance policy and absence policies to be followed from September</li> </ul>	Y	<ul style="list-style-type: none"> <li>All staff have been asked to let LED know of any travel arrangements that might mean they are unavailable in September - no one has. Staff briefing 8-7-20</li> <li>Staff have been informed that they are expected to be at work in September. Staff briefing 8-7-20</li> <li>Staff informed of this on 8-7-20 at a staff briefing.</li> <li>Managing attendance policy shared with all staff by MWE.</li> </ul>	L
<b>1.4 The school day</b>					
<b>The start and end of the school day create risks of breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Start and departure times are managed, with staggering where possible</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Different entrances/exits are used for different bubbles if entering at the same time.</li> <li>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> <li>Attendance patterns have been optimised to ensure maximum safety.</li> <li>One way systems around the school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Natural staggered start on arrival and end of the day - Y7- 2.48pm Y8 - 2.42pm Y9- 2.50pm Y10 - 2.44pm Y11 - 2.46pm Y12 and 13 2.50. Letter to parents was sent at the start of term which informed them of a slightly staggered end to the day to facilitate a socially distanced and supervised exit. 2 Grad Interns dismiss classes at the end of the day starting with Y8, Y10, Y11, Y7 then Y9. Classes taught from the Labs down leave their lessons at 2.50pm. Plan in place to socially distance students if buses are not on time, Y8 stand in the far corner near the sports hall, Y10 on the opposite corner, Y11 the corner near the exit, Y7 fence near the entrance and Y9 by the netball rings. Floor markings in place around toilet areas and dining hall.</li> <li>All available entrances and exits to be used.</li> <li>We are clear on our attendance concerns and have detail from the primary schools re incoming Y7. We also have the details re the vulnerable and extremely vulnerable students and households. A google meet is planned for CTI, AWE, DBR to discuss procedure on Thursday 9th July.</li> <li>Zones of year groups not one way throughout the day. Main corridor one way at end of day. Two way system past science down to DT.</li> <li>One student who requires wheelchair access - lessons timetable in Post 16 block.</li> <li>Enrichment to begin for Post 16 students in school. Other enrichments to take place on line. Enrichment for further maths Y11 to take place in the maths area and the GCSE Drama to be in the Drama Studio. The Drama teacher has offered to clean the room to</li> </ul>	M

		<ul style="list-style-type: none"> <li>• Accessibility for disabled students and staff have been considered within changes.</li> <li>• Extra curricula activities cancelled if relevant distancing and controls can not be put in place to protect bubbles.</li> </ul>		<p>allow this to happen. Latin will also take place in school, the Y11 group in Ee and the Y10 group in Ec maintaining the correct rooms for the bubbles.</p>	
<p><b>Wrap around care provided in school is not able to comply with social distancing or bubble separation</b></p>	M	<ul style="list-style-type: none"> <li>• School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble</li> <li>• After school activities will be separated and offered to distinct year groups to ensure bubbles are maintained/or cancelled if not possible</li> <li>• Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance</li> </ul>	Y	<ul style="list-style-type: none"> <li>• No breakfast available but food at break time will be.</li> <li>• No after school activities for first few weeks of school. Post 16 enrichment to begin all other enrichment on line. Other enrichments to take place on line. Enrichment for further maths Y11 to take place in the maths area and the GCSE Drama to be in the Drama Studio. The Drama teacher has offered to clean the room to allow this to happen</li> <li>• Latin will also take place in school, the Y11 group in Ee and the Y10 group in Ec maintaining the correct rooms for the bubbles.</li> </ul>	L
<p><b>1.5 Planning movement around the school</b></p>					
<p><b>Movement around the school risks social distancing not being maintained</b></p>	H	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and revised.</li> <li>• One-way systems are in place where possible.</li> <li>• Posters in corridors regarding social distancing.</li> <li>• Appropriate signage is in place to clarify circulation routes.</li> <li>• Pinch points and bottlenecks are identified, staffed and managed accordingly.</li> <li>• Movement of pupils around school is minimised as much as possible, with pupils staying in</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Circulation plans completed with identified entrances and exits for each year group and one exit at the end of the school day with a staggered release so no crossover of year groups.</li> <li>• One way system at end of school day. no one way system in zones.</li> <li>• Posters are in place.</li> <li>• Year Group Zone signs are in place. Signage for other circulation routes is in place.</li> <li>• Movement around the school reduced as school zoned for year groups. Some specialist teaching in specialist rooms. Y10 and Y11 have small cross over of a corridor but timetabled to move from those rooms at different times. Movement of students to the Labs/Music/DT/ Drama and Art - Y9 go straight from bubble to this corridor. Y7 have to go through the Y9 corridor but staff must check the corridor is empty. Y8, 10 and 11</li> </ul>	M

		<p>classrooms and staff moving round.</p> <ul style="list-style-type: none"> <li>• Lesson change overs are organised to avoid overcrowding.</li> <li>• Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>• Spaced lines on main corridors.</li> <li>• Appropriate duty rota and levels of supervision are in place.</li> <li>• Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair</li> <li>• Play areas will be divided if more than one bubble is to use it at the same time</li> <li>• Outdoor play equipment will be either taken out of use, cleaned between use by different bubbles or separate equipment provided for each bubble</li> <li>• Face coverings available for staff and children to use in areas where social distancing is more difficult - highly recommending that these are worn (Tier 1)</li> <li>• Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above)</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or</li> </ul>		<p>need to exit from their designated exit, enter via the locker area, past the library and down the Y9 corridor as long as it is empty. If students are moving through school with a member of staff they can go through bubbles as long as the staff ensure the corridors are empty.</p> <ul style="list-style-type: none"> <li>• Part of tutor time and lesson time to remind students about social distancing.</li> <li>• Spaced lines on corridors.</li> <li>• Duty rotas will be completed to allow coverage.</li> <li>• Risk assessments in place for EHCP students completed for current students, next year year 7 are work in progress.</li> <li>• Play areas will be used by one year group at a time.</li> <li>• Information on face covering shared with parents via letter and social media and text. Staff training will incorporate this.</li> </ul>	
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		used in conjunction with natural air flow			
<b>1.6 Curriculum organisation</b>					
<b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>	H	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning.</li> <li>Praising stars will be used to assess the impact of interventions</li> <li>Curriculum has been re-ordered to focus on learning priorities for the phase of education if it can't all be caught up</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> <li>Blended learning and remote learning plans are in place from day 1 for any child required to isolate</li> </ul>	Y	<ul style="list-style-type: none"> <li>Post 16 assessments tool place take place in week 2 to assess the extent of knowledge and understanding so that students can be prepared for external examinations and UCAS applications.</li> <li>HODs and Directors to assess gaps in knowledge and understanding in the first three weeks of term</li> <li>Curriculum plans have been reviewed by HOD's, directors and work with SLT.</li> <li>Tutor time has some flexibility for intervention with specific groups, 1:1 tutors to work with all year groups across the week to intervene. Intervention in the classroom and through quality feedback. 2 Grad Interns who will complete small group work for intervention.</li> </ul>	M
<b>Periods of isolation create additional gaps in learning</b>	M	<ul style="list-style-type: none"> <li>Blended learning/remote learning plans in place so this can be provided on day 1 of isolation/absence</li> <li>Children lacking technology to support remote learning identified</li> </ul>		•	

