COVID-19: Operational risk assessment for school

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the DfE on 10/05/2021:

[Actions for Schools during the Coronavirus Outbreak - GOV.UK](#)

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

System of controls

Based on SAGE modelling, the hierarchy of controls we have factored into our planning to help prevent the spread of COVID-19 are set out below. This is the set of actions schools **must** take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:
1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
6. Consider how to minimise contact across the site and maintain social distancing wherever possible
7. Always keeping occupied spaces well ventilated
8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
9. Promote and engage with asymptomatic testing, where available

Numbers 1 - 7 must be in place in all schools, all the time.
Numbers 8 and 9 apply in specific circumstances.

Response to any infection:
10. Promote and engage with the NHS Test and Trace process
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
12. Contain any outbreak by following local health protection team advice

Numbers 10 – 12 must be followed in every case where they are relevant.

All actions should minimise the chances of being a close contact, which is defined as:

- **Face to face contact including being coughed on and having a face to face contact within 1m; or**
- **Being within 1m for one minute or longer without face to face contact; or**
- **Being within 2m of someone for more than 15 minutes either as a one-off or added up over a day; or**
- **Travelled in the same vehicle**

Assessment conducted by:	Laura Eddery	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers

Date of assessment:	30-06-2021	Review interval:	Half termly	Date of next review:	As required

Related documents	
Trust documents:	**Government guidance:** **Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak** **Guidance for full opening - schools - GOV.UK** **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)** **COVID-19: cleaning of non-healthcare settings - GOV.UK** **Safe working in education, childcare and children's social care** **Face coverings in education - GOV.UK**

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partially opening, including social distancing guidance					
1.1 Capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	M	• Social distancing to be promoted wherever possible. • Bubbles agreed by year groups • Agreed new timetable and arrangements confirmed for each bubble • Arrangements in place to support pupils not attending school with remote learning at home • Face masks to be worn by all staff in communal and circulation spaces where social distancing cannot be maintained	Y	• Classroom have been configured to have students 2m from staff. • Timetable is finalised and contains staggered break and lunchtimes. • All lessons resources and worksheet uploaded to google classroom for students to access if they cannot attend school. • Students can access some lessons from home via google meet when over half the year groups are isolating. Timetable to be coordinated if this occurs. • Face coverings to be worn by staff in areas where social distancing cannot occur, in communal areas and circulation places. Disposable face masks available on Reception for staff, students and visitors who have forgotten them.	L
1.2 Organisation of teaching spaces					

Classroom sizes will not allow adequate social distancing	H	- Classrooms re-modelled, with chairs and desks in rows facing in the same direction to support social distancing - Clear signage displayed in classrooms promoting social distancing - In primary schools, classes stay together with their teacher and do not mix with other pupils. - In secondary schools the children within year group stays together and does not mix with other pupils - Face masks to be worn by staff in all communal and circulation areas where social distancing cannot be maintained - Doors and windows will be opened to provide constant background ventilation and to their maximum when spaces aren't occupied by students (eg. breaks/changeover) (with the exception of fire doors) - Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	- All classrooms have been remodelled to have students facing the front. - Signage is in place in all rooms to promote social distancing. - PE changing rooms - allocated PE changing rooms to a maximum of 2 year groups on any one given day. They will be cleaned between use. - Due to increased cleaning staff use of the PE changing rooms has increased. - Teachers moving back to their own classrooms. Minimise mixing by having a one way system from G1 to maths with staff on the corridors encouraging students to move swiftly down the corridors so students are their for a minimum time period. - Maths - no one way system - students to move quickly on lesson change overs. - Reception to music corridor no one way system in place so students to move quickly to their lesson. - Classroom ICT and DTP have no opening windows, only mechanical ventilation (to be kept set at16 degrees); door to be kept open whilst occupied along with corridor and rear exit door. Fans to enhance airflow. - All staff must maintain a 2m distance from students. Staff must not walk between the aisles of students and should remain at the front of the classroom.	M
Large spaces need to be used as classrooms	M	- Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. - Large gatherings prohibited. - Design layout and arrangements in place to enable social distancing e.g. students facing the same way in dining areas and not sat face to face.	Y	- Dining hall has all the tables side by side in 4 rows. Each break and lunch sit on different sides of the tables. eg first break sit on the red side, second on the blue side. There is a coloured notice on the way into the dining hall that is changed for each session. - No assemblies/staff gatherings -all to be done online.	L
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school	M	The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.	Y	Last data collection in June 2020. Staff have been asked to email LED if there are any changes to the fact that no staff are CEV.	L

and operate effective home learning		- Shielding guidance in place for CEV colleagues and students in line with national guidance and individual risk assessment template updated for those returning after shielding - LFD testing encouraged prior to events where staff come together in managed, socially distanced groups - Technology available in school to allow all staff to deliver and support remote and on site learning - Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place - Specialist directors deployed to support staffing levels in schools - Full use is made of test and trace to inform staff deployment. - Non-specialist teachers may be used to deliver content provided by subject specialists. - Regular LFD testing for staff and secondary students attending school site - LFD testing encouraged prior to events where staff come together in managed, socially distanced groups - Staff or students in close contact will follow PHE guidance on self isolation		- MWE to organise risk assessments for those that require it. - It is not possible with the timetable to always have TA's linked to one year group. TA's are moving between bubbles but must maintain a 2m distance. - MWE to work with test and trace. - All classrooms have technology for remote learning.	
Re-timetabling and extended days mean that staff exceed their contracted working hours	M	- Directed time calculations reworked and shared with staff - PPA allocations still provided on timetables - Where timetable restricts PPA or exceeds weekly hours for teachers, a two weekly timetable agreed to compensate - Hourly rates of pay agreed for staff who are asked to work additional hours beyond their contracted hours	Y	- PPA will be allocated on timetable. - ETA and CTI to create a duty rota to deploy staff appropriately to ensure good coverage.	L
Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term	M	All staff have been advised to follow government advice on the booking of holidays	Y	- All staff have been asked to let LED know of any travel arrangements that might mean they are unavailable to work in school. - Staff have been informed that they are expected to be at work during term time.	L

		• All staff have been advised of the need to be available for work and to plan any quarantine timings into their holiday plans • Staff managing attendance policy and absence policies to be followed		• Managing Attendance Policy shared with all staff by MWE.	
1.4 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	• Start and departure times are managed. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different bubbles if entering at the same time. • Staff 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. • Attendance patterns have been optimised to ensure maximum safety. • One way systems around the school. • Accessibility for disabled students and staff have been considered within changes. • Extra curricular activities recommence from 8 March within bubbles and with activities that promote control measures	Y	• Natural staggered start on arrival and end of the day due to arrival of 17 school buses. End of the day release times are: - dismissal from 2.45pm starting from maths. Classes taught from the Labs down leave their lessons at 2.50pm. Plan in place to socially distance students if buses are not on time, Y8 stand in the far corner near the sports hall, Y10 on the opposite corner, Y11 the corner near the exit, Y7 fence near the entrance and Y9 by the netball rings. • All available entrances and exits to be used. At the end of the school day all students in Y7-11 to walk down the main corridor to the maths entrance and leave via there. • We are clear on our attendance concerns. We also have the details re the vulnerable and extremely vulnerable students and households. Parents have been asked to contact us if their child is CEV for an arrangement of remote learning to be put in place. • Main corridor will be one way. • Enrichments can now take place but the bubbles of year groups must remain.	M

