

## COVID-19: Operational risk assessment for school re-opening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the DfE on 22/02/2021:

[Guidance for full opening - schools - GOV.UK](https://www.gov.uk/guidance/schools-reopening-guidance)

This risk assessment assumes all children will return to primary schools from Monday, 8th March 2021 and secondary schools on a phased basis during week commencing 8th March 2021 to allow for mass LFD testing of students on return to school. 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.

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

|                     |             |                  |             |                      |             |
|---------------------|-------------|------------------|-------------|----------------------|-------------|
| Date of assessment: | 12-04-.2021 | Review interval: | Half termly | Date of next review: | As required |
|---------------------|-------------|------------------|-------------|----------------------|-------------|

| Related documents |   |
|-------------------|---|
| Trust documents:  | <p><b>Government guidance:</b></p> <p><a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a></p> <p><a href="#">Guidance for full opening - schools - GOV.UK</a></p> <p><a href="#">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a></p> <p><a href="#">COVID-19: cleaning of non-healthcare settings - GOV.UK</a></p> <p><a href="#">Safe working in education, childcare and children’s social care</a></p> <p><a href="#">Face coverings in education - GOV.UK</a></p> |

## Risk matrix

| Risk rating<br>High (H), Medium (M), Low (L) |   | Likelihood of occurrence |          |        |
|--|---|--------------------------|----------|--------|
|  |   | Probable                 | Possible | Remote |
| Likely impact                                | <b>Major:</b> Causes major physical injury, harm or ill-health.       | H                        | H        | H      |
|  | <b>Severe:</b> Causes physical injury or illness requiring first aid. | H                        | M        | L      |
|  | <b>Minor:</b> 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) |
|---|-------------------------------------|--|--------------------|--|------------------------------|
| <b>1. Establishing a systematic process of partially opening, including social distancing guidance</b>  |                                     |  |                    |  |                              |
| <b>1.1 Capacity</b>   |                                     |  |                    |  |                              |
| <p><b>Available capacity of the school is reduced when social distancing guidelines are applied</b></p> | M                                   | <ul style="list-style-type: none"> <li>• Social distancing at 2m between adults and between adults and children wherever possible</li> <li>• Bubbles agreed by year groups</li> <li>• Agreed new timetable and arrangements confirmed for each bubble</li> <li>• Arrangements in place to support pupils not attending school with remote learning at home</li> <li>• Face masks to be worn by all staff and students over age 11 (excluding medical exemptions) in communal and circulation spaces and in classrooms in secondary where social distancing cannot be maintained</li> </ul> | Y                  | <ul style="list-style-type: none"> <li>• Classroom have been configured to have students 2m from staff.</li> <li>• Zones are - Y7 - G3,G4,G5,SOS, F4, F5 Y8 - G10-G11,G12,F10,F11,F12, Y9 - G1, G2, F1, F2 and F3. Y10 - F7, G8, F8, Russia and China. Y11 - G7, F6, Ee, Ed, Es, Ei Greece and Portugal. Y12/13 can use all specialist rooms, L7, BS1, BS2 and 4 rooms in Post 16 hall. There will be some use of specialist rooms but limited to reduce movement. Science, Music, IT Art, will all have students using their facilities on a rota so only one year group access the classroom in one day. Drama will always be taught in the Drama studio - no furniture.</li> <li>• Timetable is finalised and contains staggered break and lunchtimes.</li> <li>• All lessons resources and worksheet uploaded to google classroom for students to access if they cannot attend school. Some lessons are available for students to dial into.</li> <li>• Students can access some lessons from home via google meet. Timetable to be coordinated.</li> <li>• Face coverings to be worn by students and staff in areas where social distancing cannot occur, in all indoor areas including classrooms. Disposable face masks available on Reception for staff, students and visitors who have forgotten them.</li> </ul> | L                            |
| <b>1.2 Organisation of teaching spaces</b>  |                                     |  |                    |  |                              |

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| <p><b>Classroom sizes will not allow adequate social distancing</b></p> | <p>H</p> | <ul style="list-style-type: none"> <li>Classrooms re-modelled, with chairs and desks in rows facing in the same direction to support social distancing</li> <li>Clear signage displayed in classrooms promoting social distancing</li> <li>In primary schools, classes stay together with their teacher and do not mix with other pupils.</li> <li>In secondary schools the children within year group stays together and does not mix with other pupils</li> <li>Face masks to be worn by staff and students over age 11 (excluding medical exemptions) in all communal and circulation areas and in classrooms in secondary where social distancing cannot be maintained</li> <li>Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul> | <p>Y</p> | <ul style="list-style-type: none"> <li>All classrooms have been remodelled to have students facing the front.</li> <li>Signage is in place in all rooms to promote social distancing.</li> <li>Year group bubbles have been created with their own break and lunch times. Zones have been created for year groups. Specialist rooms to be used by Post 16, Y10 and Y11 when required. HOD's rotating other year groups on days when rooms are not required. Each room will only have one year group using it on one day, except the Drama studio and the sports hall.</li> <li>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.</li> <li>Due to increased cleaning staff use of the PE changing rooms has increased.</li> <li>Y7 - G3,G4,G5,SOS, F4, F5 Y8 - G10-G11,G12,F10,F11,F12, Y9 - G1, G2, F1, F2 and F3. Y10 - G8, F7, F8, Russia and China. Y11 - G7, F6, Ee, Ed, Es, Ei Greece and Portugal. Y12/13 can use all specialist rooms, L7, BS1, BS2 and 4 rooms in Post 16 hall. Y11 tutor time intervention for maths, English and science will take place in the old Art rooms. This means they will use the same stair case as 1 P16 tutor group. Arrows on the floor to indicate where to walk.</li> <li>Drama will use their room for all classes, classes to be dismissed 2 mins early to prevent year group bubbles crossing over. AFO will clean the room between groups. There is no furniture or equipment in this room.</li> <li>Classroom ICT and DTP have no opening windows, only mechanical ventilation (to be kept set at 16 degrees); door to be kept open whilst occupied along with corridor and rear exit door. Fans to enhance airflow.</li> <li>IT classrooms have a timetable to allow for cleaning between year groups or only one year group to use.</li> <li>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.</li> </ul> | <p>M</p> |
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| <p><b>Large spaces need to be used as classrooms</b></p>   | <p>M</p> | <ul style="list-style-type: none"> <li>• Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>• Large gatherings prohibited.</li> <li>• Design layout and arrangements in place to enable social distancing e.g. students facing the same way in dining areas and not sat face to face.</li> </ul>  | <p>Y</p> | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Sports hall will be used for testing until 19th March. Following that will be available but only 1 year group at a time to use and all doors to be open.</li> <li>• No assemblies/staff gatherings -all to be done online.</li> </ul>   | <p>L</p> |
| <p><b>1.3 Availability of staff and class sizes</b></p>  |          |   |          |   |          |
| <p><b>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</b></p> | <p>M</p> | <ul style="list-style-type: none"> <li>• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>• Shielding guidance in place for CEV colleagues and students in line with national guidance <b>shielding paused from 1/4/21 and individual risk assessment template updated for those returning after shielding.</b></li> <li>• Technology available in school to allow all staff to deliver and support remote and on site learning</li> <li>• Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place</li> <li>• Specialist directors deployed to support staffing levels in schools</li> <li>• Full use is made of test and trace to inform staff deployment.</li> <li>• Non-specialist teachers may be used to deliver content provided by subject specialists.</li> </ul> | <p>Y</p> | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff to call the absence number to report any illness and inform myself of any covid related illness.</li> <li>• Staff self isolating or required to shield will continue with online work - setting work and teaching students who are in similar situations; staff who are well and at home will on occasions dial into the class and teach from home. Support staff self isolating will work from home.</li> <li>• 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.</li> <li>• MWE to work with test and trace.</li> <li>• All classrooms have technology for remote learning.</li> <li>• Plans in place for LFD testing of students and home testing kits to be issued following this. Staff will be provided with home testing kits.</li> </ul> | <p>L</p> |

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|   |   | <ul style="list-style-type: none"> <li>Regular LFD testing for staff and secondary students attending school site</li> <li>Staff or students in close contact will follow PHE guidance on self isolation</li> </ul>   |   |   |   |
| <b>Re-timetabling and extended days mean that staff exceed their contracted working hours</b>                         | M | <ul style="list-style-type: none"> <li>Directed time calculations reworked and shared with staff</li> <li>PPA allocations still provided on timetables</li> <li>Where timetable restricts PPA or exceeds weekly hours for teachers, a two weekly timetable agreed to compensate</li> <li>Hourly rates of pay agreed for staff who are asked to work additional hours beyond their contracted hours</li> </ul> | Y | <ul style="list-style-type: none"> <li>PPA will be allocated on timetable.</li> <li>ETA and CTI to create a duty rota to deploy staff appropriately to ensure good coverage.</li> <li>Any additional normal work hours will be paid at normal rate; covid testing related payments paid at set rates</li> </ul>   | L |
| <b>Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term</b> | M | <ul style="list-style-type: none"> <li>All staff have been advised to follow government advice on the booking of holidays</li> <li>All staff have been advised of the need to be available for work and to plan any quarantine timings into their holiday plans</li> <li>Staff managing attendance policy and absence policies to be followed</li> </ul>  | Y | <ul style="list-style-type: none"> <li>All staff have been asked to let LED know of any travel arrangements that might mean they are unavailable to work in school.</li> <li>Staff have been informed that they are expected to be at work during term time.</li> <li>Managing Attendance Policy shared with all staff by MWE.</li> </ul>   | L |
| <b>1.4 The school day</b>   |   |   |   |   |   |
| <b>The start and end of the school day create risks of breaching social distancing guidelines</b>                     | H | <ul style="list-style-type: none"> <li>Start and departure times are managed, with staggering where possible</li> <li>The number of entrances and exits to be used is maximised.</li> </ul>   | Y | <ul style="list-style-type: none"> <li>Natural staggered start on arrival and end of the day due to arrival of 17 school buses. End of the day release times are: - Y7- 2.48pm Y8 - 2.42pm Y9- 2.50pm Y10 - 2.44pm Y11 - 2.46pm Y12 and 13 2.50. Letter to parents was sent at the start of the year which informed them of a slightly staggered end to the day to facilitate a socially distanced and supervised exit. 2 staff members dismiss classes at the end of the day starting with Y8, Y10, Y11, Y7 then Y9. 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</li> </ul> | M |

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|   |          | <ul style="list-style-type: none"> <li>• Different entrances/exits are used for different bubbles if entering at the same time.</li> <li>• Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>• A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>• Floor markings are visible where it is necessary to manage any queuing.</li> <li>• Attendance patterns have been optimised to ensure maximum safety.</li> <li>• One way systems around the school.</li> <li>• Accessibility for disabled students and staff have been considered within changes.</li> <li>• Extra curricular activities recommence from 8 March within bubbles and with activities that promote control measures</li> </ul> |          | <p>sports hall, Y10 on the opposite corner, Y11 the corner near the exit, Y7 fence near the entrance and Y9 by the netball rings.</p> <ul style="list-style-type: none"> <li>• Floor markings in place around toilet areas and dining hall.</li> <li>• 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.</li> <li>• 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.</li> <li>• Zones of year groups not one way throughout the day. Main corridor one way at the end of day. Two way system past science down to DT.</li> <li>• One student who requires wheelchair access - lessons timetable in Post 16 block.</li> <li>• Enrichment to begin for Post 16 students in school. can now take place in the bubble structure.. Enrichment for further maths Y11 to take place in the maths area and the GCSE Drama to be in the Drama Studio. The Drama teacher has offered to clean the room to allow this to happen. Latin will also take place in school, the Y11 group in Ee and the Y10 group in Ec maintaining the correct rooms for the bubbles.</li> </ul> |          |
| <p><b>Wrap around care provided in school is not able to comply with social distancing or bubble separation</b></p> | <p>M</p> | <ul style="list-style-type: none"> <li>• School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble (if provided)</li> <li>• After school activities will be bubble based and normal control measures in place</li> <li>• Externally provided wrap around care on school site must provide the school with</li> </ul>   | <p>Y</p> | <ul style="list-style-type: none"> <li>• No breakfast available but food at break time will be.</li> <li>• After school activities can now begin but have to be in year groups and in the bubbles.</li> <li>• Enrichment for further maths Y11 to take place in the maths area and the GCSE Drama to be in the Drama Studio. The Drama teacher has offered to clean the room to allow this to happen</li> <li>• Latin will also take place in school, the Y11 group in Ee and the Y10 group in Ec maintaining the correct rooms for the bubbles.</li> </ul>   | <p>L</p> |

