

Introduction

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

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

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

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

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

Core Principles

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

Systems of Controls

1. Prevent

You must:-

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

You should try to

- f. Social distance where possible

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

2. Respond to Infection

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

Name of Academy	Mansfield Green E-ACT Primary Academy
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Consulted With	Date and How	Comments
Staff	14 th July 2020 – Initial Staff Teams Call, followed by time for reading, reflection and questions to union/HT.	

Parents	July 2020 – Regular parent updates and opportunity for parents to ask questions via school email and listen@e-act.org.uk	
Unions	15 th July 2020 – On site meeting with school reps.	

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

Links to DfE Guidance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Lack of certainty over returning numbers	<ul style="list-style-type: none"> • Planning for full attendance of all year groups • Phased return arrangements in place for year groups / pupils • Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 • 0 number of children remain shielded at home • Any specialist equipment required is returned to school/additional equipment made available to support return • Home to school transport in place where required • Readiness to implement Test and Trace with a process in place for visitors/peripatetic etc. 	Yes	Clear operating procedures/reopening timetable in place. Arrangements are in place for nursery and reception 'new' admissions. Regular parent communications in place. Updates via website/group call during the summer break if required. E.g. Local lockdown. At this time, there are no children who will remain at home shielding, however, should this happen, google classroom will continue to be utilised.	SJ
		Yes		SJ/GC
		Yes		SJ/NS
		No		
		No		
		NA		
Yes		SJ/GC/Class teacher		
				SJ/GC

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			The Academy will follow trust guidelines should test and trace be required.	
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. All staff who have received previously a 1:1 risk assessment are offered a review especially where they have previously been identified as someone who was to work from home. Flexible and responsive use of professional services and pastoral staff to supervise classes is in place. Contingency planning in place and additional resource identified and budgeted. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Clear absence management procedures are in place. These are reviewed on a daily basis.</p> <p>All 1:1 risk assessment have been reviewed.</p> <p>Staffing will be reviewed on a daily basis and staff redeployed as necessary.</p> <p>Contingency plans in place.</p>	<p>SJ</p> <p>BB, NS, GC, AK and BD</p> <p>SJ</p> <p>SJ/TB</p>
Plans are not in place to identify number of classrooms and additional furniture or social distancing measures for each year group	<ul style="list-style-type: none"> SLT and site management team meeting to review school site and specify entry/exit points and classroom use All classrooms being fully utilised for each class year group and reorganised to allow front facing desks Furniture items to be arranged to be front facing (may need to acquire additional more suitable furniture e.g. replacing round tables with front facing desks Spaces identified for use to support mitigating risk of contamination – i.e. holding areas for pupils indifferent class / year group bubbles arriving on a staggered basis, room for pupils / staff showing symptoms before being collected. In Nursery where additional space is identified for accommodating 2 year olds and under 2's then the school 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>NA</p>	<p>Entry/exit points identified. Classroom layout confirmed.</p> <p>During the summer deep clean, all classrooms will be cleaned and rearranged – designated teacher area and all desks front facing. All furniture is rectangular and appropriate.</p> <p>First aid room is the designated holding area identified for any pupils/staff showing symptoms.</p>	<p>SJ/MF</p> <p>MF</p> <p>SJ</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"> Staggered lunchtimes to align with staggered start and finish times. Consider lunchtimes in the classroom for younger year groups. 	<p>Yes</p> <p>Yes</p>	<p>divided into two distinct areas for the two classes.</p> <p>EYFS Nursery – Nursery will be cleaned between am and pm sessions. The two bubbles will use separate resources.</p> <p>A clear timetable/plan is in place for lunchtime arrangements.</p>	<p>SJ/GC/MF/Nursery staff</p> <p>SJ</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. Design layout and arrangements in place to enable social distancing. The EYFS environment is re-organised to meet requirements of social distancing 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Operating procedures – reopening timetable – allows for staggered break and lunch times. Nursery, reception and three main playground zones will be utilised.</p> <p>There will be no large gatherings/assemblies. Whole school and key stage assemblies will be via Teams.</p> <p>Classroom layout and that of the main corridor space, entry and exit will enable social distancing.</p> <p>EYFS Nursery and Reception will be organised in line with guidance.</p>	<p>SJ</p> <p>SJ/GC</p> <p>MF</p> <p>SJ/GC/MF/EYFS staff</p>
<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</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 basis using a range of communication tools. A standard guide to the risk assessment and operating procedures pre opening will be provided by the Trust to complement local communications. A parental version of the final Risk Assessment (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 	<p>Yes</p> <p>Yes</p>	<p>Parent update and reopening guide sent – 16th July 2020. Available on the school website. Parental feedback will be actioned as appropriate.</p> <p>Once the RA has been signed off by the Regional team and ELT it will be published on the school website. WC 31st August 2020.</p> <p>Parent update 16th July 2020/website.</p> <p>Parent update 16th July 2020/website.</p> <p>Specific letter for nursery and reception parents.</p>	<p>SJ/NS</p> <p>SJ/NS</p> <p>SJ/NS</p>

