

Risk Assessment for the September Full Re-opening

Introduction

The government plan is for the full return of all pupils from September 2020: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

School employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school compliant with guidance. General information on how to make a workplace compliant, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the [HSE guidance on working safely](#).

This risk assessment checklist/tool is based on Government guidelines on COVID-19 as at 2nd July 2020 and is provided to help schools to prepare and decide arrangements for an increased number of children attending/returning to school. It remains subject to change at a short notice as updates are received from the Department for Education (DfE). [EYFS guidance](#) should be considered for Nursery Schools and Nursery Classes.

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

The Risk Assessment below details specific measures but as an overarching summary:-

Core Principles

- Stay at home if you are ill
- Self hygiene
- Academy cleaning regime
- Test and trace engagement
- Reduce contact in school
- Maximise distance in school where possible
 - Bubbles – year group or class
 - Avoid contact between bubbles
 - Forward facing desks
 - Staff and pupil distance where possible
- Minimise contamination.

Systems of Controls

1. Prevent

You must:-

- a. Stay at home if unwell
- b. Clean your hands
- c. Catch it, bin it, kill it
- d. Enhance cleaning regimes
- e. Minimise contact

You should try to

- f. Social distance where possible

The 2 mandatory cases for wearing PPE remain – when dealing with a symptomatic member of staff or student or where you normally do in intimate care situations.

2. Respond to Infection

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

Name of Academy	DSLIV Secondary
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Consulted With	Date and How	Comments
Staff	Risk Opening Plan & Risk Assessment shared before Staff Consultation Meeting 27 th August 2020	

Parents	Letter to Parents 27/8/2020	
Unions	Risk Opening Plan & Risk Assessment shared before Union Consultation Meeting at 27/8/2020	

DRAFT

Links to related published guidance notes to be referred to alongside the Model Risk Assessment

Links to DfE Guidance

As new guidance is produced weekly, please refer to **www.gov.uk** for updates

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

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

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

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

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

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

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

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

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

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

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers>

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Version edits		
Version No.		Published
1	Original	
2	Amended following staff feedback	
3		
4		
5		
6		

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Lack of certainty over returning numbers	• Planning for full attendance of all year groups	Y	Reopening Plan covers the return of all year groups in September	SLI
	• Phased return arrangements in place for year groups / pupils	Y	First Day (2 nd Sept) features Y7 and Y11 only. Rest back on 3 rd .	ERE
	• Support for pupil/parent anxiety about return to school and vulnerability to COVID-19	Y	Parent Forum 21 st July. Welfare Check Phone Calls w/c 20 th July, 3 rd Aug, 10 th Aug.	MHO
	• 0 number of children remain shielded at home	27/8/2020	Welfare Checks w/c focussing on most vulnerable. Learning Passport	MHO

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	<ul style="list-style-type: none"> • Any specialist equipment required is returned to school/additional equipment made available to support return • Home to school transport in place where required • Readiness to implement Test and Trace with a process in place for visitors/peripatetic etc. 	<p>n</p> <p>Y</p> <p>Y</p>	<p>produced for any child continuing to shield.</p> <p>Trust laptops returned and replaced by DFE Devices under loan agreement. Learning Passports will identify any further resources needed.</p> <p>Request to Northampton CC Transport Department to increase provision to help meet staggered starts.</p> <p>Any visitors to school has to be approved by RE, SH or BM. Visitors leave contact details at Reception as part of the signing in process.</p>	<p>JW</p> <p>SLI</p>
<p>Number of staff available is lower than that required to teach classes in school</p>	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated including the initial review of staff who had previously been identified as vulnerable. • All staff who have received previously a 1:1 risk assessment are offered a review especially where they have previously been identified as someone who was to work from home. • Flexible and responsive use of professional services and pastoral staff to supervise classes is in place. • Contingency planning in place and additional resource identified and budgeted. 	<p>Y</p> <p>Y</p> <p>y</p> <p>y</p>	<p>Continue to update Staff Welfare Spreadsheet. Weekly updates in term time, fortnightly during Summer Holidays.</p> <p>Personal Risk Assessments are being updated for all colleagues by 16th July who are yet to return to the Academy</p> <p>Learning Passports being updated to ensure vulnerable students have the support required for their successful return.</p> <p>Contingency Plan has been written for Personal Risk Assessments are reviewed and staffing picture for</p>	<p>SLT</p> <p>SLT</p> <p>ADR/AWH</p> <p>SCO</p>

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			September is in place.	
Plans are not in place to identify number of classrooms and additional furniture or social distancing measures for each year group	<ul style="list-style-type: none"> • SLT and site management team meeting to review school site and specify entry/exit points and classroom use • All classrooms being fully utilised for each class year group and reorganised to allow front facing desks • Furniture items to be arranged to be front facing (may need to acquire additional more suitable furniture e.g. replacing round tables with front facing desks • Spaces identified for use to support mitigating risk of contamination – i.e. holding areas for pupils indifferent class / year group bubbles arriving on a staggered basis, room for pupils / staff showing symptoms before being collected. • In Nursery where additional space is identified for accommodating 2 year olds and under 2's then the school 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N/A</p>	<p>Staggered start and exit times with different year groups using different perimeter gates</p> <p>Timetable</p> <p>All classrooms have forward facing desks.</p> <p>Staggered starts with those arriving early on buses supervised in Year Group zone with HOY.</p> <p>N/A</p> <p>Welfare Checks for families not engaging in w/c 20th July. Personalised Plan in place after these calls.</p> <p>1st Sept site walk check. Weekly HODs meeting in term time.</p> <p>Assessed weekly through HOD/HOY meeting and staff training on how to raise concerns to SLT.</p>	<p>SLI</p> <p>MBO</p> <p>SLI</p>

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	<p>will need to register the space for use with Ofsted using the current interim process.</p> <ul style="list-style-type: none"> Engagement of appropriate services for families not engaging Curriculum leads in school meet regularly to review impact of plan Room usage regularly reviewed during school operation when returning and changes made and recorded. 	<p>Y</p> <p>Y</p> <p>Y</p>		<p>/HOY</p> <p>SCO</p> <p>SCO</p>
<p>Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance</p>	<ul style="list-style-type: none"> Agreed new timetables and confirm arrangements for each class/ year group to allow for reduced interaction between year groups. Reduce the need to move between basic class spaces. Classrooms re-modelled, with chairs and desks front facing and spaced to allow for social distancing by the teacher. Spare furniture removed that will not be used. Clear signage displayed in classrooms promoting social distancing and hygiene. 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Timetable.</p> <p>facing forwards with excess furniture removed to maximise space and movement channels. Teacher desk with marked isolation area.</p> <p>Successful Y10 plan extended for full reopening with distance markers and hygiene tables on entry with Catch it! Bin it! Kill it! Posters, tissues, hand sanitiser and lidded bins.</p> <p>Each year group has their designated toilets to protect integrity of year group bubbles. Corridor hand sanitisers in place but site walk to</p>	<p>MBO</p> <p>SLT</p> <p>SITE</p>