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|  |   | their risk assessment and control measures that comply with government guidance  |   |  |   |
| <b>1.5 Planning movement around the school</b>                                 |   |  |   |  |   |
| <b>Movement around the school risks social distancing not being maintained</b> | H | <ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and revised</li> <li>• One-way systems are in place where possible</li> <li>• Posters in corridors regarding social distancing</li> <li>• Appropriate signage is in place to clarify circulation routes</li> <li>• Pinch points and bottlenecks are identified, staffed and managed accordingly</li> <li>• Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</li> <li>• Lesson change over and movement around school is organised to avoid overcrowding</li> <li>• Pupils are regularly briefed regarding observing social distancing guidance</li> <li>• Spaced lines on main corridors</li> <li>• Appropriate duty rota and levels of supervision are in place</li> <li>• Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair</li> </ul> | Y | <ul style="list-style-type: none"> <li>• Circulation plans completed with identified entrances and exits for each year group and one exit at the end of the school day with a staggered release so no crossover of year groups.</li> <li>• One way system at end of school day. no one way system in zones.</li> <li>• Posters are in place.</li> <li>• Year Group Zone signs are in place. Signage for other circulation routes is in place.</li> <li>• Movement around the school reduced as school zoned for year groups. Some specialist teaching in specialist rooms. Y10 and Y11 have small cross over of a corridor but timetabled to move from those rooms at different times. Movement of students to the Labs/Music/DT/ Drama and Art - Y9 go straight from bubble to this corridor. Y7 have to go through the Y9 corridor but staff must check the corridor is empty. Y8, 10 and 11 need to exit from their designated exit, enter via the locker area, past the library and down the Y9 corridor as long as it is empty. If students are moving through school with a member of staff they can go through bubbles as long as the staff ensure the corridors are empty.</li> <li>• Part of tutor time and lesson time to remind students about social distancing.</li> <li>• Spaced lines on corridors.</li> <li>• Duty rotas will be completed to allow coverage.</li> <li>• Risk assessments in place for EHCP students completed for current students, next year year 7 are work in progress.</li> <li>• Play areas will be used by one year group at a time.</li> <li>• Information on face covering shared with parents via letter and social media and text. Staff training will incorporate this.</li> <li>• 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. .</li> </ul> | M |



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|  |   | <ul style="list-style-type: none"> <li>• Play areas will be divided if more than one bubble is to use it at the same time</li> <li>• Outdoor play equipment will be either taken out of use, cleaned between use by different bubbles or separate equipment provided for each bubble</li> <li>• Face masks must be worn by staff and those aged 11 or over in communal and circulation (and classrooms in secondary where social distancing cannot be maintained) areas unless an exemption applies</li> <li>• Children reminded how to put on a remove face covering safely</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul> |   | <ul style="list-style-type: none"> <li>• Facemasks to be worn in indoor areas including classrooms. Only exemption is the dining room.</li> </ul>  |   |
| <b>1.6 Curriculum organisation</b>   |   |  |   |  |   |
| <b>Pupils will fall behind in their learning during school closures and achievement gaps will have widened</b> | H | <ul style="list-style-type: none"> <li>• High quality remote and blended learning provision for all children</li> <li>• Technology provided to support remote learning where children cannot attend school</li> </ul>  | Y | <ul style="list-style-type: none"> <li>• High quality remote and blended learning in place.</li> <li>• Laptops and routers have been provided for those that require it.</li> <li>• HODs and Directors to assess gaps in knowledge and understanding.</li> <li>• Curriculum plans have been reviewed by HOD's, directors and work with SLT.</li> </ul> | M |

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|  |   | <ul style="list-style-type: none"> <li>• Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning</li> <li>• Praising stars will be used to assess the impact of interventions</li> <li>• Curriculum has been re-ordered to focus on learning priorities for the phase of education if it cannot all be caught up</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning</li> <li>• 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</li> </ul> |   | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Praising Stars to be used effectively to measure the impact of interventions.</li> <li>• Additional funding - appointed a 1:12 tutor for maths to start as soon as cleared. Interviews for English 1:1 to take place week commencing 12-4-21. This is to work with Y7-9 students who have missed learning during the second lockdown.</li> <li>• Masterclass timetable for Y7-9 to begin 5-5-21 across the central region. This will be via google classroom.</li> </ul> |   |
| <b>Periods of isolation create additional gaps in learning</b> | M | <ul style="list-style-type: none"> <li>• Blended learning/remote learning plans in place</li> <li>• Children lacking technology to support remote learning identified and technology provided</li> <li>• EdTech demonstrators providing training to staff to increase confidence and ability to provide remote learning</li> </ul>   | Y | <ul style="list-style-type: none"> <li>• Remote/blended learning in place for any students required to isolate.</li> <li>• Technology has been provided for those that require it.</li> <li>• EdTech demonstrator based at Ripon providing training and updates on a regular basis.</li> </ul>  | L |

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| <p><b>Library book sharing risks virus infection</b></p>                     | <p>M</p> | <ul style="list-style-type: none"> <li>• Libraries will not be used as a social space for children</li> <li>• Children will be managed in small numbers to select a book</li> <li>• Returned books will be quarantined for 72 hours before being returned to library shelves</li> </ul>  | <p>Y</p> | <ul style="list-style-type: none"> <li>• Library to be used as a staff work area and for small groups of students to access during their English lessons. Students will access the library to collect/return books only. No use of IT for students in the library.</li> <li>• Boxes for returns will be in place to ensure books are quarantined before going on the shelves.</li> <li>• Staff must keep 2.5m from each other, this information has been shared with staff in briefing.</li> <li>• Sign-in protocol introduced for staff using the library including identifying which workstation they have used.</li> </ul> | <p>L</p> |
| <p><b>Singing spreads virus through spittle or aerosol transmission</b></p>  | <p>M</p> | <ul style="list-style-type: none"> <li>• No choirs or large group singing</li> <li>• No singing unless social distancing can be maintained and rooms are ventilated</li> <li>• No performance to audiences</li> </ul>  | <p>Y</p> | <ul style="list-style-type: none"> <li>• Any choirs are online only.</li> <li>• No performances to audiences unless online.</li> <li>• Singing if social distancing/outside and good ventilation.</li> </ul>  | <p>L</p> |
| <p><b>Practical music lessons spread virus through spittle and touch</b></p> | <p>M</p> | <ul style="list-style-type: none"> <li>• Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only (no wind or brass unless sole users)</li> <li>• Peripatetic music lessons to continue with the child using an instrument solely used by them</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul> | <p>Y</p> | <ul style="list-style-type: none"> <li>• Music lessons have year groups assigned to instruments and are cleaned between use.</li> <li>• Peripatetic lessons continuing with a screen in place and own instrument.</li> <li>• Doors and windows open.</li> </ul>   | <p>L</p> |

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| <p><b>PE curriculum cannot be delivered in full whilst maintaining social distancing</b></p>       | <p>M</p> | <ul style="list-style-type: none"> <li>• Sport to be delivered outdoors wherever possible</li> <li>• Techniques practised rather than engaging in physical contact sports unless national guidance available</li> <li>• Sports with national body guidance prioritised and guidance put in place in full</li> <li>• No school to school competitions until grassroots sports recommence nationally</li> </ul>   | <p>Y</p> | <ul style="list-style-type: none"> <li>• For the first 2 weeks no indoor sport as the venues used for testing.</li> <li>• Following that indoor sport where necessary and one year group at a time with all external doors open in the hall</li> <li>• No competition between schools or year groups.</li> <li>• National guidance being followed.</li> </ul>   | <p>L</p> |
| <p><b>1.7 Staff workspaces</b></p>   |          |   |          |   |          |
| <p><b>Staff rooms and offices do not allow for observation of social distancing guidelines</b></p> | <p>H</p> | <ul style="list-style-type: none"> <li>• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing</li> <li>• Staff have been briefed on the use of these rooms</li> <li>• Posters in place regarding social distancing and hygiene.</li> <li>• Communal equipment removed or measures in place to disinfect between use.</li> <li>• Face masks must be worn by staff and those aged 11 or over in communal areas unless an exemption applies</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> </ul> | <p>Y</p> | <ul style="list-style-type: none"> <li>• Staff will stay in rooms where possible. Staff room with plastic chairs 2 metres apart; supply hand sanitiser &amp; wipes for use for touching fridge and boiler.</li> <li>• Library set up as an extra work space for staff where rooms are not available; sign in log for staff to complete when they have used the room.</li> <li>• Notices on offices for the number of staff that can be in there.</li> <li>• 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.</li> </ul> | <p>M</p> |

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|   |   | <ul style="list-style-type: none"> <li>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>  |   |   |   |
| <b>1.8 Managing the school lifecycle</b>  |   |   |   |   |   |
| <b>Limited progress with the school's calendar and work plan because of COVID-19 measures</b> | M | <ul style="list-style-type: none"> <li>School calendar for the year rationalised.</li> <li>Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning.</li> <li>Staff recruitment to continue employing social distancing and online interviews where appropriate</li> <li>Re-timetabling completed</li> <li>Plans and capacity in place should re-timetabling be required mid-year</li> <li>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</li> </ul> | Y | <ul style="list-style-type: none"> <li>School calendar contains PS dates and term dates only.</li> <li>Staff recruitment continues. Fully staffed in terms of teaching.</li> <li>Timetable completed.</li> <li>LED/ETA both have capacity to re-timetable if required.</li> <li>No Prom for Y11 or Y13 as even if restrictions are lifted not socially responsible.</li> </ul>  | L |
| <b>Transition for 21/22 is not in place due to lockdown/restrictions</b>                      | H | <ul style="list-style-type: none"> <li>Pastoral staff will speak with pupils and their parents about the next stage in their education and resolve any issues</li> <li>Year 3 (OJAB), Year 7 and Year 12 students will have a day in the academy before the other year groups start</li> </ul>  |   | <ul style="list-style-type: none"> <li>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.</li> <li>Virtual tours and department information on the website for both transitions.</li> <li>All information and links with Primaries will be maximised to ensure a smooth transition.</li> </ul> | M |

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|   |   | <p>at the beginning of the next year to ensure they understand the school routines</p> <ul style="list-style-type: none"> <li>• Regular communications with the parents and pupils are in place, including letters, newsletters and online broadcasts.</li> <li>• Virtual tours of the school are available for parents and pupils.</li> <li>• Online induction days for pupils and parents completed</li> <li>• Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools</li> <li>• Additional transition activity has taken place for students with identified SEND</li> <li>• New pupils will have enhanced induction in the first weeks of the September term</li> <li>• Summer schools considered to help engage children as part of transition</li> </ul> |   |   |   |
| <b>1.9 Governance and policy</b>  |   |  |   |   |   |
| <b>Directors are not fully informed or involved in making key decisions</b> | M | <ul style="list-style-type: none"> <li>• Online meetings are held regularly with the Board of Directors.</li> <li>• The Board of Directors are involved in key decisions on reopening.</li> <li>• Governors are briefed regularly on the latest</li> </ul>   | y | <ul style="list-style-type: none"> <li>• Trust board meets with minutes disseminated to the Academy Council.</li> </ul> | L |