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	<ul style="list-style-type: none"> 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 Nursery include arrangements for personal care e.g. nappy changing/feeding/sleep arrangements etc 	<p>Yes</p> <p>Yes</p>	<p>Parent update WC 24.08.2020 - including links to government advice.</p>	<p>SJ/NS</p> <p>SJ/NS</p> <p>SJ/NS</p>
<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website and verbally. Community languages are considered. Clear procedures in place where a child falls ill whilst at school in line with this guidance. 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>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>The academy provides regular updates to parents/carers via parent update letters, weekly newsletter, email, text, phone call etc. On some occasions staff will translate where appropriate.</p> <p>Clear first aid procedures are in place and there is a designated area for isolation.</p> <p>Contact details are up to date.</p> <p>All staff aware of E-ACT email.</p>	<p>SJ/NS</p> <p>SJ/First Aid team</p> <p>NS</p> <p>SJ</p>
<p>Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place</p>	<ul style="list-style-type: none"> Ensure message around staying home if ill is reinforced. Clear communication around hygiene guidance. Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family Nursery arrangements in place to change bedding regularly to reduce the risk of infection 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>NA</p>	<p>SLT, DSL and pastoral team support families should a child/family member become ill. This includes attendance and hygiene.</p>	<p>SJ/GC</p>
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<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. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Start times are staggered between 8:30 – 9:10am. Departure times are staggered between 2:50 – 3:30pm. Three entrances/exits will be used for drop off and pick up.</p>	<p>SJ/MF</p> <p>SJ/MF</p> <p>SJ</p>

