

Introduction

The government plan is for the full return of all pupils from March 2021: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

From 8th March, all pupils should attend school. Secondary pupils will be offered testing from 8th March.

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 22nd February 2021 and is provided to help schools to prepare and decide arrangements for an increased number of children attending/returning to school. Sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonable practicable level.

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 with one or more Covid-19 symptoms, a member of household or in their support/childcare bubble has Covid-19 symptoms, they are required to quarantine having recently visited countries outside the Common Travel Area or they have a positive test.
- 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

- o Staff and pupil distance where possible
- Minimise contamination.

Systems of Controls

1. Prevent

You **must**:-

- Minimise contact with individuals who are required to **self-isolate by ensuring they do not attend school.**
- Ensure **face coverings are used in recommended circumstances.**
- Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- Ensure good respiratory hygiene for everyone by promoting the “catch it, bin it, kill it” approach.
- Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Consider how to **minimise contact across the site and maintain social distancing** wherever possible.
- Keep occupied spaces well ventilated.
- Minimise contact

You should try to

- 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

- Promote and engage with the NHS Test and Trace process (and engagement with absent@e-act.org.uk in all cases)
- Management of confirmed cases
- Contain local cases alongside PHE

E-ACT's position has been consistent on the wearing of face coverings since Sep 20. All staff in all our academies to wear when in communal areas and corridors. In the classroom should staff wish to be provided with a face covering we will provide this.

Name of Academy	Willenhall E-ACT Academy
------------------------	--------------------------

Consulted With	Date and How	Comments
Staff	Letter dated 26 th Feb 2021 Staff Meeting date: 02/03/21 Department meetings: 05/03/21	
Parents	Letter dated: 24/02/21, 26/02/21, 01/03/21 Website updated: 24/02/21, 02/03/21 Letter dated 26/02/2021	
Unions	3a/3/2021	

Links to related published guidance notes to be referred to alongside the Model Risk Assessment	
Links to DfE Guidance	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
As new guidance is produced weekly, please refer to www.gov.uk for updates	

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
<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/covid-19-decontamination-in-non-healthcare-settings>
<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus
<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020#part-b-guidance-for-dedicated-transport-to-schools-and-other-places-of-education-for-the-2020-to-2021-academic-year>
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
<https://www.cibse.org/coronavirus-covid-19>
<https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full-attendance-actions-for-schools-and-local-authorities>
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people>
<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>
<https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding>
<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>
<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>
<https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>
<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>
<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>
https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=remote_education
<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>
<https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events>
<https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers>
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>
<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>
<https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures>

Version edits		
Version No.		Published
1	Original	01/03/2021
2		
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	<ul style="list-style-type: none"> • Planning for mandatory full attendance for all pupils from 8th March 2021 • Phased return arrangements in place for year groups / pupils • Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 • There are a number of clinically extremely 		<ul style="list-style-type: none"> • Plan in place and attached to risk assessment (RA) • Planned for, document attached • SEMH worker to deliver a series of lessons weekly as part of R&R 	ABH/RRA ABH/RRA

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	vulnerable/isolating children who will remain shielded at home <ul style="list-style-type: none"> Schools can request from parents a copy of the shielding letter sent to CEV children to confirm that they are advised not to attend school whilst shielding guidance is in place. 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 asymptomatic testing for adults/pupils Readiness to continue Test and Trace with a process in place for visitors/peripatetic etc. 		<ul style="list-style-type: none"> Equipment audit completed and orders submitted N/A Protocols to be established with Site, Music and reception. See reopening plan – bubble zones appropriate, minimal cross overs and break out spaces (mitigated by staggered breaks and lunches).	ELI/SRO MBL/JCL MBL
Number of staff available is lower than that required to teach classes in school	<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 including clinically extremely vulnerable, clinically vulnerable and pregnant staff 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. All staff have been offered a Wellness Action Plan 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>In line with Feb 21 guidance:</p> <ul style="list-style-type: none"> CEV staff (incl. those added w/c 15/02/21) must work from home in line with medical letters 		<ul style="list-style-type: none"> Weekly updates to carried out for both staff and student. Review of risks assessments completed. Rota to be created Contingency in place for the redeployment of staff Re-allocation of staff to support and supply staff organised to assist. No. Of supply staff in use on day of review – 01/03/2021 = 1.	ESM ESM DGI ABH