Wrap around care provided in school is not able to comply with social distancing or bubble separation	M	- School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble (if provided) - After school activities will be bubble based and normal control measures in place - Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance	Y	- No breakfast available but food at break time will be. - After school activities can now begin but have to be in year groups.	L
1.5 Planning movement around the school					
Movement around the school risks social distancing not being maintained	H	- Circulation plans have been reviewed and revised - One-way systems are in place where possible - Posters in corridors regarding social distancing - Appropriate signage is in place to clarify circulation routes - Pinch points and bottlenecks are identified, staffed and managed accordingly - Teachers remain in their own classroom and monitor social distancing on corridors at lesson changeover. - Lesson change over and movement around school is organised to avoid overcrowding - Pupils are regularly briefed regarding observing social distancing guidance. - Appropriate duty rota and levels of supervision are in place - Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair	Y	- Main corridor one way from G1 to maths. Students who need to move from the other direction leave via the nearest exit and enter the corridor at the appropriate place to go to their classroom. - Posters are in place. - Part of tutor time and lesson time to remind students about social distancing. - Duty rotas will be completed to allow coverage. - Risk assessments in place for EHCP students completed for current students, next year year 7 are work in progress. - Play areas will be used by one year group at a time. - Classrooms ICT and DTP have no opening windows, only mechanical ventilation (set at 16 degrees for airflow); door to be kept open whilst occupied along with corridor and rear exit door. Fans to enhance airflow. . - Facemasks to be worn in indoor areas where social distancing cannot occur for staff.	M

		• Play areas will be divided if more than one bubble is to use it at the same time • Outdoor play equipment will be either taken out of use, cleaned between use by different bubbles or separate equipment provided for each bubble • Face masks must be worn by staff in communal and circulation areas, where a 2m social distance cannot be maintained, unless an exemption applies • Doors and windows will be opened to provide constant background ventilation and maximised when spaces aren't occupied by students (eg. breaks/changeover) to purge the air (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow		
1.6 Curriculum organisation				
Pupils will fall behind in their learning during school closures and achievement gaps will have widened	H	• High quality remote and blended learning provision for all children • Technology provided to support remote learning where children cannot attend school • Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning • Praising stars will be used to assess the impact of interventions • Curriculum has been re-ordered to focus on learning priorities for the phase of education if it cannot all be caught up	Y	• High quality remote and blended learning in place if required. • Laptops and routers have been provided for those that require it. • HODs and Directors to assess gaps in knowledge and understanding. • Curriculum plans have been reviewed by HOD's, directors and work with SLT. • Tutor time has some flexibility for intervention with specific groups, 1:1 tutors to work with all year groups across the week to intervene. Intervention in the classroom and through quality feedback. • Praising Stars to be used effectively to measure the impact of interventions.	M

		- Plans for intervention are in place for those pupils who have fallen behind in their learning - Additional funding for 'catch up' will be focused to ensure it targets children who have missed learning, this may include 1:1, summer schools etc		- Additional funding - appointed 1:1 tutors for maths and English to work with Y7-9 students who have missed learning during the second lockdown. - Masterclass timetable for Y7-9 to begin 5-5-21 across the central region. This will be via google classroom.	
Periods of isolation create additional gaps in learning	M	- Blended learning/remote learning plans in place - Children lacking technology to support remote learning identified and technology provided - EdTech demonstrators providing training to staff to increase confidence and ability to provide remote learning	Y	. Remote/blended learning in place for any students required to isolate. - Technology has been provided for those that require it. - EdTech demonstrator based at Ripon providing training and updates on a regular basis.	L
Library book sharing risks virus infection	M	- Libraries will not be used as a social space for children - Children will be managed in small numbers to select a book - Returned books will be quarantined for 72 hours before being returned to library shelves	Y	- English department to use SOS as a base instead of the library. - Boxes for returns will be in place to ensure books are quarantined before going on the shelves. - Staff must keep 2.5m from each other, this information has been shared with staff in briefing. - Sign-in protocol introduced for staff using the library including identifying which workstation they have used.	L
Singing spreads virus through spittle or aerosol transmission	M	- No choirs or large group singing - No singing unless social distancing can be maintained and rooms are ventilated and bubbles maintained - No performance to audiences - See page 54 of DfE guidance for details	Y	- Any choirs are online or in controlled bubbles with social distancing. - No performances to audiences unless online. - Singing if social distancing/outside and good ventilation.	L
Practical music lessons spread virus through spittle and touch	M	- Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only (no wind or brass unless sole users) - Peripatetic music lessons to continue with the child using an instrument solely used by them	Y	- Music lessons have year groups assigned to instruments and are cleaned between use. - Peripatetic lessons continuing with a screen in place and own instrument. - Doors and windows open.	L

		• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow			
PE curriculum cannot be delivered in full whilst maintaining social distancing	M	• Sport to be delivered outdoors wherever possible • Techniques practised rather than engaging in physical contact sports unless national guidance available • Sports with national body guidance prioritised and guidance put in place in full • No school to school competitions until grassroot sports recommence nationally • See page 57 of DfE guidance	Y	. • Indoor sport where necessary and one year group at a time with all external doors open in the hall • No competition between schools or year groups. • National guidance being followed.	L
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing • Staff have been briefed on the use of these rooms • Posters in place regarding social distancing and hygiene. • Communal equipment removed or measures in place to disinfect between use. • Face masks must be worn by staff in communal areas where a 2m social distance cannot be maintained unless an exemption applies • Doors and windows will be opened to provide constant background	Y	• Staff will stay in rooms where possible. Staff room with plastic chairs 2 metres apart; supply hand sanitiser & wipes for use for touching fridge and boiler. • Library can start to be accessed by students but no mixing of year groups. • Notices on offices for the number of staff that can be in there. • Facemasks to be worn where social distancing cannot happen. Teacher can teach without a mask if they can maintain a 2m distance. If they cannot maintain a 2m distance, masks must be worn.	M

		ventilation and maximised when spaces aren't occupied by students (eg. breaks/changeover) to purge the air (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow			
1.8 Managing the school lifecycle					
Limited progress with the school's calendar and work plan because of COVID-19 measures	M	● School calendar for the year rationalised. ● Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. ● Staff recruitment to continue employing social distancing where appropriate ● Re-timetabling completed ● Plans and capacity in place should re-timetabling be required mid-year ● Decision made and communicated early that Y11 prom can not be supported for 2021 as we will not know the restrictions that will be in place	Y	● School calendar contains PS dates and term dates only. ● Staff recruitment continues. ● Timetable completed. ● LED/ETA both have capacity to re-timetable if required. .	L
Transition for 21/22 is not in place due to lockdown/restrictions	H	● Subject to local guidance, transition, can be planned with appropriate risk assessment and control measures in place to maintain bubbles ● Executive Principals to sign off plans and RAs for transition plans ● Pastoral staff will speak with pupils and their parents about the next stage in their education and resolve any issues		● Deep Support Team working on next years transition to ensure a smooth transition for Y6 into Y7. P16 teams ensuring the same for Y12. Online open evenings have been held for both. ● Virtual tours and department information on the website for both transitions. ● All information and links with Primaries will be maximised to ensure a smooth transition.	M