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	<ul style="list-style-type: none"> <li data-bbox="483 443 1214 507">• Hand washing and sanitiser facilities identified for each learning area. Additional items required installed. <li data-bbox="483 655 1214 719">• Arrangements in place to support pupils when not at school with remote learning at home. <li data-bbox="483 839 1214 903">• In secondary schools the year group stays together and does not mix with other pupils <li data-bbox="483 1114 1214 1177">• Staff that cover absence are recorded against the bubble they teach and recorded for track and trace purposes. <li data-bbox="483 1270 1214 1358">• The EYFS environment is re-organised to meet requirements of social distancing including groups who do not mix with other children or other small groups 	<p data-bbox="1227 443 1256 464">Y</p> <p data-bbox="1227 655 1256 676">Y</p> <p data-bbox="1227 922 1256 943">Y</p> <p data-bbox="1227 1193 1256 1214">Y</p> <p data-bbox="1227 1310 1256 1331">Y</p>	<p data-bbox="1429 296 1832 352">determine whether more are needed. Check of hygiene stores.</p> <p data-bbox="1384 443 1839 560">Virtual Learning plans are well established. Summer Welfare Checks will inform who will have a delayed return.</p> <p data-bbox="1384 683 1839 890">Separate gates, separate zones, allocated classrooms, controlled movement paths between lessons. Staggered starts, breaks, lunches, access to canteen and exits. Designated toilets, outside spaces.</p> <p data-bbox="1384 983 1816 1099">Timetable will have record of staff contacts with groups. Any cover required will be recorded in daily plan.</p> <p data-bbox="1384 1254 1839 1342">Plan for outdoor PE with indoor theory in case of inclement weather. PE Curriculum to be revised</p>	<p data-bbox="1854 472 1921 493">AWH</p> <p data-bbox="1854 683 1906 703">SLI</p> <p data-bbox="1854 922 1921 943">MBO</p> <p data-bbox="1854 1254 1912 1275">BJO</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> Encourage use of outdoor space, especially for PE / Sports on a non contact basis. Staggered lunchtimes to align with staggered start and finish times. Consider lunchtimes in the classroom for younger year groups. 		Each year group has its own allocated time in the canteen. Investigating the capacity to re-establish the serving hatch in the Quad.	AWH
There is a need for additional space to allow for curriculum to be fully delivered	<ul style="list-style-type: none"> Identify available large spaces and appropriate timetabling e.g, dining areas, halls, studios, particularly in outdoor areas. Large gatherings and assemblies prohibited. Design layout and arrangements in place to enable social distancing. 	Y Y Y	<p>Y7-10 have home classrooms in the zone. Y11 have allocated rooms. Shown in reopening plan and academy timetable.</p> <p>Virtual Assembly Plan features in Staff Planner</p> <p>Separate gates, zones, controlled movement pathways and one way system in identified areas, designated outdoor spaces, toilets. Staggered times.</p>	MBO SLI SLI
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	<ul style="list-style-type: none"> As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A standard guide to the risk assessment and operating procedures pre opening will be provided by the Trust to complement local communications. A parental version of the final Risk Assessment is made 	Y Await sign	<p>Trust's Parents' Reopening Pack shared 27/8/20.</p> <p>Welfare Checks identify concerns and provide reassurance and a plan to meet individual needs.</p> <p>Approved RA on website when approved.</p>	SCO MHO JWE

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	<p>available, published on the web site and a mechanism to record and implement any parental feedback is in place.</p> <ul style="list-style-type: none"> • Consider parent and pupil handbooks reflecting changes to usual school policy • Advice is made available to parents on arrangements testing for COVID-19 • Clarify arrangements for pick-up/drop-off, breaktimes, as well as expectations for free study periods • 	<p>off of RA</p> <p>Partially</p> <p>Y</p> <p>Y</p> <p>N/A</p>	<p>Advice to go on Website and leaflet produced to give to parents of sick child.</p> <p>No parents on site unless arranged by RE, BM, SH. Staggered breaktimes with year groups in different areas. Sixth Form arrangements on Parker RA.</p>	<p>DLA</p> <p>SLI</p>
<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website and verbally. Community languages are considered. • Clear procedures in place where a child falls ill whilst at school in line with this guidance. 	<p>Y</p> <p>Y</p>	<p>Trust Information letter shared with parents and reiterated on the website, social media and Parent Forums. EAL Coordinator working communicating with identified families where language may be a barrier.</p> <p>Staff trained to recognise symptoms, SLT collection protocol in place.</p>	<p>DLA</p> <p>AWO</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> • Ensure isolation room identified, • Ensure contact details of families are up to date. • Immediate notification to absent@e-act.org.uk in every case where a student/staff is symptomatic 	<p>Y</p> <p>Taking Place</p> <p>Y</p>	<p>Medical Rooms set up in June with training for staff having taken place and procedure displayed on walls including the correct use of PPE. Stocks to be checked weekly.</p> <p>New Y11 and Y13 checked in June, Y8-10 to be checked during Summer Holiday Welfare Calls. Y7 Data Collection Forms being entered onto SIMS at the start of the Summer Holidays.</p> <p>Familiar with process</p>	<p>AWO</p> <p>MHO</p> <p>ERE</p>
<p>Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place</p>	<ul style="list-style-type: none"> • Ensure message around staying home if ill is reinforced. • Clear communication around hygiene guidance. 	<p>Y</p> <p>Y</p>	<p>Trust Information letter shared with parents and reiterated on the website, social media and Parent Forums. EAL Coordinator working communicating with identified families where language may be a barrier. Student virtual assemblies on recognising the symptoms and social responsibility as part of 'Do the Right Thing' value.</p> <p>Included in social responsibility virtual assemblies, backed up by poster campaign, designated year group toilets and hand sanitisers on entrance gates, along corridors and in classrooms. Catch it! Kill it! Bin it! Strongly enforced by all adults.</p>	<p>AWO</p> <p>SCO</p>