		<ul style="list-style-type: none"> <li>Technology available to provide for periods of isolation/absence</li> <li>EdTech demonstrators providing training to staff to increase confidence and ability to provide remote learning</li> <li>Rotas planned should it be necessary due to a move to a higher tier of 'lockdown' and local restrictions</li> </ul>			
Library book sharing risks virus infection	M	<ul style="list-style-type: none"> <li>Libraries will not be used as a social space for children</li> <li>Children will be managed in small numbers to select a book</li> <li>Returned books will be quarantined for 72 hours before being returned to library shelves</li> </ul>	Y	<ul style="list-style-type: none"> <li>Library to be used as a staff work area and for small groups of students to access during their English lessons. Students will access the library to collect/return books only. No use of IT for students in the library.</li> <li>Boxes for returns will be in place to ensure books are quarantined before going on the shelves.</li> <li>Staff must keep 2.5m from each other, this information has been shared with staff in briefing.</li> <li>Sign-in protocol introduced for staff using the library including identifying which workstation they have used.</li> </ul>	L
Singing spreads virus through spittle or aerosol transmission	M	<ul style="list-style-type: none"> <li>No choirs or large group singing</li> <li>No singing in assemblies or full classes unless social distancing can be maintained and rooms are ventilated</li> <li>No performance to audiences</li> </ul>			
Practical music lessons spread virus through spittle and touch	M	<ul style="list-style-type: none"> <li>Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only (no wind or brass unless sole users)</li> <li>Peripatetic music lessons to continue online with the child using an instrument solely used by them</li> <li>Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> </ul>	Y	<ul style="list-style-type: none"> <li>DKE investigating what can be and can't be used. Instruments will be assigned to year groups and rotated after a number of weeks following a clean.</li> <li>Peripatetic lessons - some will be online. Will start with instruments such as guitars and drums where students have their own drum sticks and own guitars.</li> </ul>	L

		<ul style="list-style-type: none"> <li>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>			
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**1.7 Staff workspaces**

<p><b>Staff rooms and offices do not allow for observation of social distancing guidelines</b></p>	H	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff have been briefed on the use of these rooms.</li> <li>Posters in place regarding social distancing and hygiene.</li> <li>Communal equipment removed or measures in place to disinfect between use.</li> <li>Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1)</li> <li>Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above)</li> <li>Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff will stay in rooms where possible. Staff room with plastic chairs 2 metres apart; supply hand sanitiser &amp; wipes for use for touching fridge and boiler.</li> <li>Library set up as an extra work space for staff where rooms are not available; sign in log for staff to complete when they have used the room.</li> <li>September training to brief staff.</li> <li>Notices on offices for the number of staff that can be in there.</li> <li>Visors and reusable face masks issued to staff on 8 Sep. Disposable face masks available on Reception and First Aid Room</li> </ul>	M
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**1.8 Managing the school lifecycle**

<p><b>Limited progress with the school's calendar and work plan because of COVID-19 measures</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• School calendar for the year rationalised.</li> <li>• Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning.</li> <li>• Staff recruitment to continue employing social distancing and online interviews where appropriate</li> <li>• Re-timetabling completed</li> <li>• Plans and capacity in place should re-timetabling be required mid-year</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• School calendar contains PS dates and term dates only.</li> <li>• Staff recruitment continues. Fully staffed in terms of teaching.</li> <li>• Timetable completed.</li> <li>• LED/ETA both have capacity to re-timetable if required.</li> </ul>	<p>L</p>
<p><b>Pupils in the first year of a new phase in their education do not feel prepared for the transition</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Pastoral staff have spoken with pupils and their parents about the new stage in their education and resolved any issues</li> <li>• Year 3 (OJAB), Year 7 and Year 12 students will have a day in the academy before the other year groups start at the beginning of the year to ensure they understand the school routines</li> <li>• Regular communications with the parents and pupils are in place, including letters, newsletters and online broadcasts.</li> <li>• Virtual tours of the school are available for parents and pupils.</li> <li>• Online induction days for pupils and parents completed</li> <li>• Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools</li> <li>• Additional transition activity has taken place for students with identified SEND</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Pastoral staff have made regular contact with students and parents/carers during lockdown and have reported issues using CPOMs and have referred to the DSL and SLT when appropriate. Calls have been made in recent weeks to all vulnerable students in anticipation of the summer break and reopening in September. A detailed letter will be sent to all parents and carers setting out the expectations and routines for students in September with an opportunity to contact SLT next week with any specific concerns or questions. SWI contacting all those who say they may be shielding in September to talk through their situations and assess need and risk assessments.</li> <li>• INSET days 7.9.20 and 8.9.20. Y7 and Y12 students invited in on Wednesday 9.9.20 for induction and enrolment. This will allow for a successful and positive start for these crucial year groups with all students in school on 10th September. Routines and expectations can be clearly communicated with this staggered start.</li> <li>• Regular communication with parents via letter/text/email and social media .</li> <li>• Currently 2 tours on the website - Y6 and Y10.</li> <li>• Transition is ongoing but the offer has been completed with a good response. Students are well placed for a smooth transition given the circumstances.</li> <li>• SEND-Additional 121 Google Meets arranged if required with student and parents.</li> <li>• ACE programme for Y7 on day 1 and for the first 3 weeks in Music, Drama and Life to ensure they have a full understanding of expectations. Y8 have followed a programme of ACE during the same lessons as Y7.</li> </ul>	<p>M</p>

		<ul style="list-style-type: none"> <li>New pupils will have enhanced induction in the first weeks of the September term</li> </ul>			
<b>1.9 Governance and policy</b>					
<b>Directors are not fully informed or involved in making key decisions</b>	M	<ul style="list-style-type: none"> <li>Online meetings are held regularly with the Board of Directors.</li> <li>The Board of Directors are involved in key decisions on reopening.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Trust board meets with minutes disseminated to the Academy Council.</li> </ul>	L
<b>1.10 Policy review</b>					
<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>	H	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Part of INSET for staff and initial lessons for students. Review of behaviour policy will be shared with parents as well as students and staff.</li> <li>All updated policies shared by MWE in September.</li> </ul>	M
<b>1.11 Communication strategy</b>					

<p><b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b></p>	<p>H</p>	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Governors/Trustees</li> <li>• Local authority</li> <li>• Regional Schools Commissioner</li> <li>• Professional associations</li> <li>• Other partners</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Clear and regular communication with all stakeholders through weekly briefings, staff training (Google meets), email and phone.</li> </ul>	<p>M</p>
<p><b>1.12 Staff induction and CPD</b></p>					
<p><b>Staff are not trained in new procedures, leading to risks to health</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• INSET day will be held at the beginning of the September term</li> <li>• Induction and CPD programmes are in operation for all staff prior to reopening, and include:</li> <li>• Infection control</li> <li>• Fire safety and evacuation procedures</li> <li>• Constructive behaviour management</li> <li>• Safeguarding</li> <li>• Risk management</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• All these areas will be covered in 2 INSET days in September.</li> <li>• Fire practices held over 3 days to maintain social distancing completed.</li> <li>• Flick Learning re fire, H&amp;S and safeguarding courses notified</li> </ul>	<p>M</p>
<p><b>Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• First Aid qualifications extended by 3 months</li> <li>• For period of COVID-19 designated safeguarding training will not expire</li> <li>• Online training sought to replace or supplement training that is due to expire</li> <li>• Support from leaders in the Trust who have up to date training</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Can't extend any more because there is alternative online training; HSE state that can only extend if requalification training is prevented for reasons associated directly with coronavirus. Staff can now attend external courses. Currently 15 trained first aiders</li> <li>• CTI enrolling on online safeguarding training.</li> <li>• Trust support in terms of SENCO.</li> </ul>	<p>M</p>
<p><b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• September new starters all registered on Trust's virtual induction on 9 Jul 2020; GGi has emailed the new starters "welcome email" with details of training, staff handbook etc, and will complete HR induction; GGi to send Line Manager New Starter Induction form to LMs. LED/ETA to meet and facilitate the induction process.</li> </ul>	<p>M</p>