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	<ul style="list-style-type: none"> 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. A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staff, parents and pupils will know location and timings through letters, briefings and signage.</p> <p>Rota in place for staffing entry/exit arrangements.</p> <p>Social distancing markings in place at all entry/exit points.</p> <p>Nursery children will enter/exit at the nursery entrance. One-way system in place.</p> <p>Reception children will enter/exit at the reception door. One-way system in place.</p>	<p>SJ</p> <p>MF</p> <p>SJ/GC/Nursery staff</p> <p>SJ/GC/Reception staff</p>
Daily attendance registers for new cohorts are not in place	<ul style="list-style-type: none"> Completion of school daily attendance registers Completion of DfE daily submission (if still applicable) Regular reporting and monitoring of attendance 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Class teachers will complete daily attendance register.</p> <p>HT will complete DFE daily submission if required in September.</p> <p>Regular monitoring/reporting processes in place.</p>	<p>Class teachers</p> <p>SJ</p> <p>JH/IW/GC</p>
The school is unable to provide breakfast clubs, lunch clubs and after-school clubs	<ul style="list-style-type: none"> Feasibility on continuation or reimplementation of wrap-around provision. Communicate decisions to parents 		<p>Reviewed once the children have returned.</p> <p>Communication with parents 10/07/20 to explain that the academy will review the re-opening of breakfast at the end of September.</p>	<p>SJ</p> <p>SJ/NS</p>
Meals are not available for all children in school	<ul style="list-style-type: none"> Communication with catering provider to implement staggered break and lunch schedule in line with school operating plan. Catering provider must complete separate risk assessment for catering staff and kitchens 	<p>Yes</p> <p>Yes</p>	<p>Staggered break and lunch times in place – see operating procedures – September timetable.</p> <p>Milk/fruit will go to EYFS/KS1 class bubbles in the normal manner.</p>	<p>SJ</p> <p>RD/Class teachers</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"> 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 	<p>Yes</p> <p>Yes</p>	<p>Fruit/biscuits will go to KS2 class bubbles in September instead of children having bagels/toast in the nurture area.</p> <p>Hot school meals will be provided daily – options will cater for children with dietary requirements.</p> <p>Children will wear their allergy badges at mealtimes.</p> <p>Surfaces will be cleaned before and after meal.</p> <p>Aspens risk assessment is in place.</p>	<p>RD/Class teachers</p> <p>RD and kitchen team</p> <p>Class teachers</p> <p>LTS/Site team</p> <p>TB</p>
<p>School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19</p>	<ul style="list-style-type: none"> Safeguarding remains highest priority and policy is updated to reflect changes All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staff Training – Tuesday 1st September 2020 – Safeguarding and Child Protection.</p> <p>Health and safety, attendance, behaviour and emergency procedures will be included in this training.</p> <p>Pupils will be briefed on safeguarding and emergency procedures on Thursday 3rd September.</p> <p>Emergency procedures (fire drill) on Friday 4th September 2020.</p>	<p>SJ/GC</p> <p>Class teachers</p> <p>SJ/MF</p>
<p>Higher risk of increased disclosures from returning pupils</p>	<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 pupils Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision Multi-agency arrangements in place to support early help 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>There are 6 DSLs trained and on site. SJ/GC to ensure DSL workload is manageable should there be an increase in disclosures and subsequent CP/CIN/EH cases.</p> <p>MGA will maintain contact with any child not attending, attendance procedures will be followed if pupils are CME.</p>	<p>SJ/GC</p> <p>GC/JH</p> <p>Class teacher</p>

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			Google classroom will be utilised if parents decide not to return pupils to the Academy. Follow safeguarding arrangements for school based and agency Early Help.	GC/JH/IW
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school	<ul style="list-style-type: none"> Academy arrangements for dealing with pupil well-being to be inserted here to cover: Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently. 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. Details of new space funded and created over the summer to be inserted here. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>18 Staff have completed MHFA pupil training.</p> <p>4 Staff have completed MHFA adult training.</p> <p>All staff have had CPD on E-ACT Relationships and Recovery Curriculum. This will be revisited on training day – Tuesday 1st Sep.</p> <p>Focused pastoral support will be in place for anyone identified as requiring further support on return.</p> <p>Over the summer holiday, the nurture space has been revamped – woodwork and radiators repainted. New flooring laid and resources purchased to support both learning mentor interventions and pupil wellbeing. These include yoga mats, books, games and cosy corner.</p>	<p>SJ/GC</p> <p>SJ/GC</p> <p>SJ/GC</p> <p>GC/JH/IW</p> <p>SJ/GC/MF</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. For young children this is done through age-appropriate methods such as stories and games. Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice Staff model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staff training on Tuesday 1st September will outline the importance of pupil behaviour with a specific focus on social distancing.</p> <p>All staff will then reinforce this with their class on the first day of term and consistently moving forward.</p> <p>These key messages will be reinforced with communication to parents.</p>	<p>SJ/GC/CW/IW/JH</p> <p>All staff</p> <p>SJ</p>

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	<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>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		
<p>Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified. • Exam syllabi are covered where appropriate • Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning • Consider the response to young children who have fallen behind in their self-care skills • School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Gaps in learning will be identified quickly and planning will show opportunities for gap getting in key areas.</p> <p>Google classroom will continue to be used to support any child not in the physical school.</p> <p>All staff will plan lessons which both close gaps and meet ARE.</p> <p>A clear intervention timetable will be in place for all pupils who have fallen behind. This will be quality first teaching and planned interventions for groups and/or individuals. These will be reviewed regularly.</p> <p>Key staff will support children with self-care needs.</p> <p>Google classroom will continue to be used to support any child not in the physical school.</p>	<p>Class teachers</p> <p>Class teachers</p> <p>Class teachers</p> <p>CO'B and class teachers</p> <p>JH/IW</p> <p>Class teachers</p>