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	<ul style="list-style-type: none"> Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family 	Y	Summer Welfare Checks ascertain families and children at risk and intentions for September attendance. Period of grace and support for the first three weeks of September before consideration of fines from 21st September.	MHO
The start and end of the school day create risks of breaching social distancing guidelines	<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised; where possible different groups to enter through their own access point. Staff, parents and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school gates needs to be minimised. 	Y Y Y Y	<p>Buses arrive at 8.30am with Y11 and Sixth Form going to lessons and the other year groups supervised by HOY in year group zone. Start and departure times staggered in pairs of year groups with each using a separate gate.</p> <p>Included in information letter, website, and social media posts and discussed at the Parent Forums. Staff Consultation on 16th July and training on 1st Sept.</p> <p>Three senior leaders on each gate, one outside the academy supervising appropriate social distancing according to the latest Government guidance, one controlling the entrance and one supervising the application of hand sanitiser on entry to the</p>	SLI SCO SLI

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	<ul style="list-style-type: none"> Floor markings are visible where it is necessary to manage any queuing. A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress. 	<p>Y</p> <p>N/A</p>	<p>buildings.</p> <p>Floor markings at 2m intervals already in place with plan for doubling up of hand sanitisers at entry points to increase capacity and reduce queuing</p> <p>N/A</p>	
<p>Daily attendance registers for new cohorts are not in place</p>	<ul style="list-style-type: none"> Completion of school daily attendance registers Completion of DfE daily submission (if still applicable) Regular reporting and monitoring of attendance 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>System already in place but further clarification of Welfare and Attendance team roles to support Attendance Officer and increase speed of follow up calls.</p> <p>If applicable, continue with the system that has been working so well.</p> <p>Summer Welfare checks the intention of students to return and support where needed to reassure. First week daily monitoring of absence with usual quick response call from Welfare and Attendance Team, further supported by HOY calls.</p>	<p>MHO</p> <p>MHO</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<p>The school is unable to provide breakfast clubs, lunch clubs and after-school clubs</p>	<ul style="list-style-type: none"> • Appropriate adjustment of extra-curricular activities 	Y	<p>Extra-Curricular Coordinator will plan and advertise a timetable of clubs still able to run. This will depend on staff availability at staggered lunchtimes. After School Clubs will be a little easier with the adjusted staggered finish times allowing ECA to run in period 6. Sporting Clubs will need to be outside and non-contact. Music Clubs will avoid singing and wind and brass instruments. Drama will avoid shouting.</p>	BJO
	<ul style="list-style-type: none"> • Feasibility on continuation or reimplementation of wrap-around provision. 	N/A	N/A	
	<ul style="list-style-type: none"> • Communicate decisions to parents 	Y	<p>ECA Timetable advertised on Year Blogs, Website and Social Media.</p>	
<p>Meals are not available for all children in school</p>	<ul style="list-style-type: none"> • Communication with catering provider to implement staggered break and lunch schedule in line with school operating plan. 	Not Yet	<p>Structure of the day arranged with staggered breaks and lunchtimes. Two year groups will share breaks/lunches,</p> <p>Risk Assessment to complement RAs in both Primary and Secondary.</p> <p>Lunchtime Supervisors currently available from Primary at 12.55pm. Deployment plan required to ensure effective supervision of staggered lunchtimes.</p>	SLI
	<ul style="list-style-type: none"> • Catering provider must complete separate risk assessment for catering staff and kitchens 	Not known	<p>Staggered lunch and breaks. Year groups go to designated outside</p>	

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	<ul style="list-style-type: none"> School must risk assess any of their own staff involved with catering provision. Cleaning at all times inbetween different bubbles using the same communal area. Alternative arrangements in place for provision of school meals if necessary Usual considerations in place for dietary requirements 	<p>Further Discussion</p> <p>Y</p> <p>Further discussion</p>	<p>space to await signal that canteen cleaning is complete.</p> <p>Meeting with Aspens needed to discuss re-activation of the Serving Hatch in the Quad and potential Grab and Go facility in the Hall.</p>	SCO
<p>School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19</p>	<ul style="list-style-type: none"> Safeguarding remains highest priority and policy is updated to reflect changes All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements 	<p>Ongoing</p> <p>Y</p> <p>Just exit routes to confirm</p>	<p>Policy has been updated as further DFE and Trust guidance is circulated.</p> <p>Safeguarding Training for all staff on 1st Sept.</p> <p>Fire Exit Routes to be reviewed to minimise the compromising of year group bubbles.</p> <p>Fire Drill carried out as separate year groups as we ideally want to avoid a whole academy drill. Y7 & Y11 on 2nd Sept, other years on 3rd</p>	<p>SCO</p> <p>SLI</p>

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	<ul style="list-style-type: none"> Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency 	Y	<p>Sept. Lockdown procedures amended by students sitting under desk rather than huddling in a corner out of site. Whole Academy drill on 4th Sept.</p> <p>Included on Information Letter, Website, SM Posts and Year Blog and videos. Reinforced by Social Responsibility Virtual Assemblies.</p>	AWO
Higher risk of increased disclosures from returning pupils	<ul style="list-style-type: none"> DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupil Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision Multi-agency arrangements in place to support early help 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Meeting with Safeguarding Team 28/8/20 and how to further build capacity through compulsory DSL Training for all of the Pastoral and Welfare and Attendance Team. Need to clarify position with Senior Attendance & Welfare Officer.</p> <p>Summer Welfare Checks to ascertain the intention of students to return and to target support and reassurance accordingly to maximise start of term attendance. Daily intervention in First week in September for those not attending. Period of grace finishes on 21st September and fines applied as appropriate.</p> <p>Well established history of strong communication and multi-agency working but sometimes compromised by the capacity of support agencies.</p>	<p>SCO</p> <p>MHO</p> <p>SCO</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school	<ul style="list-style-type: none"> Academy arrangements for dealing with pupil well-being to be inserted here to cover:- Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently. 		Audit current capacity and prioritise members of the Pastoral, SEND and Welfare Teams for training.	AWH
	<ul style="list-style-type: none"> Train staff on teaching about mental wellbeing and then use tutor times to support students in rebuilding friendships and social engagement, equipping them to respond to issues linked to coronavirus and improving their physical and mental wellbeing. 	Y	'Relationship and Recovery Curriculum' Training already prepared and delivered to Y10 teachers. To be extended to remaining tutors in September Training.	LTO
	<ul style="list-style-type: none"> Provide focused pastoral support where individual issues are identified, drawing on external support where necessary. 	Y	Continue the strong pastoral work from Lockdown. Welfare and Pastoral Teams monitor the most vulnerable students over the summer break.	SLI
	<ul style="list-style-type: none"> Details of new space funded and created over the summer to be inserted here. 	Y	Successful £1500 bid	LTO
		Y		

