# COVID-19: Operational risk assessment for school closure

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:

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**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. Always keeping occupied spaces well ventilated
6. introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
7. minimise contact and maintain social distance
8. where necessary, wear appropriate personal protective equipment (PPE)


Numbers 1 - 6 must be in place in all schools, all the time.
Number 7 must be properly considered and schools must put in place measures that suit their particular circumstances
Number 8 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.

| Assessment conducted by: | Laura Eddery | Job title: | Principal | Covered by this assessment | Staff, pupils, contractors, visitors, volunteers |
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| Date of assessment: | 3.2.21 | Review interval: | Half termly | Date of next review: | As required |
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| Related documents | |
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| **Trust documents:** | **Government guidance:**<br><br>**Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak**<br><br>**Guidance for full opening - schools - GOV.UK**<br><br>**Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)**<br><br>**COVID-19: cleaning of non-healthcare settings - GOV.UK**<br><br>**Safe working in education, childcare and children's social care**<br><br>**Face coverings in education - GOV.UK** |

## Risk matrix

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

| Areas for concern | Risk rating prior to action (H/M/L) | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| **1. Establishing a systematic process For partially opening, including social distancing guidance** | | | | | |
| **1.1 Capacity** | | | | | |
| **Available capacity of the school is reduced when social distancing guidelines are applied** | M | <ul><li>Social distancing at 2m encouraged due to reduction in children and staff in school</li><li>Social distancing not expected for children in EYFS and KS1</li><li>Bubbles agreed of CW&V children within 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 pupils not attending school with remote learning at home</li><li>Face masks to be worn by all staff and students over age 11 (excluding medical exemptions) in communal and circulation spaces</li></ul> | Y | <ul><li>Use of the ICT rooms on the whole for CW and V students means that the desks cannot face the front.</li><li>Due to numbers of students 2 bubbles have been created. A Y7 bubble and a Y8/9 bubble. Students will sit as far apart as possible but social distancing at all times will not be enforced.</li><li>Each bubble will follow their online timetable and have PE, Art and PA interspersed into this.</li><li>Remote learning - timetable set up with a mixture of google classroom and online lessons for Y7-10 and all online lessons for Y11, 12 and 13. Timetable shared with staff and parents.</li><li>All staff and students wearing masks in communal areas and areas of circulation.</li></ul> | L |
| **1.2 Organisation of teaching spaces** | | | | | |

| Risk | | Control Measures | | Additional Measures | |
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| **Classroom sizes will not allow adequate social distancing** | H | <ul><li>Not expecting full classes as only vulnerable and critical worker children in school</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 CW&V children within year group stays together and does not mix with other pupils</li><li>Face masks to be worn by staff and students over age 11 (excluding medical exemptions) in all communal and circulation areas</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><li>In classrooms desks face the front but in the ICT suites that are being used this is not possible.  The two largest rooms are being used and we will review if the numbers get too large.</li><li>Site manager to check signage on social distancing in each room.</li><li>Face masks to be worn at all times except in lessons.</li><li>Where possible windows and doors will be open to increase ventilation.</li><li>==Classroom ICT and DTP have no windows, only mechanical ventilation; to ensure airflow the following actions will be taken: aircon to be set at 16 degrees to enable air exchange to take place; room door to be kept open whilst occupied; rear student entrance and corridor doors (by lockers) to be kept open to allow fresh air to circulate; desk fans to enhance airflow in classroom. Coats may be worn to keep warm==</li></ul> | M |
| **Large spaces need to be used as classrooms** | M | <ul><li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li><li>Large gatherings prohibited.</li><li>Design layout and arrangements in place to enable social distancing e.g. students facing the same way in dining areas and not sat face to face.</li></ul> | Y | <ul><li>Dining hall to be used as before - all facing the same way and bubbles remaining separate.</li></ul> | |
| **1.3 Availability of staff and class sizes** | | | | | |
| **The number of staff who are available is lower than that required to teach classes in school and operate effective home learning** | M | <ul><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>Staff rotas in place for onsite attendance to support CW&V children.</li><li>Shielding guidance in place for CEV colleagues and students</li><li>Technology available at home in school to allow all staff to deliver and support remote or on site learning</li></ul> | Y | <ul><li>Staff rota has been created to support the CW and V students.</li><li>We have no CEV staff but do have staff who live with someone who is CEV.  Clarification is being sought on what these staff can do.</li><li>Use of all staff on rotas for reception and CW and V children.</li></ul> | L |

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| | | • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.<br>• Full use is made of test and trace to inform staff deployment.<br>• Non-specialist teachers may be used to deliver content remotely provided by subject specialists.<br>• <mark>Regular</mark> LFD testing for staff and CW&V students attending school site<br>• <mark>Staff or students in close contact will follow PHE guidance on self isolation</mark> | | • Specialist teachers deliver lessons online, except where they are non specialist and teach that subject in school, in this case they are supported by the HOD.<br><br>• LFD testing has been set up and regular testing commenced week beginning 18-1-21 for staff.<br><br>• <mark>Staff can be tested twice weekly on Mondays and Thursdays.</mark> | |
| **Re-timetabling and extended days mean that staff exceed their contracted working hours** | M | • Directed time calculations reworked and shared with staff<br>• Staff on rota to attend site<br>• PPA allocations still provided on timetables<br>• Where timetable restricts PPA or exceeds weekly hours for teachers, a two weekly timetable agreed to compensate<br>• Hourly rates of pay agreed for staff who are asked to work additional hours beyond their contracted hours | Y | • Staff on a rota to attend site.<br>• No timetable restricts PPA.<br>• Hourly rates have been agreed for those working above their normal hours. However this does not affect anyone in school. | L |
| **Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term** | M | • All staff have been advised to follow government advice on the booking of holidays<br>• 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<br>• Staff managing attendance policy and absence policies to be followed from September | Y | • No staff quarantining from holidays.<br>• Staff attendance management policy in place. | L |
| **1.4 The school day** | | | | | |
| **The start and end of the school day create risks of breaching social distancing guidelines** | H | • Start and departure times are managed, with staggering where possible<br>• The number of entrances and exits to be used is maximised.<br>• Different entrances/exits are used for different bubbles if entering at the same time. | Y | • Start and departure times on buses creates a natural stagger.<br>• All entrances are open.<br>• Floor markings in place. | L |