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>they have received around shielding currently up to the 31st March.</p> <ul style="list-style-type: none"> • The shielding guidance is reviewed regularly. CEV individuals will be advised in advance of any extension or end date to inform them of changes or continuation of the guidance • Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. A personal risk assessment would need to be revisited. • CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. • Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. • CEV staff should continue to shield even if vaccinated • Pregnant women with other health conditions are considered CEV, the advice for clinically extremely vulnerable staff will apply. 		<p>No pregnancy.</p>	
<p>Plans are in place to identify number of</p>	<ul style="list-style-type: none"> • SLT and site management team meeting to review school site and specify entry/exit points and 		<ul style="list-style-type: none"> • Site considerations are reviewed weekly 	<p>MBL</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
classrooms and additional furniture or social distancing measures for each year group	<p>classroom use</p> <ul style="list-style-type: none"> 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. Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible. Try to implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. Make sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists. Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social 		<ul style="list-style-type: none"> w/c 01/03/2021 all staff on site to facilitate March ready preparations. Locations established and checks completed. Monitoring systems in place and shared with key stakeholders to ensure minimum impact to progress of students Curriculum leads meet weekly on a Monday and is to continue. Weekly site meeting to review operation 01/03/2021 2 day cleaners to ensure efficient sanitisation, especially at change over, break and lunch <p>Additional cleaners allocated to day time to ensure coverage. Classrooms not in use to be marked as such and furniture</p>	<p>SLT</p> <p>ABH/MBL</p> <p>ELI</p> <p>ESM</p> <p>ABH/ESM</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>spaces between groups as much as possible.</p> <ul style="list-style-type: none"> • Staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. • Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. • Schools should try to minimise the number of interactions or changes wherever possible. • • 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. 		re-configured to make this clear. Out of use signage to be placed on classrooms doors. Cleaning Schedules to reviewed, updated and re-issued.	
Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance	<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. 		<ul style="list-style-type: none"> • New timetable created to reduce interactions whilst ensuring a broad and balanced curriculum can be facilitated 	ESM

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"> • Spare furniture removed that will not be used. • Clear signage displayed in classrooms promoting social distancing and hygiene. • Hand washing and sanitiser facilities identified for each learning area. Additional items required installed. • Arrangements in place to support pupils when not at school with remote learning at home. • In secondary schools the year group stays together and does not mix with other pupils. • Staff that cover absence are recorded against the bubble they teach and recorded for track and trace purposes. • Encourage use of outdoor space, especially for PE / Sports on a non contact basis. • Staggered lunchtimes to align with staggered start and finish times. 		<ul style="list-style-type: none"> • Site meeting to be held 01/03/2021 to create workflow to ensure 8th March ready • Plan attached detailing protocols for a full return in March <p>Each classroom in use to be cleaned at break and/or lunch daily. Addl Signage and sanitiser in place. Addl Lidded bins in place and stocks of tissues and ICT anti-bacterial wipes to be allocated to each classroom/office in use.</p> <p>Staff movement controlled by timetable, support staff allocated to year group bubbles. Academy SLT very proficient in contact tracing.</p> <p>No indoor PE or singing taking place. Some access to specialist areas such as Art, D&T, Music and Drama is being considered and this will be subject to approval/compliance with separate risk assessments.</p> <p><u>New site plan in placed due to move of Yr 7 to new block. All rooms to be marked up and set up as per original guidance. Corridors to have floor stickers and face coverings, hand sanitiser signs. Impact of</u></p>	<p>MBL</p> <p>JCL</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 offices/classrooms are well ventilated: <ul style="list-style-type: none"> · Mechanical ventilation systems adjusted to increase ventilation rate where possible · Natural ventilation – opening windows (these should be opened more fully during breaks) • Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used 		<p>this move on other yr group bubbles and zones to be documented.</p> <p>See – reopening plan for detail of site plan</p> <p>Windows to be open in all classrooms and offices. Windows to be open in corridors as well to aid throughflow of ventilation. Mechanical ventilation systems to be controlled to enable maximum ventilation to be in operation. Rooms with minimal or no natural ventilation will be out of use and offices areas with minimal ventilation will be only occupied by one person (if required).</p>	
<p>There is a need for additional space to allow for curriculum to be fully delivered</p>	<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, including, but not limited to assemblies, collective worship, staff meetings • Design layout and arrangements in place to enable social distancing. • Space for extra curricular activities to be available to support students' mental health and wellbeing and to support the full curriculum offer 		<ul style="list-style-type: none"> • Large space identified and utilised to ensure minimal contact of year groups. • Assemblies will be delivered simultaneously to year groups using the VLE • Year groups have been allocated specific areas of the academy, with dedicated cleaning staff. 	<p>DGI</p> <p>DGI</p> <p>MBL</p>
<p>Parents and carers are not fully informed of the health and safety requirements</p>	<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 		<ul style="list-style-type: none"> • Parental letter to be uploaded to website – 26/02/2021 	<p>SMU</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
for the reopening of the school	<p>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.</p> <ul style="list-style-type: none"> • A parental version of the final Risk Assessment (above) is made available, published on the web site and a mechanism to record and implement any parental feedback is in place. • 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 • Ensure updated communication includes additional requirements on face coverings 		<p>Regular newsletters issued to parents via website. Good communications between Academy and parents. Include a hyperlink to latest communication.</p> <ul style="list-style-type: none"> • Abridge RA to be created and published for parents <p>Full version of RA on website 01/03/21</p> <ul style="list-style-type: none"> • Pupil and staff handbooks to be amended to reflect changes <p>Changes to be made in both pupil and staff handbooks following review of risk assessment.</p> <ul style="list-style-type: none"> • Website to be updated to inform parents of arrangements - 25th Feb 21 • Text/email communication with parents – staggered commencing 26th Feb – 5th March 21 • Parental letter to detail arrangements for pick-up/drop-off <p>Covid 19 flow chart and updated guidance re Covid 19 reporting to be incorporated into this Risk Assessment.</p>	<p>MBL</p> <p>ELI</p> <p>MBL</p> <p>JCL</p> <p>SMU/MBL</p>
Parents and carers may not fully understand their	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a regular basis via email, text and the 		<ul style="list-style-type: none"> • Weekly update to website stream, message reinforced to staff and 	CGI