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Pupils' behaviour on return to school does not comply with social distancing guidance	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing, reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. 	Y	Social distance message conveyed in letter home, on website, year blogs and social media. Social distance signage in place around the academy including 2m markers at queue points. Message reinforced by Social Responsibility virtual assemblies and appropriate number of duty staff.	SLI
	<ul style="list-style-type: none"> • Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice • Staff model social distancing consistently. 	N/A	N/A	AWH
	<ul style="list-style-type: none"> • The movement of pupils around the school is minimised. 	Y	Isolation area marked around teachers' desks. Maximum of three staff allowed in offices/staffrooms at any one time. Meetings/briefings to continue to be held on TEAMS.	SLI
	<ul style="list-style-type: none"> • Large gatherings are avoided. 	Y	The use of year group zones and allocated home rooms will limit movement of students. A Movement Plan is being produced to control movement pathways to minimise interaction between year groups.	SLI
	<ul style="list-style-type: none"> • Break times and lunch times are structured and closely supervised. 	Y	Virtual assemblies only. Staggered starts, breaks, lunches and finishes. Bus students arriving early moved to year zones.	SLI
			Paired year groups allocated separate	

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	<ul style="list-style-type: none"> The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. Messages to parents to reinforce the importance of and exhibit social distancing. 	<p>Y</p> <p>Ongoing</p> <p>Y</p>	<p>outside and indoor spaces at lunch and break times. Duty Rota needs finalising to fit around staggered times and timetable requirements. Lunch time supervisors coordinated with Primary School.</p> <p>On Call system adjusted to removal to another colleague in the same zone before removal to SLT.</p> <p>Detentions in Year Groups at Break and Lunch. After School Detentions with HOY Tuesday and Fridays.</p> <p>IE suspended to act as another SEMH Intervention room. IE replaced by HOY Report</p> <p>SLT Duty Rota monitors predicted pinch points (e.g. Outside School at start and end of day, the Canteen, lessons identified as having problematic movement)</p> <p>RA assessed and adjusted weekly at SLT</p> <p>Included in letter home, website, year blogs and Parent Forums.</p>	<p>AWH</p>
<p>Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. 	<p>Y</p>	<p>Key knowledge identified from Lockdown schemes and assessments in September to measure successful recall.</p> <p>Recovery schemes of learning to reinforce lockdown work and gain</p>	<p>CLC/KBA/ERE</p>

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	<ul style="list-style-type: none"> • Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified. • Exam syllabi are covered where appropriate • Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning • Consider the response to young children who have fallen behind in their self-care skills • School is aware of pupils who are young carers and have targeted support for online learning where they are unable 	<p>Y</p> <p>Y</p> <p>Y</p> <p>N/A</p> <p>Y</p>	<p>time by focussing on key knowledge for new learning.</p> <p>New Home Learning policy launched in Staff Planner and September training to focus on Total Recall Strategy and mid and end of scheme assessment.</p> <p>Y11 schemes to reflect on key areas of syllabi to be covered in remaining time. Follow advice from Ofqual and exam boards about Summer Series of Exams 2021.</p> <p>Y11 Catch Up fortnight in August Y11 Saturday Schools start in September KS3 KS4 Achievement Boards meet weekly P6 Intervention Programme for Y11 every day bar Thursday P6 Intervention Catch up for KS3 Literacy and Numeracy supported by launch of Renaissance Schools Project. Green, Amber and Red Groups identified in all year groups with mentoring targeted to tackle underperformance relative to ability.</p> <p>N/A</p> <p>Summer Welfare checks ascertain ability and intent to return in Sept,</p>	

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	to return to school		early attendance analysis targets support and use of SHMW to provide virtual learning.	
School unable to meet full provision required in line with EHCP	<ul style="list-style-type: none"> Review individual pupil's EHCP to consider what can reasonably be provided whilst in school Where EHCPs have been adapted to make any allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan Access support through health and social care offer 	Y Y Y	<p>EHCP Plans carefully supported during lockdown. Full capacity of SEND Team (confirmed through positive Personal Risk assessments) means the required capacity is there to support. SENCo fully involved in Transition Information Gathering meeting all primary school SENCOs.</p> <p>Vulnerable students supported by summer holiday Welfare Checks and reintegration plans formulated.</p> <p>Continue to access appropriate professional support and monitor impact.</p>	AWH
What can we do differently for SEN/D students so they transition smoothly back into school and make up for lost curriculum time?	<ul style="list-style-type: none"> Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on students' return, including external agencies. 	Y	<p>Ensure all passports for SEND students are up to date and shared with staff prior to the start of term.</p> <p>Ensure priority given to supporting SEND students through support in class and through additional out of class support, including mental health/SEMH support</p> <p>Ensure outside professional advice/appointments are arranged</p>	AWH

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			<p>as soon as possible, particularly for students who had EP visits etc postponed due to school closure.</p> <p>Continue to maintain good communication with parents of SEND pupils.</p>	
Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school	<ul style="list-style-type: none"> Review the resources required to sustain the online offer for pupils that are unable to attend school 	Y	<p>SMHW Subscription renewed for next two years</p> <p>Home Learning tasks mirror delivered lessons in academy</p> <p>Consideration of Academy 21 for most vulnerable KS4 students</p>	AWH
Recruitment	<ul style="list-style-type: none"> Recruitment to continue as usual with social distancing and other relevant control measures in place for interviews and observations Retrospective observations for summer term recruitment to be completed in school 	Y	<p>Very successful recruitment series using TEMS means we are currently fully staffed for Sept.</p> <p>Safer recruitment checks completed.</p> <p>First fortnight observation of new staff</p>	SCO
Deployment of ITT trainees	<ul style="list-style-type: none"> Strongly encourage schools to consider hosting ITT trainees Take responsibility, with usual mentor oversight, for small groups of pupils across or within years, adapting resources for such groups, creating online learning materials, re-planning sequences of lessons or delivering catch-up lessons 	Y	<p>Appointment of new professional Tutor to mentor NQTs and ITT staff Teach First and Straight to Teaching programmes accessed.</p> <p>Reduced Timetable and appropriate timetabling</p>	SCO MBO