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| | | ● Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.<br>● A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.<br>● Floor markings are visible where it is necessary to manage any queuing.<br>● Attendance patterns have been optimised to ensure maximum safety.<br>● One way systems around the school.<br>● Accessibility for disabled students and staff have been considered within changes.<br>● Extracurricular activities cancelled | | |
| **Wrap around care provided in school is not able to comply with social distancing or bubble separation** | M | ● School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble (if provided)<br>● After school activities will be cancelled<br>● Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance | Y | ● No breakfast provided but food available at break and lunchtimes.<br>● No external support. | L |
| **1.5 Planning movement around the school** | | | | | |
| **Movement around the school risks social distancing not being maintained** | H | ● Circulation plans have been reviewed and revised.<br>● One-way systems are in place where possible.<br>● Posters in corridors regarding social distancing.<br>● Appropriate signage is in place to clarify circulation routes.<br>● Pinch points and bottlenecks are identified, staffed and managed accordingly.<br>● Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.<br>● Lesson change overs are organised to avoid overcrowding. | Y | ● All in place but very few students in school so circulation is not a concern.<br>● Students will be briefed at the start of the school day on social distancing.<br>● Face masks to be worn in all communal and circulating spaces.<br>● Doors and windows to be opened to increase ventilation. | M |

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| | | • Pupils are regularly briefed regarding observing social distancing guidance.<br>• Spaced lines on main corridors.<br>• Appropriate duty rota and levels of supervision are in place.<br><br>• Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair<br><br>• Play areas will be divided if more than one bubble is to use it at the same time<br><br>• Outdoor play equipment will be either taken out of use, cleaned between use by different bubbles or separate equipment provided for each bubble<br><br>• Face masks must be worn by staff and those aged 11 or over in communal and circulation areas unless an exemption applies<br>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)<br>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow | | |

**1.6 Curriculum organisation**

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| **Pupils will fall behind in their learning during school closures and achievement gaps will widen** | H | • High quality remote and blended learning provision for all children<br><br>• Technology provided to support remote learning<br><br>• Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning.<br><br>• Praising stars will be used to assess the impact of interventions | Y | • Y7-10 have a mixture of google classroom and online lessons.  Y11, 12 and 13 have all lessons as online lessons.<br><br>• 12 Chrome books will arrive this week to be distributed to those that require provision.<br><br>• 121 will continue with small group work online. | M |

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| | | ● Curriculum has been reordered to focus on learning priorities for the phase of education if it can't all be caught up<br>● Plans for intervention are in place for those pupils who have fallen behind in their learning. | | | |
| **Periods of isolation create additional gaps in learning** | M | ● Blended learning/remote learning plans in place<br>● Children lacking technology to support remote learning identified and technology provided<br>● EdTech demonstrators providing training to staff to increase confidence and ability to provide remote learning | Y | ● LFD testing being set up week beginning 5-1-21 to start 11-1-21.<br>● Children who require technology have been identified and will be provided with chrome books. | M |
| **Library book sharing risks virus infection** | M | ● Libraries will not be used as a social space for children<br>● CW & V children will be managed in small numbers to select a book<br>● Returned books will be quarantined for 72 hours before being returned to library shelves | Y | ● Library not in use during lockdown. If CW and V students wish to get a book they will be supervised and then place the book in a box on return. | L |
| **Singing spreads virus through spittle or aerosol transmission** | M | ● No choirs or large group singing<br>● No singing unless social distancing can be maintained and rooms are ventilated<br>● No performance to audiences | Y | ● No singing or choirs in place. | L |
| **Practical music lessons spread virus through spittle and touch** | M | ● Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only (no wind or brass unless sole users)<br>● Peripatetic music lessons to continue online with the child using an instrument solely used by them<br>● Doors and windows will be opened where possible to encourage natural ventilation of | Y | ● No music lessons during lockdown. | L |

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| | | • rooms and spaces (with the exception of fire doors)<br>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow | | | |

**1.7 Staff workspaces**

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| Staff rooms and offices do not allow for observation of social distancing guidelines | H | • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.<br>• Staff rotas in place so minimum numbers of staffing in school<br>• Staff have been briefed on the use of these rooms.<br>• Posters in place regarding social distancing and hygiene.<br>• Communal equipment removed or measures in place to disinfect between use.<br>• Face masks must be worn by staff and those aged 11 or over in communal areas unless an exemption applies<br>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)<br>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow | Y | • Number of staff in offices and configuration of offices in place.<br>• Staff rota so not all staff in school at any one time. Staff who cannot work from home will work in school.<br>• Face masks must be worn in all communal areas.<br>• Doors and windows will be open for ventilation. | L |

**1.8 Managing the school lifecycle**

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| Limited progress with the school's calendar and work plan because of COVID-19 measures | M | • School calendar for the year rationalised.<br>• Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning.<br>• <mark>Staff recruitment to continue employing social distancing and move to online interviews wherever possible</mark><br>• Re-timetabling completed | Y | • Calendar rationalised.<br>• Staff recruitment continuing.<br>• Re-timetabling completed.<br>• <mark>Any staff recruitment will take place virtually.</mark> | L |