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
responsibilities should a child show symptoms of COVID-19	<p>school's website and verbally. Community languages are considered.</p> <ul style="list-style-type: none"> • Clear procedures in place where a child falls ill whilst at school in line with this guidance. • 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>student's daily</p> <ul style="list-style-type: none"> • Procedures to follow original RA protocols as already established with staff <p>First aid and lockdown rooms are situated in the main reception area.</p> <p><u>Window in isolation room must be open and door closed when in use.</u></p> <p>Contact details updated daily as a result of positive Pastoral – Parent engagement</p>	<p>MBL</p> <p>DGI</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	<ul style="list-style-type: none"> • Ensure message around staying home if ill is reinforced. • Clear communication around hygiene guidance. • Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family 		<ul style="list-style-type: none"> • Parental communication via website to reinforce safety protocols. <p>Regular communications sent to parents and students reminded daily.</p> <ul style="list-style-type: none"> • Increased signage around the academy – part of site work plans <p>Attendance expectations to be reinforced ahead of March 2021 for known PA and students at risk of PA.</p>	<p>CGI</p> <p>Site/MBL</p> <p>ELI/GHU</p>
Ensure face coverings are used in required circumstances	<ul style="list-style-type: none"> • Recommendation all adults and pupils wear face coverings moving around the premises, outside of classrooms where social distancing cannot be easily maintained. • Recommendation that face covering should be worn in classrooms or during activities unless social distancing can be maintained. Spaces identified and appropriate signage in place to remind adults/pupils where face covering required. 		<p>Reinforced with all stakeholders via meetings and daily to students</p>	<p>MBL</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"> Identify any adults/pupils who rely on visual communication signals to support exemption from wearing face covering Identify any use of visors and ensure these are not used without a risk assessment or as an alternative to a face covering. 			
Removal of face coverings	<ul style="list-style-type: none"> Clear process communicated to adults/pupils on removal of face coverings Ensure access for adults/pupils to clean hands after touching and safe storage in sealable plastic bag Ensure adults/pupils are aware not to touch front of face when removing, dispose in "black bag" waste bins, use sealable plastic bag for storage 		Expectation PPT shared with staff 02/03/2021 and student w/c 08/03/2021	MBL/JCL
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. Floor markings are visible where it is necessary to manage any queuing. Ensure parents are aware not to gather at school dates or to come on site without an appointment 		<ul style="list-style-type: none"> Document attached detailing the specifics of the academy day and designed to minimise contact through staggering start and finish times in addition to dedicated entrances/exits and increased floor markings. <p>Staggered start and finish times are working, students will not congregate and compromise social distancing. Break out spaces are bespoke for each year group and staggered use of factored in.</p> <p>Increased number of floor markings to reinforce social distancing message.</p> <p>Inventory system to be updated with similar messaging as used other E-Act Academies.</p>	<p>ABH/RRA/ MBL/Site</p> <p>Site</p> <p>ABH/DC</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
all children in school	<p>staggered break and lunch schedule in line with school operating plan.</p> <ul style="list-style-type: none"> • Catering provider must complete separate risk assessment for catering staff and kitchens • School must risk assess any of their own staff involved with catering provision. • Cleaning at all times in-between 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 • Provisions agreed for FSM students who may not attend academy due to self-isolating or shielding 		<p>plan.</p> <ul style="list-style-type: none"> • Catering staff risk assessed • Cleaning staff informed of operating plan and staff allocated to bubbles • As per scheduled menu <p>3 service points for break and lunch, staggered breaks and lunches.</p> <p>Reval Machines not in use. Biometric system to be used. EPOS till installed in the Gym.</p> <p>Catering Team undertake the cleaning of the dining tables after break and lunch.</p>	<p>MBL</p> <p>MBL</p> <p>MBL</p>
School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19	<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 		<ul style="list-style-type: none"> • Protocols updated to reflect changes and shared with staff w/c 02/03/2021 • Shared with new staff during induction day w/c 22/02/2021 • Revisited during INSET days in March <p>Comprehensive 2 day inset programme delivered to staff on 02/03/2021 and 05/03/2021.</p>	<p>ELI</p> <p>MBL</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"> Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency 		<ul style="list-style-type: none"> Updated Fire and Lockdown protocols created and shared with staff w/c 01/03/2021 Fire and Lockdown drills to be observed as per Site schedule. Expectations to be established with students w/c 08/03/2021 Fire evacuation points marked up and Sign installed demarking each year group line up point. Numbers repainted on slabs. 	SMU/MBL/All staff
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 		<ul style="list-style-type: none"> Allocations reflect increased capacity to address potential increase. More staff available to deal with any disclosures. SLT also allocated to Year groups to support staff and students. All pastoral staff and SLT will be trained/ have refresher DSL training Contact with families will continue as per academy protocols already in place as a result of original RA <p>Regular information placed on website.</p>	ABH/ELI
Insufficient staff confidence or awareness of mental health, pastoral	<ul style="list-style-type: none"> Academy arrangements for dealing with pupil wellbeing to be inserted here to cover:- Increase capacity of mental health first aid trainers 		<ul style="list-style-type: none"> SEMH worker to deliver weekly lesson around well-being. Staff to receive CPD w/c 31st August 	ELI ELI