		● Regular communications with the parents and pupils are in place, including letters, newsletters and social media. ● Virtual tours of the school are available for parents and pupils. ● Online induction days for pupils and parents are in place ● Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools ● Additional transition activity has taken place for students with identified SEND ● New pupils will have enhanced induction in the first weeks of the September term ● Summer schools considered to help engage children as part of transition			L

1.9 Governance and policy

Directors are not fully informed or involved in making key decisions	M	● Online and face to face meetings are held regularly with the Board of Directors. ● The Board of Directors are involved in key decisions. ● Governors are briefed regularly on the latest government guidance and its implications for the school, and updated RAs shared.	Y	● Trust board meets with minutes disseminated to the Academy Council.	L

1.10 Policy review

Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	● All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.	Y	● All updates policies have been shared on the school website if relevant for parents and are available for staff on the academy network S:Whole Academy/Policies/Current.	L

		● Staff, pupils, parents and governors have been briefed accordingly.	Y	

1.11 Communication strategy

Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	Communications strategies for the following groups are in place: ● Staff ● Pupils ● Parents/carers ● Governors/Trustees ● Local authority ● Regional Schools Commissioner ● Professional associations ● Other partners	Y	● Clear and regular communication with all stakeholders through weekly briefings, staff training (Google meets), email and phone.	M

1.12 Staff induction and CPD

Staff are not trained in new procedures, leading to risks to health	H	● Induction and CPD programmes are in operation for all staff, and include: ● Infection control ● Fire safety and evacuation procedures ● Positive behaviour management ● Safeguarding ● Risk management	Y	● Flick Learning - all staff in date re fire, H&S, and safeguarding courses; mental wellbeing and stress notified for completion by 16 Jul along with annual asbestos awareness ● All staff have completed their induction.	M
Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL	H	● First Aid is up to date or if not, planned CPD is in place ● Online training sought to replace or supplement training that is due to expire ● Support from leaders in the Trust who have up to date training	Y	● Staff can now attend external courses. Currently 20 trained first aiders. Staff attending booked face to face covid safe training ● LED/ETA/CTI/JMA/LBU/NRE/MWE/TGA/DBE/AJA/KRA/RMY now L3 safeguarding trained. ● Trust support in terms of SENCO. New SENCO started 12-4-21.	M
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	● Induction programmes are in place for all new staff – either online or in-school – prior to them starting.	Y	● GGi has emailed the new starters "welcome email" with details of training, staff handbook etc, and will complete HR induction; GGi to send Line Manager New Starter Induction form to LMs. LED/ETA to meet and facilitate the induction process.	M

Staff do not receive ongoing CPD leading to retention issues	M	• Learning and performance sessions will be provided in school with social distancing and using technology • The OIE will continue to support CPD through the offer of face to face and online programmes • Flick online learning will support with statutory, mandatory and additional training	Y	• L+P will take place on a Tuesday but via Google meet into rooms for briefing and training. Small departments can meet in one room if social distancing can occur, larger departments will have to use more than one room - led by HOD and 2nd. Staff must be more than 2.5m from each other. • ETA in regular contact with the OIE. New staff are already enrolled on induction and training courses relevant to their subject areas. Feedback from OIE to ETA in place. • Flick online training will continue to ensure compliance. New starters to complete within 2 weeks of starting;	L
Staff recruitment is disrupted due to COVID-19	M	• Staff recruitment will continue as planned • Safer recruitment checks to continue in full	Y	• Staff recruitment has continued throughout the year and will continue to do so where required. • Safer recruitments checks do continue and are evidenced on interview questions. • Virtual interviews have taken place for all recruitment since March last year. Face to face interviews now in place.	L
1.13 Meal Provision					
Reduced food offers are available due to kitchen and dining capacity	H	• A range of hot a cold food will be available (although this may not be a full menu) • Dining staggered to ensure full bubble can be catered for • Additional large spaces in school considered for dining • FSM available in school for any children requiring one, FSM vouchers or hampers for those students who can not attend due to medical or other restrictions	Y	• A range of hot food and cold food will be available to all. • Lunches staggered over P3 and P4, Year groups will have half the dining room allocated to ensure cleaning of the other half can take place. • No other suitable space for lunch. • Post 16 will have lunch in the P16 centre. P16 come to the dining hall 5 mins before the start of their break/lunch to collect food and take to P16 centre. • FSM available for all students who require them.	M
1.14 Risk Assessment					

Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	• Risk assessment from other partners completed • Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: - Personal care - EHCP - Vulnerable staff (age, BAME, gender, pregnant) - MAPA	Y	• Up to date NYCC Covid catering RA received (18 Sep 20) York Pullman P16 Bus received. Churchills received GJE email 9Jul20 with folder Covid 19 RAMS for contractors • Link to Covid contractor risk assessments: https://drive.google.com/drive/folders/19QfYTTYuS3SoPOr0xBtYcut0E78Wi8uf?usp=sharing • IHCP & Parental Liaison in place • Students with EHCP - RA need updating. • Vulnerable staff will have already completed the Individual Staff Risk Assessment before September 2020. Where vulnerable categories have changed or staff have health concerns or new staff are vulnerable then the RA should be requested from HR where not completed previously. Concerns raised are communicated to Trust HR and discussions take place with staff members concerned. • MAPA - Identified Staff currently undergoing training	M
1.15 School transport					
If any students use public transport: **Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times**	M	• The details of how pupils will travel to and from school are known. • Effective liaison with bus companies is used as a basis for planning staggered start and departure times, where required. • Home learning and telephone support established where a child is unable to attend school due to transport issues. • Children encouraged to use other forms of transport, including cycling and walking. • Walking buses employed • Children advised how to queue at bus stops employing social distancing	Y	• No staggered start time. Buses arrived on a staggered basis enabling a safe flow of students entering school. • Departure times - staggered end to the day starting in the maths department at 2.45pm. All students to leave via the maths exit unless they are in DTP/ICT/BSIT. • Home learning and telephone support will be in place for any student unable to attend. • Students to wash their hands at the entrance that is nearest to their form group on arrival. They are then to go straight to their form rooms. • Liaison with individual bus contractors takes place as and when required to address concerns	L

		- Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school - Additional hand washing and sanitising facilities available at bus parks and entrances to school. - Queuing at the school at the end of the day is managed to ensure social distancing		
If any students use home/school dedicated buses: **Social distancing is not adhered to and bubbles mix**	M	- Effective liaison with local authorities and bus companies to understand their risk assessments and control measures, including additional cleaning - Children to be seated in bubble groups where possible, including social distancing - Vehicles will be ventilated with windows open where possible - Children advised how to queue at bus stops employing social distancing - Children advised how to use facial coverings (over age 11) and remove safely on arrival at school - Additional hand washing and sanitising facilities available at bus parks and entrances to school. - Queuing at the school at the end of the day is managed to ensure social distancing	Y	- Contact has been made with LA. Parents were informed to contact the LA and provided the link. - Liaison with individual bus contractors takes place as and when required to address concerns raised about social distancing and wearing of masks - Link to Covid contractor risk assessments: https://drive.google.com/drive/folders/19QfYTTYuS3SoPOr0xBtYcut0E78Wi8uf?usp=sharing - IHCP	L
If any children use home school taxis and escorted home/school transport: **Social distancing can not be maintained due to the need for support or the size of the vehicle**	M	- Liaison with local authority to understand the control measures in place and risk assessments - Children to be seated apart as far as possible from other children and adults - Hand washing/sanitising on boarding and disembarking	Y	Contact has been made with LA. Parents were informed to contact the LA and provided the link.	L

		● Face coverings to be used if appropriate ● Vehicles will be ventilated with windows open where possible			

1.16 Multi-site working				

| Staff who normally work across multiple sites risk the spread of infection across sites | H | ● Government guidance allows staff to move between sites.
● Twice weekly staff LFD testing
● Office spaces will have maximum capacity numbers and homeworking will be used to support rotas where needed
● If there is a need to change the designated site to manage operational risks at that site, hygiene precautions will be put in place before arriving at the new site. | Y | ● Number of support staff work across sites. Staff may move between schools they are contracted to work in.
● Finance may still work from home.
● Staff will be provided with home testing kits. Staff who work across multiple sites will choose their paid school to collect tests from. Central staff will be allocated schools to collect tests from.
● Office spaces have maximum capacity signs on them. | M |

1.17 Attendance and Punctuality				

| Children do not attend school consistently as habits and social norms have changed | M | ● The need and value of attendance at school will be regularly reinforced with children and families
● PR campaigns regarding attendance will be launched
● Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively
● Regular safeguarding/welfare phone calls to those children not attending
● Attendance fines will be reintroduced
● EHE is discouraged where requested by parents/carers
● Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed | Y | ● Letter to parents reinforced attendance to school.
● Promote attendance via social media.
● LM and attendance admin and EWO will make regular safeguarding calls.
● Attendance fines reintroduced - we will work closely with families before issuing any fines.
● Regular safeguarding calls for those not attending are in place.
● EHE is always discouraged. | L |

1.18 Alternative Provision				

Control measures are not in place for children attending alternative provision or otherwise accessing part time education	M	● Liaison with AP providers where children attend full time to ensure that risk assessment and control measures are in place in line with government guidance ● Where attendance is part time, liaison to identify the risks of movement between settings ● Children not to attend more than 1 setting in the same day	Y	● Regular contact is made with BCC, as the only AP supporting one student at present. ● All RA are in the link here. https://drive.google.com/drive/folders/1aaYjUuQP-ggd6dhmhEK8AYmnfnms9odY?usp=sharing ● 1 student attends AP and only attends one setting a day.	L
1.19 School Visits and Trips					

The resumption of non-overnight school visits poses risks to infection control	H	● International trips must not be planned for this academic year or before 5 September 2021
		● Domestic day trips which are essential to the curriculum can go ahead with appropriate risk assessment in place
		● Domestic residential trips which are essential to the curriculum can go ahead with appropriate risk assessments in place
		● Trip risk assessments must detail how the following will be addressed:
		  ○ Existing bubbles from school are maintained
		  ○ Bubbles of no more than 30 - smaller if possible
		  ○ Staffing must be from existing workforce and bubbles, no parents/carers/volunteers to join
		  ○ Contingency plans in case a member of the trip becomes symptomatic
			Y	● For all school trips all of the points will be referenced in the RA.	L

		○ Frequent cleaning and sanitisation of bathrooms, kitchens, dining, frequent touch areas and communal areas ○ How will students be transported within control measures ○ Ventilation ○ Integrity of bubbles maintained at all times			

1.20 Asymptomatic Transmission

Transmissions due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some transmissions in schools going undetected	H	● In-school and home testing is provided in line with current government guidance. *(Scientific evidence indicates that lateral flow testing recognises new variants of Covid-19*) ● Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. ● A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust '*COVID-19 Risk Assessment: School Based Asymptomatic Testing'* for further details).	Y	● Home testing kits to be given to staff and students with guidance.	M

2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19				
2.1 Cleaning				
Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required	H	- An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection. - Working hours for cleaning staff are increased as needed. - Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles - Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas. - Classroom timetabling is shared to ensure the classrooms are cleaned when free	Y	- Enhanced cleaning - enhanced personal cleaning (handwashing/sanitising/cleaning of computers) - Cleaning of dining hall between sittings - Cleaning of toilets on a regular basis - Cleaning of high traffic areas on regular basis - Room cleaning on an evening - Cleaning of PE changing rooms throughout the day. 2 additional Churchill's day cleaners engaged, making 3 day cleaners in total including academy employed staff to cover the enhanced cleaning	M
2.2 Hygiene and handwashing				
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	- An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased if necessary. - Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. - Additional external wash basins have been provided at key points around the school.	Y	- Surplus supply of sanitiser in place. - External wash basins have been installed - one based opposite the sports hall, one outside Languages entrance and one outside maths entrance covering all year group bubbles, and one outside Post16 entrance. - Cleaner and site staff to monitor consumables and arrange replenishment when anything needs replacing to ensure that we do not run out.	M

Pupils forget to wash their hands regularly and frequently	H	• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Hand washing /sanitising on arrival at school, when changing rooms, return from breaks and before and after eating • Posters and electronic messaging boards reinforce the need to wash hands/sanitise regularly and frequently. .	Y	• Handwashing will take place on arrival at school • Break and lunch time - students will be expected to sanitise on the way into the dining hall. Students will be expected to wash their hands at the outdoor facility or toilets during their lunch/break time. • SLT will monitor handwashing and timetable if required. • Posters in place in WC areas • Students reminded in form time. • Students to sanitise their hands on the way into classrooms.	M

2.3 Clothing/fabric

Standard uniform/staff dress code leads to coldness due to additional ventilation of spaces	M	• Children encouraged to wear warmer items of uniform or outdoor coats whilst inside during cold weather • Hardship monitored closely to ensure no children are disadvantaged/items purchased in these cases by the school • Staff encouraged to wear warmer items of clothing/outdoor coats if necessary	Y	• Students can wear any plain black jumper and layers under their uniform if they are concerned about being cold. • Coats can only be worn in doors if the temperature of the room is not comfortable to work in. This is at the discretion of the teacher only.	L
The use of fabric chairs may increase the risk of the virus spreading	M	• Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use.	Y	• Fabric chairs will be single use. Fabric chairs replaced with plastic chairs where potentially used by more than one person eg. classrooms, Reception, staff room. Teachers in their own classrooms can use fabric chairs; if teaching in a shared room plastic chairs remain.	L