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> • Be engaged in wider professional activity, for instance tackling pupil, family and school needs by learning about, identifying and addressing challenges such as vulnerability, mental health problems or safeguarding issues • Develop or engage in working groups to share best practice around resilience, commitment and team working • Work in pairs or groups to co-plan, co-teach and co-assess lessons with their mentors or other trainees. Paired and group placements, where these are possible, benefit trainees, mentors and teaching staff, promoting a greater sense of team collaboration, ongoing professional learning and reductions in workload 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>ITT Support CPD Programme and Professional Portfolio</p> <p>Development of Support Network across Daventry</p> <p>Incorporated into ITT Support CPD Programme</p>	<p>ERE</p> <p>ERE</p> <p>ERE</p>
Identify staff unable to return to school	<ul style="list-style-type: none"> • Through the process above of understanding level of returning staff, identify specific activities for staff who following their risk assessment are not able to return to the workplace but are able to work remotely. 	<p>Y</p>	<p>First round of Personal Risk Assessment produced in June to cover CV, CEV, BAME, 50+ and Male Staff</p> <p>Second round in July revisits Personal Risk Assessments to check ability to return to work after Shielding closes on 31st July.</p>	<p>SCO</p>
Staff are insufficiently briefed on expectations	<ul style="list-style-type: none"> • A member of staff per academy is identified as the point of contact for this risk assessment (could be union rep or another that is selected by the staff) to collate staff feedback and engage with SLT. • All staff made aware prior to end of summer term 2020 of the proposed operating plan and content of this Risk Assessment. Feedback invited and where relevant the RA is updated. 	<p>Y</p> <p>Y</p>	<p>Rob Johnson as union reps. Union Consultation</p> <p>Staff letter sent out 27/8/20</p> <p>Delivery of Trust Reopening CPD</p>	<p>SCO</p>

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	<ul style="list-style-type: none"> • On return to school in the first week in September through both INSET and staggered pupil return staff are re briefed on the school operating plan, the final risk assessment is shared and signed off. • Staff expectations about their critical role in social distancing and distance to be maintained in the classroom and around school is made clear. • Staff understanding of the bubbles that exist in the school operating plan is clear and the need to maintain this preventative measure. Reporting any mixing that is not per the plan. • Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable. • Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders • Staff workload expectations are clearly communicated • Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Package personalised to DSLV RA on 1st Sept. Y7 & Y11 return on 2nd Sept. All back on 3rd Sept.</p> <p>Modelling of social distancing emphasised in training and adherence to teacher isolation area in classroom and maximum of three staff in an office.</p> <p>RA Zones and control measures explained in July consultation and Sept training. Reporting system about concerns/breaches of RA to Union Reps or RE/SH</p> <p>As above, reporting system to SCO and concerns raised with union reps. RA adherence and effectiveness reviewed weekly at SLT.</p> <p>Weekly Staffing Checks for vulnerable staff with suggested support. MHWB continued to be promoted in staff newsletter and cpd.</p> <p>Included in Staff Well Being Action Plan 20/21</p> <p>Once RA is confirmed, a review of required training will take place to plan training.</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times	<ul style="list-style-type: none"> Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues 	Y	Each year group has separate gate access on staggered starts. Staggered breaks/lunches with socially distanced queuing in year group bubbles Class sizes limited to 30 or less depending on size of classroom. Excess furniture removed to maximise space.	SLI
	<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. 	Y	New Movement Plan being devised.	
	<ul style="list-style-type: none"> One-way systems are in operation where this supports minimising bubble contamination. 	Y	Some part of the school identified as one way and reinforced with signage.	
	<ul style="list-style-type: none"> Circulation routes are clearly marked with appropriate signage. 	Y		
	<ul style="list-style-type: none"> Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points 	Y	Canteen and entrance gates identified so far for additional supervision. In day cleaners focus on cleaning thoroughfares in lesson time and zone classrooms at social times.	SLT
	<ul style="list-style-type: none"> The movement of pupils around school is minimised as much as possible through the timetable and the creation of bubble 'zones' where possible. 	Y	Zones and home rooms created to minimise student movement and protect year group bubbles.	
	<ul style="list-style-type: none"> Where possible, pupils stay in classrooms and staff move around. 	Y	This is the plan apart from specialist practical classrooms where movement pathways will be tightly controlled. Use of zones and home rooms will reduce movement, some staggering of	