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|  |   | government guidance and its implications for the school.  |   |  |   |
| <b>1.10 Policy review</b>  |   |   |   |  |   |
| <b>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</b> | H | <ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>                                    | Y | <ul style="list-style-type: none"> <li>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.</li> </ul>   | L |
| <b>1.11 Communication strategy</b>   |   |   |   |  |   |
| <b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b>  | H | <p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul> | Y | <ul style="list-style-type: none"> <li>Clear and regular communication with all stakeholders through weekly briefings, staff training (Google meets), email and phone.</li> </ul>  | M |
| <b>1.12 Staff induction and CPD</b>  |   |   |   |  |   |
| <b>Staff are not trained in new procedures, leading to risks to health</b>   | H | <ul style="list-style-type: none"> <li>Induction and CPD programmes are in operation for all staff prior to reopening, and include:</li> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> </ul>                               | Y | <ul style="list-style-type: none"> <li>Fire practices held over 3 days to maintain social distancing completed.</li> <li>Flick Learning re fire, H&amp;S and safeguarding courses notified</li> <li>All staff have completed their induction.</li> <li>Reminders on all areas on return to school in L+P.</li> </ul> | M |

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|  |   | <ul style="list-style-type: none"> <li>Risk management</li> </ul> <p>Staff will include a First Aider and Safeguarding Lead at all times</p>  |   |   |   |
| <p><b>Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL</b></p> | H | <ul style="list-style-type: none"> <li>First Aid qualifications extended by 3 months</li> <li>For period of COVID-19 designated safeguarding training will not expire</li> <li>Online training sought to replace or supplement training that is due to expire</li> <li>Support from leaders in the Trust who have up to date training</li> </ul>  | Y | <ul style="list-style-type: none"> <li>Can't extend beyond 31 March 2021; HSE state that can only extend if requalification training is prevented for reasons associated directly with coronavirus. Staff can now attend external courses. Currently 15 trained first aiders. Staff attending booked face to face covid safe training</li> <li>CTI/JMA/LBU/NRE/MWE/TGA now L3 safeguarding trained.</li> <li>Trust support in terms of SENCO. New SENCO started 12-4-21.</li> </ul>   | M |
| <p><b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b></p>                           | H | <ul style="list-style-type: none"> <li>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> </ul>  | Y | <ul style="list-style-type: none"> <li>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.</li> </ul>  | M |
| <p><b>Staff do not receive ongoing CPD leading to retention issues</b></p>   | M | <ul style="list-style-type: none"> <li>Learning and performance sessions will be provided in school with social distancing and using technology</li> <li>The OIE will continue to support CPD through the offer of online programmes</li> <li>Flick online learning will support with statutory, mandatory and additional training</li> <li>Training on how to wear face coverings given on INSET days</li> </ul> | Y | <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Flick online training will continue to ensure compliance. New starters to complete within 2 weeks of starting;</li> </ul> | L |
| <p><b>Staff recruitment is disrupted due to COVID-19</b></p>   | M | <ul style="list-style-type: none"> <li>Staff recruitment will continue as planned</li> <li>Alternatives to face to face interviews used wherever possible</li> </ul>  | Y | <ul style="list-style-type: none"> <li>Staff recruitment has continued throughout the year and will continue to do so where required.</li> <li>Safer recruitments checks do continue and are evidenced on interview questions.</li> </ul>   | L |



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|   |   | <ul style="list-style-type: none"> <li>• Safer recruitment checks to continue in full</li> </ul>  |   | <ul style="list-style-type: none"> <li>• Virtual interviews have taken place for all recruitment since March last year.</li> </ul>  |   |
| <b>1.13 Meal Provision</b>  |   |   |   |   |   |
| <p><b>Reduced food offers are available due to kitchen and dining capacity</b></p>  | H | <ul style="list-style-type: none"> <li>• A range of hot a cold food will be available (although this may not be a full menu)</li> <li>• Dining staggered to ensure full bubble can be catered for</li> <li>• Additional large spaces in school considered for dining</li> <li>• 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</li> </ul> | Y | <ul style="list-style-type: none"> <li>• A range of hot food and cold food will be available to all.</li> <li>• 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.</li> <li>• No other suitable space for lunch.</li> <li>• 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.</li> <li>• FSM available for all students who require them.</li> </ul>   | M |
| <b>1.14 Risk Assessment</b>   |   |   |   |   |   |
| <p><b>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.</b></p> | H | <ul style="list-style-type: none"> <li>• Risk assessment from other partners completed</li> <li>• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> <li>- Personal care</li> <li>- EHCP</li> <li>- Vulnerable staff (age, BAME, gender, pregnant)</li> <li>- MAPA</li> </ul> </li> </ul>                         | Y | <ul style="list-style-type: none"> <li>• 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 (MW) <del>PHS O/S</del></li> <li>• Link to Covid contractor risk assessments: <a href="https://drive.google.com/drive/folders/19QfYTTYuS3SoP0r0x0tYcut0E78Wi8uf?usp=sharing">https://drive.google.com/drive/folders/19QfYTTYuS3SoP0r0x0tYcut0E78Wi8uf?usp=sharing</a></li> <li>• IHCP &amp; Parental Liaison in place</li> <li>• Students with EHCP - RA need updating.</li> <li>• Vulnerable staff will have already completed the Individual Staff Risk Assessment before September 2020. Central HR currently updating the template, which will be issued shortly. 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.</li> </ul> | M |

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|  |   |   |   | <ul style="list-style-type: none"> <li>MAPA - Identified Staff currently undergoing training</li> </ul>  |   |
| <b>1.15 School transport</b>   |   |   |   |  |   |
| <p><b>If any students use public transport:<br/>Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</b></p> | M | <ul style="list-style-type: none"> <li>The details of how pupils will travel to and from school are known.</li> <li>Effective liaison with bus companies is used as a basis for planning staggered start and departure times, where required.</li> <li>Home learning and telephone support established where a child is unable to attend school due to transport issues.</li> <li>Children encouraged to use other forms of transport, including cycling and walking.</li> <li>Walking buses employed</li> <li>Children advised how to queue at bus stops employing social distancing</li> <li>Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school</li> <li>Additional hand washing and sanitising facilities available at bus parks and entrances to school.</li> <li>Queuing at the school at the end of the day is managed to ensure social distancing</li> </ul> | Y | <ul style="list-style-type: none"> <li>No staggered start time. Buses arrived on a staggered basis enabling a safe flow of students entering school.</li> <li>Departure times - Year groups will be dismissed from lessons on a small stagger, go through the tennis courts and straight to the bus if it is here. If the bus is not here socially distanced queuing on tennis courts. Students will wait in year groups designated by the member of staff on duty.</li> <li>Home learning and telephone support will be in place for any student unable to attend.</li> <li>Parental letter outlines information regarding transport. Video will be shared with students via an online assembly showing how to use facemasks. This will be shared July 2020 and again September 2020.</li> <li>Outdoor hand washing facilities have been installed to cover each year group bubble entrance and Post 16 for all students to use on arriving at school.</li> <li>Liaison with individual bus contractors takes place as and when required to address concerns</li> </ul> | L |

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| <p><b>If any students use home/school dedicated buses:<br/>Social distancing is not adhered to and bubbles mix</b></p>   | <p>M</p> | <ul style="list-style-type: none"> <li>• Effective liaison with local authorities and bus companies to understand their risk assessments and control measures, including additional cleaning</li> <li>• Children to be seated in bubble groups where possible, including social distancing</li> <li>• Vehicles will be ventilated with windows open where possible</li> <li>• Children advised how to queue at bus stops employing social distancing</li> <li>• Children advised how to use facial coverings (over age 11) and remove safely on arrival at school</li> <li>• Additional hand washing and sanitising facilities available at bus parks and entrances to school.</li> <li>• Queuing at the school at the end of the day is managed to ensure social distancing</li> </ul> | <p>Y</p> | <ul style="list-style-type: none"> <li>• Contact has been made with LA. Parents were informed to contact the LA and provided the link.</li> <li>• Parent letter outlines that we will share information with them as soon as we receive it.</li> <li>• A letter sent to parents start of September from the LA regarding buses/home to school transport.</li> <li>• Liaison with individual bus contractors takes place as and when required to address concerns raised about social distancing and wearing of masks</li> <li>• Link to Covid contractor risk assessments:<br/><a href="https://drive.google.com/drive/folders/19QfYTTYuS3SoP0r0xBtYcut0E78Wi&amp;uf?usp=sharing">https://drive.google.com/drive/folders/19QfYTTYuS3SoP0r0xBtYcut0E78Wi&amp;uf?usp=sharing</a></li> <li>• IHCP</li> </ul> | <p>L</p> |
| <p><b>If any children use home school taxis and escorted home/school transport:<br/>Social distancing can not be maintained due to the need for support or the size of the vehicle</b></p> | <p>M</p> | <ul style="list-style-type: none"> <li>• Liaison with local authority to understand the control measures in place and risk assessments</li> <li>• Children to be seated apart as far as possible from other children and adults</li> <li>• Hand washing/sanitising on boarding and disembarking</li> <li>• Face coverings to be used if appropriate</li> </ul>  | <p>Y</p> | <ul style="list-style-type: none"> <li>• Contact has been made with LA. Parents were informed to contact the LA and provided the link.</li> <li>• Parent letter outlines that we will share information with them as soon as we receive it.</li> <li>• A letter sent to parents start of September from the LA regarding buses/homeschool transport.</li> </ul>   | <p>L</p> |

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|  |   | <ul style="list-style-type: none"> <li>• Vehicles will be ventilated with windows open where possible</li> </ul>   |   |   |   |
| <b>1.16 Multi-site working</b>   |   |  |   |   |   |
| <b>Staff who normally work across multiple sites risk the spread of infection across sites</b> | H | <ul style="list-style-type: none"> <li>• Whilst government guidance allows staff to move between sites, colleagues with a multi site contract will be required to identify one or two places of work and visit those sites only, unless operational necessity requires them to move.</li> <li>• Twice weekly staff LFD testing</li> <li>• Office spaces will have maximum capacity numbers and homeworking will be used to support rotas where needed</li> <li>• 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.</li> </ul> | Y | <ul style="list-style-type: none"> <li>• Number of support staff work across sites. One school per day.</li> <li>• Finance may still work from home.</li> <li>• Staff will be provided with home testing kits from next week. 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.</li> <li>• Office spaces have maximum capacity signs on them.</li> </ul>   | M |
| <b>1.17 Attendance and Punctuality</b>   |   |  |   |   |   |
| <b>Children do not attend school consistently as habits and social norms have changed</b>      | M | <ul style="list-style-type: none"> <li>• The need and value of attendance at school will be regularly reinforced with children and families</li> <li>• PR campaigns regarding attendance will be launched</li> <li>• Attendance staffing requirements will be kept under review to ensure that</li> </ul>  | Y | <ul style="list-style-type: none"> <li>• Letter to parents reinforced attendance to school.</li> <li>• Promote attendance via social media.</li> <li>• LM and attendance admin and EWO will make regular safeguarding calls.</li> <li>• Attendance fines reintroduced - we will work closely with families before issuing any fines.</li> <li>• Regular safeguarding calls for those not attending are in place.</li> <li>• EHE is always discouraged.</li> </ul> | L |