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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 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	The SENDCo has reviewed all EHCP provision and liaises with class teachers and external agencies to ensure that appropriate provision is in place.	CO'B Class teachers
What can we do differently for SEN/D students so they transition smoothly back into school and make up for lost curriculum time?	<ul style="list-style-type: none"> Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on students' return, including external agencies. 	Yes	Support staffing at MGA for September has given priority to SEND provision – to ensure a smooth transition to a new year group and returning after a long period. External agencies will support as needed.	CO'B, class teachers.
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 	Yes	Google classroom will continue to be utilised should children not return.	SJ/GC/CO'B/Class teachers
Recruitment	<ul style="list-style-type: none"> Recruitment to continue as usual with social distancing and other relevant control measures in place for interviews and observations Retrospective observations for summer term recruitment to be completed in school 	<p>Yes</p> <p>No</p>	<p>Social distancing measures in place for any interviews/observations.</p> <p>NA</p>	SLT/BB/NS
Deployment of ITT trainees	<ul style="list-style-type: none"> Strongly encourage schools to consider hosting ITT trainees Take responsibility, with usual mentor oversight, for small groups of pupils across or within years, adapting resources 	NA	NA at this time.	SJ/ES

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	<p>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 			
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. 	Yes	SLT and HR to liaise with any staff member unable to return to work.	SJ/BB
Staff are insufficiently briefed on expectations	<ul style="list-style-type: none"> • A member of staff per academy is identified as the point of contact for this risk assessment (could be union rep or another that is selected by the staff) to collate staff feedback and engage with SLT. • All staff made aware prior to end of summer term 2020 of the proposed operating plan and content of this Risk Assessment. Feedback invited and where relevant the RA is updated. • On return to school in the first week in September through both INSET and staggered pupil return staff are re briefed on the school operating plan, the final risk assessment is shared and signed off. • Staff expectations about their critical role in social distancing and distance to be maintained in the classroom and around school is made clear. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Key staff identified as point of contact – in turn they will look at RA from union perspective.</p> <p>Operating plan and RA shared with staff – 14th July 2020</p> <p>Tuesday 1st September 2020</p> <p>Staff training - Tuesday 1st September 2020</p>	<p>BD, PH, YHS, JH</p> <p>SJ/All staff</p> <p>SJ/All staff</p> <p>SJ/GC</p>