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| | | ● Plans and capacity in place should re-timetabling be required mid-year | | |
| **Transition for 21/22 is not in place due to lockdown/restrictions** | H | ● Pastoral staff will speak with pupils and their parents about the next stage in their education and resolve any issues<br><br>● 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<br>● Regular communications with the parents and pupils are in place, including letters, newsletters and online broadcasts.<br>● Virtual tours of the school are available for parents and pupils.<br>● Online induction days for pupils and parents completed<br>● Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools<br>● Additional transition activity has taken place for students with identified SEND<br>● New pupils will have enhanced induction in the first weeks of the September term | Y | ● LM and support staff to ring all students in their year groups every week to check on them and discuss future plans.<br><br>● Communication with parents through letter, email, text and social media.<br><br>● Virtual tours are online. | M |
| **1.9 Governance and policy** | | | | |
| **Directors are not fully informed or involved in making key decisions** | M | ● Online meetings are held regularly with the Board of Directors.<br>● The Board of Directors are involved in key decisions on reopening.<br>● Governors are briefed regularly on the latest government guidance and its implications for the school. | Y | ● Information disseminated through the Trust board. | L |
| **1.10 Policy review** | | | | |

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| **Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances** | H | ● All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.<br>● Staff, pupils, parents and governors have been briefed accordingly. | Y | ● All policies regularly reviewed and updated. | L |

**1.11 Communication strategy**

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| **Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health** | H | Communications strategies for the following groups are in place:<br>● Staff<br>● Pupils<br>● Parents<br>● Governors/Trustees<br>● Local authority<br>● Regional Schools Commissioner<br>● Professional associations<br>● Other partners | Y | ● All changes communicated with all groups. | L |

**1.12 Staff induction and CPD**

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| **Staff are not trained in new procedures, leading to risks to health** | H | ● Induction and CPD programmes are in operation for all staff prior to reopening, and include:<br>● Infection control<br>● Fire safety and evacuation procedures<br>● Constructive behaviour management<br>● Safeguarding<br>● Risk management<br><br>Staff rotas will include a First Aider and Safeguarding Lead at all times | Y | ● All took place in September 2020. | L |
| **Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL** | H | ● First Aid qualifications extended by 3 months<br>● For period of COVID-19 designated safeguarding training will not expire<br>● Online training sought to replace or supplement training that is due to expire | Y | ● Staff have or are updating their first aid training. | L |

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| | | ● Support from leaders in the Trust who have up to date training | | | |
| **New staff are not aware of policies and procedures prior to starting at the school when it reopens** | H | ● Induction programmes are in place for all new staff – either online or in-school – prior to them starting. | Y | ● Two new starters who have had induction and training. | L |
| **Staff do not receive ongoing CPD leading to retention issues** | M | ● Learning and performance sessions will be provided in school with social distancing and using technology<br>● The OIE will continue to support CPD through the offer of online programmes<br>● Flick online learning will support with statutory, mandatory and additional training<br>● Training on how to wear face coverings given on INSET days | Y | ● L+P will continue.<br>● Flick learning complete.<br>● Training on how to wear a facemask has been given to staff and a video shared. | L |
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| **Reduced food offers are available due to kitchen and dining capacity** | H | ● A range of hot a cold food will be available (although this may not be a full menu)<br><br>● Dining staggered to ensure full bubble can be catered for<br><br>● Additional large spaces in school considered for dining<br><br>● FSM available in school for any children requiring one, FSM hampers for those students who can not attend due to medical or other restrictions | Y | ● Hot food available at break and lunch.<br><br>● The two bubbles will sit at different sides of the dining hall.<br><br>● FSM hampers prepared and parents collecting or staff delivering. | L |
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| **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.** | H | ● Risk assessment from other partners completed<br>● Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:<br>- Personal care<br>- EHCP<br>- Vulnerable staff (age, BAME,gender, pregnant)<br>- MAPA | Y | ● All in place but will need reviewing.<br>● Link to Covid contractor risk assessments: Risk Assessment Linked Documents | L |

**1.15 School transport**

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| **If any students use public transport:**<br>**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** | M | ● The details of how CW&V pupils will travel to and from school are known.<br>● Effective liaison with bus companies is used as a basis for planning staggered start and departure times, where required.<br>● Home learning and telephone support established where a Vulnerable child is unable to attend school due to transport issues.<br>● Children encouraged to use other forms of transport, including cycling and walking.<br>● Walking buses employed<br>● Children advised how to queue at bus stops employing social distancing<br>● Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school<br>● Additional hand washing and sanitising facilities available at bus parks and entrances to school.<br>● Queuing at the school at the end of the day is managed to ensure social distancing | Y | ● School transport continuing.<br>● Face masks to be worn and social distance where possible.<br>● All advise on buses sent to parents last term. | L |

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| **If any students use home/school dedicated buses:**<br>**Social distancing is not adhered to and bubbles mix** | M | • Effective liaison with local authorities and bus companies to understand their risk assessments and control measures, including additional cleaning<br>• Children to be seated in bubble groups where possible, including social distancing<br>• Vehicles will be ventilated with windows open where possible<br>• Children advised how to queue at bus stops employing social distancing<br>• Children advised how to use facial coverings (over age 11) and remove safely on arrival at school<br>• Additional hand washing and sanitising facilities available at bus parks and entrances to school.<br>• Queuing at the school at the end of the day is managed to ensure social distancing | Y | • Buses containing small numbers of students. Students advised to socially distance except with those they live with.<br>• Handwashing on the way into school at the locker area toilets. | L |
| **If any children use home school taxis and escorted home/school transport:**<br>**Social distancing can not be maintained due to the need for support or the size of the vehicle** | M | • Liaison with local authority to understand the control measures in place and risk assessments<br>• Children to be seated apart as far as possible from other children and adults<br>• Hand washing/sanitising on boarding and disembarking<br>• Face coverings to be used if appropriate<br>• Vehicles will be ventilated with windows open where possible | Y | N/A | |
| **1.16 Multi-site working** | | | | | |
| **Staff who normally work across multiple sites risk the spread of infection across sites** | H | • 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.<br>• <mark>Regular</mark> staff LFD testing<br>• Staff who are able, will still be asked to work from home. | Y | • Alison Western and Nev Stubbs who have allocated days so not moving between sites on one day. Can get tested at any Academy on the days of their choice.<br>• Holly Benson - testing at OAE. | M |