<p><b>Staff do not receive ongoing CPD leading to retention issues</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Learning and performance sessions will be provided in school with social distancing and using technology</li> <li>• The OIE will continue to support CPD through the offer of online programmes</li> <li>• Flick online learning will support with statutory, mandatory and additional training</li> <li>• Training on how to wear face coverings given on INSET days</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• L+P will take place on a Tuesday but via Google meet into rooms for briefing and training. Small departments can meet in one room if social distancing can occur, larger departments will have to use more than one room - led by HOD and 2nd. <b>Staff must be more than 2.5m from each other.</b></li> <li>• ETA in regular contact with the OIE. New staff are already enrolled on induction and training courses relevant to their subject areas. Feedback from OIE to ETA in place.</li> <li>• Flick online training will continue to ensure compliance. <b>New starters to complete within 2 weeks of starting; all staff to complete Flick training by 23 Oct 20 (start of half term) for KCSIE 2020, Child Protection, Information Security, GDPR, Prevention of Radicalisation, H&amp;S, Fire Safety &amp; Fire Warden.</b></li> </ul>	<p>L</p>
<p><b>1.13 Free school meals</b></p>					
<p><b>Reduced food offers are available due to kitchen and dining capacity</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• A range of hot a cold food will be available (although this may not be a full menu)</li> <li>• Dining staggered to ensure full bubble can be catered for</li> <li>• Additional large spaces in school considered for dining</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• A range of hot food and cold food will be available to all.</li> <li>• Lunches staggered over P3 and P4, Year groups will have half the dining room allocated to ensure cleaning of the other half can take place.</li> <li>• No other suitable space for lunch.</li> <li>• Post 16 will have lunch in the P16 centre. <b>P16 come to the dining hall 5 mins before the start of their break/lunch to collect food and take to P16 centre. This is due to a member of kitchen staff absent.</b></li> </ul>	<p>M</p>
<p><b>1.14 Risk assessments</b></p>					
<p><b>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>- Risk assessment from other partners completed</li> <li>- Risk assessments are updated or undertaken before the school reopens in September and mitigation strategies are put in place and communicated to staff covering:</li> <li>- Personal care</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• <b>Up to date NYCC Covid catering RA received (18 Sep 20); York Pullman P16 Bus received. Churchills expecting from ALi; GJE email 9Jul20 with folder Covid 19 RAMS for contractors (MW) PHS O/S</b></li> <li>• IHCP &amp; Parental Liaison in place</li> <li>• Students with EHCP - completed risk assessments</li> <li>• Vulnerable staff will have already or will have the opportunity to complete a risk assessment before September 2020. <b>Concerns raised are communicated to Trust HR and discussions take place with staff members concerned.</b></li> <li>• MAPA - SWI &amp; Identified Staff currently undergoing training</li> </ul>	<p>M</p>

		<ul style="list-style-type: none"> <li>- EHCP</li> <li>- Vulnerable staff (age, BAME, gender, pregnant)</li> <li>- MAPA</li> </ul>			
<b>1.15 School transport</b>					
<p><b>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</b></p>	M	<ul style="list-style-type: none"> <li>• The details of how pupils will travel to and from school are known prior to September.</li> <li>• Effective liaison with bus companies is used as a basis for planning staggered start and departure times, where required.</li> <li>• Home learning and telephone support established where a child is unable to attend school due to transport issues.</li> <li>• Children encouraged to use other forms of transport, including cycling and walking.</li> <li>• Walking buses employed</li> <li>• Children advised how to queue at bus stops employing social distancing</li> <li>• Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school</li> <li>• Additional hand washing and sanitising facilities available at bus parks and entrances to school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• No staggered start time. Buses arrived on a staggered basis enabling a safe flow of students entering school.</li> <li>• Departure times - Year groups will be dismissed from lessons on a small stagger, go through the tennis courts and straight to the bus if it is here. If the bus is not here socially distanced queuing on tennis courts. <b>Students will wait in year groups designated by the member of staff on duty.</b></li> <li>• Home learning and telephone support will be in place for any student unable to attend.</li> <li>• Parental letter outlines information regarding transport. Video will be shared with students via an online assembly showing how to use facemasks. This will be shared July 2020 and again September 2020.</li> <li>• <b>Outdoor hand washing facilities have been installed to cover each year group bubble entrance and Post 16 for all students to use on arriving at school.</b></li> <li>• <b>Liaison with individual bus contractors takes place as and when required to address concerns</b></li> </ul>	M



		<ul style="list-style-type: none"> <li>• Queuing at the school at the end of the day is managed to ensure social distancing</li> </ul>			
<p><b>If any students use home/school dedicated buses: Social distancing is not adhered to and bubbles mix</b></p>	M	<ul style="list-style-type: none"> <li>• Effective liaison with local authorities and bus companies to understand their risk assessments and control measures, including additional cleaning</li> <li>• Children to be seated in bubble groups where possible, including social distancing</li> <li>• <b>Vehicles will be ventilated with windows open where possible</b></li> <li>• Children advised how to queue at bus stops employing social distancing</li> <li>• Children advised how to use facial coverings (over age 11) and remove safely on arrival at school</li> <li>• Additional hand washing and sanitising facilities available at bus parks and entrances to school.</li> <li>• Queuing at the school at the end of the day is managed to ensure social distancing</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Contact has been made with LA. <del>Awaiting a response.</del> Parents were informed to contact the LA and provided the link.</li> <li>• Parent letter outlines that we will share information with them as soon as we receive it.</li> <li>• <b>A letter sent to parents start of September from the LA regarding buses/home to school transport.</b></li> <li>• <del>Liaison with individual bus contractors takes place as and when required to address concerns raised about social distancing and wearing of masks</del></li> </ul>	M
<p><b>If any children use home school taxis and escorted home/school transport: Social distancing can not be maintained due to the need for</b></p>	M	<ul style="list-style-type: none"> <li>• Liaison with local authority to understand the control measures in place and risk assessments</li> <li>• Children to be seated apart as far as possible from other children and adults</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Contact has been made with LA. <del>Awaiting a response.</del> Parents were informed to contact the LA and provided the link.</li> <li>• Parent letter outlines that we will share information with them as soon as we receive it.</li> <li>• <b>A letter sent to parents start of September from the LA regarding buses/homeschool transport.</b></li> </ul>	M

support or the size of the vehicle		<ul style="list-style-type: none"> <li>• Hand washing/sanitising on boarding and disembarking</li> <li>• Face coverings to be used if appropriate</li> <li>• Vehicles will be ventilated with windows open where possible</li> </ul>			
<b>1.16 Multi-site working</b>					
Staff who normally work across multiple sites risk the spread of infection across sites	H	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff who are able, will still be asked to work from home.</li> <li>• If there is a need to change the designated site to manage operational risks at that site, hygiene precautions will be put in place before arriving at the new site.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Number of support staff work across sites. One school per day.</li> <li>• Finance may still work from home.</li> </ul>	M
<b>1.17 Attendance and Punctuality</b>					
Children do not attend school consistently as habits and social norms have changed	M	<ul style="list-style-type: none"> <li>• The need and value of attendance at school will be regularly reinforced with children and families</li> <li>• PR campaigns regarding attendance will be launched</li> <li>• Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively</li> <li>• Regular safeguarding phone calls to those children not attending</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Letter to parents reinforced attendance to school.</li> <li>• Promote attendance via social media.</li> <li>• LM and attendance admin and EWO will make regular safeguarding calls.</li> <li>• Attendance fines reintroduced - we will work closely with families before issuing any fines.</li> </ul>	L