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
support, wider wellbeing support for pupils returning to school	<ul style="list-style-type: none"> • in order to get more first aiders trained urgently. • 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. • Provide focused pastoral support where individual issues are identified, drawing on external support where necessary. <ul style="list-style-type: none"> • Ensure staff have access to Wellness Action Plan 		<p>2020</p> <ul style="list-style-type: none"> • Training of staff to continue to ensure 100% have completed mental health first aid training • Pastoral staff to provide 1-2-1 mentoring for students with individual issues. • Students in receipt of interventions will be reviewed on a weekly basis • SEMH space identified, budgeted for and due for completion during the summer holiday <p>Mental health hub established. MH Champion will attend each bubble zone as required.</p> <ul style="list-style-type: none"> • All Staff invited to have Wellness Action Plan completed. 	<p>JCL</p> <p>DGI</p> <p>DGI/SRO</p> <p>ABH/ELI</p> <p>SM/ABH/MBL</p>
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. • Clear messaging to pupils on requirements around wearing of face masks in required conditions <ul style="list-style-type: none"> • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. 		<ul style="list-style-type: none"> • Revisions and expectation to be shared with staff 02/03/2021 • Shared with new staff during induction – w/c 22/02/2021 • Revisited during INSET days in March <p>Details of revisions are reflected in the staff handbook, student</p> <ul style="list-style-type: none"> • protocols and communicated to parents via website 	<p>SMU/MBL</p> <p>SMU/MBL</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"> • Break times and lunch times are structured and closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents to reinforce the importance of and exhibit social distancing. 			
<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. • 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 		<ul style="list-style-type: none"> • Edits to exam syllabi to be reflected in SOWs • Interventions form part of department strategies. <p>The VLE will continue to form an integral part in supporting students home learning for extended learning and to facilitate the education of students unable to return to the academy</p>	<p>RRA/MBL</p> <p>ESM</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"> Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school 			
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, local authorities, health professionals, regional schools' commissioners and other services 		<ul style="list-style-type: none"> Each student with EHCP reviewed to assess provision and adaptations recorded w/c 08/03/2021 onwards <p>Support allocated to year group bubbles. Separate review taking place re effectiveness by A Quinn.</p>	ELI/GHU/GCO
What can we do differently for SEN/D students so they transition smoothly back into school and make up for lost curriculum time?	<p>Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on students' return, including external agencies.</p> <p>Ensure discussions with external agencies on school's control measures and ways of working</p> <p>Ensure adjustments in place for SEND students with regard to wearing and removal of face coverings</p>		<ul style="list-style-type: none"> Identified students contacted to facilitate preparation for returning in March 2021. <p>Transition days planned for identified students –starting 04/03/2021 for 34 students with specific needs or being identified as vulnerable</p>	LSM/SRO/MBL
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 Ensure clear process in place for identifying students who require equipment to access remote learning in line with Trust expectations 		<ul style="list-style-type: none"> Department heads to ensure resources required are created to ensure resources used to populate the VLE run alongside lessons delivered at POC <p>Headsets and HDMI adapters ordered. Updated software needed to facilitate full</p>	ESM I.T/MBL

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<p>use of Teams.</p> <p>Students issued with individual plastic wallets containing learning resources.</p> <p>Library closed to all year groups. IT suites allocated to each year group see reopening plan.</p> <p>Practical subjects to resume lessons with specific rooms identified for each year group.</p>	
Recruitment	<ul style="list-style-type: none"> Recruitment to continue remotely where possible. Physical attendance on site should be agreed with RED/ROD with social distancing and other relevant control measures in place for interviews and observations Retrospective observations for spring term recruitment to be completed in school 		<ul style="list-style-type: none"> Room allocated for the purpose of interviewing <p>Discreet room identified for interviewing.</p> <ul style="list-style-type: none"> New staff are aware that observations will be conducted starting week 2 in the new term and will continue as part of their probation period and PM <p>All new staff have already been observed as part of the safer recruitment process.</p>	JCL
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, 		<ul style="list-style-type: none"> Bespoke programme of study in place for ITTs and delivered at POC to ensure fulfilment of training requirements and well being of trainees 	ABH/JCL

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>adapting resources for such groups, creating online learning materials, re-planning sequences of lessons or delivering catch-up lessons</p> <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 		7 ITT students with Academy. Two placements completed.	
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. 		<ul style="list-style-type: none"> • RA for staff reviewed and used to populate staffing register against specific activities <p>There are some members of staff unable to return in March.</p>	ESM
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 8th March of the proposed operating plan and content of this Risk Assessment. Feedback invited and where relevant the RA is updated. 		<ul style="list-style-type: none"> • Member of staff identified • Staff feedback window commences 23/02/2021-03/03/2021 • Staff informed of proposals 24/02/2021 • INSET plans for March in place 	ABH