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	<ul style="list-style-type: none"> • Staff understanding of the bubbles that exist in the school operating plan is clear and the need to maintain this preventative measure. Reporting any mixing that is not per the plan. • Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable. • Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders • Staff workload expectations are clearly communicated • Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staff training - Tuesday 1st September 2020</p> <p>14th July, 1st, 2nd September 2020 and recommendations in between and once operational.</p> <p>Via individual RA review and catch ups.</p> <p>Staff training - Tuesday 1st and Wednesday 2nd September 2020</p> <p>Staff training - Tuesday 1st and Wednesday 2nd September 2020</p>	<p>SJ/GC</p> <p>All staff</p> <p>SLT/BB/NS</p> <p>SJ/GC</p> <p>SJ/GC</p>
<p>Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times</p>	<ul style="list-style-type: none"> • Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues • 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. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>See operational plan – reopening timetable.</p> <p>One-way system remains in place in corridor spaces – keep to the left in operation.</p> <p>Markings indicate direction and remind of social distancing.</p> <p>Daily review in place.</p> <p>Class bubbles in place with minimum movement around the academy.</p> <p>Children will remain in class pupils in their classrooms.</p> <p>Break/lunch times staggered.</p> <p>Daily reminders about social distancing, movement and zones.</p>	<p>SJ</p> <p>SJ/MF</p> <p>SJ/MF</p> <p>SJ/MF</p> <p>SJ</p> <p>SJ</p> <p>All staff</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"> • Pupils are made aware of the importance to minimise close contact as that is defined in the guidance. • Proportionate procedures in place to record instances of close contact (this will be required in the event of PHE track and trace). • Appropriate supervision levels are in place. • Agree how safety measures and messages will be implemented and displayed around school. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Daily reminders.</p> <p>Operational plan and RA in place – following guidance. Designated isolation room identified.</p> <p>Operational plan and timetables.</p> <p>Signage in place throughout the academy.</p>	<p>SJ/First aiders</p> <p>SJ</p> <p>MF</p>
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. 	<p>Yes</p> <p>Yes</p>	<p>Maximum 6 staff in staff room and 3 staff in main school office.</p> <p>Briefing – 14th July/1st and 2nd September 2020</p>	<p>SJ/MF</p> <p>SJ/GC</p>
Queues for toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. Where possible create hand washing and toilet usage only within bubbles • Nursery have arrangements in place to meet the staffing requirements when changing nappies and responding to children changing requirements. • 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. • 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. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Only one pupil at a time (per bubble) to use the toilet facilities.</p> <p>Handwashing/use of sanitiser to be monitored by class teacher/support staff per bubble.</p> <p>Appropriate staffing in nursery for changing.</p> <p>Markings remain in place.</p> <p>Staff and pupil briefing.</p> <p>Class teachers/support staff to supervise.</p> <p>Regular cleaning throughout the school day.</p> <p>Site and cleaning team to monitor and restock.</p> <p>Cleaners/site team.</p> <p>Class teachers/support staff to encourage good hand hygiene.</p>	<p>All staff</p> <p>All staff</p> <p>EYFS staff</p> <p>MF</p> <p>SJ/Class teachers</p> <p>All staff</p> <p>Cleantec</p> <p>MF/Cleantec</p> <p>MF/Cleantec</p> <p>All staff</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"> 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. 	Yes	Site and cleaning team to monitor and restock.	MF/Cleantec
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	<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. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>TBC</p> <p>Yes</p>	<p>Cleantec to provide regular daily site team with the addition of a cleaner on site all day.</p> <p>Cleantec audit - Friday 24th July. Existing schedules then updated to reflect September opening requirements.</p> <p>Following Cleantec site audit, schedules have been updated.</p> <p>Classroom resources to be cleaned by staff.</p> <p>Cleaners allocated to specific areas in school. Daily on site cleaner will ensure specific areas receive additional attention. E.g. Door handles, bins and toilet facilities.</p> <p>Equipment will be cleaned immediately after use by each bubble.</p>	<p>Cleantec/JN/TB/MF</p> <p>Cleantec/JN/TB/MF</p> <p>Cleantec/JN/TB/MF</p> <p>SJ/TB/MF/JK/ Class Teacher/Support Staff</p> <p>Cleantec/MF/JK</p> <p>Cleantec/JN/TB</p> <p>MF/JK</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	<ul style="list-style-type: none"> • Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings COVID-19: cleaning of non-healthcare settings guidance • Plans are in place to identify and clean all areas with which the symptomatic person has been in contact • Sufficient and suitable equipment is available for the required clean • 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>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Cleantec are aware of guidance and are in regular communication with Regional Manager.</p> <p>This has been in place since June 2020</p> <p>Cleantec have adequate equipment and cleaning products.</p> <p>This has been in place since June 2020</p> <p>This has been in place since June 2020</p>	<p>Cleantec/JN/TB</p> <p>Cleantec/MF/TB</p> <p>Cleantec/MF/TB</p> <p>Cleantec/MF/JK</p> <p>Cleantec/MF/JK</p>
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 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>The Site team will walk the site and ROD is scheduled to walk site. Will inform Business Manager if additional dispensers/ supplies are required.</p> <p>Posters displayed around the site with Class teachers/Support staff giving daily reminders</p> <p>Day time cleaner to monitor supply levels and replenish as appropriate throughout the day.</p> <p>Adequate posters displayed around the site to reinforce. Will be monitored on a daily basis and additional posters displayed if necessary.</p> <p>Appropriate signage displayed around the site to reinforce this. Pedal bins have been provided in each space and staff and pupils will receive daily reminders.</p>	<p>MF/JK/TB/ROD</p> <p>All staff</p> <p>Cleantec/MF/JK</p> <p>SJ/MF/JK</p> <p>SJ/All staff</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<p>Inadequate supplies and resources mean that shared items are not cleaned after each use</p>	<ul style="list-style-type: none"> • Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible. • Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups) • Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts • Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products • The ROD/Regional Business Lead made aware of any additional financial commitments 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>The only shared resources that will be taken home are reading books (x2), reading record and homework book. Online learning will be utilised where possible.</p> <p>All children will have their own pencil case containing their own stationery. Shared spaces will be cleaned more frequently. Resources cleaned after use.</p> <p>Cleaning materials available in each classroom.</p> <p>Regular budget meetings in place.</p>	<p>Class teachers/ support staff.</p> <p>Min/ class teachers/ support staff.</p> <p>Min/ class teachers/ support staff</p> <p>Cleantech/Site team</p>
<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.. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Regular updates for parents, pupils and staff. Staff training 1st and 2nd September. Pupil briefing 3rd September. Staff training on RA/first aid - 1st and 2nd September. Staff training – 1st/2nd September.</p> <p>Daily log of pupil and staff attendance in relation to class bubbles. Staff training – 1st/2nd September.</p> <p>Staff, parent and pupil update as required.</p>	<p>SJ/GC/Class teachers</p> <p>SJ/GC/First aiders</p> <p>SJ/GC</p> <p>SJ/GC/JH</p> <p>SJ</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Report cases immediately to ROD and email absent@e-act.org.uk and the Health Protection Team in Public Health England using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l or by telephone to 0344 225 3560 (opt 0 opt 2). Out of hours 01384 679 031 ROD 07540 677444 Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response. PHE will engage and advise on steps to take following reports by us to them AND if they contact us from wider test and trace in the community. Note trigger of 2 positive cases in 14 days may result in them taking closer interest in the situation at the Academy. Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust. Nominate a 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. Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Academies will be sent home test kits that can be handed to staff / parents as required. This stock to be managed and records kept of who it has been provided to. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>SLT to report any cases immediately.</p> <p>Follow PHE advice.</p> <p>Follow PHE advice.</p> <p>Follow PHE advice.</p> <p>SJ to liaise with Trust. (GC second nominee.) Follow PHE advice.</p> <p>Staff aware of essential worker testing scheme.</p> <p>Home testing kits available, received 26.08.2020.</p> <p>SJ/TB to liaise with AC.</p>	<p>SJ</p> <p>SJ/GC/AK/BD</p> <p>SJ/GC</p> <p>SJ/GC</p> <p>SJ/GC</p> <p>SJ/GC</p> <p>SJ/GC</p> <p>All staff</p> <p>TB</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"> Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. Refer to ROD. 	Yes		SJ/TB/AC
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	<ul style="list-style-type: none"> School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised Immediate notification to absent@e-act in every case where a student/staff is symptomatic Must contact ROD/RED and COO For very young children there is a designated area available where a key person can continue to support the child away from the rest of the group until collection by parent/carer. Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained. 	Yes Yes Yes Yes	First Aid Room and disabled toilet identified as isolation areas in the first instance. All staff aware of the email address for notification. SJ or SLT to contact key individuals. First Aid Room and disabled toilet identified as isolation areas in the first instance. Site team to liaise with Cleantec. PPE in First Aid Room along with disposal unit.	SJ/MF All staff SJ/GC/AK/BD SJ/MF MF/JK/ Cleantec MF/JK
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 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. 	Yes Yes Yes Yes Yes	Staff training – 1 st /2 nd September. Site team/Business manager/ROD. Site team/Business manager/ROD. Staff training – 1 st /2 nd September. Staff training – 1 st /2 nd September. Staff training – 1 st /2 nd September.	SJ MF/JK/TB/JN MF/JK/TB/JN SJ SJ