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| | | ● 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. | | | |
| **1.17 Attendance and Punctuality** | | | | | |
| **Children do not attend school consistently as habits and social norms have changed** | M | ● The need and value of attendance at school will be regularly reinforced with children and families<br>● PR campaigns regarding attendance will be launched<br>● Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively<br>● Regular safeguarding phone calls to those children not attending<br>● Attendance fines will be reintroduced | Y | ● Attendance under constant review and attendance at online lessons being monitored.<br><br>● Regular safeguarding calls to be made and be logged. | L |
| **1.18 Alternative Provision** | | | | | |
| **Control measures are not in place for children attending alternative provision or otherwise accessing part time education** | M | ● 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<br>● Where attendance is part time, liaison to identify the risks of movement between settings<br>● Children not to attend more than 1 setting in the same day | Y | ● Provision for one student is 5 mornings at Bilbrough and google meets with school in the afternoon. | L |
| **1.19 School Visits and Trips** | | | | | |
| **The resumption of non-overnight school visits poses risks to infection control** | | ● All school visits cancelled during lockdown | Y | ● There are no school visits. | |

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| **1.20 Asymptomatic Transmission** | | | | | |
| **Transmissions due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some transmissions in schools going undetected** | H | <ul><li>In-school testing is provided in line with current government guidance.</li></ul> *(Scientific evidence indicates that lateral flow testing recognises new variants of Covid-19)* <ul><li>Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required.</li><li>A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust '*COVID-19 Risk Assessment: School Based Asymptomatic Testing'* for further details).</li></ul> | Y | <ul><li>Testing is in line with government guidance.</li><li>Appropriate risk assessment on the website.</li></ul> | M |
| **2.2 Hygiene and handwashing** | | | | | |
| **Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency** | H | <ul><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><li>Surplus supply of sanitiser in place.</li><li>External wash basins have been installed 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 |

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| **Pupils forget to wash their hands regularly and frequently** | H | • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.<br>• Hand washing is timetabled for arrival at school, when changing rooms, return from breaks and before and after eating<br>• Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.<br>• School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary. | Y | • Staff training 2 INSET days in September.<br>• Handwashing will take place on arrival at school<br>• 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.<br>• SLT will monitor handwashing and timetable if required.<br>• Posters in place in WC areas | M |

**2.3 Clothing/fabric**

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| **Not wearing clean clothes each day may increase the risk of the virus spreading** | H | • CW&V students will wear uniform in school during lockdown<br>• Expectations and guidance are communicated to parents.<br><br>• Additional uniform issued to catering, cleaning and site staff if they have insufficient | Y | • Letter to parents about CW/V students wearing uniform. | M |
| **Standard uniform/staff dress code leads to coldness due to additional ventilation of spaces** | M | • Children encouraged to wear warmer items of uniform or outdoor coats whilst inside<br>• Hardship monitored closely to ensure no children are disadvantaged/items purchased in these cases by the school<br>• Staff encouraged to wear warmer items of clothing/outdoor coats if necessary | Y | • Letter to parents to encourage students to wear extra layers under their uniform. | L |
| **The use of fabric chairs may increase the risk of the virus spreading** | M | • Take fabric chairs out of use where possible.<br>• Where that is not possible then ensure chairs are limited to single person use. | Y | • Only single use fabric chairs are in school. | L |

**2.4 Testing and managing symptoms**

| Testing is not used effectively to help manage staffing levels and support staff wellbeing | H | • <mark>Regular</mark> LFD testing being put in place for staff<br><br>• Testing and tracing in place nationally.<br><br>• Flowcharts provided to schools to explain what they need to do if they have a positive case confirmed.<br><br>• Guidance on getting PCR tested has been published.<br>• The guidance has been explained to staff as part of the induction process.<br>• Home PCR Test Kits issued to staff/parents in exceptional circumstances where attendance at a test centre is not possible. | Y | • Regular testing of staff is in place. Testing available on Mondays and Thursdays.<br><br>• All guidance and testing procedures in place. | M |
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| Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms | H | • Staff and students over 18 encouraged to download NHS Covid-19 app and engage with Test and Trace<br><br>• Advice given on how to use the app and when to turn off to avoid false results<br>• 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.<br>• Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms<br>• A record of any COVID-19 symptoms in staff or pupils is reported to the trust.<br><br>• Each school knows how to notify DfE contact line for advice. | Y | • All procedures and checking are in place. | M |

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| | | Government advice followed for identifying close contacts:: <br><br> 1. anyone who lives in the same household as another person who has COVID symptoms or has tested positive for COVID <br> 2. anyone who has had any of the following types of contact with someone who has tested positive for COVID: <br> - face to face contact including being coughed on or having a face to face conversation within one metre <br> - been within one metre for one minute or longer without face to face contact <br> - sexual contacts <br> - been within 2 metres of someone for more than 15 minutes (either as a one off contact or added up together over one day) <br> - travelled in the same vehicle or plane | | ● Staff repeatedly reminded to follow correct procedures if anyone in their household has COVID symptoms or has tested positive for COVID. <br> ● CW and V students and parents are also informed regularly of procedures that must be followed if anyone in their household has COVID symptoms or tests positive for COVID. <br> ● Key staff at school briefed so they can communicate government protocol if any students or staff pass on information that they live with anyone with COVD symptoms or a positive test result. <br> ● Seating plans in place for CW and V students in school so close contacts can be identified quickly if a positive case is reported. <br> ● Procedures in place so close contacts can be identified swiftly if lateral flow tests carried out in school identify positive cases. | M |
| **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** | H | ● 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. <br> ● This guidance has been explained to staff and pupils as part of the induction process. <br> ● Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. <br> ● Communication sent to all parents on using the NHS Covid-19 app | Y | ● Information is shared regularly with parents and students via the school website, social media and texts home. | M |
| **Staff, pupils and parents are not aware of the school's procedures should there be** | H | ● Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of | Y | ● Information is shared regularly with parents and students via the school website, social media and texts home. | M |