2.4 Testing and managing symptoms

Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	• Twice weekly home LFD testing available for staff • Testing and tracing in place nationally.	Y	• Home testing kits are available for all staff who work in the building to do twice weekly testing. • Home testing kits are provided for students to use following the on site three initial supervised tests are complete. • Guidance explained to staff on 5-3-21.	M

		● Flowcharts provided to schools to explain what they need to do if they have a positive case confirmed. ● Guidance on getting PCR tested if symptomatic has been published. ● The guidance has been explained to staff as part of the induction process. ● Home PCR Test Kits issued to staff/students/parents in exceptional circumstances where attendance at a test centre is not possible.		
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	● Regular staff LFD testing and mass student testing to identify asymptomatic cases and allow isolation ● Robust collection and monitoring of absence data, including tracking return to school dates, is in place. ● Staff and students over 18 encouraged to download NHS Covid-19 app and engage with Test and Trace ● Advice given on how to use the app and when to turn off to avoid false results ● Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. ● Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms	Y	● Staff have had regular LFD testing during lockdown and have been provided with home testing kits since 3rd March. ● Attendance team prepared to track return to school dates. ● Staff and students of the relevant age encouraged to download the nhs app. ● Staff and students have been told that if their phone is on their person they can keep the app on. If they leave their phone in a bag we ask them to turn it off as it could give a false recording. ● Any person displaying symptoms in school will be isolated in the covid isolation room in the admin corridor until they can go home. They will be asked to go and get a PCR test. ● All stakeholders are aware of the steps they should take should someone in their household develop symptoms. ● A record of positive cases kept and reported to the Trust.	M

	- A record of any COVID-19 symptoms in staff or pupils is reported to the trust. - Each school knows how to notify DfE contact line for advice. - Government advice followed for identifying contact levels: anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19 anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: face-to-face contact including being coughed on or having a face-to-face conversation within one metre been within one metre for one minute or longer without face-to-face contactbeen within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)		

		travelled in the same vehicle or a plane			
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	• Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y	• All stakeholders receive clear and regular communication about the symptoms of covid 19. • Guidance explained in assemblies and by form tutors.	M
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	• Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process, including flowcharts • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y	• Staff, pupils and parents receive up to date information on symptoms and steps required. • Groupcall and social media. • Form tutors also share this information with students.	M
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	• Sufficient first aiders are available to deal with positive cases • A programme for training additional staff is in place.	Y	• Staff can now and are attending external training for first aid. There are 20 trained first aiders on the staff. • 12 staff are L3 safeguarding trained to respond to any safeguarding concern. Chris Tiffany is the DSL.	M

		● Collaborative arrangements for sharing staff with other schools in the locality have been agreed.			

2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	● Social distancing provisions are in place for medical rooms. ● Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged. ● Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	● Medical room now located opposite the library. Space to be able to socially distance. ● Old medical room now COVID isolation room. ● When rooms have been used the supervising staff member is to ensure the Awaiting Cleaning sign is put on the door (if missing from the room then spares are available from Reception); the usage is then to be reported to the Site Manager / Business Manager to arrange cleaning.	M

2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the operations of the school	H	● As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations as appropriate using a range of communication tools. ● A COVID-19 section on the school website is created and updated.	Y	● Share information with parents via text, email and social media. ● Covid Risk Assessment published on website. RWI to update when required.	M
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	● Key messages in line with government guidance are communicated, as necessary, via email, text and the school's website.	Y	● Share information with parents via text, email and social media.	M

2.8 Personal Protective Equipment (PPE)					

Provision of PPE for staff where required is not in line with government guidelines	H	- Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. - Those staff required to wear PPE (e.g. SEND intimate care; supporting a child with COVID-19 symptoms; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. - Staff are reminded that the wearing of gloves is not a substitute for good handwashing.	Y	- Guidance on who needs to wear PPE and when shared with staff. - Use of gloves not a substitute for handwashing part of INSET. - Aprons, face masks, gloves and goggles available in first aid room. Visors and masks issued to staff during inset via department order / collection. Disposable face masks available on Reception for emergency use. - PPE available for those involved in covid testing. DfE delivery scheduled for 2 July to replenish stocks for any future onsite testing	M

2.9 Catering

Dining space can not cater for numbers of children with appropriate cleaning and hygiene	H	- Secondary - additional dining spaces identified if needed - Secondary - all students facing same way and social distancing in place by removing use of seats - Dining spaces cleaned between bubbles or bubbles kept separated due to small numbers - Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) - Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	- No reduction in catering as it is easier to provide 100 sets of 5 or 6 different meals than 600 of the same. - No suitable additional dining space available. Post 16 will eat in P16 centre. - Arrangement of seating in dining hall in place with colour coded sittings for year groups to reduce contamination and to help with cleaning regime. - Cleaning will take place during all break times and lunch times.. - Doors and windows open as appropriate to ensure good ventilation.	M

2.10 Finance

Cash brought into the academy spreads the virus through handling	M	Cashless is encouraged at all times	Y	School is already a cashless school.	L

		• Parent letters requesting that cash is not used and accounts are topped up from home • Any cash brought in is placed in the safe for 72 hours and hand immediately washed		• Finance team has organised for a safe to be used if any cash does come into school	

2.11 Gifts

Children bring gifts for the end of term that spread the virus	M	• Those that are brought should be accepted, hands washed and then quarantined as appropriate	Y	• Staff have been informed what to do if gifts are brought in. With minimal students this is unlikely. • Staff secret buddy system to run again but gifts to be taken to reception and Anouska email staff of date it was left so 72hours can be given for staff to collect.	L

3. Maximising social distancing measures

3.1 Pupil behaviour

Pupils' behaviour does not comply with social distancing guidance	H	- Staff model social distancing consistently. - The movement of pupils around the school is minimised. - Large gatherings are avoided. - Break times and lunch times are structured to support social distancing and are 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 reinforce the importance of social distancing.	Y	- Posters are in place in all areas of the school. Regular assemblies from the Principal on social responsibility. - Staff modelling social distancing. - Movement around school by one-way system on the main corridor to reduce mixing. - Break and lunch times staggered so each year group has their own. Social distancing or mask wearing is strongly encouraged by staff. - Detentions - one year group per session, reflection for that year group the day after. For example Y11 detention Monday - Reflection - Tuesday. Different approach of TA's may reduce C4's. On occasions there may be more than 1 year group but they will be positioned to ensure no close contact. Also ventilation will be good with doors and windows open as required. - SLT will review daily and weekly to implement any changes required. - Message to parents via letter.	M
3.2 Classrooms and teaching spaces				
The size and configuration of classrooms and teaching spaces does not support government guidance	H	- All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible. - Arrangements are reviewed regularly. - Unnecessary equipment removed from classrooms - Equipment in practical subjects will be cleaned between use by different bubbles or additional items purchased so that items are not shared beyond the bubble - Tables in rows with children facing the front to avoid face to face - Entering and exiting the classroom is 'one person at a time'	Y	- All excess furniture has been removed where possible, or has been made inaccessible. - Staff have been issued wipes to carry round; departments with multi use facilities (music, ICT can arrange for replacement stock via site manager). - Classrooms ICT and DTP have no opening windows, only mechanical ventilation (set at 16 degrees for airflow); door to be kept open whilst occupied along with corridor and rear exit door. Fans to enhance airflow.	M