		<ul style="list-style-type: none"> <li>Attendance fines will be reintroduced</li> </ul>			
<b>1.18 Alternative Provision</b>					
<b>Control measures are not in place for children attending alternative provision or otherwise accessing part time education</b>	M	<ul style="list-style-type: none"> <li>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</li> <li>Where attendance is part time, liaison to identify the risks of movement between settings</li> <li>Children not to attend more than 1 setting in the same day</li> </ul>	Y	<ul style="list-style-type: none"> <li>Regular contact is made with BCC, as the only AP supporting one student at present. A recollection of paperwork will take place in September for the start of term. RA collected for their procedures during lockdown as they have remained open to the student. In addition to this a phone meeting has taken place with LM to assess provision. If possible a visit can be planned for September, in line with the new paperwork collection. Director for SEND has also completed a review of the AP.</li> </ul>	L
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
<b>Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required</b>	H	<ul style="list-style-type: none"> <li>An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are increased and additional staff appointed where necessary.</li> <li>Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles</li> <li>Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Enhanced cleaning - enhanced personal cleaning (handwashing/sanitising/cleaning of computers)</li> <li>Cleaning of dining hall between sittings</li> <li>Cleaning of toilets on a regular basis</li> <li>Cleaning of high traffic areas on regular basis</li> <li>Room cleaning on an evening</li> <li>Cleaning of PE changing rooms throughout the day.</li> <li>2 additional Churchill's day cleaners engaged, making 3 day cleaners in total including academy employed staff to cover the enhanced cleaning</li> </ul>	M

		<ul style="list-style-type: none"> <li>Classroom timetabling is shared to ensure the classrooms are cleaned when free</li> </ul>			
<b>2.2 Hygiene and handwashing</b>					
<p><b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b></p>	H	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>Additional external wash basins have been provided at key points around the school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Surplus supply of sanitiser in place.</li> <li>External wash basins have been installed will be in place for September - one based opposite the sports hall and one outside Languages entrance and one outside maths entrance covering all year group bubbles..</li> <li>Cleaner and site staff to monitor consumables and arrange replenishment when anything needs replacing to ensure that we do not run out.</li> </ul>	M
<p><b>Pupils forget to wash their hands regularly and frequently</b></p>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Hand washing is timetabled for arrival at school, when changing rooms, return from breaks and before and after eating</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary.</li> </ul>	N	<ul style="list-style-type: none"> <li>Staff training 2 INSET days in September.</li> <li>Handwashing will take place on arrival at school</li> <li>Break and lunch time - students will be expected to sanitise on the way into the dining hall. Students will be expected to wash their hands at the outdoor facility or toilets during their lunch/break time.</li> <li>SLT will monitor handwashing and timetable if required.</li> <li>Posters in place in WC areas</li> </ul>	M

2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> <li>Government guidance has advised that children should be expected to wear full school uniform from September.</li> <li>Additional uniform available in school to support vulnerable children who may require additional items.</li> <li>Expectations and guidance are communicated to parents.</li> <li>Additional uniform issued to catering, cleaning and site staff if they have insufficient</li> </ul>	Y	<ul style="list-style-type: none"> <li>Uniform expectations communicated to parents via letter.</li> <li>Additional uniform will be available.</li> <li>Expectations and guidance is clearly set out in parent letter.</li> </ul>	M
Standard uniform/staff dress code leads to coldness due to additional ventilation of spaces	M	<ul style="list-style-type: none"> <li>Children encouraged to wear warmer items of uniform or outdoor coats whilst inside</li> <li>Hardship monitored closely to ensure no children are disadvantaged/items purchased in these cases by the school</li> <li>Staff encouraged to wear warmer items of clothing/outdoor coats if necessary</li> </ul>		<ul style="list-style-type: none"> <li></li> </ul>	
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> <li>Take fabric chairs out of use where possible.</li> <li>Where that is not possible then ensure chairs are limited to single person use.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Fabric chairs will be single use. Fabric chairs replaced with plastic chairs where potentially used by more than one person eg. classrooms, Reception, staff room.</li> </ul>	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> <li>Testing and tracing in place nationally.</li> <li>Flowcharts provided to schools to explain what they need to do if</li> </ul>	Y	<ul style="list-style-type: none"> <li>Guidance emailed to all staff on 10 June 2020; Covid Testing was covered in training on 8 June 2020 (slide 48) (MW) This was re-issued in September 2020 during INSET.</li> <li>Staff INSET contains guidance for staff.</li> </ul>	M

		<p>they have a positive case confirmed.</p> <ul style="list-style-type: none"> <li>• Guidance on getting tested has been published.</li> <li>• The guidance has been explained to staff as part of the induction process.</li> <li>• Home Test Kits issued to staff/parents in exceptional circumstances where attendance at a test centre is not possible</li> </ul>		<ul style="list-style-type: none"> <li>• we will take advice from local PHE regarding local data and spikes and work with HTP</li> </ul>	
<p><b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>• Staff and students over 18 encouraged to download NHS Covid-19 app and engage with Test and Trace</li> <li>• Advice given on how to use the app and when to turn off to avoid false results</li> <li>• Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>• Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms</li> <li>• A record of any COVID-19 symptoms in staff or pupils is reported to the trust.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Robust collection of attendance information is in place to be able to track dates. "Confirmed Staff COVID-19 Case Tracker".</li> <li>• Procedures in place for those showing symptoms - students taken to the Covid isolation room (the old medical room).</li> <li>• Information shared with parents via letter and shared with staff at INSET in September.</li> <li>• Steps to be taken if you show symptoms clearly shared via letter to parents, staff training September and student induction through tutor time.</li> <li>• Business Manager to report to Trust on symptoms in staff or students.</li> <li>• DfE Helpline replaced the PHE North Yorkshire &amp; Humber Health Protection Team line (01904687100). Number to notify now is DfE Helpline 0800 046 8687. Details on a poster shared by KBR filed in SLT Easingwold Re=Opening title: "OGAT Coronavirus What To Do" . Copies in Covid isolation room, Reception, First Aid Room, PA to Principal Office and HR</li> </ul>	<p>M</p>

		<ul style="list-style-type: none"> <li>• Each school knows how to notify DfE contact line for advice.</li> <li>• Government advice followed for identifying contact levels: <ul style="list-style-type: none"> <li>○ Direct - less than 1m for 1 minute</li> <li>○ Proximity - within 1m to 2m for 15 minutes</li> <li>○ Travelled in the same car</li> </ul> </li> </ul>			
<p><b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</b></p>	H	<ul style="list-style-type: none"> <li>• Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>• This guidance has been explained to staff and pupils as part of the induction process.</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>• Communication sent to all parents on using the NHS Covid-19 app</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Parents have had information in letter.</li> <li>• Students - tutor time on the first day back.</li> <li>• Staff part of INSET.</li> </ul>	M
<p><b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b></p>	H	<ul style="list-style-type: none"> <li>• Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>• This guidance has been explained to staff and pupils as part of the induction process, including flowcharts</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Parents have had information in letter.</li> <li>• Students - tutor time on the first day back.</li> <li>• Staff part of INSET.</li> </ul>	M

		<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> </ul>			
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>	H	<ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>A programme for training additional staff is in place.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Can't extend any more because there is alternative online training; HSE state that can only extend if requalification training is prevented for reasons associated directly with coronavirus. <del>3 staff enrolled who expire between now &amp; Sep GJe, JTo &amp; PMa. 3 staff expire in Sep who may need online course (NRe, LRo, JMa) (MW)</del> Staff can now and are attending external training first aid training. There are 15 trained first aiders on the staff.</li> </ul>	M
<b>2.6 Medical rooms</b>					
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>	H	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	Y	<ul style="list-style-type: none"> <li>Medical room now located opposite the library. Space to be able to socially distance.</li> <li>Old medical room now COVID isolation room.</li> <li>When rooms have been used the supervising staff member is to ensure the Awaiting Cleaning sign is put on the door (if missing from the room then spares are available from Reception); the usage is then to be reported to the Site Manager / Business Manager to arrange cleaning. <del>to be reported to BM who will organise cleaning.</del></li> </ul>	M
<b>2.7 Communication with parents</b>					