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|  |   | <p>all absence is chased effectively</p> <ul style="list-style-type: none"> <li>Regular safeguarding phone calls to those children not attending</li> <li>Attendance fines will be reintroduced</li> <li>EHE is discouraged where requested by parents/carers</li> <li>Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed</li> </ul>       |   |   |   |  |
| <b>1.18 Alternative Provision</b>  |   |  |   |   |   |  |
| <b>Control measures are not in place for children attending alternative provision or otherwise accessing part time education</b> | M | <ul style="list-style-type: none"> <li>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</li> <li>Where attendance is part time, liaison to identify the risks of movement between settings</li> <li>Children not to attend more than 1 setting in the same day</li> </ul> | Y | <ul style="list-style-type: none"> <li>Regular contact is made with BCC, as the only AP supporting one student at present.</li> <li>All RA are in the link here.<br/><a href="https://drive.google.com/drive/folders/1aaYjUuQP-ggd6dhmhEK8AYmfnms9odY?usp=sharing">https://drive.google.com/drive/folders/1aaYjUuQP-ggd6dhmhEK8AYmfnms9odY?usp=sharing</a></li> <li>1 student attends AP and only attends one setting a day.</li> </ul> | L |  |
| <b>1.19 School Visits and Trips</b>  |   |  |   |   |   |  |
| <b>The resumption of non-overnight school visits poses risks to infection control</b>  | H | <ul style="list-style-type: none"> <li>Local day visits can recommence from 12/4/21, each visit to be fully risk assessed including how social distancing and hygiene can be maintained</li> <li>Domestic residential visits may recommence after</li> </ul>   | Y | <ul style="list-style-type: none"> <li>No educational visits planned currently.</li> <li>Duke of Edinburgh can begin with day visits immediately.</li> </ul>  | L |  |

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|   |   | 17/5/21 - awaiting national guidance   |   |  |   |
| <b>1.20 Asymptomatic Transmission</b>   |   |  |   |  |   |
| <b>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</b> | H | <ul style="list-style-type: none"> <li>In-school and home testing is provided in line with current government guidance.<br/><br/><i>(Scientific evidence indicates that lateral flow testing recognises new variants of Covid-19)</i></li> <li>Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required.</li> <li>Secondary students who consent to LFD testing will be required to undertake a negative LFD test prior to accessing face to face lessons</li> <li>A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust 'COVID-19 Risk Assessment: School Based Asymptomatic Testing' for further details).</li> </ul> | Y | <ul style="list-style-type: none"> <li>Testing of students 3 times on return to school is in place.</li> <li>Home testing kits to be given to staff and students with guidance.</li> <li>Students who consent to an LFD test will have one before returning to face to face teaching. A negative result or the correct isolation period if positive will have happened before face to face teaching occurs.</li> <li>RA for testing in place.<br/><a href="https://docs.google.com/document/d/1i8ODPhNUycGgMQoWpf8V5wHF-dBGOaVbIFhKGyulhCs/edit#heading=h.gjdgxs">https://docs.google.com/document/d/1i8ODPhNUycGgMQoWpf8V5wHF-dBGOaVbIFhKGyulhCs/edit#heading=h.gjdgxs</a></li> </ul> | M |

## 2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19

### 2.1 Cleaning

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| <p><b>Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required</b></p> | <p>H</p> | <ul style="list-style-type: none"> <li>• An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection.</li> <li>• Reduced areas of the school used whilst less children and staff in school</li> <li>• Working hours for cleaning staff are increased and additional staff appointed where necessary.</li> <li>• Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles</li> <li>• Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas.</li> <li>• Classroom timetabling is shared to ensure the classrooms are cleaned when free</li> </ul> | <p>Y</p> | <ul style="list-style-type: none"> <li>• Enhanced cleaning - enhanced personal cleaning (handwashing/sanitising/cleaning of computers)</li> <li>• Cleaning of dining hall between sittings</li> <li>• Cleaning of toilets on a regular basis</li> <li>• Cleaning of high traffic areas on regular basis</li> <li>• Room cleaning on an evening</li> <li>• Cleaning of PE changing rooms throughout the day.</li> <li>• 2 additional Churchill's day cleaners engaged, making 3 day cleaners in total including academy employed staff to cover the enhanced cleaning</li> </ul> | <p>M</p> |
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### 2.2 Hygiene and handwashing

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| <p><b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b></p> | <p>H</p> | <ul style="list-style-type: none"> <li>• An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased if necessary.</li> </ul> | <p>Y</p> | <ul style="list-style-type: none"> <li>• Surplus supply of sanitiser in place.</li> <li>• 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.</li> </ul> | <p>M</p> |
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|  |   | <ul style="list-style-type: none"> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>Additional external wash basins have been provided at key points around the school.</li> </ul>   |   | <ul style="list-style-type: none"> <li>Cleaner and site staff to monitor consumables and arrange replenishment when anything needs replacing to ensure that we do not run out.</li> </ul>   |   |
| <b>Pupils forget to wash their hands regularly and frequently</b>                      | H | <ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Hand washing is timetabled for arrival at school, when changing rooms, return from breaks and before and after eating</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary.</li> </ul> | Y | <ul style="list-style-type: none"> <li>Handwashing will take place on arrival at school</li> <li>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.</li> <li>SLT will monitor handwashing and timetable if required.</li> <li>Posters in place in WC areas</li> <li>Students reminded in form time.</li> </ul> | M |
| <b>2.3 Clothing/fabric</b>   |   |   |   |   |   |
| <b>Not wearing clean clothes each day may increase the risk of the virus spreading</b> | H | <ul style="list-style-type: none"> <li>Expectations and guidance are communicated to parents.</li> <li>Dfe guidance states that additional cleaning of uniform is not required</li> </ul>   |   | <ul style="list-style-type: none"> <li>Uniform expectations communicated to parents via letter.</li> <li>Additional uniform will be available.</li> <li>Expectations and guidance is clearly set out in parent letter.</li> </ul>   |   |



|  |   |  |   |   |   |
|--|---|--|---|---|---|
|  |   | <ul style="list-style-type: none"> <li>Additional uniform issued to catering, cleaning and site staff if they have insufficient</li> </ul>   |   |   |   |
| <b>Standard uniform/staff dress code leads to coldness due to additional ventilation of spaces</b> | M | <ul style="list-style-type: none"> <li>Children encouraged to wear warmer items of uniform or outdoor coats whilst inside</li> <li>Hardship monitored closely to ensure no children are disadvantaged/items purchased in these cases by the school</li> <li>Staff encouraged to wear warmer items of clothing/outdoor coats if necessary</li> </ul>  | Y | <ul style="list-style-type: none"> <li>Students can wear any plain black jumper and layers under their uniform if they are concerned about being cold.</li> <li>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.</li> </ul> | L |
| <b>The use of fabric chairs may increase the risk of the virus spreading</b>                       | M | <ul style="list-style-type: none"> <li>Take fabric chairs out of use where possible.</li> <li>Where that is not possible then ensure chairs are limited to single person use.</li> </ul>   | Y | <ul style="list-style-type: none"> <li>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.</li> </ul>  | L |
| <b>2.4 Testing and managing symptoms</b>   |   |  |   |   |   |
| <b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>  | H | <ul style="list-style-type: none"> <li>Twice weekly home LFD testing available for staff</li> <li>Testing and tracing in place nationally.</li> <li>Flowcharts provided to schools to explain what they need to do if they have a positive case confirmed.</li> <li>Guidance on getting PCR tested if symptomatic has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> </ul> | Y | <ul style="list-style-type: none"> <li>Home testing kits are available for all staff who work in the building to do twice weekly testing.</li> <li>Home testing kits will be provided for the students to use once their three initial tests are complete.</li> <li>Guidance explained to staff on 5-3-21.</li> </ul>   | M |

|  |   |   |   |   |   |
|--|---|---|---|---|---|
|  |   | <ul style="list-style-type: none"> <li>Home PCR Test Kits issued to staff/students/parents in exceptional circumstances where attendance at a test centre is not possible.</li> </ul>   |   |   |   |
| <p><b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b></p> | H | <ul style="list-style-type: none"> <li>Regular staff LFD testing and mass student testing to identify asymptomatic cases and allow isolation</li> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>Staff and students over 18 encouraged to download NHS Covid-19 app and engage with Test and Trace</li> <li>Advice given on how to use the app and when to turn off to avoid false results</li> <li>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.</li> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms</li> </ul> | Y | <ul style="list-style-type: none"> <li>Staff have had regular LFD testing during lockdown and will be provided with home testing kits from 3rd March.</li> <li>Attendance team prepared to track return to school dates.</li> <li>Staff and students of the relevant age encouraged to download the nhs app.</li> <li>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.</li> <li>Any person displaying symptoms in school will be isolated in the covid isolation room until they can go home. They will be asked to go and get a PCR test.</li> <li>All stakeholders are aware of the steps they should take should someone in their household develop symptoms.</li> <li>A record of positive cases kept and reported to the Trust.</li> </ul> | M |

|  |  |  |  |  |
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|  | <ul style="list-style-type: none"> <li>● A record of any COVID-19 symptoms in staff or pupils is reported to the trust.</li> <li>● Each school knows how to notify DfE contact line for advice.</li> <li>● Government advice followed for identifying contact levels:</li> </ul> <p>anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19</p> <p>anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:</p> <p>face-to-face contact including being coughed on or having a face-to-face conversation within one metre</p> <p>been within one metre for one minute or longer without face-to-face contact</p> <p>been within 2 metres of someone for more than 15 minutes</p> |  |  |  |
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|  |   | (either as a one-off contact, or added up together over one day)<br><br>travelled in the same vehicle or a plane   |   |   |   |
| <b>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</b> | H | <ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>Communication sent to all parents on using the NHS Covid-19 app</li> </ul> | Y | <ul style="list-style-type: none"> <li>All stakeholders receive clear and regular communication about the symptoms of covid 19.</li> <li>Guidance explained in assemblies and by form tutors.</li> </ul>  | M |
| <b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b>                           | H | <ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils</li> </ul>  | Y | <ul style="list-style-type: none"> <li>Staff, pupils and parents receive up to date information on symptoms and steps required.</li> <li>Groupcall and social media.</li> <li>Form tutors also share this information with students.</li> </ul> | M |

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|   |   | <p>as part of the induction process, including flowcharts</p> <ul style="list-style-type: none"> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>  |   |  |   |
| <b>2.5 First Aid/Designated Safeguarding Leads</b>  |   |  |   |  |   |
| <b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b> | H | <ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>Small group face to face training offered locally to avoid need for travel</li> <li>A programme for training additional staff is in place.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> </ul>   | Y | <ul style="list-style-type: none"> <li>Staff can now and are attending external training for first aid. There are 15 trained first aiders on the staff.</li> <li>9 staff who are now L3 safeguarding trained to respond to any safeguarding concern. Chris Tiffany is the DSL.</li> </ul>  | M |
| <b>2.6 Medical rooms</b>  |   |  |   |  |   |
| <b>Medical rooms are not adequately equipped or configured to maintain infection control</b>                                | H | <ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>Doors and windows will be opened where possible to encourage natural ventilation of rooms and</li> </ul> | Y | <ul style="list-style-type: none"> <li>Medical room now located opposite the library. Space to be able to socially distance.</li> <li>Old medical room now COVID isolation room.</li> <li>When rooms have been used the supervising staff member is to ensure the Awaiting Cleaning sign is put on the door (if missing from the room then spares are available from Reception); the usage is then to be reported to the Site Manager / Business Manager to arrange cleaning.</li> </ul> | M |