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"> • On return to school from w/c 8th March ensure 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 have access to Wellness Action Plan • 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>and staff expectations identified as agenda item</p> <p>Staff consulted twice weekly via Teams calls and weekly newsletter.</p> <p>Face coverings to be worn at all times. Staff wellness board created.</p>	
<p>Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is</p>	<ul style="list-style-type: none"> • Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues 		<ul style="list-style-type: none"> • Details of proposed amendments to daily operations can be found in attached document • Staff will be briefed on operations 	JCL

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<p>breached when pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where this supports minimising bubble contamination. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points • The movement of pupils around school is minimised as much as possible through the timetable and the creation of bubble 'zones' where possible. • Where possible, pupils stay in classrooms and staff move around. • 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. 		<p>w/c 01/03/2021</p> <ul style="list-style-type: none"> • Reporting mechanism will follow that of visitors and peri teachers <p>Number of visitors to be kept to an absolute minimum. All visitors to wear face coverings for duration of visit to the Academy.</p> <ul style="list-style-type: none"> • Rotas created to ensure supervision is appropriate • Increased signage to be put up over the summer holidays • Display screens around the academy will reinforce safety measures w/c 01/03/2021 <p>Duty rotas produced and staff on duty. Additional signage identified for implementation to provide a more visible reminder of need to social distance. Display Screens (currently u/s) to be activated and safety messages displayed.</p>	<p>SMU/MBL</p> <p>DGI</p> <p>JCL</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"> • Agree how safety measures and messages will be implemented and displayed around school • Identify all communal, classroom and office spaces where social distancing cannot be maintained and a face covering will now be required • Avoid large gatherings such as assemblies, staff meetings and collective worship with more than one group • To balance the need for increased ventilation while maintaining a comfortable temperature, consider: <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing • rearranging furniture where possible to avoid direct draughts • 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 • If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) 		<p>Site to open/close windows at the start and end of the day.</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"> • Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • For mechanical ventilation systems. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. • 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 • 			
Staff rooms and offices do not allow for observation of social distancing guidelines	<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 including requirement to wear a face covering if required. • • Adults should maintain 2m distance from each other and from children • Staff rooms should be minimised in use whilst allowing staff a break of reasonable length in the day • Ensure offices are well ventilated: <ul style="list-style-type: none"> • Mechanical ventilation systems adjusted to increase ventilation rate where possible 		<ul style="list-style-type: none"> • Staff rooms cleared of 'clutter' • Use of refrigerators, kettles and microwaves is to be discouraged • Cleaning staff to clean staff communal areas daily <p>Outcome of Review: signage displayed re maximum occupancy and tape to mark social distancing. Each room to be checked w/c 01/03/2021</p> <p>Staff are aware of the expectations but to be reminded on a regular basis.</p> <p>Staff to be reminded of need to maintain social distance and to communicate over Teams or via email.</p>	Cleaning Staff/ MBL

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"> • Natural ventilation – opening windows (these should be opened more fully during breaks) • Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used <p><u>Staff rooms and offices</u></p> <ul style="list-style-type: none"> • Staff can work in spaces where social distancing can be maintained and that are well ventilated. Windows and doors to be open where applicable. • Rooms will not be used for meetings unless social distancing can be applied and the rooms have adequate ventilation. • Staff will use hand sanitiser when entering and leaving staff room/offices. • Staff must adhere to the signs on the door of each office stating the number of people allowed in the room at one time. 		<p><u>Staff rooms and offices</u></p> <ul style="list-style-type: none"> • Staff can work in spaces where social distancing can be maintained and that are well ventilated. Windows and doors to be open where applicable. • Rooms will not be used for meetings unless social distancing can be applied and the rooms have adequate ventilation. • Staff will use hand sanitiser when entering and leaving staff room/offices. • Staff must adhere to the signs on the door of each office stating the number of people allowed in the room at one time. 	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<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 • Floor markings remain in place to promote social distancing. • Pupils and staff know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • • Ensure access to handwashing at key times during the day: arrival at school, return from breaks, change rooms and before and after eating • The toilets are cleaned frequently to take account for the number of pupils accessing the facilities. • Monitoring ensures a constant supply of soap and paper towels - hand driers reinstated. • Lidded Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Handwashing/sanitising is incorporated into the daily timetable. • 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. 		<p>Each year group has their own set of toilets to use during lesson times. The toilets are thoroughly cleaned between sittings.</p> <p>Students should only go to toilets during lesson time in an absolute emergency or if they have a medical pass to allow them to do so.</p> <ul style="list-style-type: none"> • Toilets monitored throughout the day, checklist signed and undertaken by the cleaning staff on a regular basis. • Ensure hand gel quantities are monitored daily and replaced when needed <p>Stocks of sanitiser and other hygiene products are checked and replenished as required throughout the day.</p>	<p>Site/MBL/ Cleaning staff</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<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. • 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. 		<ul style="list-style-type: none"> • Clarify with cleaning staff routines • Increase number of cleaners on site during the day from one to three <p>This will be increased from 2 to 3 for two days per week and 4 cleaners on three days per week with immediate effect. Classrooms not being used to be taken out of use and lightly cleaned once per week.</p> <p>Increased cleaners will enable each classroom in use to be cleaned at least once per day either at break or lunchtime.</p> <p>Cleaning schedules to be revised in light of increased cleaners during the day and updated as cleaning of each area takes place.</p> <p>PPE being worn and replaced as required.</p> <p>Technicians are supporting with the cleaning of curriculum equipment as required.</p>	<p>MBL</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 		<ul style="list-style-type: none"> • Head and regional FM regularly meeting with cleaning supplier to ensure we are compliant to the <u>COVID-19: cleaning of non-healthcare settings</u> 	<p>MBL/Site</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>which the symptomatic person has been in contact</p> <ul style="list-style-type: none"> • Sufficient and suitable equipment is available for the required clean • 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><u>guidance</u></p> <ul style="list-style-type: none"> • Head to continue to direct the daily cleaner to the isolation room once a child has left it for a full clean and disposal of waste. • Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known • This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. • If the individual tests negative, this can be disposed of immediately with the normal waste. 	