<p><b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b></p>	H	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> <li>A COVID-19 section on the school website is created and updated.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Share information with parents via text, email and social media.</li> <li>Covid section on website. RWI to update when required.</li> </ul>	M
<p><b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b></p>	H	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Share information with parents via text, email and social media.</li> </ul>	M
<p><b>2.8 Personal Protective Equipment (PPE)</b></p>					
<p><b>Provision of PPE for staff where required is not in line with government guidelines</b></p>	H	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE (e.g. SEND intimate care; 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.</li> <li>Staff are reminded that the wearing of gloves is not a substitute for good handwashing.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Guidance on who needs to wear PPE and when part of September INSET.</li> <li>Guidance shared via a video tutorial June 202 with all staff and will be reshared during INSET September with all staff.</li> <li>Use of gloves not a substitute for handwashing part of INSET.</li> <li>Aprons, face masks, gloves and goggles available in first aid room. Visors and masks issued to staff during inset via department order / collection. Disposable face masks available on Reception for emergency use.</li> </ul>	M
<p><b>2.9 Catering</b></p>					
<p><b>Dining space can not cater for numbers of</b></p>	H	<ul style="list-style-type: none"> <li>A reduced catering offer is established to ensure that</li> </ul>	Y	<ul style="list-style-type: none"> <li>No reduction in catering as it is easier to provide 100 sets of 5 or 6 different meals than 600 of the same.</li> </ul>	M

<p><b>children with appropriate cleaning and hygiene</b></p>		<p>increased numbers of lunch breaks and breaks can be managed for bubbles</p> <ul style="list-style-type: none"> <li>• Primary - meals will continue to be provided to classrooms</li> <li>• Secondary - additional dining spaces identified if needed</li> <li>• Secondary - all students facing same way and social distancing in place by removing use of seats</li> <li>• Dining spaces cleaned between bubbles</li> <li>• <b>Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</b></li> <li>• <b>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</b></li> </ul>		<ul style="list-style-type: none"> <li>• No suitable additional dining space available. Post 16 will eat in P16 centre.</li> <li>• Arrangement of seating in dining hall in place with colour coded sittings for year groups to reduce contamination and to help with cleaning regime</li> <li>• Cleaning will take place during the last 10 minutes of every lunch.</li> </ul>	
<p><b>2.10 Finance</b></p>					
<p><b>Cash brought into the academy spreads the virus through handling</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Cashless is encouraged at all times</li> <li>• Parent letters requesting that cash is not used and accounts are topped up from home</li> <li>• Any cash brought in is placed in the safe for 72 hours and hand immediately washed</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• School is already a cashless school.</li> <li>• Finance team has organised for a safe to be used if any cash does come into school. An email of what to do sent July 2020 and will be resent in September.</li> </ul>	<p>L</p>
<p><b>2.11 Gifts</b></p>					
<p><b>Children bring gifts for the end of term that spread the virus</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Gifts to be discouraged</li> <li>• Those that are brought should be accepted, hands washed and then quarantined for 72 hours</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Staff have been informed what to do if gifts are brought in. With minimal students this is unlikely.</li> <li>• <b>Staff secret buddy system to run again but gifts to be taken to reception and Anouska email staff of date it was left so 72hours can be given for staff to collect.</b></li> </ul>	<p>L</p>

### 3. Maximising social distancing measures

#### 3.1 Pupil behaviour

<p><b>Pupils' behaviour on return to school does not comply with social distancing guidance</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>• Staff model social distancing consistently.</li> <li>• The movement of pupils around the school is minimised.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> <li>• Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations - NB for EYFS and KS1 the bubble is designed to</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Posters will be in place in all areas of the school. Some to be put up during the holiday. <b>Regular assemblies from the Principal on social responsibility.</b></li> <li>• Staff modelling social distancing - INSET</li> <li>• Movement around school minimised by zoning year groups, minimal use of specialist rooming.</li> <li>• Break and lunch times staggered so each year group has their own. Social distancing or mask wearing is strongly encouraged by staff.</li> <li>• Detentions - one year group per session, reflection for that year group the day after. For example Y11 detention Monday - Reflection - Tuesday. Different approach of TA's may reduce C4's. INSET staff will be encouraged to use a range of behaviour strategies and not be as reliant on consequences.</li> <li>• SLT will review daily (first 2 weeks) weekly after that the arrangements.</li> <li>• Message to parents via letter.</li> <li>•</li> </ul>	<p>M</p>
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		protect children that are too young to social distance.			
<b>3.2 Classrooms and teaching spaces</b>					
<b>The size and configuration of classrooms and teaching spaces does not support government guidance</b>	H	<ul style="list-style-type: none"> <li>All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible.</li> <li>Arrangements are reviewed regularly.</li> <li>Unnecessary equipment removed from classrooms</li> <li>Soft toys and soft furnishings removed</li> <li>Cleaning product and wipes available in EYFS to clean toys</li> <li>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</li> <li>Tables in rows with children facing the front to avoid face to face</li> </ul>	Y	<ul style="list-style-type: none"> <li>All excess furniture has been removed where possible, or has been made inaccessible.</li> <li>Staff have been issued wipes to carry round; departments with multi use facilities (music, ICT can arrange for replacement stock via site manager).</li> </ul>	M

		<ul style="list-style-type: none"> <li>Entering and exiting the classroom is 'one person at a time'</li> <li>Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>			
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### 3.3 Movement in corridors