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| **a confirmed case of COVID-19 in the school** | | COVID-19 and how this will be implemented in the school.<br>● This guidance has been explained to staff and pupils as part of the induction process, including flowcharts<br>● Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. | | | |

**2.5 First Aid/Designated Safeguarding Leads**

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| **The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk** | H | ● Staff rotas will require a First Aider and Safeguarding Lead to be in school at all times<br>● First Aid certificates extended for three months.<br>● A programme for training additional staff is in place.<br>● Collaborative arrangements for sharing staff with other schools in the locality have been agreed. | Y | ● Site Manager and other staff on the rota ensure there is always someone first aid trained in the school.<br>● Training: Current HSE Covid advice: First aid providers have resumed first aid training and assessment so all requalification training for deferred certificates should be completed by 31 March 2021. A Covid-safe first aid refresher programme is in place with our First Aid Training provider. | M |

**2.6 Medical rooms**

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| **Medical rooms are not adequately equipped or configured to maintain infection control** | H | ● Social distancing provisions are in place for medical rooms.<br>● Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged.<br>● Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.<br>● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)<br>● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow | Y | ● A new larger medical room is in place that has windows and can allow for social distancing. | M |

**2.7 Communication with parents**

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| **Parents and carers are not fully informed of the health and safety requirements for the reopening of the school** | H | ● 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.<br>● A COVID-19 section on the school website is created and updated. | Y | ● Regular communication with parents through letter, text, social media and the website.<br>● Covid section of website updated on a regular basis. | M |
| **Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19** | H | ● Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. | Y | ● Regular communication with parents through letter, text, social media and the website. | M |
| **2.8 Personal Protective Equipment (PPE)** | | | | | |
| **Provision of PPE for staff where required is not in line with government guidelines** | H | ● Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.<br>● 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.<br>● Staff are reminded that the wearing of gloves is not a substitute for good handwashing. | Y | ● Re-share the video with anyone who may wear full PPE to ensure they know the correct procedure.<br>● Staff reminded gloves are not a substitute for hand washing. | M |
| **2.9 Catering** | | | | | |
| **Dining space can not cater for numbers of children with appropriate cleaning and hygiene** | H | ● A reduced catering offer is established to ensure that CW&V children attending school can receive a meal<br>● Primary - meals will continue to be provided to classrooms<br>● Secondary - additional dining spaces identified if needed | Y | ● Only a very small number of students in school to cater for.Hot lunch provided and plenty of space to keep bubbles separate. | M |

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| | | ● Secondary - all students facing same way and social distancing in place by removing use of seats<br>● Dining spaces cleaned between bubbles or bubbles kept separated due to small numbers<br>● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)<br>● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow | | |
| **2.10 Finance** | | | | |
| **Cash brought into the academy spreads the virus through handling** | M | ● Cashless is encouraged at all times<br>● Parent letters requesting that cash is not used and accounts are topped up from home<br>● Any cash brought in is placed in the safe for 72 hours and hand immediately washed | Y | ● No cash in school. | L |
| **2.11 Gifts** | | | | |
| **Children bring gifts for the end of term that spread the virus** | M | ● Gifts to be discouraged<br>● Those that are brought should be accepted, hands washed and then quarantined for 72 hours | Y | ● Any gifts will be quarantined but to be kept to a minimum. | L |
| **3. Maximising social distancing measures** | | | | |
| **3.1 Pupil behaviour** | | | | |

| Pupils' behaviour on return to school does not comply with social distancing guidance | H | ● 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.<br>● Staff model social distancing consistently.<br>● The movement of pupils around the school is minimised.<br>● Large gatherings are avoided.<br>● Break times and lunch times are structured to support social distancing and are closely supervised.<br>● The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.<br>● Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.<br>● Messages to parents reinforce the importance of social distancing.<br>● Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations - NB for EYFS and KS1 the bubble is designed to protect children that are too young to social distance. | Y | ● All the messages are really clear for the CW/V students.<br><br>● On return to school for everyone else we will do a series of ACE lessons to re-establish behaviour and expectations. | M |
| **3.2 Classrooms and teaching spaces** | | | | | |

| The size and configuration of classrooms and teaching spaces does not support government guidance | H | • All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible.<br>• Arrangements are reviewed regularly.<br>• Unnecessary equipment removed from classrooms<br>• Soft toys and soft furnishings removed<br>• Cleaning product and wipes available in EYFS to clean toys<br>• 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<br>• Tables in rows with children facing the front to avoid face to face<br>• Entering and exiting the classroom is 'one person at a time'<br>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)<br>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow | Y | • Classrooms that are in use for lockdown are computer rooms and potentially a classroom in the Y7 bubble and Y8 bubble.In computer rooms tables do not face the front but as much space as possible will be used. In teaching classrooms desks face the front.<br><br>• ==Doors and windows will be open for ventilation.==<br><br>• ==Classroom ICT and DTP have no windows, only mechanical ventilation; to ensure airflow the following actions will be taken: aircon to be set at 16 degrees to enable air exchange to take place; room door to be kept open whilst occupied; rear student entrance and corridor doors (by lockers) to be kept open to allow fresh air to circulate; desk fans to enhance airflow in classroom. Coats may be worn to keep warm== | M |

**3.3 Movement in corridors**

| Social distancing guidance is breached when pupils circulate in corridors | H | • Circulation plans have been reviewed and amended.<br>• One-way systems are in operation where feasible.<br>• Posters in corridors and circulation areas on social distancing<br>• Floor markings in key areas<br>• Circulation routes are clearly marked with appropriate signage.<br>• Any pinch points/bottle necks are identified and managed accordingly.<br>• The movement of pupils around school is minimised as much as possible.<br>• Where possible, pupils stay in classrooms and staff move around.<br>• Social time change overs are staggered to avoid overcrowding. | Y | • During lockdown there are 2 bubbles that will be escorted by staff to the dining room to ensure bubbles do not mix.<br><br>• All posters and circulation route signs are in place. | M |