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"> • If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. • If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ol style="list-style-type: none"> 3. keep it separate from your other waste 4. arrange for collection by a specialist contractor as hazardous waste 	
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established	<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 arrival at school. • Reinforce 'catch it, kill it, bin it' message 		<ul style="list-style-type: none"> • Audit to be carried out w/c 01/03/2021 and weekly once term commences • Increased signage to be displayed across site <p>Stocks of handwashing supplies, soap, hand sanitiser in place. Regular updates of stocks. Orders to be confirmed at Easter half term for period April – May 2021.</p> <p>Message to be displayed on display screens and in classrooms as a constant reminder.</p>	Site/MBL
Inadequate supplies and resources mean that shared items are not	<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 		<ul style="list-style-type: none"> • Stationary packs created for all students to include: <ul style="list-style-type: none"> o Knowledge organiser 	JCL ESM

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
cleaned after each use	<ul style="list-style-type: none"> • 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 • • Resources shared between classes or bubbles, such as sports, arts and science equipment should be cleaned frequently. When sharing these should be cleaned before moved between bubbles or left unused for 48 hours (72 hours for plastics) • The ROD/Regional Business Lead made aware of any additional financial commitments 		<ul style="list-style-type: none"> o Basic writing equipment o Mini white board for feedback • Practical lessons to review provision and demonstrate where equipment cannot be cleaned • Site team to ensure each classroom is equipped with required items <p>Each classroom/workspace to have own supply of IT Wipes and tissues. Staff also have the facility to use their own laptops in different rooms – minimise risk and improve efficiency</p> <p>Introduction of cleaning products into individual classrooms and workspaces to be monitored to ensure 'catch it, bin it and kill it' message.</p> <p>IT suites used by individual teachers will 'wipe in' and 'wipe out' when using ICT in individual classrooms.</p> <p>Staff will wipe devices before and after use. Staff also have the facility to use their own laptops in different rooms – minimise risk and improve efficiency</p>	<p>ESM</p> <p>Site/MBL</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			IT anti-bacterial wipes to be readily available for use always. <u>Tissues to be available in all classrooms</u>	
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school</p>	<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.. • 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 Keep up to date with PH 		<ul style="list-style-type: none"> • INSET used to inform staff of amendments to RA 23/02/2021; 02/02/2021; 05/03/2021. • Registers will follow academy reporting systems with the addition of close contact to be reported if incident occurs • Letters sent out to all families, text messages to re-enforce messages • Reopening plan and risk assessments on website, • Individual staff risk assessments completed for all staff that requested one • Cases reported to SM or IOL and these are reported through. Any advice given I then acted upon immediately to ensure safety of all. • School closure system followed with staff and parents in the event of whole school closure. Partial 	MBL/SMU

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>updates on responding to cases in schools during the contact tracing phase of the response.</p> <ul style="list-style-type: none"> • PH can be contacted on the DFE Helpline via 0800 046 8687 and Option 1 • 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 as a potential outbreak. • Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust. • Nominate a coordinator 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. • 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 		<p>year group closure will mean that year group parents contact by phone call and other parents notified via text</p> <p>1 first aid and 1 isolation room. Managed by Reception staff and cleaned after each use.</p> <p>One first aid room and one isolation room. First aiders on rota within each bubble. First aiders wear PPE when required.</p> <p>Staff timetabled used for contact tracing purposes and other staff allocated to specific bubbles. SLT proficient in contact tracing.</p> <p>First aid and isolation rooms outside of any individual bubble.</p> <p>Introduction of home testing for Staff will be the subject of a separate risk assessment/procedure.</p>	SMU/MBL

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>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> <ul style="list-style-type: none"> • • 			
<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 • 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. in line with the COVID-19: cleaning in non-healthcare settings outside the home • PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained. 		<ul style="list-style-type: none"> • Protocols to remain as per original RA as all staff familiar with practices • Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ol style="list-style-type: none"> 4. Should be put in a plastic rubbish bag and tied when full 5. The plastic bag should then be placed in a second bin bag and tied 6. This should be put in a suitable and secure place and marked for storage until the individual's test results are known • This waste should be stored safely and kept away from children. It should not be placed in communal waste 	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<p>areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ol style="list-style-type: none"> 5. keep it separate from your other waste 6. arrange for collection by a specialist contractor as hazardous waste 	
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 • Sufficient PPE has been procured through normal stockist • 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 		<ul style="list-style-type: none"> • INSET delivered to staff w/c 01/03/2021 <p>Staff given specific PPE guidance on inset days. All staff and students to wear face coverings when in communal areas such as corridors, etc.</p> <p>Increased use of face coverings at all times. If were to be considered/implemented then transparent</p>	MBL