<p><b>Social distancing guidance is breached when pupils circulate in corridors</b></p>	H	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and amended.</li> <li>One-way systems are in operation where feasible.</li> <li>Posters in corridors and circulation areas on social distancing</li> <li>Floor markings in key areas</li> <li>Circulation routes are clearly marked with appropriate signage.</li> <li>Any pinch points/bottle necks are identified and managed accordingly.</li> <li>The movement of pupils around school is minimised as much as possible.</li> <li>Where possible, pupils stay in classrooms and staff move around.</li> <li>Social time change overs are staggered to avoid overcrowding.</li> <li>Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>Appropriate supervision levels are in place.</li> </ul>	Y	<ul style="list-style-type: none"> <li> <table border="1"> <thead> <tr> <th>Year group</th> <th>Allocated Classrooms</th> <th>Entrance</th> <th>Route for break/lunch</th> <th>Exit at end of school day</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>G3, G4, G5, SOS, F4</td> <td>Enter school through the locker area, walk past the library and turn right onto the main corridor.</td> <td>Walk past the library, past locker area toilets to the dining hall. Exit dining hall via back exit onto tennis courts.</td> <td>Down the main corridor to exit, walk onto to tennis courts here straight to roundabout the bus. If bus not here queue with social distancing.</td> </tr> <tr> <td>8</td> <td>G10, G11, G12, F10, F11, F12</td> <td>Enter the school through the PE toilet entrance straight into the maths block. If upstairs use the staircase in the maths block.</td> <td>Out of maths area through PE exit, walk outside past Languages, in through the locker area doors, past the toilets into the dining hall. Exit dining hall through far exit onto tennis courts.</td> <td>Out of maths and then through the PE exit, walk onto to tennis courts here straight to roundabout the bus. If bus not here queue with social distancing.</td> </tr> <tr> <td>9</td> <td>G1, G2, F1, F2, F3</td> <td>Enter the school through the dining hall, down the corridor to reception and then onto the main corridor.</td> <td>Walk past the library, past locker area toilets to the dining hall. Exit dining hall via back exit onto tennis courts.</td> <td>Down the main corridor to exit, walk onto to tennis courts here straight to roundabout the bus. If bus not here queue with social distancing.</td> </tr> <tr> <td>10</td> <td>F6, F7, F8, Russia and China</td> <td>Enter the school through the PE toilet entrance straight up the stairs if upstairs. Access to F6 through F7. If in Russia or China through the PE entrance and turn left onto main corridor to Russia and China.</td> <td>Through the PE exit, walk onto to tennis courts, if bus is here straight to roundabout and onto the bus. 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From any other classroom the main corridor to the PE exit the tennis courts. If bus here onto buses if not queue or socially distancing.</td> </tr> </tbody> </table> </li> <li>Movement of students reduced by zoning year groups into areas. Students will move classrooms but within their zone.</li> <li>Social times are all staggered to reduce overcrowding.</li> <li>Staff will share the importance of social distancing at the end of every lesson.</li> <li>Duty rotas will be in place for supervision.</li> <li>Information sent to parents in letter, text and social media. Staff training during INSET and information given to students on first tutor session.</li> </ul>	Year group	Allocated Classrooms	Entrance	Route for break/lunch	Exit at end of school day	7	G3, G4, G5, SOS, F4	Enter school through the locker area, walk past the library and turn right onto the main corridor.	Walk past the library, past locker area toilets to the dining hall. Exit dining hall via back exit onto tennis courts.	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		<ul style="list-style-type: none"> <li>• Accessible routes have been planned where necessary.</li> <li>• Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1)</li> <li>• Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above)</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>		<ul style="list-style-type: none"> <li>• Zone Year Group signs in place at all entrances and on corridor doors/bulkheads</li> </ul>	
<b>3.4 Break times</b>					
<b>Pupils may not observe social distancing at break times</b>	H	<ul style="list-style-type: none"> <li>• Break times are staggered.</li> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about social distancing as break times begin.</li> <li>• Social distancing signage is in place around the school and in key areas.</li> <li>• Supervision levels have been enhanced, especially with younger pupils, to support social distancing.</li> <li>• Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1)</li> <li>• Face coverings must be worn by staff and those aged 11 or over in communal areas unless an</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Break times are staggered - every year group has a separate break except P16 who will have their break in P16 centre.</li> <li>• Staff will remind students about social distancing at the end of every lesson.</li> <li>• Social distancing signage in place in many areas but will be going up in all areas over the summer.</li> <li>• Duty rotas for supervision will be in place.</li> <li>• Information sent to parents in letter, text and social media. Staff training during INSET and information given to students on first tutor session.</li> <li>• Visors and face coverings issued to staff at Inset. Disposable masks available on Reception for emergency purposes.</li> </ul>	M

		exemption applies (Tier 2 and above)			
<b>3.5 Lunch times</b>					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> <li>Pupils are reminded about social distancing as lunch times begin.</li> <li>Pupils wash their hands before and after eating.</li> <li>Dining area layouts have been configured to ensure social distancing.</li> <li>Tables and chairs have been cordoned off where this is not possible.</li> <li>Floor markings are used to manage queues and enable social distancing.</li> <li><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></li> <li>Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home.</li> <li>Water fountains taken out of use.</li> <li>Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.</li> <li>Guidance has been issued to parents and pupils on packed lunches (e.g. the use of</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff will remind students about social distancing at the end of every lesson.</li> <li>Students will hand sanitise on entry to the dining hall and will wash their hands either in the locker area toilets or the outside station throughout the lunchtime period.</li> <li>Dining hall tables in rows, one side of the table blue and one red, alternate every break/lunch so cleaning can occur between sittings and no students facing each other.</li> <li>Paying for lunch is done by lpay using fingerprints. The pad is disinfected between use or a look up system can be used. PIN numbers can be used with similar cleaning routine</li> <li>Reval machine marked as out of use.</li> <li>Water fountain (dispenser type not mouth drinking type) will be in action - hand sanitiser will be next to it. Students press a button to dispense water so hands must be sanitised before use.</li> <li>Staggered lunchtimes are in place.</li> <li>Guidance on pack lunches in the parent letter.</li> <li>Eating areas will be cleaned between sittings.</li> <li>Information sent to parents in letter, text and social media. Staff training during INSET and information given to students on first tutor session.</li> <li>Additional day cleaners engaged from Churchills</li> <li>Visors and face coverings issued to staff at Inset. Disposable masks available on Reception for emergency purposes.</li> </ul>	M

		<p>disposable bags instead of lunch boxes).</p> <ul style="list-style-type: none"> <li>• Eating areas are cleaned between bubbles by catering, cleaning or MSA staff.</li> <li>• Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1)</li> <li>• Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above)</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>			
<b>3.6 Toilets</b>					
<p><b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b></p>	H	<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>• Floor markings are in place to enable social distancing.</li> <li>• Pupils know that they can only use the toilet one at a time.</li> <li>• Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>• The toilets are cleaned frequently.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Queuing marks are on the floors outside toilet areas.</li> <li>• Students will be informed of not sharing toilets in their induction tutor team.</li> <li>• Students will be informed they can use the toilets during lessons to reduce queuing.</li> <li>• Toilets will be cleaned regularly throughout the day.</li> <li>• Students will be informed on the importance of handwashing.</li> <li>• Information sent to parents in letter, text and social media. Staff training during INSET and information given to students on first tutor session.</li> <li>• Additional day cleaners engaged from Churchills to support cleaning regime</li> <li>• Visors and face coverings issued to staff at Inset. Disposable masks available on Reception for emergency purposes.</li> </ul>	M



		<ul style="list-style-type: none"> <li>• Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> <li>• Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1)</li> <li>• Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above)</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>				
<b>3.7 Medical Rooms</b>						
<b>The configuration of medical rooms may compromise social distancing measures</b>	H	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• PPE provided in medical room for first aiders</li> <li>• Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Medical room moved to opposite the library - more space.</li> <li>• PPE is in place for first aiders.</li> <li>• Old medical room will be the COVID-19 isolation room.</li> <li>• Sign to be placed on the door to say no entry until cleaned after use - this is to be managed by the member of staff supervising the student displaying symptoms. If the sign is missing there is a spare on Reception. Staff member should inform Site Manager or Business Manager that the room requires cleaning</li> </ul>	M	

		<ul style="list-style-type: none"> <li>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>			
<b>3.8 Reception area</b>					
<p><b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b></p>	H	<ul style="list-style-type: none"> <li>Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>Screens between Receptionist and visitor installed if not already in place</li> <li>Signing in completed by Reception staff so that visitors do not touch pens, visitors book, signing in screens etc</li> <li>Meeting room identified for essential meetings where social distancing can be complied with.</li> <li>Non-essential deliveries and visitors to school are minimised.</li> <li>Signs on gates to confirm not accepting non-essential visitors</li> <li>Arrangements are in place for segregation of visitors.</li> <li>Visitor logs kept to support Track and Trace</li> <li>Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1)</li> <li>Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above)</li> </ul>	Y	<ul style="list-style-type: none"> <li>Social distancing markings are on the floor outside of the building.</li> <li>Signage is clearly displayed in reception.</li> <li>Screen in place on reception desk.</li> <li>Signing in is completed by reception staff on a google form.</li> <li>Meeting room is the current meeting room next to reception.</li> <li>Non essential deliveries and visitors is in place. Parents were informed via a letter.</li> <li>Signage on the gate will go up over the summer.</li> <li>Visitor log via a google sheet. sign in as normal to enable a record of visitors to be taken out in the event of a fire - hand sanitiser is positioned with the signing in sheet and the signing in process is overseen by the Receptionist/staff covering reception</li> <li>Information sent to parents in letter, text and social media. Staff training during INSET and information given to students on first tutor session.</li> <li>Visors and face coverings issued to staff at Inset. Disposable masks available on Reception for emergency purposes.</li> </ul>	M