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|  |   | <p>spaces (with the exception of fire doors)</p> <ul style="list-style-type: none"> <li>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>   |   |  |   |  |
| <b>2.7 Communication with parents</b>  |   |   |   |  |   |  |
| <b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b> | H | <ul style="list-style-type: none"> <li>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 on a weekly basis using a range of communication tools.</li> <li>A COVID-19 section on the school website is created and updated.</li> </ul>       | Y | <ul style="list-style-type: none"> <li>Share information with parents via text, email and social media.</li> <li>Covid section on website. RWI to update when required.</li> </ul>   | M |  |
| <b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b>     | H | <ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>  | Y | <ul style="list-style-type: none"> <li>Share information with parents via text, email and social media.</li> </ul>   | M |  |
| <b>2.8 Personal Protective Equipment (PPE)</b>   |   |   |   |  |   |  |
| <b>Provision of PPE for staff where required is not in line with government guidelines</b>                             | H | <ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>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</li> </ul> | Y | <ul style="list-style-type: none"> <li>Guidance on who needs to wear PPE and when shared with staff.</li> <li>Use of gloves not a substitute for handwashing part of INSET.</li> <li>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.</li> <li>PPE available for those involved in covid testing.</li> </ul> | M |  |

|  |   |   |   |   |   |
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|  |   | <p>carefully to reduce contamination and also how to dispose of them safely.</p> <ul style="list-style-type: none"> <li>Staff are reminded that the wearing of gloves is not a substitute for good handwashing.</li> </ul>  |   |   |   |
| <b>2.9 Catering</b>  |   |   |   |   |   |
| <p><b>Dining space can not cater for numbers of children with appropriate cleaning and hygiene</b></p> | H | <ul style="list-style-type: none"> <li>A reduced catering offer is established if necessary to ensure that children attending school can receive a meal</li> <li>Primary - meals will be provided in class bubbles</li> <li>Secondary - additional dining spaces identified if needed</li> <li>Secondary - all students facing same way and social distancing in place by removing use of seats</li> <li>Dining spaces cleaned between bubbles or bubbles kept separated due to small numbers</li> <li>Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul> | Y | <ul style="list-style-type: none"> <li>No reduction in catering as it is easier to provide 100 sets of 5 or 6 different meals than 600 of the same.</li> <li>No suitable additional dining space available. Post 16 will eat in P16 centre.</li> <li>Arrangement of seating in dining hall in place with colour coded sittings for year groups to reduce contamination and to help with cleaning regime.</li> <li>Cleaning will take place during all break times and lunch times..</li> <li>Doors and windows open as appropriate to ensure good ventilation.</li> </ul> | M |
| <b>2.10 Finance</b>  |   |   |   |   |   |

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| <p><b>Cash brought into the academy spreads the virus through handling</b></p> | <p>M</p> | <ul style="list-style-type: none"> <li>• Cashless is encouraged at all times</li> <li>• Parent letters requesting that cash is not used and accounts are topped up from home</li> <li>• Any cash brought in is placed in the safe for 72 hours and hand immediately washed</li> </ul> | <p>Y</p> | <ul style="list-style-type: none"> <li>• School is already a cashless school.</li> <li>• Finance team has organised for a safe to be used if any cash does come into school</li> </ul>  | <p>L</p> |
| <p><b>2.11 Gifts</b></p>   |          |   |          |   |          |
| <p><b>Children bring gifts for the end of term that spread the virus</b></p>   | <p>M</p> | <ul style="list-style-type: none"> <li>• Gifts to be discouraged</li> <li>• Those that are brought should be accepted, hands washed and then quarantined for 72 hours</li> </ul>  | <p>Y</p> | <ul style="list-style-type: none"> <li>• Staff have been informed what to do if gifts are brought in. With minimal students this is unlikely.</li> <li>• 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.</li> </ul> | <p>L</p> |
| <p><b>3. Maximising social distancing measures</b></p>                         |          |   |          |   |          |
| <p><b>3.1 Pupil behaviour</b></p>  |          |   |          |   |          |



|   |          |   |          |  |          |
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| <p><b>Pupils' behaviour on return to school does not comply with social distancing guidance</b></p> | <p>H</p> | <ul style="list-style-type: none"> <li>• Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>• Staff model social distancing consistently.</li> <li>• The movement of pupils around the school is minimised.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> <li>• Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations - NB</li> </ul> | <p>Y</p> | <ul style="list-style-type: none"> <li>• Posters will be in place in all areas of the school. Some to be put up during the holiday. Regular assemblies from the Principal on social responsibility.</li> <li>• Staff modelling social distancing.</li> <li>• Movement around school minimised by zoning year groups, minimal use of specialist rooming.</li> <li>• Break and lunch times staggered so each year group has their own. Social distancing or mask wearing is strongly encouraged by staff.</li> <li>• 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.</li> <li>• SLT will review daily and weekly to implement any changes required.</li> <li>• Message to parents via letter.</li> </ul> | <p>M</p> |
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|  |   | for EYFS and KS1 the bubble is designed to protect children that are too young to social distance.  |   |   |   |
| <b>3.2 Classrooms and teaching spaces</b>  |   |   |   |   |   |
| <b>The size and configuration of classrooms and teaching spaces does not support government guidance</b> | H | <ul style="list-style-type: none"> <li>All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible.</li> <li>Arrangements are reviewed regularly.</li> <li>Unnecessary equipment removed from classrooms</li> <li>Soft toys and soft furnishings removed</li> <li>Cleaning product and wipes available in EYFS to clean toys</li> <li>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</li> <li>Tables in rows with children facing the front to avoid face to face</li> <li>Entering and exiting the classroom is 'one person at a time'</li> <li>Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in</li> </ul> | Y | <ul style="list-style-type: none"> <li>All excess furniture has been removed where possible, or has been made inaccessible.</li> <li>Staff have been issued wipes to carry round; departments with multi use facilities (music, ICT can arrange for replacement stock via site manager).</li> <li>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.</li> </ul> | M |

|   |                                      | conjunction with natural air flow  |  |  |                      |                      |                       |                         |                         |   |                     |  |  |   |   |                              |   |  |   |   |                    |   |  |   |    |                              |  |  |  |    |                        |   |  |  |       |                                      |   |                                       |  |   |
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| <b>3.3 Movement in corridors</b>  |                                      |  |  |  |                      |                      |                       |                         |                         |   |                     |  |  |   |   |                              |   |  |   |   |                    |   |  |   |    |                              |  |  |  |    |                        |   |  |  |       |                                      |   |                                       |  |   |
| <p><b>Social distancing guidance is breached when pupils circulate in corridors</b></p> | H                                    | <ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and amended.</li> <li>• One-way systems are in operation where feasible.</li> <li>• Posters in corridors and circulation areas on social distancing</li> <li>• Floor markings in key areas</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> <li>• The movement of pupils around school is minimised as much as possible.</li> <li>• Where possible, pupils stay in classrooms and staff move around.</li> <li>• Social time change overs are staggered to avoid overcrowding.</li> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• Appropriate supervision levels are in place.</li> <li>• Accessible routes have been planned where necessary.</li> <li>• Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> </ul> | Y  | <table border="1"> <thead> <tr> <th>Year group</th> <th>Allocated Classrooms</th> <th>Entrance</th> <th>Route for break/lunch</th> <th>Exit at end of school c</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>G3, G4, G5, SOS, F4</td> <td>Enter school through the locker area, walk past the library and turn right onto the main corridor.</td> <td>Walk past the library, past locker area toilets to the dining hall. Exit dining hall via back exit onto tennis courts.</td> <td>Down the main corridor, walk onto to tennis courts. If bus not here straight to round the bus. If bus not here social distancing.</td> </tr> <tr> <td>8</td> <td>G10, G11, G12, F10, F11, F12</td> <td>Enter the school through the PE toilet entrance straight into the maths block. If upstairs use the stair case in the maths block.</td> <td>Out of maths area through PE exit, walk outside past Languages, in through the locker area doors, past the toilets into the dining hall. Exit dining hall through far exit onto tennis courts.</td> <td>Out of maths and then exit, walk onto to tennis courts. If bus not here straight to round the bus. If bus not here social distancing.</td> </tr> <tr> <td>9</td> <td>G1, G2, F1, F2, F3</td> <td>Enter the school through the dining hall, down the corridor to reception and then onto the main corridor.</td> <td>Walk past the library, past locker area toilets to the dining hall. Exit dining hall via back exit onto tennis courts.</td> <td>Down the main corridor, walk onto to tennis courts. If bus not here straight to round the bus. If bus not here social distancing.</td> </tr> <tr> <td>10</td> <td>F6, F7, F8, Russia and China</td> <td>Enter the school through the PE toilet entrance straight up the stairs if upstairs. Access to F6 through F7. If in Russia or China through the PE entrance and turn left onto main corridor to Russia and China.</td> <td>Through the PE exit, walk onto to tennis courts, if bus is here straight to roundabout and onto the bus. If bus not here queue with social distancing.</td> <td>Leave via the PE exit, tennis courts, if bus is roundabout and onto 1 here queue with social distancing.</td> </tr> <tr> <td>11</td> <td>G7, G8, E8, Ed, Es, E1</td> <td>Enter the school through the G6 entrance and turn right onto the main corridor.</td> <td>Out of the G6 exit, past Languages in through the locker area doors past the toilets into the dining hall. Exit the dining hall via the far exit onto the tennis courts.</td> <td>Down the main corridor, walk onto to tennis courts. If bus is here straight to round the bus. If bus not here social distancing.</td> </tr> <tr> <td>12/13</td> <td>Specialist rooms, 6th form, BS1, BS2</td> <td>Specialist rooms DT/Art/Science/Psychology - enter the school through reception and onto the corridor. The corridor is a two way system - keep to the left.</td> <td>Lunch is in the 6th form common room.</td> <td>From 6th form block straight to buses. From any other the main corridor to the tennis courts. If bus is here queue with social distancing.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Y10 classrooms are now G8, F8, China and Russia and Y11 are Languages block, G7 and F6.</li> <li>• Movement of students reduced by zoning year groups into areas. Students will move classrooms but within their zone.</li> <li>• Social times are all staggered to reduce overcrowding.</li> <li>• Staff will share the importance of social distancing at the end of every lesson.</li> <li>• Duty rotas will be in place for supervision.</li> <li>• Information sent to parents in letter, text and social media.</li> <li>• Zone Year Group signs in place at all entrances and on corridor doors/bulkheads</li> <li>• Staff can move between bubbles using the normal corridors. Social distancing in corridors can be difficult and facemasks should be worn.</li> <li>• Any additional members of staff in a classroom must be 2m away from students at all times.</li> </ul> | Year group           | Allocated Classrooms | Entrance              | Route for break/lunch   | Exit at end of school c | 7 | G3, G4, G5, SOS, F4 | Enter school through the locker area, walk past the library and turn right onto the main corridor. | Walk past the library, past locker area toilets to the dining hall. Exit dining hall via back exit onto tennis courts. | Down the main corridor, walk onto to tennis courts. If bus not here straight to round the bus. If bus not here social distancing. | 8 | G10, G11, G12, F10, F11, F12 | Enter the school through the PE toilet entrance straight into the maths block. If upstairs use the stair case in the maths block. | Out of maths area through PE exit, walk outside past Languages, in through the locker area doors, past the toilets into the dining hall. Exit dining hall through far exit onto tennis courts. | Out of maths and then exit, walk onto to tennis courts. If bus not here straight to round the bus. If bus not here social distancing. | 9 | G1, G2, F1, F2, F3 | Enter the school through the dining hall, down the corridor to reception and then onto the main corridor. | Walk past the library, past locker area toilets to the dining hall. Exit dining hall via back exit onto tennis courts. | Down the main corridor, walk onto to tennis courts. If bus not here straight to round the bus. If bus not here social distancing. | 10 | F6, F7, F8, Russia and China | Enter the school through the PE toilet entrance straight up the stairs if upstairs. Access to F6 through F7. If in Russia or China through the PE entrance and turn left onto main corridor to Russia and China. | Through the PE exit, walk onto to tennis courts, if bus is here straight to roundabout and onto the bus. If bus not here queue with social distancing. | Leave via the PE exit, tennis courts, if bus is roundabout and onto 1 here queue with social distancing. | 11 | G7, G8, E8, Ed, Es, E1 | Enter the school through the G6 entrance and turn right onto the main corridor. | Out of the G6 exit, past Languages in through the locker area doors past the toilets into the dining hall. Exit the dining hall via the far exit onto the tennis courts. | Down the main corridor, walk onto to tennis courts. If bus is here straight to round the bus. If bus not here social distancing. | 12/13 | Specialist rooms, 6th form, BS1, BS2 | Specialist rooms DT/Art/Science/Psychology - enter the school through reception and onto the corridor. The corridor is a two way system - keep to the left. | Lunch is in the 6th form common room. | From 6th form block straight to buses. From any other the main corridor to the tennis courts. If bus is here queue with social distancing. | M |
|   |                                      |  |  | Year group   | Allocated Classrooms | Entrance             | Route for break/lunch | Exit at end of school c |                         |   |                     |  |  |   |   |                              |   |  |   |   |                    |   |  |   |    |                              |  |  |  |    |                        |   |  |  |       |                                      |   |                                       |  |   |
| 7   | G3, G4, G5, SOS, F4                  | Enter school through the locker area, walk past the library and turn right onto the main corridor.   | Walk past the library, past locker area toilets to the dining hall. Exit dining hall via back exit onto tennis courts.   | Down the main corridor, walk onto to tennis courts. If bus not here straight to round the bus. If bus not here social distancing.  |                      |                      |                       |                         |                         |   |                     |  |  |   |   |                              |   |  |   |   |                    |   |  |   |    |                              |  |  |  |    |                        |   |  |  |       |                                      |   |                                       |  |   |
| 8   | G10, G11, G12, F10, F11, F12         | Enter the school through the PE toilet entrance straight into the maths block. If upstairs use the stair case in the maths block.  | Out of maths area through PE exit, walk outside past Languages, in through the locker area doors, past the toilets into the dining hall. Exit dining hall through far exit onto tennis courts. | Out of maths and then exit, walk onto to tennis courts. If bus not here straight to round the bus. If bus not here social distancing.  |                      |                      |                       |                         |                         |   |                     |  |  |   |   |                              |   |  |   |   |                    |   |  |   |    |                              |  |  |  |    |                        |   |  |  |       |                                      |   |                                       |  |   |
| 9   | G1, G2, F1, F2, F3                   | Enter the school through the dining hall, down the corridor to reception and then onto the main corridor.  | Walk past the library, past locker area toilets to the dining hall. Exit dining hall via back exit onto tennis courts.   | Down the main corridor, walk onto to tennis courts. If bus not here straight to round the bus. If bus not here social distancing.  |                      |                      |                       |                         |                         |   |                     |  |  |   |   |                              |   |  |   |   |                    |   |  |   |    |                              |  |  |  |    |                        |   |  |  |       |                                      |   |                                       |  |   |
| 10  | F6, F7, F8, Russia and China         | Enter the school through the PE toilet entrance straight up the stairs if upstairs. Access to F6 through F7. If in Russia or China through the PE entrance and turn left onto main corridor to Russia and China.   | Through the PE exit, walk onto to tennis courts, if bus is here straight to roundabout and onto the bus. If bus not here queue with social distancing.   | Leave via the PE exit, tennis courts, if bus is roundabout and onto 1 here queue with social distancing.   |                      |                      |                       |                         |                         |   |                     |  |  |   |   |                              |   |  |   |   |                    |   |  |   |    |                              |  |  |  |    |                        |   |  |  |       |                                      |   |                                       |  |   |
| 11  | G7, G8, E8, Ed, Es, E1               | Enter the school through the G6 entrance and turn right onto the main corridor.  | Out of the G6 exit, past Languages in through the locker area doors past the toilets into the dining hall. Exit the dining hall via the far exit onto the tennis courts.                       | Down the main corridor, walk onto to tennis courts. If bus is here straight to round the bus. If bus not here social distancing.   |                      |                      |                       |                         |                         |   |                     |  |  |   |   |                              |   |  |   |   |                    |   |  |   |    |                              |  |  |  |    |                        |   |  |  |       |                                      |   |                                       |  |   |
| 12/13   | Specialist rooms, 6th form, BS1, BS2 | Specialist rooms DT/Art/Science/Psychology - enter the school through reception and onto the corridor. The corridor is a two way system - keep to the left.  | Lunch is in the 6th form common room.  | From 6th form block straight to buses. From any other the main corridor to the tennis courts. If bus is here queue with social distancing.   |                      |                      |                       |                         |                         |   |                     |  |  |   |   |                              |   |  |   |   |                    |   |  |   |    |                              |  |  |  |    |                        |   |  |  |       |                                      |   |                                       |  |   |