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| | | <ul><li>Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li><li>Appropriate supervision levels are in place.</li><li>Accessible routes have been planned where necessary.</li><li>Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies</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> | | |
| **3.4 Break times** | | | | |
| **Pupils may not observe social distancing at break times** | H | <ul><li>Break times are staggered if number of CW&V children requires</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 must be worn by staff and those aged 11 or over in communal areas unless an exemption applies</li></ul> | Y | <ul><li>Break and lunch are not staggered as numbers do not require this.  In the dining hall the 2 bubbles will sit separately.</li><li>face masks to be worn in all communal areas by all.</li></ul> | |
| **3.5 Lunch times** | | | | |
| **Pupils may not observe social distancing at lunch times** | H | <ul><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></ul> | Y | <ul><li>Social distancing within the bubble is not required but between bubbles is.</li><li>Fingerprint machine cleaned between use.</li><li>Colour coded system in the dining room only one colour to be used.</li></ul> | M |

- Tables and chairs have been cordoned off where this is not possible.
- Floor markings are used to manage queues and enable social distancing.
- *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)*
- Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home.
- Water fountains taken out of use.
- Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.
- Guidance has been issued to parents and pupils on packed lunches
- Eating areas are cleaned between bubbles by catering, cleaning or MSA staff.
- Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies
- Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)
- Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow

**3.6 Toilets**

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| **Queues for toilets and handwashing risk non-compliance with social distancing measures** | H | <ul><li>Queuing zones for toilets and hand washing have been established and are monitored.</li><li>Floor markings are in place to enable social distancing.</li><li>Pupils know that they can only use the toilet one at a time.</li><li>Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li><li>The toilets are cleaned frequently.</li><li>Monitoring ensures a constant supply of soap and paper towels.</li><li>Bins are emptied regularly.</li><li>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li><li>Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies</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><li>Everything in place from when we were open to all students.</li><li>For CW/V students use of the locker area toilets due to low numbers.</li></ul> | M |

**3.7 Medical Rooms**

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| **The configuration of medical rooms may compromise social distancing measures** | H | <ul><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</li></ul> | Y | <ul><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.</li></ul> | M |

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| | | rooms and spaces (with the exception of fire doors)<br>● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow | | |
| **3.8 Reception area** | | | | |
| **Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines** | H | ● Social distancing points are clearly set out, using floor markings, continuing outside where necessary.<br>● Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).<br>● Screens between Receptionist and visitor installed if not already in place<br>● Signing in completed by Reception staff so that visitors do not touch pens, visitors book, signing in screens etc<br>● Meeting room identified for essential meetings where social distancing can be complied with.<br>● Non-essential deliveries and visitors to school are minimised.<br>● Signs on gates to confirm not accepting non-essential visitors<br>● Arrangements are in place for segregation of visitors.<br>● Visitor logs kept to support Track and Trace<br>● Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies<br>● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)<br>● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow | Y | ● Floor markings and barriers in place.<br>● Screens in place.<br>● Signage in place.<br>● Face masks to be worn by those walking through reception. | M |
| **3.9 Arrival and departure from school** | | | | |

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| **Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply** | H | • Start and finish times are staggered or different entrances/exits for different bubbles<br>• The use of available entrances and exits is maximised.<br>• Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.<br>• Weekly messages to parents stress the need for social distancing at arrival and departure times.<br>• 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 | Y | • With no bells there is a natural stagger to the end of the day with only 2 bubbles in school. Start of the day is staggered due to buses.<br><br>• Parents are only attending if required by us to collect items such as FSM packages and Art folders etc. |

**3.10 Transport**

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| **The use of public and school transport by pupils poses risks in terms of social distancing** | H | • 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.<br><br>• Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing.<br>• Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.<br><br>• Hand sanitizers and hand washing available on arrival at school<br><br>• Windows to be open on transport where possible for natural ventilation | | • Information in parent letter regarding guidance on travelling on public transport.<br><br>• Video on how to wear a facemask will be shared July 2020 and September 2020.<br><br>• Handwashing available with new outdoor washing facilities.<br><br>• Liaison with bus companies and bus drivers to address issues promptly |

**3.11 Staff areas**

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| **The configuration of staff rooms and offices makes compliance with social distancing measures problematic** | H | • Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.<br><br>• Rotas in place to minimise the number of staff required in school<br><br>• Hot desking will be stopped, only one member of staff allocated to a desk.<br><br>• WFH will remain in place for staff who can in order to minimise staffing<br><br>• Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies<br>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)<br>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow | Y | • Staff rooms and offices have the  number of staff allowed and social distancing posters.<br><br>• Rotas in place for CW/V students and reception<br><br>• Staff can work from home if they can but if they can't they can come into school. | M |
| **3.12 Catering** | | | | | |
| **Social distancing is not possible in kitchen/catering areas** | H | • Reduced menus agreed to manage increased number of lunch breaks<br>• Simple menus developed allowing staff to work at a single workbench<br>• 1 member of staff in small areas e.g. fridges, store rooms at any time<br>• Staff instructed in social distancing<br>• PPE provided if social distancing can not be maintained<br>• Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food<br>• Catering staff advised to remain behind the counter during serving<br>• Doors and windows will be opened where possible to encourage natural ventilation of | Y | • Hot lunches provided during lockdown but a simple menu.<br>• Catering team has been provided with all the relevant information and Bob will brief his team when they are back in September.<br>• Protective screens installed on serveries and pay points<br><br>• ==Doors and windows will be open for ventilation where possible.== | M |

| | | rooms and spaces (with the exception of fire doors)<br>● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow | | | |

**3.13 Home Visits**

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| **Staff are placed at risk of contracting COVID whilst undertaking home visits** | M | ● Home visits will not be undertaken unless absolutely necessary<br>● Staff will not travel together to undertake a home visit<br>● Visit will be undertaken on doorstep - staff will not enter the home<br>● Social distancing will be maintained throughout - knock on door and step back 2m<br>● All usual control measures for home visits should also be followed<br>● Additional risk assessment for home visits circulated to relevant staff | Y | ● No home visits planned and if they are required staff will not travel together and will knock on the door and talk from a social distance. | L |

**4. Continuing enhanced protection for children and staff with underlying health conditions**

**4.1 Pupils with underlying health issues**

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| **Pupils with underlying health issues are not identified and so measures have not been put in place to protect them** | H | ● Parents have been provided with clear guidance and this is reinforced on a regular basis.<br>● 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<br>● 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<br>● Remote learning provided for any child still required to medically shield (supported by medical evidence)<br>● EHCP and risk assessments updated | Y | ● No students with underlying health issues attending school currently.<br><br>● Risk assessments for all other vulnerable groups are being checked and updated. | M |

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| | | ● Schools have a regularly updated register of pupils with underlying health conditions. | | |

**4.2 Staff with underlying health issues**

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| **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** | H | ● 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.<br>● 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.<br>● Individual staff risk assessments undertaken where additional risk factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable<br>● Current government guidance is being applied | Y | ● We have no staff that are CEV.<br><br>● Risk assessments have been completed for all those who are considered as vulnerable.<br><br>● Government guidance is being followed. | M |

**5. Enhancing mental health support for pupils and staff**

**5.1 Mental health concerns – pupils**

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| **Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general** | H | ● There are sufficient numbers of trained staff available to support pupils with mental health issues.<br>● There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.<br>● 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).<br>● Resources/websites to support the mental health of pupils are provided. | Y | ● Staff who are trained in basic mental health L1 as well as a school coach.<br><br>● Assembly rota being coordinated to ensure mental health is discussed.<br><br>● Well being Wednesday still being run through tutor sessions.<br><br>● Information on the school website via the green button.<br><br>● Regular phone calls to vulnerable students, not just those recognised by the DFE but those we consider as vulnerable.<br><br>● All other students will be contacted every 2 weeks. | M |

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| **Additional safeguarding concerns are identified on children's return to school** | H | • All staff will receive safeguarding training as part of the INSET on the first day of term<br>• Weekly safeguarding checks to be used during lockdown | | | |

**5.2 Mental health concerns – staff**

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| **The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general** | H | • Staff are encouraged to focus on their wellbeing.<br>• Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.<br>• Staff briefings and training have included content on wellbeing.<br>• Staff briefings/training on wellbeing are provided.<br>• Staff have been signposted to useful websites and resources.<br>• Staff are encouraged to use the staff EAP<br>• Weekly staff wellbeing surveys | Y | • All briefing sessions/training/line management meetings will have a focus on wellbeing.<br>• CTI will provide wellbeing resources and share useful resources and websites.<br>• EAP is regularly advertised with staff and staff encouraged to sue this if required.<br>• Staff wellbeing surveys under review to see how they can best work. | M |
| **Working from home can adversely affect mental health** | H | • Staff working from home have regular catch-ups with line managers.<br>• Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.<br>• Appropriate work plans have been agreed with support provided where necessary.<br>• Staff working from home may help provide remote learning for any pupils who need to stay at home. | Y | • Weekly staff briefings<br>• Regular contact with line managers.<br>• Rota system for support staff to be in school at least one day a week.<br>• Teachers can teach from school if they are finding it hard from home. | M |

**5.3 Bereavement support**

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| **Pupils and staff are grieving because of loss of friends or family** | H | • The school has access to trained staff who can deliver bereavement counselling and support.<br>• Support is requested from other organisations when necessary.<br>• Bereavement training delivered to over 200 staff during June 2020 | Y | • School coach available one day a week and will prioritise students who have been bereaved.<br>• CTI to collate the information from SWI who has a complete list of staff in school that have completed training & received certificates. | M |

## 6. Operational issues

### 6.1 Review of fire procedures

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| **Fire procedures are not appropriate to cover new arrangements** | H | Fire procedures have been reviewed and revised where required, due to:<br>● Bubbles not mixing<br>● Possible absence of fire marshals<br>● Social distancing rules during evacuation and at muster points<br>● Possible need for additional muster point(s) to enable social distancing where possible<br>● Staff and pupils have been briefed on any new evacuation procedures.<br>● Incident controller and fire marshals have been trained and briefed appropriately.<br><br>● PEEPs reviewed and updated | Y | ● Muster point on the tennis courts for all.  Students usually stand in their form groups but can form 2 lines for the 2 bubbles. | M |
| **Fire evacuation drills - unable to apply social distancing effectively** | H | ● Plans for fire evacuation drills are in place which are in line with social distancing measures. | Y | ● Only a small number of students in school so social distancing at fire drill is not a concern.  Staff to ensure they are socially distanced. | |
| **Fire marshals absent due to self-isolation** | H | ● An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. | N | ● All staff are Fire Marshall trained via Flick Learning; staff in school should sweep their areas as they vacate the building due to small numbers of staff (and students) in school | M |

### 6.2 Contractors working on the school site

| Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control | H | <ul><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 COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li></ul> | | <ul><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.All contractor covid-19 risk assessments and method statements have been received and are on the google drive. Link to Covid contractor risk assessments: Contractor Covid Risk Assessment Linked Documents</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> | |

## 7. Finance

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

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| **The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties** | M | ● Additional COVID-19 related costs are monitored and options for reducing costs as guidance changes are reviewed.<br>● The school's projected financial position will be shared regularly with the Board | Y | ● FM, BM and Principal to agree actions and offsets. Any net increase to be reported via Regional Exec to CFO for approval.<br>● Monthly Principal meetings to focus on monitoring variances and long term implications of operational and educational response to returning under Covid-19 | L |