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 are reminded that wearing of gloves is not a substitute for good handwashing. Avoid face to face contact and minimise interaction under 1m with young pupils, except for those with complex needs Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance 	<p>Yes</p> <p>Yes</p>	<p>Staff training – 1st/2nd September.</p>	<p>SJ</p> <p>SJ</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 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staff training – 1st/2nd September.</p> <p>Staff training – 1st/2nd September.</p> <p>Staff training – 1st/2nd September.</p>	<p>SJ/EYFS/KS1 staff</p> <p>SJ/EYFS/KS1 staff</p> <p>SJ/EYFS/KS1 staff</p>
<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. Assurances have been sought from the contractors that they are familiar with the symptoms associated with Coronavirus covid-19, 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 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>At this time, there are no expected contracted works in September 2020. Should contractors need to be on site they will liaise with the site and regional team to ensure that they are compliant.</p> <p>Recorded via the visitor log and who contact has been with process in place</p>	<p>MF/JK/JN/AC</p> <p>NS/Admin</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	classes so that contractors and staff/pupils are kept apart. <ul style="list-style-type: none"> • 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 	Yes Yes Yes		
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"> ○ Any revised building layout ○ Reduced numbers of pupils/staff ○ Social distancing rules during evacuation and at muster points ○ Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils-have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. • Fire drill arranged in early September. 	Yes Yes Yes Yes	Fire procedures have been reviewed. Procedures will remain the same but social distancing will be encouraged between class bubbles. Fire drill – Friday 4 th September 2020.	MF/JK/SJ/Fire marshals
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 	Yes Yes	HT and site manager to complete daily check of staff and amend fire marshal rota as required.	SJ/MF
Statutory compliance has not been completed due to the	<ul style="list-style-type: none"> • All statutory compliance is up to date. 	Yes Yes	The site is compliant. MF and JK have been on site throughout.	MF/JK