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>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.</p> <ul style="list-style-type: none"> • Staff are reminded that wearing of gloves is not a substitute for good handwashing. • Avoid face to face contact and minimise interaction under 2m with young pupils, except for those with complex needs • Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance • Ensure small contingency supply of face coverings for people who are struggling to access a face covering, unable to use their face covering or forgotten face covering • Ensure small contingency supply of sealable plastic bags to support storage of face coverings 		<p>face coverings for teachers would be required.</p> <p>Staff have been directed to teach from the front of the classroom only.</p> <p>Staff and students to be reminded of the need for washing of face coverings to take place daily.</p>	
<p>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</p>	<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 • [REDACTED] 		<ul style="list-style-type: none"> • [REDACTED] Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas [REDACTED] where they have been (including PPE, disposable cloths and used tissues): <ol style="list-style-type: none"> 7. [REDACTED] Should be put in a plastic rubbish bag and tied when full 8. [REDACTED] The plastic bag should then be placed in a second bin bag and tied 9. [REDACTED] This should be put in a suitable and secure place and marked for storage until the individual's test results are known 	<p>Site/MBL</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"> • This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. • If the individual tests negative, this can be disposed of immediately with the normal waste. • If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. • If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ul style="list-style-type: none"> 10. keep it separate from your other waste 11. arrange for collection by a specialist contractor as hazardous waste 	
<p>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</p>	<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. 		<ul style="list-style-type: none"> • Scheduled work is to continue as per agreed timetable <p>Contractors scheduled to be on site are shared with recap update. Contractors will not be allowed to work in areas where students are on site.</p>	Site/MBL

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"> • 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. • 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 		<ul style="list-style-type: none"> • Track and trace to applied to contractors as per all visitors Information is gathered by Reception regarding any visitors who attend site. • Contractors will have dedicated entrance and exit to academy. <p>Contractors will not be allowed to work on site during academy opening hours unless in an emergency. The correct measures will be taken if emergency works are required by the Site Officer/Regional FM Team or DROD/ROD..</p>	
Fire procedures are not appropriate to cover new arrangements	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> o Any revised building layout o Reduced numbers of pupils/staff o Social distancing rules during evacuation and at muster points o Possible need for additional muster point(s) to enable social distancing where possible 		<ul style="list-style-type: none"> • Academy protocols reviewed to reflect entrances and exits for staff/ students. • Updated plan of academy created to reflect building work and renovations • Fire drills scheduled including walk through on first day each year group returns and full evacuation 	Site/MBL

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"> Staff and pupils-have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. Fire drill to be arranged from w/c 8th March to support staff and students who may have none/limited time on site 		<p>by25/03/2021</p> <p>Each year group is in a separate zone and each has a designated fire escape route. Cross over should be minimal.</p> <p>The Academy's fire muster points are socially distanced.</p> <p><u>With new bubble zones being introduced then fire drills will need to be conducted in the first couple of days with a full evacuation test undertaken by</u> no later than 25 March 2021.</p>	
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 		<ul style="list-style-type: none"> Fire protocols reviewed (December 2021) Additional staff identified to be trained <p>Each year group bubble has at least one trained fire warden allocated to it. Additional fire marshall training to be considered.</p>	ABH/MBL
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. 		<ul style="list-style-type: none"> Continue to form part of timetabled site duties <p>The Academy has no recirculated air a/c or AHU's in use</p>	Site/MBL
Measures have not been put in place to protect staff	<ul style="list-style-type: none"> Equality impact assessment completed before September should only be reviewed and updated if 		<ul style="list-style-type: none"> EIA to be reviewed to reflect changes to staff and student 	MBL

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
and pupils with underlying health issues, BAME staff, and those who are shielding	significant changes have taken place		demographics <ul style="list-style-type: none"> EIA to be reviewed to reflect updated RA for individual staff 	
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 Expectations on wearing of face coverings and removal and storage is shared with all parents. 		<ul style="list-style-type: none"> Track and trace protocol applicable to all visitors to the academy. As per policy. Visitors restricted. Procedures and protocol in place. Academy has produced options videos <ul style="list-style-type: none"> Appointments will take place in two dedicated rooms and cleaned immediately afterwards When rooms are used, reception staff will request that they be cleaned immediately afterwards. <ul style="list-style-type: none"> Parents will be advised of visiting expectations via website update and communication with staff as per requirement Face coverings worn by Regional and National staff whilst in the Academy. E-Act personnel to be reminded by Reception when in attendance.	ABH/ELI
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour,	<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. 		<ul style="list-style-type: none"> Updated policies uploaded to website and shared with key stakeholders 	ABH