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	<ul style="list-style-type: none"> • Lesson change overs are staggered to avoid overcrowding. or mitigated by staying in classroom • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Pupils are made aware of the importance to minimise close contact as that is defined in the guidance. • Proportionate procedures in place to record instances of close contact (this will be required in the event of PHE track and trace). • Appropriate supervision levels are in place. • Agree how safety measures and messages will be implemented and displayed around school 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>lesson changes, Movement plan lesson by lesson is being prepared by timetable.</p> <p>Letter home contains social distance ruling, supported by website, year blogs, social media, virtual assemblies and duty staff.</p> <p>Timetable and attendance register will show normal contacts. Student questioning to see if there was any other contact to those in bubble. Visitors sign in includes personal contact information.</p> <p>Duty Rota devised to reflect the logistical challenges of staggered breaks, lunches, starts and finishes.</p> <p>Through SLT Meetings, CPD, Staff Consultation, weekly RA reviews.</p>	
<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms. 	<p>Y</p> <p>Y</p>	<p>Continuing with the plan of limiting staff in offices/staff room to three. No share of cups, cutlery or refreshments.</p> <p>3-14th August as set up fortnight with layout of Offices configured to allow social distancing.</p> <p>, Staff Training on 1st Sept.</p>	<p>SCO</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Queues for toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. Where possible create hand washing and toilet usage only within bubbles 	Y	Designated toilets for each year group bubble. Queueing zones need outside toilets with social distancing markings. Duty staff to monitor toilet usage to prevent overcrowding.	SLI
	<ul style="list-style-type: none"> • Nursery have arrangements in place to meet the staffing requirements when changing nappies and responding to children changing requirements. 	N/A	N/A	
	<ul style="list-style-type: none"> • Floor markings remain in place to promote social distancing. 	Need more	Floor markings added to with toilet queue zones.	SITE
	<ul style="list-style-type: none"> • Pupils and staff know that they can only use the toilet one at a time. 	Y	One at a time usage not possible for main toilets. Only Unisex and disabled toilets. Duty staff to limit usage of main toilets to three at a time.	SLI
	<ul style="list-style-type: none"> • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. 	Y	Student toilet pass issued by teacher if needing the toilet in lesson and time out of lesson monitored by the teacher. SLT Patrol called if system appears to be being abused.	SLI
	<ul style="list-style-type: none"> • The toilets are cleaned frequently to take account for the number of pupils accessing the facilities. 	Y	Designated toilets cleaned after social times for that year group.	SITE
	<ul style="list-style-type: none"> • Monitoring ensures a constant supply of soap and paper towels - hand driers reinstated. 	Y	This part of post social time cleaning routine. Daily site walk by SLT members allocated a zone. Weekly checks of stocks.	SITE
	<ul style="list-style-type: none"> • Lidded Bins are emptied regularly. 	Y		
<ul style="list-style-type: none"> • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Y	Included in virtual Social	SLI	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Handwashing/sanitising is incorporated into the daily timetable.</p> <ul style="list-style-type: none"> • Provision of hand gel is made available where there are no handwashing facilities, in all learning areas. reception areas and entry and exit points. Supervised use for young pupils. 	Y	<p>Responsibility Assemblies on return in September, displayed on TV Screens, Blogs, and on signage around the academy.</p> <p>Hand sanitiser on each entrance but needs doubling. Hand sanitiser along academy corridors but needs extending to include non-alcohol based sanitiser in Science. Hand sanitiser on hygiene table inside the door of each classroom.</p>	SITE
<p>Cleaning capacity is reduced so that an initial deeper clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required</p>	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any enhanced cleans) agreed with contracting agencies prior to September opening and in line with current guidance. • An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school. In line with current guidance. • Introduce enhanced daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces. • Introduce cleaning of shared resources where required and consider role of our staff (eg technicians) in this. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Current mothballed classrooms need an enhanced summer clean. Return to work capacity discussed.</p> <p>Requirements for day cleaners and end of day cleaners tailored to meet demands of this RA. Toilets and thoroughfares cleaned in lesson time with classrooms cleaned at social times. End of day and before school cleaning plan organised.</p> <p>Extend successful June/July cleaning regime.</p> <p>Practical subjects create their plan for allocating resources to particular year groups and/or a cleaning regime for shared resources. Technicians responsible for the</p>	<p>SITE</p> <p>SITE</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> • More frequent cleaning of rooms / shared areas that are used by different groups • Working hours for cleaning staff are increased in agreement with staff if required and budgeted. • Outdoor playground equipment should be more frequently cleaned. 	<p>Y</p> <p>Y</p>	<p>cleaning but capacity means that teaching staff may need to support.</p> <p>Rooms out of year group zones will need prioritising (i.e. Practical Subjects). Timetable and rooming arranged to facilitate this with cleaning plan in place especially if there is straight class change in a room to another year group.</p> <p>Meeting to discuss demand of RA and Cleantec capacity.</p> <p>Main focus on outdoor picnic tables cleaned after each social time. No ball games at social times.</p>	
<p>Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school</p>	<ul style="list-style-type: none"> • Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u> • Plans are in place to identify and clean all areas with which the symptomatic person has been in contact • Sufficient and suitable equipment is available for the required clean 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Update/reminder of guidance</p> <p>Responsibility of in day cleaning team informed by SLT about affected areas.</p> <p>Summer Holiday ordering to allow for plentiful reserve stock in place by 14th August (end of set up period). Reserve Stocks monitored on a weekly basis. Stocks in situ monitored daily.</p>	<p>SITE</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> Adequate disposal arrangements are in place to dispose of contaminated waste Cleaning of the area where staff or students are held when falling ill with symptoms during the day. 	<p>Y</p> <p>Y</p>	<p>PHE Guidance followed Need for additional lidded bins</p> <p>Medical Room suite to be cleaned by in-house cleaners immediately after sick child or staff has left the premises.</p>	
<p>Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established</p>	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Appropriate measures to supervise effective hand washing of young children are in place Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on 	<p>Y</p> <p>N/A</p> <p>Y</p> <p>Y</p>	<p>Continue to monitor water temperature for appropriate hand hygiene (raised and adjusted in last union consultation in June). Site walk to determine extension of corridor hand sanitiser and doubling up of provision in entrance areas. Summer ordering of stocks to ensure plentiful supplies and resources in situ at end of the set up period 14th Aug.</p> <p>N/A</p> <p>Checked at start and end of day and after post social time cleans.</p> <p>Posters positioned around the site and supported by TV Screens and Year Group Blogs.</p>	

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	<p>arrival at school.</p> <ul style="list-style-type: none"> Reinforce 'catch it, kill it, bin it' message 	Y Y	Form part of Social Responsibility Virtual Assemblies and backed up by posters on every hygiene table in each classroom, year blogs and TV Screens.	
<p>Inadequate supplies and resources mean that shared items are not cleaned after each use</p>	<ul style="list-style-type: none"> Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible. Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups) Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products The ROD/Regional Business Lead made aware of any additional financial commitments 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Exercise Books stay in school. Home Learning presented and produced virtually. Use of text books suspended. Library books operate a 72 hour policy but online reading promoted through Renaissance Schools Project and the return of Accelerated Reader.</p> <p>No sharing or resources explained in social responsibility virtual assemblies</p> <p>Resource plan created by each subject area regarding the use of resources to consider allocating resources to a particular year group and/or cleaning of resources between usage from different year groups. Technicians supported by teaching staff and Cleantec staff where timetable requires a quick turnaround.</p> <p>Cleaning regime understood by Cleantec, technicians, teachers and students.</p> <p>Risk Assessment costed</p>	<p>ERE</p> <p>SLI</p> <p>ERE</p> <p>SITE</p> <p>SBE</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school and to stay at home if unwell. • Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice. • This guidance has been explained to staff and pupils as part of the induction process. • Bubble registers to be in place as well as recording of any close contact with bubbles • Staff are aware of the location of the emergency PPE pack and the situations where its use is mandatory – when dealing with symptomatic students or staff or for close intimate care / first aid. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Parental information produced by the Trust distributed at the end of the Summer Term. Supported by Parent Forums at start and end of summer holidays. Staff Induction on 16th July, Staff Training on 1st Sept.</p> <p>Staff trained to recognise symptoms in June and repeated in Sept Training</p> <p>New staff included in July consultation and September training. Students made aware in Social Responsibility virtual assemblies and supported by Year Blogs, Screens, Signage.</p> <p>Timetable and registers allow monitoring of bubbles with additional close contact reported to Welfare and Attendance Team for logging.</p> <p>Procedure in place and training delivered for SLT and First Aiders on the collection and treatment of symptomatic students or staff in the Medical Rooms. Training included the effective use of PPE.</p>	<p>SCO</p> <p>AWO</p> <p>ERE</p> <p>MBO</p> <p>AWO</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Report cases immediately to ROD and email absent@e-act.org.uk and the Health Protection Team in Public Health England using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l or by telephone to 0344 225 3560 (opt 0 opt 2). Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response. PHE will engage and advise on steps to take following reports by us to them AND if they contact us from wider test and trace in the community. Note trigger of 2 positive cases in 14 days may result in them taking closer interest in the situation at the Academy. Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust. Nominate a co-ordinator in the academy who the Trust can regularly liaise with. It is a critical system of control that we respond to any infection in line with the detailed PHE guidance and we report every potential case to absent@e-act in order that we can prepare for the potential implications of a subsequent positive result. 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Y</p> <p>Ongoing</p> <p>Y</p> <p>Y</p>	<p>Procedure posters and PPE Advice on walls of medical rooms.</p> <p>Risk Assessment remains a live document and reacts to advice from PHE and the DFE and consultation with parents, staff, the Academy Council and Unions.</p> <p>Familiar with process from June/July wider opening.</p> <p>Commitment to follow guidance.</p> <p>Noted and will work adhere to advice given.</p> <p>In conjunction with Simon Bentley.</p> <p>AWO</p> <p>This procedure is understood and in place.</p>	<p>SCO</p> <p>SCO</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Academies will be sent home test kits that can be handed to staff / parents as required. This stock to be managed and records kept of who it has been provided to. Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. Refer to ROD. 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>This provision was shared in June Staff Training and Consultation and will be reinforced for September.</p> <p>Records maintained by AWO</p> <p>Immediate advice will be sought from Simon Bentley.</p>	<p>SBE</p>
<p>Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place</p>	<ul style="list-style-type: none"> School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised Immediate notification to absent@e-act in every case where a student/staff is symptomatic. Must contact ROD/RED and COO For very young children there is a designated area available where a key person can continue to support the child away from the rest of the group until collection by parent/carer. Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained. 	<p>Y</p> <p>Y</p> <p>N/A</p> <p>Y</p> <p>Y</p>	<p>Measured and established in June, with suite of three medical rooms. One main Covid Room identified.</p> <p>Procedure understood and in place.</p> <p>N/A</p> <p>Part of the in-hose cleaner identified role and contained in procedures and protocol displayed in medical rooms.</p> <p>Procedures designed to maintain the 2m distance.</p>	<p>SCO</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Provision of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood and communicated Students and staff to wear face coverings in communal areas 	Y	Sufficient PPE in stock	SCO
	<ul style="list-style-type: none"> Sufficient PPE has been procured through normal stockist 	Y	No identified requirement beyond medical room.	RE/SH
	<ul style="list-style-type: none"> PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. 	Y	Trained in June but repeated on Sept 1 st . More Trained first aiders by end of Sept.	SH/HC
	<ul style="list-style-type: none"> Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Y	Included in PPE Training and on posters displayed in Medical Rooms.	
	<ul style="list-style-type: none"> Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Y	Reminder in Staff Training	
	<ul style="list-style-type: none"> Avoid face to face contact and minimise interaction under 1m with young pupils, except for those with complex needs 	Ongoing	Discussion needed on whether this applicable for our stocks	
	<ul style="list-style-type: none"> Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance 	N		