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|  |   | <ul style="list-style-type: none"> <li>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>   |   |  |   |
| <b>3.4 Break times</b>   |   |  |   |  |   |
| <b>Pupils may not observe social distancing at break times</b> | H | <ul style="list-style-type: none"> <li>Break times are staggered</li> <li>External areas are designated for different groups</li> <li>Pupils are reminded about social distancing as break times begin</li> <li>Social distancing signage is in place around the school and in key areas</li> <li>Additional handwashing facilities in place and encouraged after break times</li> <li>Supervision levels have been enhanced, especially with younger pupils, to support social distancing.</li> <li>Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies</li> </ul> | Y | <ul style="list-style-type: none"> <li>Break times are staggered - every year group has a separate break except P16 who will have their break in P16 centre.</li> <li>Staff will remind students about social distancing at the end of every lesson.</li> <li>Social distancing signage in place in many areas but will be going up in all areas over the summer.</li> <li>Duty rotas for supervision will be in place.</li> <li>Information sent to parents in letter, text and social media. Staff training during INSET and information given to students on first tutor session.</li> <li>Disposable masks available on Reception for emergency purposes.</li> </ul> | M |
| <b>3.5 Lunch times</b>   |   |  |   |  |   |
| <b>Pupils may not observe social distancing at lunch times</b> | H | <ul style="list-style-type: none"> <li>Pupils are reminded about social distancing as lunch times begin.</li> <li>Pupils wash their hands before and after eating.</li> <li>Dining area layouts have been configured to ensure social distancing.</li> </ul>   | Y | <ul style="list-style-type: none"> <li>Staff will remind students about social distancing at the end of every lesson.</li> <li>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.</li> </ul>  | M |

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|  | <ul style="list-style-type: none"> <li>● Tables and chairs have been cordoned off where this is not possible.</li> <li>● Floor markings are used to manage queues and enable social distancing.</li> <li>● <i>PIN and biometric either disinfected between each use or replaced with manual recording of purchases (this could also be managed by children washing hands on entrance to dining hall)</i></li> <li>● Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home.</li> <li>● Water fountains taken out of use.</li> <li>● Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.</li> <li>● Guidance has been issued to parents and pupils on packed lunches</li> <li>● Eating areas are cleaned between bubbles by catering, cleaning or MSA staff.</li> <li>● Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies</li> <li>● Doors and windows will be opened where possible to encourage natural ventilation of rooms and</li> </ul> |  | <ul style="list-style-type: none"> <li>● 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.</li> <li>● Paying for lunch is done by lpay 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</li> <li>● Reval machine marked as out of use.</li> <li>● 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.</li> <li>● Staggered lunchtimes are in place.</li> <li>● Guidance on pack lunches in the parent letter.</li> <li>● Eating areas will be cleaned between sittings.</li> <li>● Information sent to parents in letter, text and social media. Staff training during INSET and information given to students on first tutor session.</li> <li>● Additional day cleaners engaged from Churchills</li> <li>● Disposable masks available on Reception for emergency purposes.</li> </ul> |  |
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|  |   | <p>spaces (with the exception of fire doors)</p> <ul style="list-style-type: none"> <li>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>  |   |   |   |
| <b>3.6 Toilets</b>   |   |  |   |   |   |
| <p><b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b></p> | H | <ul style="list-style-type: none"> <li>Queuing zones for toilets and hand washing have been established and are monitored</li> <li>Separate toilets for different bubbles where possible</li> <li>Floor markings are in place to enable social distancing.</li> <li>Pupils know that they can only use the toilet one at a time.</li> <li>Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>The toilets are cleaned frequently.</li> <li>Monitoring ensures a constant supply of soap and paper towels.</li> <li>Bins are emptied regularly.</li> <li>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> <li>Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies</li> </ul> | Y | <ul style="list-style-type: none"> <li>Toilets at break and lunchtimes are to be used by the year groups who is on break/lunch. If other year groups use these areas they should maintain a 2m distance.</li> <li>Students will be informed of not sharing toilets in their induction tutor team.</li> <li>Students will be informed they can use the toilets during lessons to reduce queuing.</li> <li>Toilets will be cleaned regularly throughout the day.</li> <li>Students will be informed on the importance of handwashing.</li> <li>Information sent to parents in letter, text and social media. Staff training during INSET and information given to students on first tutor session.</li> <li>Additional day cleaners engaged from Churchills to support cleaning regime</li> <li>Disposable masks available on Reception for emergency purposes.</li> <li>Toilet areas have no windows but an open front.</li> <li>Masks to be worn in these areas.</li> </ul> | M |

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|   |   | <ul style="list-style-type: none"> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>  |   |   |   |
| <b>3.7 Medical Rooms</b>  |   |  |   |   |   |
| <b>The configuration of medical rooms may compromise social distancing measures</b> | H | <ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• PPE provided in medical room for first aiders</li> <li>• Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul> | Y | <ul style="list-style-type: none"> <li>• Medical room moved to opposite the library - more space.</li> <li>• PPE is in place for first aiders.</li> <li>• Old medical room will be the COVID-19 isolation room.</li> <li>• 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</li> <li>• Doors and windows to be open for ventilation.</li> <li>• 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.</li> </ul> | M |
| <b>3.8 Reception area</b>   |   |  |   |   |   |