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
availability of contractors during lockdown	<ul style="list-style-type: none"> Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 			
Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding	<ul style="list-style-type: none"> Equality impact assessment is updated prior to full return for staff and pupils. This will be reviewed centrally and then sent to academies in good time ahead of Sep re opening for local update. 	Yes	EIA updated for September 1 st .	SJ
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 	Yes Yes Yes Yes	<p>Visitors to the school will be restricted. Parents are encouraged to phone/email/book an appointment.</p> <p>All visits will be logged. Recorded via the visitor log and who contact has been with process in place</p> <p>Parent Update WC 13th July 2020 and September 2020. Parent Update WC 13th July 2020 and September 2020.</p>	NS/YHS/JH NS/YHS/JH NS/YHS/JH SJ/NS SJ/NS
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for	<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. 	Yes	All relevant policies have been revised. E.g. Addendums added to the behaviour and safeguarding policies.	SJ/NS

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
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. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Both drop off and pick up are staggered. A one-way system is in place for collection – avoiding parents waiting around.</p> <p>Timings and locations communicated to parents.</p> <p>Signs indicate year groups and timings.</p> <p>The nurture space will be a holding area for late collections.</p>	<p>SJ MF</p> <p>SJ</p> <p>NS</p> <p>SJ/GC</p>
School Transport	<ul style="list-style-type: none"> ➤ <i>ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers</i> ➤ <i>ensure that transport arrangements cater for any changes to start and finish times</i> <p>In addition:</p> <ul style="list-style-type: none"> • Encourage walking, cycling or scooting to their education setting where possible. • Identify possible park and stride sites - parents and others who do have to drive can then park (legally) nearby and walk the last part of their journey. • Consider using social media messaging to inform the local community that parents/pupils may be travelling at specific times in order to avoid pavement congestion. 	<p>Yes</p> <p>Yes</p>	<p>Transport guidance communicated to parents. WC 13.07.2020. Including encouragement of walking etc,</p>	<p>SJ/NS</p>
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. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staggered start times in place.</p> <p>Information communicated to parents.</p>	<p>SJ</p> <p>SJ/NS</p> <p>SJ/NS</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"> • 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. 	<p>Yes</p> <p>Yes</p>	<p>Parent communications – WC 13.07.2020 and WC 24.08.2020 Guidance communicated to parents, along with suggestions for other methods of travel. Pupils to go straight to class bubble.</p>	<p>SJ/NS</p> <p>Class teachers</p>
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 school then pupils travelling on this bus may not need to wear PPE / Social distance. - Also hand sanitiser will need to be provided on entry / exit from the bus. • If the dedicated transport cohort disperses more widely into mixed bubbles in the school then you may need to consider application of the public transport guidance (PPE / distancing) to mitigate this. • You will need to also engage with the dedicated transport provider on their own risk assessment / prevention control. 	NA	NA	NA
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:- 	Yes		SJ/GC