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home	<ul style="list-style-type: none"> Requirements for PPE have been assessed in line with DfE guidelines Sufficient stock has been ordered using school's usual suppliers ROD must be satisfied that arrangements are in place and in line with DfE guidelines 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>PPE in Medical Room ready since June wider opening</p> <p>Plentiful stock at the end of Autumn Term,</p> <p>ROD included in Site Walks</p>	AWO
There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe including distancing and hygiene procedures. Assurances have been sought from the contractors that they are familiar with the <u>symptoms associated with Coronavirus covid-19</u>, all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained. Records kept of all contractors on site for track and trace purposes. 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Discussed but RA needs confirming</p> <p>Part of the signing in process</p> <p>Kept by Site Team</p>	SITE

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • 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). • ROD must be aware of any planned works and associated risk assessments 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Catch up session students will enter from the Bus and Playground Gates. Contractors enter through main entrance.</p> <p>Further discussion needed to understand arrangements as Boiler Works effects the Quad at the heart of the School.</p> <p>Meeting to confirm this is understood</p>	
<p>Fire procedures are not appropriate to cover new arrangements</p>	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> ○ Any revised building layout ○ Reduced numbers of pupils/staff ○ Social distancing rules during evacuation and at muster points ○ Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. 	<p>Y</p> <p>Ongoing</p> <p>Y</p>	<p>Integration of Movement Plan with Fire Exit procedures to ensure no conflicting advice.</p> <p>Y10 & Physical School briefed in June and drills carried out and evaluated. Process repeated in Sept but with Year Group Fire Drills on 2-3rd Sept.</p> <p>AWO familiar with process but new Fire Marshall team will need</p>	<p>SCO/HCH</p> <p>SLI</p> <p>AWO</p>

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	<ul style="list-style-type: none"> • Fire drill arranged in early September. 	Y	formulating ready and trained for 1 st Sept. Y7 & Y11 Separate Fire Drills on 2 nd Sept. Y8. 9, 10 Separate Fire Drills on 3 rd Sept.	SLI
Fire marshals absent due to self-isolation	<ul style="list-style-type: none"> • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. • Sufficient staff appropriately trained in fire marshal duties as required 	Y Y	Cover Fire Marshalls built into new team for new academic year and trained accordingly. Training on 1 st September with Team and Training logged.	AWO
Statutory compliance has not been completed due to the availability of contractors during lockdown	<ul style="list-style-type: none"> • All statutory compliance is up to date. • Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Not Known Not Known	Confirmation by Site Team Confirmation by Site Team	HC HC
Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding	<ul style="list-style-type: none"> • Equality impact assessment is updated prior to full return for staff and pupils. This will be reviewed centrally and then sent to academies in good time ahead of Sep re opening for local update. 	Y	Original EIA praised for thoroughness by Trust and will be updated by 14 th August	SCO

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Parents do not follow advice on social distancing when visiting the school	<ul style="list-style-type: none"> • Visitors (including parents/carers) to the school may be restricted to one area, or to an allocated appointment time. Any visitors arriving without an appointment should be turned away and advised to make an appointment. • All visitors must be recorded with contact details and the area of the school / bubble they are engaging with. • Arrangements for visiting the school are communicated to parents/ carers • Expectations around hygiene and social distancing are communicated with parents/carers/visitors including drop-off/pick-up time to reduce gatherings 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Visitors need to be approved by RE/SH for essential visits. Communication routinely by email, phone or TEAMS.</p> <p>Record maintained by Front Office as part of the Signing in and out process.</p> <p>As part of parental letter, parent forums and displayed on website, blogs.</p> <p>As part of parental letter, parent forums and displayed on website, blogs.</p>	<p>SCO/AWO</p>
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. 	<p>Y</p>	<p>Lockdown policy adjusted for staff and students to go under their table rather than compromising social distancing by gathering under a table.</p>	<p>SCO/AWH</p>
Pick up and drop off times	<ul style="list-style-type: none"> • Consider opening school gates earlier so parents can socially distance on the playground • Staggered start and finish times to ease pavement congestion – this is communicated clearly to parents. 	<p>Y</p> <p>Y</p>	<p>No parental access through student gates. Access through main gates but not into building without approval.</p> <p>Staggered starts and different year group entrances. Communicated in end of term letter and reinforced on website, blogs and parent forums.</p>	<p>AWO</p> <p>SLI</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> • Consider the use of simple signage to highlight social distancing at pick up and drop off. • Creation of a holding area (and record as a bubble) for pupils arriving earlier (eg sibling, public transport) than their official start time. 	Y	Not relevant in Secondary.	
		Y	Students supervised in Year Group Zone's designated room.	
School Transport	<ul style="list-style-type: none"> ➤ ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers ➤ ensure that transport arrangements cater for any changes to start and finish times <p>In addition:</p> <ul style="list-style-type: none"> • Encourage walking, cycling or scooting to their education setting where possible. • Identify possible park and stride sites - parents and others who do have to drive can then park (legally) nearby and walk the last part of their journey. • Consider using social media messaging to inform the local community that parents/pupils may be travelling at specific times in order to avoid pavement congestion. 	Y	Guidance being monitored to ensure information sent to parents of students from the villages is up to date as of w/c 10 th Aug.	SLI
		Y	Buses to drop off at 8.30am and collect at 3.30pm. Late Buses for Period 6 leave at 4.30pm	HOY
		Y	Encourage walking/cycling in end of year letter and year blogs with cycle racks cleaned.	
Public Transport usage and impact on academy.	<ul style="list-style-type: none"> • Staggered start times will depress usage at peak times. • All pupils to be made aware of the national guidance on using public transport. • Pupils wearing masks to adhere to this guidance need to safely store whilst in school. • Academies have details of pupils using public transport and should encourage at all times alternative use where possible. • Pupils arriving on public transport ahead of their 	Y	Public Transport not used by students	-SLI