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| <p><b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b></p> | <p>H</p> | <ul style="list-style-type: none"> <li>• Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>• Screens between Receptionist and visitor installed if not already in place</li> <li>• Signing in completed by Reception staff so that visitors do not touch pens, visitors book, signing in screens etc</li> <li>• Meeting room identified for essential meetings where social distancing can be complied with.</li> <li>• Non-essential deliveries and visitors to school are minimised.</li> <li>• Signs on gates to confirm not accepting non-essential visitors</li> <li>• Arrangements are in place for segregation of visitors.</li> <li>• Visitor logs kept to support Track and Trace</li> <li>• Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if</li> </ul> | <p>Y</p> | <ul style="list-style-type: none"> <li>• Social distancing markings are on the floor outside of the building.</li> <li>• Signage is clearly displayed in reception.</li> <li>• Screen in place on reception desk.</li> <li>• Reception staff remind visitors to use hand sanitizer on arrival.</li> <li>• Meeting room is the current meeting room next to reception.</li> <li>• Non essential deliveries and visitors is in place. Parents were informed via a letter.</li> <li>• Signage on the gate.</li> <li>• Visitors are signed in by the Receptionist in the relevant Visitors Book (to enable a record of visitors to be taken out in the event of a fire).</li> <li>• Information sent to parents in letter, text and social media.</li> <li>• Disposable masks available on Reception for emergency purposes.</li> </ul> | <p>M</p> |
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|   |   | possible, or used in conjunction with natural air flow   |   |   |   |
| <b>3.9 Arrival and departure from school</b>  |   |  |   |   |   |
| <b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b> | H | <ul style="list-style-type: none"> <li>Start and finish times are staggered or different entrances/exits for different bubbles</li> <li>The use of available entrances and exits is maximised.</li> <li>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>Weekly messages to parents stress the need for social distancing at arrival and departure times.</li> <li>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</li> </ul> | Y | <ul style="list-style-type: none"> <li>Start of day naturally staggered by arrival of school buses.</li> <li>End of school day staggered by 2 minutes. Students will exit the school from the far end by zone. Y8, Y10, Y11, Y7, Y9. Post 16 at 2.50pm. Staff will dismiss groups to prevent mixing of year groups.</li> <li>Signage is on all exits.</li> <li>Letter to parents informs them that communication will be via text, email, phone or letter and they are not to enter school unless they have a pre-arranged meet.</li> </ul> | M |
| <b>3.10 Transport</b>   |   |  |   |   |   |
| <b>The use of public and school transport by pupils poses risks in terms of social distancing</b>                 | H | <ul style="list-style-type: none"> <li>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.</li> </ul>   | Y | <ul style="list-style-type: none"> <li>Information will be shared with parents.</li> <li>Handwashing available with new outdoor washing facilities.</li> <li>Liaison with bus companies and bus drivers to address issues promptly</li> </ul>   | M |

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|  |   | <ul style="list-style-type: none"> <li>• Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing.</li> <li>• Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.</li> <li>• Hand sanitizers and hand washing available on arrival at school</li> <li>• Windows to be open on transport where possible for natural ventilation</li> </ul> |   |  |   |  |
| <b>3.11 Staff areas</b>  |   |  |   |  |   |  |
| <b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b> | H | <ul style="list-style-type: none"> <li>• Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> <li>• Rotas in place to minimise the number of staff required in school</li> <li>• Hot desking will be stopped, only one member of staff allocated to a desk unless it can be cleaned between users</li> <li>• WFH will remain in place to allow rotas of staff where maximum room occupancy</li> </ul> | y | <ul style="list-style-type: none"> <li>• There will be no hotdesking - all staff informed of this during INSET.</li> <li>• Staff Rooms will be reconfigured or out of action depending on the suitability.</li> <li>• WFH - finance team may still work from home.</li> <li>• Disposable masks available on Reception for emergency purposes.</li> <li>• Doors and windows in offices should be open as appropriate to ensure good ventilation.</li> </ul> | M |  |

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|  |   | <p>does not allow all staff to return at once</p> <ul style="list-style-type: none"> <li>• Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies</li> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>   |   |   |   |  |
| <b>3.12 Catering</b>   |   |   |   |   |   |  |
| <b>Social distancing is not possible in kitchen/catering areas</b> | H | <ul style="list-style-type: none"> <li>• Reduced menus agreed to manage increased number of lunch breaks</li> <li>• Simple menus developed allowing staff to work at a single workbench</li> <li>• 1 member of staff in small areas e.g. fridges, store rooms at any time</li> <li>• Staff instructed in social distancing</li> <li>• PPE provided if social distancing can not be maintained</li> <li>• Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food</li> <li>• Catering staff advised to remain behind the counter during serving</li> </ul> | Y | <ul style="list-style-type: none"> <li>• No reduction in menus makes it harder to facilitate feeding all students.</li> <li>• Catering team has been provided with all the relevant information and Bob will brief his team when they are back in September.</li> <li>• Protective screens installed on serveries and pay points</li> <li>• Doors and windows to be open as appropriate.</li> </ul> | M |  |

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|   |   | <ul style="list-style-type: none"> <li>• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>   |   |   |   |  |
| <b>3.13 Home Visits</b>   |   |   |   |   |   |  |
| <b>Staff are placed at risk of contracting COVID whilst undertaking home visits</b>               | M | <ul style="list-style-type: none"> <li>• Home visits will not be undertaken unless absolutely necessary</li> <li>• Staff will not travel together to undertake a home visit</li> <li>• Visit will be undertaken on doorstep - staff will not enter the home</li> <li>• Social distancing will be maintained throughout - knock on door and step back 2m</li> <li>• All usual control measures for home visits should also be followed</li> <li>• Additional risk assessment for home visits circulated to relevant staff</li> </ul> | Y | <ul style="list-style-type: none"> <li>• Only absolutely unavoidable home visits will occur.</li> <li>• 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.</li> </ul> | L |  |
| <b>4. Continuing enhanced protection for children and staff with underlying health conditions</b> |   |   |   |   |   |  |
| <b>4.1 Pupils with underlying health issues</b>   |   |   |   |   |   |  |

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| <p><b>Pupils with underlying health issues are not identified and so measures have not been put in place to protect them</b></p>                           | <p>H</p> | <ul style="list-style-type: none"> <li>• Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>• 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</li> <li>• 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</li> <li>• Remote learning provided for any child still required to medically shield (supported by medical evidence)</li> <li>• EHCP and risk assessments updated</li> <li>• Schools have a regularly updated register of pupils with underlying health conditions.</li> <li>• Transparent face coverings provided for staff where this will support children with additional communication requirements</li> </ul> | <p>Y</p> | <ul style="list-style-type: none"> <li>• Guidance shared with parents on a regular basis by text with links</li> <li>• Risk assessments for any student at higher risk are being completed.</li> <li>• Risk assessments for EHCP students are under review..</li> <li>• We will ask parents to keep us updated of any underlying health conditions.</li> <li>• Transparent face coverings for staff who are working with students who have hearing impairments.</li> </ul> | <p>M</p> |
| <p><b>4.2 Staff with underlying health issues</b></p>  |          |  |          |  |          |
| <p><b>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</b></p> | <p>H</p> | <ul style="list-style-type: none"> <li>• All members of staff with underlying health issues, those within vulnerable groups or previously were shielding have been instructed to make their condition or circumstances known to the school.</li> </ul>   | <p>Y</p> | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Updated Covid 19 Individual Staff Risk Assessment emailed to staff on 9 November 2020 by HR. Further updated version to be issued shortly once amended by Central HR.</li> </ul>  | <p>M</p> |

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|   |   | <p>Records are kept of this and regularly updated.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Individual staff risk assessments undertaken where additional risk factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable</li> <li>• Current government guidance is being applied</li> </ul>  |   |   |   |  |
| <b>5. Enhancing mental health support for pupils and staff</b>  |   |   |   |   |   |  |
| <b>5.1 Mental health concerns – pupils</b>  |   |   |   |   |   |  |
| <p><b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b></p> | H | <ul style="list-style-type: none"> <li>• There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>• 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).</li> <li>• Resources/websites to support the mental health of pupils are provided.</li> </ul> | Y | <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• More staff are taking part in mental well being training.</li> <li>• 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</li> </ul> | M |  |

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|   |   |   |   | <p>resourced focus for the return to schooling for all year groups, this will be written into the session for tutors on day 1</p> <ul style="list-style-type: none"> <li>Students can access a variety of resources and websites via the school website and google classroom.</li> </ul>  |   |
| <b>Additional safeguarding concerns are identified on children's return to school</b>   | H | <ul style="list-style-type: none"> <li>All staff will receive safeguarding training as part of the INSET on the first day of term</li> <li>Weekly safeguarding checks to be used during lockdown</li> </ul>   | Y | <ul style="list-style-type: none"> <li>SLT will review DSL actions daily to see when and where support is required.</li> <li>CTI now the DSL and has undertaken an audit of CPOMS.</li> <li>Safeguarding training via Flick Training (deadline for existing staff 23 Oct 20); staff to read and sign Keeping Children Safe in Education 2020</li> </ul>   | M |
| <b>5.2 Mental health concerns – staff</b>   |   |   |   |   |   |
| <b>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</b> | H | <ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>Staff are encouraged to use the staff EAP</li> </ul> | Y | <ul style="list-style-type: none"> <li>All briefing sessions/training/line management meetings will have a focus on wellbeing.</li> <li>CTI will provide wellbeing resources and share useful resources and websites.</li> <li>EAP is regularly advertised with staff and staff encouraged to use this if required. Tel: 08000 856148</li> <li>Staff wellbeing surveys under review to see how they can best work.</li> </ul> | M |

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| <p><b>Working from home can adversely affect mental health</b></p>               | H | <ul style="list-style-type: none"> <li>• Staff working from home have regular catch-ups with line managers.</li> <li>• Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>• Appropriate work plans have been agreed with support provided where necessary.</li> <li>• Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> <li>• Phased and rota based returns to offices planned for all staff</li> </ul> | Y | <ul style="list-style-type: none"> <li>• Line managers to establish who is working from home Phone calls every other day to discuss workload, any suggestions for improvement, mental wellbeing.</li> <li>• 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.</li> </ul> | M |
| <p><b>5.3 Bereavement support</b></p>  |   |   |   |  |   |
| <p><b>Pupils and staff are grieving because of loss of friends or family</b></p> | H | <ul style="list-style-type: none"> <li>• The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>• Support is requested from other organisations when necessary.</li> <li>• Bereavement training delivered to over 200 staff during June 2020</li> </ul>   | Y | <ul style="list-style-type: none"> <li>• School coach available one day a week and will prioritise students who have been bereaved.</li> <li>• A number of staff have completed training &amp; received certificates.</li> </ul>   | M |
| <p><b>6. Operational issues</b></p>  |   |   |   |  |   |
| <p><b>6.1 Review of fire procedures</b></p>                                      |   |   |   |  |   |
| <p><b>Fire procedures are not appropriate to cover new arrangements</b></p>      | H | <p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> <li>• Bubbles not mixing</li> <li>• Possible absence of fire marshals</li> </ul>   | Y | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Fire Marshals received training via Flick learning at start of year.</li> </ul>   | M |



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|   |   | <ul style="list-style-type: none"> <li>• Social distancing rules during evacuation and at muster points</li> <li>• Possible need for additional muster point(s) to enable social distancing where possible</li> <li>• Staff and pupils have been briefed on any new evacuation procedures.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> <li>• PEEPs reviewed and updated</li> </ul> |   |   |   |
| <b>Fire evacuation drills - unable to apply social distancing effectively</b> | H | <ul style="list-style-type: none"> <li>• Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>  | Y | <ul style="list-style-type: none"> <li>• Fire drill completed 21 Jan 21.</li> <li>• Social distancing maintained by completing drills with 2 year groups at a time to ensure no mixing of year groups.</li> </ul> | M |
| <b>Fire marshals absent due to self-isolation</b>                             | H | <ul style="list-style-type: none"> <li>• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>   | Y | <ul style="list-style-type: none"> <li>• Zone responsibilities completed and shared with staff, and adjusted when required due to absence or staff changes</li> </ul>   | M |
| <b>6.2 Contractors working on the school site</b>                             |   |   |   |   |   |