		<ul style="list-style-type: none"> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>			
<b>3.9 Arrival and departure from school</b>					
<p><b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b></p>	H	<ul style="list-style-type: none"> <li>• Start and finish times are staggered or different entrances/exits for different bubbles</li> <li>• The use of available entrances and exits is maximised.</li> <li>• Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>• Weekly messages to parents stress the need for social distancing at arrival and departure times.</li> <li>• Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to present themselves on site beyond designated drop off/pick up points</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Start of day naturally staggered by arrival of school buses.</li> <li>• End of school day staggered by 2 minutes. Students will exit the school from the far end by zone. Y8, Y10, Y11, Y7, Y9. Post 16 at 2.50pm. <b>Staff will dismiss groups to prevent mixing of year groups.</b></li> <li>• Signage is on all exits.</li> <li>• Letter to parents informs them that communication will be via text, email, phone or letter and they are not to enter school unless they have a pre-arranged meet.</li> </ul>	M
<b>3.10 Transport</b>					

<p><b>The use of public and school transport by pupils poses risks in terms of social distancing</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling on public transport.</li> <li>• Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing.</li> <li>• Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.</li> <li>• Hand sanitizers and hand washing available on arrival at school</li> <li>• <b>Windows to be open on transport where possible for natural ventilation</b></li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Information in parent letter regarding guidance on travelling on public transport.</li> <li>• Video on how to wear a facemask will be shared July 2020 and September 2020.</li> <li>• Handwashing available with new outdoor washing facilities.</li> <li>• <b>Liaison with bus companies and bus drivers to address issues promptly</b></li> </ul>	<p>M</p>
<p><b>3.11 Staff areas</b></p>					
<p><b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> <li>• Hot desking will be stopped, only one member of staff allocated to a desk.</li> <li>• WFH will remain in place for staff who can in order to minimise staffing</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• There will be no hotdesking - all staff informed of this during INSET.</li> <li>• Staff Rooms will be reconfigured or out of action depending on the suitability.</li> <li>• WFH - finance team may still work from home.</li> <li>• <b>Visors and face coverings issued to staff at Inset. Disposable masks available on Reception for emergency purposes.</b></li> </ul>	<p>M</p>

		<ul style="list-style-type: none"> <li>• Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1)</li> <li>• Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above)</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>				
<b>3.12 Catering</b>						
<b>Social distancing is not possible in kitchen/catering areas</b>	H	<ul style="list-style-type: none"> <li>• Reduced menus agreed to manage increased number of lunch breaks</li> <li>• Simple menus developed allowing staff to work at a single workbench</li> <li>• 1 member of staff in small areas e.g. fridges, store rooms at any time</li> <li>• Staff instructed in social distancing</li> <li>• PPE provided if social distancing can not be maintained</li> <li>• Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food</li> <li>• Catering staff advised to remain behind the counter during serving</li> </ul>	Y	<ul style="list-style-type: none"> <li>• No reduction in menus makes it harder to facilitate feeding all students.</li> <li>• Catering team has been provided with all the relevant information and Bob will brief his team when they are back in September.</li> <li>• <u>Protective screens installed on serveries and pay points</u></li> </ul>	M	

		<ul style="list-style-type: none"> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>			
<b>3.13 Home Visits</b>					
Staff are placed at risk of contracting COVID whilst undertaking home visits	M	<ul style="list-style-type: none"> <li>• Home visits will not be undertaken unless absolutely necessary</li> <li>• Staff will not travel together to undertake a home visit</li> <li>• Visit will be undertaken on doorstep - staff will not enter the home</li> <li>• Social distancing will be maintained throughout - knock on door and step back 2m</li> <li>• All usual control measures for home visits should also be followed</li> <li>• Additional risk assessment for home visits circulated to relevant staff</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Only absolutely unavoidable home visits will occur.</li> <li>• CTI will brief relevant staff during INSET.</li> </ul>	M
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					

<p><b>Pupils with underlying health issues are not identified and so measures have not been put in place to protect them</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>• Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon</li> <li>• 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</li> <li>• Remote learning provided for any child still required to medically shield (supported by medical evidence)</li> <li>• EHCP and risk assessments updated</li> <li>• Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Guidance shared with parents on a regular basis by text with links.</li> <li>• Google form sent to parents asking them for information regarding students shielding/family members shielding etc. This identified 4 students who are shielding or family members are. All 4 students have been contacted and risk assessments in place.</li> <li>• Risk assessments for any student at higher risk are being completed.</li> <li>• Risk assessments for EHCP students in place except new Y7 which are currently being undertaken.</li> <li>• We will ask parents to keep us updated of any underlying health conditions.</li> </ul>	<p>M</p>
<p><b>4.2 Staff with underlying health issues</b></p>					
<p><b>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>• Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>• Individual staff risk assessments undertaken where additional risk</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Staff survey June 2020 identified those who are shielding/family members shielding. Those who are clinically vulnerable or extremely clinically vulnerable. Risk assessments available for all staff. One member of staff will seek advice from Doctors before returning.</li> <li>• Staff with concerns raise the concerns with management/Business Manager/HR; review the individual staff risk assessment and advice sought from Trust as and where appropriate.</li> </ul>	<p>M</p>

		<p>factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable</p> <ul style="list-style-type: none"> <li>• Current government guidance is being applied - local guidance to be monitored if areas move to Tier 2/3</li> </ul>			
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
<p><b>Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b></p>	H	<ul style="list-style-type: none"> <li>• There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>• Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>• Resources/websites to support the mental health of pupils are provided.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• CTI, NWI both received the full two day training, All SLT received the shorter session training. LBA received training from Compass Buzz on wellbeing champions.. All staff received the training in school delivered by CTI, so all have an overview. Bereavement training was also received by SLT and LM and additional voluntary staff and SPOT training has been delivered to CTI, this will be disseminated in September. Lots of online options are available at present, these have been offered to staff informally during lockdown (mainly from COMpass Buzz, but there are also Carnegie University videos). Key staff will be requested to attend/watch these in September to ensure coverage.</li> <li>• For students - See above, but LM, SLT and all staff received the in school mental wellbeing training. Also access to school coach one day a week.</li> <li>• This has been a regular feature of the VMG google classrooms also. A champions programme is being set up and one of the tasks will be to produce a weekly slide for tutor groups. CTI to liaise with NWI re the inclusion of wellbeing in the life programme, and where it sits. Wellbeing has been a focus of the return to schooling for Y10 and will be a resourced focus for the return to schooling for all year groups, this will be written into the session for tutors on day 1</li> <li>• Students can access a variety of resources and websites via the school website and google classroom.</li> </ul>	M
<p><b>Additional safeguarding concerns are identified on children’s return to school</b></p>	H	<ul style="list-style-type: none"> <li>• All staff will receive safeguarding training as part of the INSET on the first day of term</li> <li>• 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</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Safeguarding has a dedicated slot during the INSET days in September.</li> <li>• SLT will review DSL actions daily to see when and where support is required.</li> <li>• Safeguarding training via Flick Training (deadline for existing staff 23 Oct 20); staff to read and sign Keeping Children Safe in Education 2020</li> </ul>	M



		regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate			
<b>5.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>Staff are encouraged to use the staff EAP</li> <li>Weekly staff wellbeing surveys</li> </ul>	Y	<ul style="list-style-type: none"> <li>All briefing sessions/training/line management meetings will have a focus on wellbeing.</li> <li>CTI will provide wellbeing resources and share useful resources and websites.</li> <li>EAP is regularly advertised with staff and staff encouraged to use this if required.</li> <li>Staff wellbeing surveys under review to see how they can best work.</li> </ul>	M
<b>Working from home can adversely affect mental health</b>	H	<ul style="list-style-type: none"> <li>Staff working from home have regular catch-ups with line managers.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> <li>Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Line managers to establish in September who is working from home - cannot be done beforehand in case the current situation changes. Phone calls every other day to discuss workload, any suggestions for improvement, mental wellbeing.</li> <li>Currently no teaching staff identified as working from home in September. This will be reviewed again to ensure this is the case. Any staff who are working from home will be able to deliver live lessons and online work for students also not in school.</li> </ul>	M
<b>5.3 Bereavement support</b>					