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"> • Staggered start time and finish • Older students who are more likely to take public transport have later start times to avoid peak hours. • Between each break and lunch, there is a 15-minute slot for cleaning of areas used. • 2 destinations are needed for each break time – playground left and playground right. • 3 destinations are needed for each lunch time – playground left, playground right and downstairs. Three classes will use the canteen for lunch and have hot food on offer, and the other three classes will use outside. They will then switch locations. • Where possible, students should stay in their classrooms and teachers move to teach the classes to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover. • Where possible, year groups should be zoned into sections of the school, again to reduce the amount 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>N/A</p> <p>Yes</p>	<p>Year groups have staggered start and end times.</p> <p>Cleaning slot in place</p> <p>Clear timetable in place,</p> <p>Cleat timetable in place.</p> <p>Only a small number of staff will move between bubbles. Most teachers and support staff will remain with the same bubble throughout the day.</p> <p>Not appliable in primary setting</p>	<p>Cleantec/MF/JK</p> <p>SJ</p> <p>SJ/GC/Class Teacher/Support Staff</p> <p>SJ/GC</p> <p>N/A</p> <p>SJ/GC</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover.</p> <ul style="list-style-type: none"> • 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. • Students wearing PE kit to school on days where they have PE to avoid use of changing rooms. • Virtual Assemblies to reduce large gatherings • Record approach to practical lessons, either:- <ul style="list-style-type: none"> - Demonstrations only - Equipment allocated to class / year groups only - Equipment used on a rotation basis with cleaning inbetween. • PE is delivered outdoors unless in exceptional circumstances. The PE curriculum is no longer designed around the seasons and is planned to avoid contact sports. PE equipment is used on a rotation or allocated to individual year groups. In 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Time has been allocated as per timetable.</p> <p>Pupils to arrive at school in their kit. Parent update WC 24.08.2020</p> <p>Assemblies will be held via Teams/slides and shown in each classroom.</p> <p>Where practicals are required, they will be demonstrations only</p> <p>Lessons will be delivered outdoors, and will involve non-contact activities.</p> <p>Peripatetics sessions for the term to be rescheduled. Class violin lessons and elective sessions can take place – string instrument – bubbles will be class based and/or group from a class and will not mix – in line with Music Service guidance.</p>	<p>SJ/Class Teacher</p> <p>SJ/GC</p> <p>SJ/GC</p> <p>SJ/GC/AT</p> <p>SJ/GC</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>between use, ensure equipment is cleaned thoroughly</p> <ul style="list-style-type: none"> • Music - No singing, wind or brass playing, no practical lessons of any kind, only theory, or half of the group do practical in week 1 and the other half do theory. This then alternates each week. The implication of this would be 1 additional adult. 		Singing lessons will be changed to work on notation, rhythm etc – activities that do not include vocal work – in line with Music Service guidance.	
School Visits	<ul style="list-style-type: none"> • Any planned school visits / trips to be risk assessed as usual but with specific attention to COVID – 19. • Schedule of planned trips to be provided to Regional Education Director for overview. • In line with current guidance no overnight / residential trips to be planned. • No non domestic trips to be considered. 	No	There will not be any educational visits or visitors to school during the Autumn term.	SJ/NS/AK