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
attendance and other policies are no longer fit for purpose in the current circumstances				
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. 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. 		<ul style="list-style-type: none"> Expectations communicated to parent regarding where to drop-off and pick-up Signage to be displayed at main gates highlighting social distancing Holding area established shared with parents, students and staff <p>Academy has staggered start and finish times and students and parents are complying with this. If the holding area is required, then students are supervised by members of staff – social distanced away from other groups.</p>	<p>ABH/DGI</p> <p>Site/MBL</p> <p>ABH/DGI</p>
School Transport	<ul style="list-style-type: none"> <i>Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so. Where pupils and staff need to use public transport, they should follow the safer travel guidance for passengers.</i> https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers <p>In addition:</p> <ul style="list-style-type: none"> Encourage walking, cycling or scooting to their education setting where possible. 		<ul style="list-style-type: none"> Academy website to be populated with guidance Small number of students use public transport and where possible alternative methods to be encouraged by pastoral staff during communication <p>In total there are 56 students who have indicated that they use public transport to travel to school.</p>	<p>CGI</p> <p>DGI</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"> • 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. • • People aged 11 and over must wear a face covering when travelling on public transport 			
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 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. 		<ul style="list-style-type: none"> • Expectations communicated to students affected • Space identified for students who may arrive ahead of scheduled start time <p>Academy has staggered start and finish times and students and parents are complying with this. If the holding area is required, then students are supervised by members of staff – socially distanced away from other groups.</p>	ABH/DGI
Dedicated School Transport	<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 		The Academy have a minibus and this is used to collect students in Year 11, as required, who are not attending routinely. Staff using the minibus are required to clean the inside of the minibus after each	ABH

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>school then pupils travelling on this bus may not need to wear PPE / Social distance.</p> <ul style="list-style-type: none"> - 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. • People aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school 		<p>journey..</p> <p>RA in place for this an referenced on a daily basis by the staff using the minibus.</p>	
Curriculum does not factor in sufficient prevention control	<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:- • Staggered start time and finish • Older students who are more likely to take public transport have later start times to avoid peak hours. • 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- 		<ul style="list-style-type: none"> • Plan attached reflects changes needed to ensure curriculum factors in prevention control • Large site allows for three break/lunch destinations to facilitate cleaning of spaces, separate entrances for bubbles/staff, double periods, extended tutor time and the zoning of bubbles <p>The Academy has 3 separate areas for break and lunch; the main dining area used by Yr 7 and Yr 8 at staggered times; the Coffee Bar used by yr 9 and Yr 10 at staggered times and the Gym used by Yr 11.</p>	<p>ABH/RRA</p> <p>ESM</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>contamination of bubbles during lesson changeover.</p> <ul style="list-style-type: none"> • 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 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. • Students wearing PE kit to school on days where they have PE to avoid use of changing rooms until further guidance is issued and other restrictions lifted. • Virtual Assemblies/Meetings to reduce large gatherings including, but not exclusively, assemblies, collective worship, staff meetings 		<ul style="list-style-type: none"> • Department specific considerations to be reflected in updated plans and communicated to stakeholders <p>PE will only take place outside for the foreseeable future. No internal PE and no use of changing rooms permitted.</p> <p>Drama being delivered using drama studio for drama is practice and delivery of 'monologues' by individual students, see RA.</p> <p>Demonstrations only delivered by Teacher or Technician via Teams. No plans to change provision currently.</p> <p>Use of instruments taking place and singing only to be done outside (with social distancing measures in place). Music lessons to be trialled on a rota for GCSE groups – to be reviewed see RA.</p> <p>No music peripatetic provision future until after Easter.</p> <p>Neither swimming pool nor changing rooms in use.</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>etc.</p> <ul style="list-style-type: none"> • Limit amount of equipment that pupils bring in to school including essentials such as lunch boxes, hats and coats, books, stationery and mobile phones. • Record approach to practical lessons, either:- • Demonstrations only • Equipment allocated to class / year groups only • Equipment used on a rotation basis with cleaning in between. Where possible allow to be left unused for a period of 48 hours (72 hours for plastics) • Schools have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in your system of controls. • Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups. • You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls. • For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening 		<ul style="list-style-type: none"> • Socially distanced singing can also be achieved in this manner, and we already use "pop" shields in front of microphones - which would again be easy to clean and quiet. Singing only permitted to take place outdoors and away from main circulation areas. • RA for each subject in folder and audit of rooms planned to be used to take place 5/3/2021 to confirm suitable layout and social distancing can be maintained/achieved. 	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene.</p> <ul style="list-style-type: none"> External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. Sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. Competition between different schools should not take place until wider grassroots sport for under 18s is permitted. You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do. Activities such as active miles, making break times and lessons active and encouraging active travel can help pupils to be physically active while encouraging physical 			

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>distancing.</p> <ul style="list-style-type: none"> • • Indoor PE must be agreed with RED/ROD and COO before taking place with clear risk assessment in place in line with wider guidance • Music - Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated pupil • If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment. • Instruments should be cleaned by the pupils playing them, where possible. • • Music – singing, wind and brass instrument playing can be undertaken in line with guidance. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts • No performances should be hosted with an audience. Consider alternatives such as live streaming/recording performances • Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles unless significant space, natural 			

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	airflow and strict social distancing			
School Visits	<ul style="list-style-type: none"> Advise against all educational visits at this time. 		<ul style="list-style-type: none"> Staff briefed on amendments to EV No trips planned until April 2021 at the earliest 	MBL

DRAFT