<p><b>Pupils and staff are grieving because of loss of friends or family</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> <li>Bereavement training delivered to over 200 staff during June 2020</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>School coach available one day a week and will prioritise students who have been bereaved.</li> <li>SWI has a complete list of staff in school that have completed training &amp; received certificates.</li> </ul>	<p>Y</p>
<p><b>6. Operational issues</b></p>					
<p><b>6.1 Review of fire procedures</b></p>					
<p><b>Fire procedures are not appropriate to cover new arrangements</b></p>	<p>H</p>	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> <li>Bubbles not mixing</li> <li>Possible absence of fire marshals</li> <li>Social distancing rules during evacuation and at muster points</li> <li>Possible need for additional muster point(s) to enable social distancing where possible</li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> <li>PEEPs reviewed and updated</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>Fire procedures were reviewed by MWE over the summer. This is due to the completion of the building works and the space on the tennis courts which will not be fully known till handover. Plan will involve year group tutor groups being zoned together at the muster point. New procedure briefed at Inset training and practiced during 3 fire drills for different year groups in week 1 and 2.</li> <li>Fire Marshals will receive training via Flick learning for start of term and all remaining staff by 23 Oct 20.</li> <li>MWE informed staff during the planned slot during INSET.</li> </ul>	<p>M</p>
<p><b>Fire evacuation drills - unable to apply social distancing effectively</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>Fire drill second week back. Fire drills took place on 17th/18th and 21st September. These were completed with 2 year groups at a time to ensure no mixing of year groups. When assembled on the court LED explained that during any fire alarm after the drills students were to leave the building via the nearest exit and line up where they are. Moving Post 16 to allow more space between year groups.</li> </ul>	<p>M</p>

<b>Fire marshals absent due to self-isolation</b>	H	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li><del>Rota to be</del> Zone responsibilities completed and shared with staff INSET September, and adjusted when required due to absence or staff changes</li> </ul>	M
<b>6.2 Contractors working on the school site</b>					
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	H	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) will continue.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>Contractor risk assessment has been provided prior to works beginning</li> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of</li> </ul>	Y	<ul style="list-style-type: none"> <li>All contract work currently ongoing with no effect on the Academy. Coordinated by Site Manager</li> <li>Additional measures will be reviewed on a case by case basis.</li> <li>All contractors state verbally and within their RAMS that only fit and healthy staff will attend site to work.</li> <li>All contractor covid-19 risk assessments and method statements have been received and are on the google drive.</li> <li>Alternate arrangements have been looked at but the protocols in place are stringent enough for the good of all involved. Where deconfliction with classes is required it will be addressed on a case by case basis. All contractors report to Reception in first instance for signing in and temperature checks</li> <li>Social distancing is being carried out by the contractors, any contractor who attends site for the first time within the main projects will have their temperature taken and inducted accordingly.</li> <li>Normal practices are being carried out , covid -19 arrangements are on top of their procedures. This is as per their RAMS.</li> </ul>	M

		COVID-19 (including contractor risk assessments and method statements, and contractor induction).			
<b>7. Finance</b>					
<b>7.1 Costs of the school's response to COVID-19</b>					
<b>The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties</b>	M	<p>Prior To Sept</p> <ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 identified.</li> <li>• Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>• Net increase in costs approved by Region Exec and CFO</li> </ul> <p>Sept Onwards</p> <ul style="list-style-type: none"> <li>• Additional COVID-19 related costs are monitored and options for reducing costs as guidance changes are reviewed.</li> <li>• The school's projected financial position will be shared regularly with the Board</li> </ul>	Y	<ul style="list-style-type: none"> <li>• FM, BM and Principal to agree actions and offsets. Any net increase to be reported via Regional Exec to CFO for approval.</li> <li>• Monthly Principal meetings to focus on monitoring variances and long term implications of operational and educational response to returning under Covid-19</li> </ul>	L

## 8. Governance

### 8.1 Oversight of the governing body

<p><b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>The Trust Board continues to meet regularly via online platforms.</li> <li>The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>Trust board minutes disseminated to Academy Council via email.</li> <li>Principals report to have additional sections for updates on statutory obligations in response to COVID 19.</li> <li>Currently weekly updates with Chair, move to monthly in September.</li> </ul>	<p>H</p>
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## 9. Additional site-specific issues and risks

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

<p><b>Lockers - increased risk of mixing year groups due to lockers not zoned</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>Lockers not to be used. Will be reviewed on a weekly basis.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>Parents informed via letter that lockers will not be in use in September. SLT will review this on a weekly basis.</li> </ul>	<p>M</p>
<p><b>Drama room - use by multiple year groups could</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>Removal of all furniture.</li> <li>Staff to keep distance.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>HOD and Drama teacher working with Directors to plan safe activities for Drama lessons.</li> <li>Steady build up of classes accessing the Drama room.</li> </ul>	<p>M</p>

increase transmission of COVID 19		<ul style="list-style-type: none"> <li>Careful planning of activities.</li> </ul>		<ul style="list-style-type: none"> <li>All furniture (except teachers desk) to be removed.</li> </ul>	
PE changing facilities - only one girls and one boys changing room	H	<ul style="list-style-type: none"> <li>Timetable changing to be restricted to 2 year groups a day with cleaning in between.</li> <li>Y8 and one Y7 group to get changed in allocated rooms in their zone.</li> </ul>	Y	<ul style="list-style-type: none"> <li>HOD has a timetable to incorporate some theory lessons and some changing in allocated classrooms to allow for as much practical PE as possible.</li> </ul>	M
School coach - seeing students from multiple year groups will mix bubbles	H	<ul style="list-style-type: none"> <li>Rooms to be allocated for each year group.</li> </ul>		<ul style="list-style-type: none"> <li>Rooms to be allocated for each year group.</li> <li>School coach in attendance on Tuesday INSET to go through all protocols.</li> <li>School coach will have wipes and hand sanitiser to ensure enhanced personal hygiene.</li> </ul>	M
Sporthall to be used by multiple year groups means different bubbles using the same space.	H	Sporthall to be used by multiple year groups but not have any furniture.		Students will not sit down and they will use equipment specific to their year group.	M
A level and GCSE results day - students coming on to site could spread infection	H	<ul style="list-style-type: none"> <li>Students will receive their grades by email.</li> <li>Students then will call to either have a conversation or if required come into school to meet a member of staff.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Students who need further guidance will call school and speak with a relevant member of staff. This will prevent a number of students from coming into school.</li> <li>Staff will be in allocated offices to receive calls.</li> <li>Students who do need to have a face to face meeting will make an appointment to speak with a member of staff. Over the phone they will be informed of how to queue outside the sixth form block, sanitise hand on entry. They will have a meeting in one of the four allocated rooms in 6th form. Social distance of 2m between student and staff.</li> <li>Phone calls need to be clear that parents need to wait in the car and practise social distancing. No parents allowed in the school.</li> </ul>	M
ITT's to be in school adds another group of people to mix, working across multiple year groups.	H	<p>ITT's to read and sign to say they have understood the risk assessment.</p> <p>Bring and use their own laptops for non contact time.</p> <p>To have use of the old Art rooms for the short term for their study time.</p>	Y	<p>5 ITT's joining us in November.</p> <p>MKE to deliver training on rules and expectations.</p> <p>LED to deliver training on the risk assessment, social distancing and social responsibility.</p> <p>HOD's to ensure that the subject mentor meets with them in a socially distanced way.</p> <p>In classrooms we need to ensure that there is enough space for the staff to include an ITT.</p>	M

		To be very clear on our expectations around social distancing and their social responsibility.			
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