		● Doors and windows will be opened where possible (in line with previous section on ventilation) to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow		

3.3 Movement in corridors

Social distancing guidance is breached when pupils circulate in corridors	H	● Circulation plans have been reviewed and amended. ● One-way systems are in operation where feasible. ● Posters in corridors and circulation areas on social distancing ● Floor markings in key areas ● Circulation routes are clearly marked with appropriate signage. ● Any pinch points/bottle necks are identified and managed accordingly. ● In secondary, staff meet and greet students on the corridor to promote social distancing ● Social time change overs are staggered to avoid overcrowding. ● Appropriate supervision levels are in place. ● Accessible routes have been planned where necessary. ● Face coverings must be worn by staff where 2m social distancing cannot be maintained unless an exemption applies ● Doors and windows will be opened to provide constant background ventilation and maximised when spaces aren't occupied by students (eg. breaks/changeover) to purge the air, with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full	Y	● Staff in their own classrooms and students moving between classrooms via a one way system from G1 to maths in all other areas students are to move quickly to minimise any contact. Staff to be on corridors encouraging a quick transition. ● Social times are all staggered to reduce overcrowding. ● Staff will share the importance of social distancing at the end of every lesson. ● Duty rotas will be in place for supervision. ● Information sent to parents in letter, text and social media. ● Any additional members of staff in a classroom must be 2m away from students at all times.	M

		natural air flow if possible, or used in conjunction with natural air flow		
3.4 Break times				
Pupils may not observe social distancing at break times	H	• Break times are staggered • External areas are designated for different groups • Social distancing signage is in place around the school and in key areas • Additional handwashing/sanitising facilities in place and encouraged after break times • Face coverings must be worn by staff in communal areas unless an exemption applies	Y	• Break times are staggered - every year group has a separate break except P16 who will have their break in P16 centre. • Social distancing signage in place. • Duty rotas for supervision will be in place. • Disposable masks available on Reception for emergency purposes.	M
3.5 Lunch times				
Pupils may not observe social distancing at lunch times	H	• Pupils wash their hands/sanitise before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home. • Water fountains restricted to bottle filling only. • Additional arrangements are in place, such as staggering lunch times or pupils eating in other spaces. • Eating areas are cleaned between bubbles by catering, cleaning or MSA staff. • Face coverings must be worn by staff in communal areas where a 2m social	Y	• Students will hand sanitise on entry to the dining hall and will wash their hands either in the locker area toilets or the outside station throughout the lunchtime period. • Dining hall tables in rows, one side of the table blue and one red, alternate every break/lunch so cleaning can occur between sittings and no students facing each other. • Paying for lunch is done by Ipay using fingerprints. The pad is disinfected between use or a look up system can be used. PIN numbers can be used with similar cleaning routine • Reval machine marked as out of use. • Water fountain (dispenser type not mouth drinking type) will be in action - hand sanitiser will be next to it. Students press a button to dispense water so hands must be sanitised before use. • Staggered lunchtimes are in place. • Eating areas will be cleaned between sittings.	M

		distance cannot be maintained unless an exemption applies ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	● Additional day cleaners engaged from Churchills ● Disposable masks available on Reception for emergency purposes.	
3.6 Toilets				
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	● Separate toilets for different bubbles where possible ● The toilets are cleaned frequently. ● Monitoring ensures a constant supply of soap and paper towels. ● Bins are emptied regularly. ● Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. ● Face coverings must be worn by staff in communal areas where a 2m social distance cannot be maintained, unless an exemption applies ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	● Students to use the toilets nearest to their classroom and ensure they do not stop to talk to others from their year group. ● Students will be informed of not sharing toilets in their induction tutor team. ● Students will be informed they can use the toilets during lessons to reduce queuing. ● Toilets will be cleaned regularly throughout the day. ● Students will be informed on the importance of handwashing. ● Additional day cleaners engaged from Churchills to support cleaning regime ● Disposable masks available on Reception for emergency purposes. ● Toilet areas have no windows but an open front.	M
3.7 Medical Rooms				
The configuration of medical rooms may compromise social distancing measures	H	● Social distancing provisions are in place for medical rooms. ● PPE provided in medical room for first aiders	Y	● Medical room has been moved to opposite the library - more space. ● PPE is in place for first aiders. ● Old medical room will be the COVID-19 isolation room.	M

		• Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow		• Sign to be placed on the door to say no entry until cleaned after use - this is to be managed by the member of staff supervising the student displaying symptoms. If the sign is missing there is a spare on Reception. Staff member should inform Site Manager or Business Manager that the room requires cleaning • Doors and windows to be open for ventilation. • Member of staff controlling the room to ensure social distancing and the correct number of people in the room. No more than 2 students at a time.	
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	• Social distancing points are clearly set out. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Screens between Receptionist and visitor installed if not already in place • Meeting room identified for essential meetings where social distancing can be complied with. • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. • Visitor logs kept to support Track and Trace • Face coverings must be worn by staff and visitors in communal areas unless an exemption applies • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	• Signage is clearly displayed in reception. • Screen in place on reception desk. • Reception staff remind visitors to use hand sanitizer on arrival. • Meeting room is the current meeting room next to reception. • Visitors to sign in at reception. • Disposable masks available on Reception for emergency purposes.	M

3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	• Start and finish times arrangements are in place to mitigate against congregation of large groups • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage • Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to present themselves on site beyond designated drop off/pick up points	Y	• Start of day naturally staggered by arrival of school buses. • End of school day staggered slightly. Students to be dismissed from maths then released maths end of school. This will keep a steady flow of students exiting the building. • Signage is on all exits. •	M
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	H	• Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling on public transport. • Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing. • Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. • Hand sanitizers and hand washing available on arrival at school • Windows to be open on transport where possible for natural ventilation	Y	• Handwashing available with outdoor washing facilities. • Liaison with bus companies and bus drivers to address issues promptly	M
3.11 Staff areas					

The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	- Reconfiguration of staff rooms and offices has been undertaken to allow for social distancing between staff. - Face coverings must be worn by staff in communal areas unless an exemption applies - Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) - Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	- There will be no hotdesking - all staff informed of this during INSET. - Staff Rooms will be reconfigured or out of action depending on the suitability. - WFH - finance team may still work from home. - Disposable masks available on Reception for emergency purposes. - Doors and windows in offices should be open as appropriate to ensure good ventilation.	M
3.12 Catering					
Social distancing is not possible in kitchen/catering areas	H	1 member of staff in small areas e.g. fridges, store rooms at any time - Staff instructed in social distancing - PPE provided if social distancing can not be maintained - Catering staff advised on more frequent hand washing as well as handwashing before and after preparing food - Catering staff advised to remain behind the counter during serving - Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) - Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	- No reduction in menus makes it harder to facilitate feeding all students. - Catering team has been provided with all the relevant information and Bob Davis briefs his team as appropriate. - Protective screens installed on serveries and pay points - Doors and windows to be open as appropriate.	M
3.13 Home Visits					