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>staggered start time need to be provided in an appropriate space before attending their own bubble, this ideally will be in their bubble zone, but if a more general space is used then the bubble contamination risk must be noted, register of this 'transport bubble' then kept.</p>			
<p>Dedicated School Transport</p>	<ul style="list-style-type: none"> Where an academy has dedicated school transport please refer to the full guidance on how this should be managed. Pay particular attention to:- <ul style="list-style-type: none"> If all on the dedicated transport then transfer to a consistent bubble in the school then pupils travelling on this bus may not need to wear PPE / Social distance. Also hand sanitiser will need to be provided on entry / exit from the bus. If the dedicated transport cohort disperses more widely into mixed bubbles in the school then you may need to consider application of the public transport guidance (PPE / distancing) to mitigate this. You will need to also engage with the dedicated transport provider on their own risk assessment / prevention control. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y/N</p>	<p>Students disembark and move to bubble within year group zone.</p> <p>Clarification sought with Hunters on this provision.</p> <p>Students disembark and move to bubble within year group zone.</p> <p>Risk Assessments gathered for June Wider Opening but update needed for Sept Full Reopening.</p>	<p>SLI/HOY</p> <p>SLI</p> <p>HOY</p> <p>SCO</p>
<p>Curriculum does not factor in sufficient prevention control</p>	<ul style="list-style-type: none"> The school operating plan and timetable has been designed with prevention control at its core. Please record here how your implementation of the model addresses:- <ul style="list-style-type: none"> Staggered start time and finish Older students who are more likely to take public 	<p>Y</p> <p>N/A</p>	<p>Reopening plan shows staggered starts with paired year groups entering from different gates.</p> <p>No use of Public Transport</p>	<p>SLI</p>

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	<p>transport have later start times to avoid peak hours.</p> <ul style="list-style-type: none"> Between each break and lunch, there is a 15-minute slot for cleaning of areas used. 2 destinations are needed for each break and lunch – one year group will use the canteen for break and have hot food on offer, and the other year group will use another space and have cold food on offer. This will alternate for lunch, so all students will have access to hot food either at break or lunch every day. Where possible, students should stay in their classrooms and teachers move to teach the classes to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover. Where possible, year groups should be zoned into sections of the school, again to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover. As many double lessons can be timetabled by Heads as possible, to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover. 1 hour tutor time per day is allocated for every year group, but this can be personalised by the school, so 	<p>N</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Where there is a 15 minute gap, exiting year group depart before the end of their allocated social time.</p> <p>Paired year groups on social times</p> <p>Use of zones for Y7-10</p> <p>As above</p> <p>Timetable analysed to see if adjustments can be made to further reduce movement as part of the Movement Plan.</p> <p>Tutor Time ranges from 30 minutes to one hour.</p> <p>Morning Reg intervention for Y11</p>	<p>SLI</p> <p>SLI</p> <p>SLI</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>the time can be used for mental health education, relationships, sex and health education, SEN/D small group interventions (using catch up funding), small group interventions for students who have not engaged with virtual learning (using catch up funding), or intervention for year 11 in accordance with the year 11 strategy.</p> <ul style="list-style-type: none"> • Students wearing PE kit to school on days where they have PE to avoid use of changing rooms. • Virtual Assemblies to reduce large gatherings • Record approach to practical lessons, either:- <ul style="list-style-type: none"> - Demonstrations only - Equipment allocated to class / year groups only - Equipment used on a rotation basis with cleaning inbetween. • PE is delivered outdoors unless in exceptional circumstances. The PE curriculum is no longer designed around the seasons and is planned to avoid contact sports. PE equipment is used on a rotation or allocated to individual year groups. In between use, ensure equipment is cleaned thoroughly 	<p></p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p></p> <p>Virtual Learning calendar produced for Staff Planner</p> <p>HODs Statement of Intent for practical lessons and the maintenance of hygiene standards.</p> <p>PE will be outdoors or theory lessons if inclement weather. However, guidance in this area to be monitored as we suspect a change in this restriction. Students must have appropriate PE Uniform and boots or change of trainers if wishing to access field. Curriculum review under way in PE and statement of intent needed regarding cleaning regime.</p> <p>Curriculum adjusted to acknowledge</p>	<p>SH/HODs</p> <p>AWH</p> <p>BJO</p> <p>KBA</p>

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	<ul style="list-style-type: none"> • Music - No singing, wind or brass playing, no practical lessons of any kind, only theory, or half of the group do practical in week 1 and the other half do theory. This then alternates each week. The implication of this would be 1 additional adult. 	Y	restrictions. Keyboard and computer generated composition possible. Curriculum review underway and statement of intent on use of equipment and cleaning regime.	
School Visits	<ul style="list-style-type: none"> • Any planned school visits / trips to be risk assessed as usual but with specific attention to COVID – 19. • Schedule of planned trips to be provided to Regional Education Director for overview. • In line with current guidance no overnight / residential trips to be planned. • No non domestic trips to be considered. 	Y Y Y Y	<p>Autumn Term trips postponed. Spring Term Trips risk assessed and postponed where possible.</p> <p>Residential Trip under particular review for possible cancellation.</p> <p>No new trip proposals suggested until Government guidance changes.</p> <p>As above. Consideration of use of the internet and SMHW links to broaden horizons on places of interest that relate to the curriculum.</p>	SCO SLT