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| <p><b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b></p> | <p>H</p> | <ul style="list-style-type: none"> <li>• Ongoing works and scheduled inspections for schools (e.g. estates related) will continue.</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>• Contractor risk assessment has been provided prior to works beginning</li> <li>• Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk</li> </ul> | <p>Y</p> | <ul style="list-style-type: none"> <li>• All contract work currently ongoing with no effect on the Academy. Coordinated by Site Manager</li> <li>• Additional measures will be reviewed on a case by case basis.</li> <li>• All contractors state verbally and within their RAMS that only fit and healthy staff will attend site to work.</li> <li>• All contractor covid-19 risk assessments and method statements have been received and are on the google drive. Link to Covid contractor risk assessments:<br/><a href="https://drive.google.com/drive/folders/19QfYTTYuS3SoP0r0xBtYcut0E78Wi&amp;uf?usp=sharing">https://drive.google.com/drive/folders/19QfYTTYuS3SoP0r0xBtYcut0E78Wi&amp;uf?usp=sharing</a></li> <li>• Alternate arrangements have been looked at but the protocols in place are stringent enough for the good of all involved. Where deconfliction with classes is required it will be addressed on a case by case basis. All contractors report to Reception in first instance for signing in and temperature checks</li> </ul> | <p>M</p> |
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|   |   | assessments and method statements, and contractor induction).  |   |   |   |
| <b>7. Finance</b>   |   |  |   |   |   |
| <b>7.1 Costs of the school's response to COVID-19</b>   |   |  |   |   |   |
| <b>The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties</b> | M | <ul style="list-style-type: none"> <li>Additional COVID-19 related costs are monitored and options for reducing costs as guidance changes are reviewed.</li> <li>The school's projected financial position will be shared regularly with the Board</li> </ul>  | Y | <ul style="list-style-type: none"> <li>FM, BM and Principal to agree actions and offsets. Any net increase to be reported via Regional Exec to CFO for approval.</li> <li>Monthly Principal meetings to focus on monitoring variances and long term implications of operational and educational response to returning under Covid-19</li> </ul> | L |
| <b>8. Governance</b>  |   |  |   |   |   |
| <b>8.1 Oversight of the governing body</b>  |   |  |   |   |   |
| <b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b>      | H | <ul style="list-style-type: none"> <li>The Trust Board continues to meet regularly via online platforms.</li> <li>The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>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.</li> </ul> | Y | <ul style="list-style-type: none"> <li>Trust board minutes disseminated to Academy Council via email.</li> <li>Principals report to have additional sections for updates on statutory obligations in response to COVID 19.</li> </ul>   | M |

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|  |   | <ul style="list-style-type: none"> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed.</li> </ul> |   |  |   |
| <b>9. Additional site-specific issues and risks</b>  |   |  |   |  |   |
| <b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them safe</b> |   |  |   |  |   |
| <b>Car Park does not allow for staff to maintain SD protocols</b>  | M | <ul style="list-style-type: none"> <li>Rotas of staff should mean less staff in school</li> <li>Designated bays</li> <li>Designated routes of entry for staff from the car parking facility</li> <li></li> </ul>   | Y | <ul style="list-style-type: none"> <li>Staff arrive and leave at different times and allows for social distancing in the car park.</li> </ul>  | L |
| <b>Site staff sharing tools and increasing risk of infection</b>   | M | <ul style="list-style-type: none"> <li>Additional small items purchased to allow non-sharing</li> <li>Cleaning of larger items between users</li> </ul>  | Y | <ul style="list-style-type: none"> <li>Smaller items duplicated and larger items cleaned.</li> </ul>   | L |
| <b>Lockers - increased risk of mixing year groups due to lockers not zoned</b>   | H | <ul style="list-style-type: none"> <li>Lockers not to be used. Will be reviewed on a weekly basis.</li> </ul>  | Y | <ul style="list-style-type: none"> <li>Parents informed via letter that lockers will not be in use in September. SLT will review this on a weekly basis.</li> </ul>  | M |
| <b>Drama room - use by multiple year groups could increase transmission of COVID 19</b>  | H | <ul style="list-style-type: none"> <li>Removal of all furniture.</li> <li>Staff to keep distance.</li> <li>Careful planning of activities.</li> </ul>  | Y | <ul style="list-style-type: none"> <li>HOD and Drama teacher working with Directors to plan safe activities for Drama lessons.</li> <li>Steady build up of classes accessing the Drama room.</li> <li>All furniture (except teachers desk) to be removed.</li> </ul> | M |

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| <p><b>PE changing facilities - only one girls and one boys changing room</b></p>                              | H | <ul style="list-style-type: none"> <li>• Timetable changing to be restricted to 2 year groups a day with cleaning in between.</li> <li>• Y8 and one Y7 group to get changed in allocated rooms in their zone.</li> </ul>   | Y | <ul style="list-style-type: none"> <li>• HOD has a timetable to incorporate some theory lessons and some changing in allocated classrooms to allow for as much practical PE as possible.</li> </ul>   | M |
| <p><b>School coach - seeing students from multiple year groups will mix bubbles</b></p>                       | H | <ul style="list-style-type: none"> <li>• Rooms to be allocated for each year group.</li> </ul>   | Y | <ul style="list-style-type: none"> <li>• Rooms to be allocated for each year group.</li> <li>• School coach in attendance on Tuesday INSET to go through all protocols.</li> <li>• School coach will have wipes and hand sanitiser to ensure enhanced personal hygiene.</li> </ul>  | M |
| <p><b>Sportshall to be used by multiple year groups means different bubbles using the same space.</b></p>     | H | <p>Sportshall to be used by multiple year groups but not have any furniture.</p>   | Y | <ul style="list-style-type: none"> <li>• Students will not sit down and they will use equipment specific to their year group.</li> </ul>  | M |
| <p><b>ITT's to be in school adds another group of people to mix, working across multiple year groups.</b></p> | H | <p>ITT's to read and sign to say they have understood the risk assessment.</p> <p>Bring and use their own laptops for non contact time.</p> <p>To have use of the old Art rooms for the short term for their study time.</p> <p>To be very clear on our expectations around social distancing and their social responsibility.</p> | Y | <p>6 ITT students working with us in school. All have had training on the risk assessment.</p> <p>MKE to deliver training on rules and expectations.</p> <p>LED to deliver training on the risk assessment, social distancing and social responsibility.</p> <p>HOD's to ensure that the subject mentor meets with them in a socially distanced way.</p> <p>In classrooms we need to ensure that there is enough space for the staff to include an ITT.</p> | M |
| <p><b>10. New Strain of Covid-19</b></p>  |   |  |   |   |   |
| <p><b>New strain of COVID 19 identified which appears to be more transmissible</b></p>                        | H | <ul style="list-style-type: none"> <li>• 2m Social distancing between adults and between adults and children in secondary classrooms. Social distancing encouraged across</li> </ul>   | Y | <ul style="list-style-type: none"> <li>• All adults and students clearly informed a 2m distance must be kept at all times between them (adult and student).</li> <li>• Testing has been in place for staff and home testing kits available from 3rd March.</li> <li>• Staff and students will be reminded of all the control measures in place.</li> </ul>  | M |

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|  |   | <p>KS2, bubble integrity maintained in primary at all times.</p> <ul style="list-style-type: none"> <li>• Testing to be put in place to allow staff to be tested regularly through LFD test</li> <li>• Staff and students will be reminded of all the control measures identified in this risk assessment and the critical need to comply with them at all times</li> </ul>  |   |   |   |
| <b>Knowledge of local infection rates and prevalence of new strain in the local area</b> |   | <p><i>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</i></p>   |   | <ul style="list-style-type: none"> <li>• 7 days up to 20-2-21 there were 0-2 cases in Easingwold/Stillington.</li> <li>• Hambleton - 79 cases per 100 000, 72 cases between 15 and 20 Feb 2021.</li> <li>• Ryedale - 76 cases per 100 000, 42 cases between 15-20 Feb 2021.</li> </ul>                    | L |
| <b>11. Exam Series</b>   |   |  |   |   |   |
| <b>Normal exam conditions do not promote control measures</b>                            | M | <ul style="list-style-type: none"> <li>• Children will not be collected on the morning of their exams - phone calls home in the days leading up to the exam</li> <li>• Exam desks will be placed at a minimum of 2m apart</li> <li>• Exam papers issued wearing nitrile gloves</li> <li>• Students reminded to bring their own stationery</li> <li>• Any stationery provided will be issued wearing nitrile gloves</li> <li>• Exam invigilators will wear face masks throughout the exam and in circulation/corridors</li> </ul> | Y | <ul style="list-style-type: none"> <li>• No exams.</li> <li>• 29-4-21 50 students will take part in national reference testing. This will take place in the main hall with at least 2m between desks and NFER staff and our staff. It will run in 2 sessions, English first followed by maths.</li> </ul> | L |

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|                                |   | <ul style="list-style-type: none"> <li>Additional SLT identified if exam invigilators are unavailable due to shielding</li> </ul>  |   |  |  |
| <b>Pilot Ofsted Inspection</b> | H | <ul style="list-style-type: none"> <li>Additional adults in the school potentially coming into contact with staff and students with the potential of spreading COVID.</li> </ul> | Y | <ul style="list-style-type: none"> <li>Completed LFD tests that are negative before arrival (to be confirmed verbally).</li> <li>Facemasks should be worn at all times while indoors. Outdoors facemasks do not need to be worn.</li> <li>Hand sanitiser should be used on arrival.</li> <li>Toilets - be aware of the number of people in the toilet area. If social distancing cannot occur please wait outside the toilets.</li> <li>Hand gel is located around the school, use regularly around the building and on entry and exit of classrooms. Personal hand gel may be used as long as it has an alcohol content higher than 70% or is antiviral.</li> <li>Allocated a meeting room that is large enough for the inspectors to socially distance from each other. Room requires windows to be opened while occupied.</li> <li>Hall allocated as a meeting place for inspectors to meet with staff, windows and doors to be opened and a distance of 2.5m is recommended, minimum of 2m. Large departments should not all be in the same room together and may have to be met in 2 groups. This is to prevent possible loss of a whole department.</li> <li>Inspectors do have the freedom to move around the school - there is no one way system for adults. Be aware that at lesson change overs the corridors can become busy and therefore advice is to not move down busy corridors but to wait at the end of a corridor until it become quieter.</li> <li>Lesson observations - inspectors must keep a distance of 2m between themselves and any other person. This means some classrooms are not suitable for another adult to be present in. The rooms that are not suitable are highlighted on the map that inspectors have been provided with. Some lessons already have additional adults such as TA's or ITT students. In this situation teaching staff may say there is not room for another adult in the room to be socially distanced. If this is the case please do not enter that room. You may stand at the door.</li> <li>In classrooms inspectors must keep a 2m distance from teachers and students. No adult can walk up and down the class room and adults should remain at the front of the room or stay stationary in one position within the room that is 2m away from any other person.</li> </ul> |  |

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|  |  |  |  | <ul style="list-style-type: none"> <li>• Student books - students have completed work on paper that requires feedback and handed in paper that is easily quarantined for 72 hours then handed back to students to put in books. Therefore books cannot be collected during the inspection as the quarantine would not have taken place. Books have been selected and quarantined for inspectors to look at.</li> <li>• Evidence provided to inspectors will either have been quarantined for 72 hours prior to inspection or provided electronically.</li> </ul> |  |
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- 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 and children over 11 wear a mask or face covering in communal areas (such as corridors and halls) and in secondary school classrooms 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 scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.
- Bubbles are assigned specific toilets and sinks where possible
- Additional handwashing facilities have been installed
- Handwashing routines are re-taught to pupils
- 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.
- Staff are kept consistent with each bubble as far as possible.
- In class, furniture is arranged so that children are facing forwards and sitting side by side.
- Any furniture that is surplus to requirements is removed.
- As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time.
- No more than 1 year group ever occupies a shared space (hall, dining room etc) at one time. A 2m distance between the bubbles is maintained when 2 or 3 classes bubbles (from the same year group) are together in the same space.
- Staggered start and finish times, staggered break times and staggered lunch times are implemented.
- Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe.
- For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use.

- Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library.

## **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.