Staff are placed at risk of contracting COVID whilst undertaking home visits	M	• Social distancing will be maintained throughout - knock on door and step back 2m • All usual control measures for home visits should also be followed • Additional risk assessment for home visits circulated to relevant staff	Y	• Only absolutely unavoidable home visits will occur. • Staff who are undertaking any home visits are made aware of the protocols and fully understand them before going. Not to travel together. To knock on the door and stand 2m from the door, where face masks.	L

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

4.1 Pupils with underlying health issues

Pupils with underlying health issues are not identified and so measures have not been put in place to protect them	H	• Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon • Individual risk assessments undertaken for any student identified being at higher risk e.g. BAME, ECV and actions put in place in agreement with student/parents • Remote learning provided for any child still required to medically shield (supported by medical evidence) • EHCP and risk assessments updated • Schools have a regularly updated register of pupils with underlying health conditions. • Transparent face coverings provided for staff where this will support children with additional communication requirements • Specialists, therapists and clinicians who support SEND pupils can attend school with appropriate systems of control in place	Y	• Guidance shared with parents on a regular basis by text with links • Risk assessments for any student at higher risk are being completed. • Risk assessments for EHCP students are under review.. • We will ask parents to keep us updated of any underlying health conditions. • Transparent face coverings for staff who are working with students who have hearing impairments.	M

4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	• All members of staff with underlying health issues, those within vulnerable groups or who were shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions are still required to seek and act on the advice of their GP/consultant/midwife or current government advice. • Individual staff risk assessments undertaken and updated for the return of staff who were shielding where additional risk factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable • Current government guidance is being applied	Y	• Staff with concerns raise the concerns with management/Business Manager/HR; review the individual staff risk assessment and advice sought from Trust as and where appropriate. • Updated Covid 19 Individual Staff Risk Assessments emailed to staff on 9 November 2020 and 1 March 2021 by HR.	M
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	• There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).	Y	• CTI, NWI both received the full two day training, All SLT received the shorter session training. LBU received training from Compass Buzz on wellbeing champions. All staff received the training in school delivered by CTI, so all have an overview. Bereavement training was also received by SLT and LM and additional voluntary staff and SPOT training has been delivered to CTI, this will be disseminated in September. Lots of online options are available at present, these have been offered to staff informally during lockdown (mainly from Compass Buzz, but there are also Carnegie University videos). Key staff will be requested to attend/watch these in September to ensure coverage.	M

		● Resources/websites to support the mental health of pupils are provided.		● For students - See above, but LM, SLT and all staff received the in school mental wellbeing training. Also access to school coach one day a week. ● More staff are taking part in mental well being training. ● This has been a regular feature of the VMG google classrooms also. A champions programme is being set up and one of the tasks will be to produce a weekly slide for tutor groups. CTI to liaise with NWI re the inclusion of wellbeing in the life programme, and where it sits. Wellbeing has been a focus of the return to schooling for Y10 and will be a resourced focus for the return to schooling for all year groups, this will be written into the session for tutors on day 1 ● Students can access a variety of resources and websites via the school website and google classroom.	
Additional safeguarding concerns are identified on children's return to school	H	● All staff received safeguarding training as part of the INSET on the first day of term ● New starters receive training as part of induction	Y	● SLT will review DSL actions daily to see when and where support is required. ● CTI the DSL and has undertaken an audit of CPOMS. ● Safeguarding training via Flick Training undertaken by all staff in Oct 20; and all staff have read and signed as having read Keeping Children Safe in Education 2020 also in Oct 20. ● 12 DLS L3 trained staff in the academy.	M
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	● Staff are encouraged to focus on their wellbeing. ● Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. ● Staff briefings and training have included content on wellbeing. ● Staff briefings/training on wellbeing are provided. ● Staff have been signposted to useful websites and resources.	Y	● All briefing sessions/training/line management meetings will have a focus on wellbeing. ● CTI will provide wellbeing resources and share useful resources and websites. ● EAP is regularly advertised with staff and staff encouraged to use this if required. Tel: 08000 856148 ● Staff wellbeing surveys under review to see how they can best work. ● All staff are taking Flick online Mental Health Awareness, Mental Health and Young People, and Stress courses in July 21	M

		• Staff are encouraged to use the staff EAP			
Working from home can adversely affect mental health	H	• Staff Pulse survey is used regularly to check on wellbeing • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home.	Y	• No OAE employed staff are working from home as a matter of course. • Currently no teaching staff identified as working from home in. This will be reviewed again to ensure this is the case. Any staff who are working from home will be able to deliver live lessons and online work for students also not in school.	M
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	• The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. • Bereavement training delivered to over 500 staff during June 2020	Y	• School coach available one day a week and will prioritise students who have been bereaved. • A number of staff have completed training & received certificates.	M
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	Fire procedures have been reviewed and revised where required, due to: • Bubbles not mixing • Possible absence of fire marshals • 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.	Y	• Fire procedures were reviewed by MWE over the summer. Plan will involve year group tutor groups being zoned together at the muster point. New procedure in place and a drill has occurred. • MWE briefed staff on changes to fire procedures at training days and staff briefings • Fire Marshals received training via Flick learning at start of year.	M

		• Incident controller and fire marshals have been trained and briefed appropriately. • PEEPs reviewed and updated			
Fire evacuation drills - unable to apply social distancing effectively	H	• Plans for fire evacuation drills are in place which are in line with social distancing measures.	Y	• Fire drills completed 21 Jan 21 (Spring term) and 14 Apr 21 (Summer term). • Social distancing maintained by completing drills with 2 year groups at a time to ensure no mixing of year groups.	M
Fire marshals absent due to self-isolation	H	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Y	• Zone responsibilities completed and shared with staff, and adjusted when required due to absence or staff changes	M
6.2 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	• Ongoing works and scheduled inspections for schools (e.g. estates related) will continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Contractor risk assessment has been provided prior to works beginning • 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.	Y	• All contract work currently ongoing with no effect on the Academy. Coordinated by Site Manager • Additional measures will be reviewed on a case by case basis. • All contractors state verbally and within their RAMS that only fit and healthy staff will attend site to work. • All contractor covid-19 risk assessments and method statements have been received and are on the google drive. Link to Covid contractor risk assessments: https://drive.google.com/drive/folders/19QfYTTYuS3SoPOr0xBtYcut0E78Wi8uf?usp=sharing • Alternate arrangements have been looked at but the protocols in place are stringent enough for the good of all involved. Where deconfliction with classes is required it will be addressed on a case by case basis. All contractors report to Reception in first instance for signing in	M

		● 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).			