## 8. Governance

### 8.1 Oversight of the governing body

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| **Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.** | H | ● The Trust Board continues to meet regularly via online platforms.<br>● The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.<br>● 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.<br>● Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.<br>● Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed. | Y | ● Trust board minutes disseminated to Academy Council via email.<br><br>● Principals report to have additional sections for updates on statutory obligations in response to COVID 19.<br><br>● Currently weekly updates with Chair, move to monthly in September. | M |

## 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**

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| **Car Park does not allow for staff to maintain SD protocols** | M | <ul><li>Rotas of staff should mean less staff in school</li><li>Designated bays</li><li>Designated routes of entry for staff from the car parking facility</li><li></li></ul> | Y | <ul><li>With fewer staff in school and the staggered time of arrival and departure social distancing can be adhered to in the car park.</li></ul> | |
| **Site staff sharing tools and increasing risk of infection** | M | <ul><li>Additional small items purchased to allow non-sharing</li><li>Cleaning of larger items between users</li></ul> | Y | <ul><li>Only staff who share tools are site staff who cannot always work in a socially distanced way. Site staff will always wear a face covering.</li></ul> | L |
| **10. New Strain of Covid-19** | | | | | |
| **New strain of COVID 19 identified which appears to be more transmissible** | H | <ul><li>Only critical worker and vulnerable children in school between 5/1/21 to February 2021</li><li>Social distancing in classrooms moved to 2m due to lower numbers of children</li><li>Testing to be put in place to allow staff to be tested regularly through LFD tes.</li><li>Staff and students will be reminded of all the control measures identified in this risk assessment and the critical need to comply with them at all times</li></ul> | Y | <ul><li>Only CW and vulnerable students on site.</li><li>Mass testing in the process of being planned.</li><li>Risk assessment to be sent to all staff with a google form to say they have read and understood this.</li></ul> | M |
| **Knowledge of local infection rates and prevalence of new strain in the local area** | | *Add here any local information about the number of cases per 100,000, age range most affected, any change to number of cases in children, local R rate, % of cases attributable to new variant* | Y | <ul><li>381 cases per 100000 in Hambleton.</li><li>==193 cases per 100,000 in Hambleton currently==</li><li>Local R rate - 0.9 to 1.1 (North Yorkshire and the north east)</li><li>==Local R rate - 0.8 to 1.1 (North Yorkshire and the North East)==</li></ul> | |
| **11. January Exam Series** | | | | | |
| **Normal exam conditions do not promote control measures** | M | <ul><li>Children will not be collected on the morning of their exams - phone calls home in the days leading up to the exam</li><li>Exam desks will be placed at a minimum of 2m apart</li></ul> | | N/A | |

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| | • Exam papers issued wearing nitrile gloves<br>• Students reminded to bring their own stationery<br>• Any stationery provided will be issued wearing nitrile gloves<br>• Exam invigilators will wear face masks throughout the exam and in circulation/corridors<br>• Additional SLT identified if exam invigilators are unavailable due to shielding | |

· Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows:

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**

The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:

· Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings).
· Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible.
· A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place.  PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids.
· If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else.
· Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.
· Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19).

In addition:

· Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated.
· Infection control training is arranged for new staff.

2. Face Coverings
· Current government guidance regarding the wearing of face masks is followed
· All adults and children over 11 wear a mask or face covering in communal areas (such as corridors and halls) excluding those with medical exemptions
· Face coverings are worn by adults and children over 11 when travelling on school buses and public transport.

3. Clean hands thoroughly more often than usual

- Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.
- Bubbles are assigned specific toilets and sinks.
- A tick sheet/ board is maintained when handwashing has taken place for a bubble, as a visual reminder.
- Handwashing routines are re-taught to pupils using suitable video.
- Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.

4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

- Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points.
- The location of bins around the school is checked, and more are ordered if necessary.
- A schedule for bins to be emptied / disinfected is in place and is adhered to.
- Pupils using public transport are reminded of the need to wear face coverings/masks.
- A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport.

5. Keeping Occupied spaces well ventilated

Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.

This can be achieved by a variety of measures including:

- Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)
- Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.

6. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents

- The school's business manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus.
- The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.
- Stock checks and stock control are maintained

**7.** Minimise contact between individuals and maintain social distancing wherever possible

- Arrangements are in place to limit the number of contacts between pupils and staff.
- Bubbles are used to keep groups separate.
- Individuals are encouraged to maintain social distancing where possible.
- Staff are kept consistent with each bubble as far as possible.
- In class, furniture is arranged so that children are facing forwards and sitting side by side.
- Any furniture that is surplus to requirements is removed.
- As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time.
- No more than 1 year group ever occupies a shared space (hall, dining room etc) at one time. A 2m distance between the bubbles is maintained when 2 or 3 classes bubbles (from the same year group) are together in the same space.
- Staggered start and finish times, staggered break times and staggered lunch times are implemented.
- Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe.
- For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use.
- Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library.

**8.** Where necessary, wear appropriate personal protective equipment (PPE)

- The school continues to maintain and monitor stocks of PPE and has access to supplier lists.
- Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE.
- Gloves and aprons are provided for cleaning staff.
- Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case.
- Stocks of PPE are regularly monitored and replenished
- Staff referred to the trust PPE guidance document

**9.** Engage with the NHS Test and Trace process

- School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble.
- Staff induction for return to school includes information about the NHS Test and Trace process.

**10.** Manage confirmed cases of coronavirus (COVID-19) amongst the school community

- The contact details for local Public Health England team and local authority health and safety team are readily to hand.
- In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required).
- A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date.
- Use is made of any template letters provided by Public Health England / local authority as directed locally.

- Toolkit for confirmed COVID-19 cases in school including the Action Plan is followed for all confirmed cases.
- Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required.

11. Contain any outbreak by following local health protection team advice

- Advice provided by the local health protection team is acted on immediately.

- Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.