7. Finance

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

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

8. Governance

8.1 Oversight of the governing body

Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	- The Trust Board continues to meet regularly via online platforms and face to face. - The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. - The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. - Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. - Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed.	Y	- Trust board minutes disseminated to Academy Council via email. - Principals report to have additional sections for updates on statutory obligations in response to COVID 19.	M
9. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address themsafe					
Site staff sharing tools and increasing risk of infection	M	- Additional small items purchased to allow non-sharing - Cleaning of larger items between users	Y	Smaller items duplicated and larger items cleaned.	L
Lockers - increased risk of mixing year groups due to lockers not zoned	H	Lockers not to be used. Will be reviewed on a weekly basis.	Y	Parents informed via letter that lockers will not be in use in September. SLT will review this on a weekly basis.	M
Drama room - use by multiple year groups could increase transmission of COVID 19	H	- Removal of all furniture. - Staff to keep distance. - Careful planning of activities.	Y	- HOD and Drama teacher working with Directors to plan safe activities for Drama lessons. - All furniture (except teachers desk) to be removed.	M

PE changing facilities - only one girls and one boys changing room	H	• Timetable changing to be restricted to 2 year groups a day with cleaning in between. • Y8 and one Y7 group to get changed in allocated rooms in their zone.	Y	• HOD has a timetable to incorporate some theory lessons and some changing in allocated classrooms to allow for as much practical PE as possible.	M
School coach - seeing students from multiple year groups will mix bubbles	H	• Rooms to be allocated for each year group.	Y	• Rooms to be allocated for each year group. • School coach in attendance on Tuesday INSET to go through all protocols. • School coach will have wipes and hand sanitiser to ensure enhanced personal hygiene.	M
Sporthall to be used by multiple year groups means different bubbles using the same space.	H	Sportshall to be used by multiple year groups but not have any furniture.	Y	• Students will not sit down and they will use equipment specific to their year group.	M
ITT's to be in school adds another group of people to mix, working across multiple year groups.	H	ITT's to read and sign to say they have understood the risk assessment. Bring and use their own laptops for non contact time. To have use of the old Art rooms for the short term for their study time. To be very clear on our expectations around social distancing and their social responsibility.	Y	6 ITT students working with us in school. All have had training on the risk assessment. MKE delivered training on rules and expectations. LED delivered training on the risk assessment, social distancing and social responsibility. HOD's to ensure that the subject mentor meets with them in a socially distanced way. In classrooms we need to ensure that there is enough space for the staff to include an ITT.	M

10. New Strain of Covid-19

New strain of COVID 19 identified which appears to be more transmissible	H	• 2m Social distancing between adults and between adults and children in secondary classrooms. Social distancing encouraged across KS2, bubble integrity maintained in primary at all times. • Testing to be put in place to allow staff to be tested regularly through LFD test	Y	• All adults and students clearly informed a 2m distance must be kept at all times between them (adult and student). • Testing has been in place for staff and home testing kits available from 3rd March. • Staff and students will be reminded of all the control measures in place.9	M

		Staff and students will be reminded of all the control measures identified in this risk assessment and the critical need to comply with them at all times			
Knowledge of local infection rates and prevalence of new strain in the local area		*Add here any local information about the number of cases per 100,000, age range most affected, any change to number of cases in children, local R rate, % of cases attributable to new variant*		• 7 days up to 24-6-21 there were 14 cases in Easingwold/Stillington. • Hambleton - 90 cases per 100 000, 90 cases between 19 and 20 June 2021. • Ryedale - 74 cases per 100 000, 41 cases between 19 and 20 June 2021.	L
11. Exam Series					
Normal exam conditions do not promote control measures	M	• Any formal testing to take place in normal classroom conditions to maintain integrity of bubble arrangements except Y10 and Y12 who will have mock exams in the relevant halls with good ventilation and no mixing of bubbles. • Students reminded to bring their own stationery • Exam invigilators will wear face masks throughout the exam and in circulation/corridors • Additional SLT identified if exam invigilators are unavailable due to shielding	Y	• Y10 and Y12 mock exams. Y10 mainly in the main hall, other rooms used for access arrangements. Y12 mainly in the 6th form hall. • All other assessments will take place in classrooms.	L
Y11 into Y12 transition	H	• Two days of Y11 into Y12 transition. • Y12 will be on work experience so Y11 will be bubbled into the sixth form block.	Y	• Y11 students to have completed two negative lateral flow tests before coming into school. Saturday and Monday prior to transition. • Students will be bubbled into the 6th form building and have lessons in there or in specialist rooms. • To access specialist rooms of Science/music/DT/Art students will enter the building through the main reception and come back up to the 6th form building through the DT door and walk outside back to the 6th form building. • Regular hand washing and hand sanitising.	M

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

1. **Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**

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

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

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

2. **Face Coverings**
· Current government guidance regarding the wearing of face masks is followed
· All adults wear a mask or face covering in communal areas (such as corridors and halls) where 2m social distancing cannot be maintained, excluding those with medical exemptions
· Face coverings are worn by adults and children over 11 when travelling on school buses and public transport.

3. **Clean hands thoroughly more often than usual**
· Handwashing / sanitising is promoted throughout the school day.
· Bubbles are assigned specific toilets and sinks where possible
· Additional handwashing/sanitising facilities have been installed
· Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.

4. **Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**
· Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points.
· The location of bins around the school is checked, and more are ordered if necessary.
· A schedule for bins to be emptied / disinfected is in place and is adhered to.
· Pupils using public transport are reminded of the need to wear face coverings/masks.

- A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport.

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

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

6.   Minimise contact between individuals and maintain social distancing wherever possible

- Arrangements are in place to limit the number of contacts between pupils and staff.
- Bubbles are used to keep groups separate.
- Individuals are encouraged to maintain social distancing where possible.
- In class, furniture is arranged so that children are facing forwards and sitting side by side.
- Any furniture that is surplus to requirements is removed.
- Arrangements are in place to alleviate congestion at key times eg. break, lunch, start and end of day.
- Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe.
- For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use.
- Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library.

7.   Keeping Occupied spaces well ventilated

It is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:

- Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)
- Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)
- Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice

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

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

- Stocks of PPE are regularly monitored and replenished
- Staff referred to the trust PPE guidance document

9. Promote and engage in asymptomatic testing, where available

3 tests in school (3 to 5 days apart) and 1 at home offered to all secondary students in first 2 weeks of return after 8 March 2021

Home tests offered to all secondary students after this, twice a week, reported to Test and Trace and school

Home testing twice a week available for all secondary staff

Home testing twice a week available for all primary staff

Close contact testing does not resume and close contacts required to self isolate

Small ATS maintained on site for students who are unable or unwilling to test at home

10. Promote and engage with the NHS Test and Trace process

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

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

- The contact details for local Public Health England team and local authority health and safety team are readily to hand.
- In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required).
- A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date.
- Use is made of any template letters provided by Public Health England / local authority as directed locally.
- Toolkit for confirmed COVID-19 cases in school including the Action Plan is followed for all confirmed cases.
- Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required.

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

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

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