

## COVID-19: Operational risk assessment for school closure

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the DfE on 21/10/20:

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

**This 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.**

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:

### System of controls

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 unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. Where recommended, the use of face coverings in schools
3. clean hands more often than usual
4. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
5. introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
6. minimise contact and maintain social distance
7. where necessary, wear appropriate personal protective equipment (PPE)
8. Always keeping occupied spaces well ventilated

Numbers 1 - 5 and 8 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances

Number 7 applies in specific circumstances.

#### Response to any infection:

9. engage with the NHS Test and Trace process
10. manage confirmed cases of coronavirus (COVID-19) amongst the school community
11. contain any outbreak by following local health protection team advice

Numbers 9 – 11 must be followed in every case where they are relevant.

Assessment conducted by:	Melissa Brant-Smith Donna Garvin	Job title:	Principal Business Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
--------------------------	-------------------------------------	------------	-------------------------------	----------------------------	--

Date of assessment:	20/01/21	Review interval:	Half termly	Date of next review:	As required
---------------------	----------	------------------	-------------	----------------------	-------------

Related documents	
Trust documents:	<p>Government guidance:</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 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>					
<b>Available capacity of the school is reduced when social distancing guidelines are applied</b>	M	<ul style="list-style-type: none"> <li>Social distancing at 2m encouraged due to reduction in children and staff in school</li> <li>Social distancing not expected for children in EYFS and KS1</li> <li>Bubbles agreed of CW&amp;V children within year groups or smaller, depending on phase of education.</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</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Limited rooms in use.</li> <li>Rooms set out to ensure 2m social distancing can be maintained at all times.</li> <li>Live lessons taking place for all students.</li> <li>Face masks in use by all staff and students in circulation areas.</li> <li>Smaller staffing timetable now in pace for KWC/vulnerable group and required support.</li> </ul>	L
<b>1.2 Organisation of teaching spaces</b>					
<b>Classroom sizes will not allow adequate social distancing</b>	H	<ul style="list-style-type: none"> <li>Not expecting full classes as only vulnerable and critical worker children in school</li> <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> </ul>	Yes	<ul style="list-style-type: none"> <li>Excess furniture removed from classrooms.</li> <li>Classrooms set out so 2m distancing can be maintained.</li> <li>Signage displayed in classrooms encouraging social distancing.</li> </ul>	M

		<ul style="list-style-type: none"> <li>In secondary schools the CW&amp;V 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</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>Only open for CWC/vulnerable students.</li> <li>Face masks worn by all staff and students in all communal areas.</li> <li>Doors and windows opened in classrooms that are in use to allow adequate ventilation.</li> </ul>	
<b>Large spaces need to be used as classrooms</b>	M	<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>	Yes	<ul style="list-style-type: none"> <li>On average 30 students in the academy so adequate room in the dining hall to allow social distancing.</li> <li>No other large areas in use.</li> <li>Desks set out so that students do not face each other.</li> </ul>	
<b>1.3 Availability of staff and class sizes</b>					
<b>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</b>	M	<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>Staff rotas in place for onsite attendance to support CW&amp;V children.</li> <li>Shielding guidance in place for CEV colleagues and students</li> <li>Technology available at home in school to allow all staff to deliver and support remote or on site learning</li> </ul>	Partially	<ul style="list-style-type: none"> <li>Teaching staff working from home are all delivering live lessons.</li> <li>Support staff working from home are supporting lesson delivery and making attendance and welfare calls.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</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 remotely provided by subject specialists.</li> <li>• Regular LFD testing for staff and CW&amp;V students attending school site</li> <li>• Staff or students in close contact will follow PHE guidance on self isolation</li> </ul>		<ul style="list-style-type: none"> <li>• BM is aware of the health conditions of staff.</li> <li>• Staff have been notified to inform BM of any changes.</li> <li>• Risk assessments in place for CEV and EV staff and updated when required.</li> <li>• Staff rota in place.</li> <li>• Struggling with laptops for all staff to be able to work from home. Due to this a few more staff are in school.</li> <li>• Weekly LFD testing for staff and KW/V students currently in the process of being set up.</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>• Staff on rota to attend site</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>	Yes	<ul style="list-style-type: none"> <li>• Staff rota in place.</li> <li>• Shared planning encouraged.</li> <li>• Teaching staff following their normal timetable for live lessons.</li> <li>• Additional planning time available due to the grouping of bands/groups within subject areas.</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 at the start of the new term and to plan any quarantine timings into their holiday plans</li> <li>• Staff managing attendance policy and absence policies to be followed from September</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Regular communication with staff via daily email updates and weekly briefing with Principal.</li> <li>• Addendum to Absence policy and procedure in place and is being followed.</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> <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 cancelled</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Academy only open to KW/V students so no requirement for staggered start/finish times.</li> <li>• Students and staff to maintain 2m safe distance at all times.</li> <li>• Floor markings and signage in place to encourage social distancing at all times.</li> </ul>	L

<b>Wrap around care provided in school is not able to comply with social distancing or bubble separation</b>	M	<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 cancelled</li> <li>Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance</li> </ul>	Yes	<ul style="list-style-type: none"> <li>N/A</li> </ul>	L
<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 overs are 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> <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</li> </ul>		<ul style="list-style-type: none"> <li>Social distancing expectations are clear around school with areas clearly marked.</li> <li>Students are supervised at all times to ensure social distancing rules are maintained.</li> </ul>	M

		<p>different bubbles or separate equipment provided for each bubble</p> <ul style="list-style-type: none"> <li>• Face masks must be worn by staff and those aged 11 or over in communal and circulation 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>1.6 Curriculum organisation</b>					
<b>Pupils will fall behind in their learning during school closures and achievement gaps will widen</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</li> <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 can't all be caught up</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Live lessons in place to ensure teacher input.</li> <li>• Welfare calls made regularly to identify any issues and to offer support.</li> <li>• Support staff making attendance phonecalls to all students who do not access their lessons.</li> </ul>	M
<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> </ul>	Partially	<ul style="list-style-type: none"> <li>• LFD testing in the process of being set up.</li> </ul>	M



		<ul style="list-style-type: none"> <li>EdTech demonstrators providing training to staff to increase confidence and ability to provide remote learning</li> </ul>			
<b>Library book sharing risks virus infection</b>	M	<ul style="list-style-type: none"> <li>Libraries will not be used as a social space for children</li> <li>CW &amp; V 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>		<ul style="list-style-type: none"> <li>Limited number of students in place.</li> <li>The sharing of resources not required due to limited numbers.</li> <li>Quarantine measures/sanitisation in place where this is not possible.</li> </ul>	L
<b>Singing spreads virus through spittle or aerosol transmission</b>	M	<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>	Yes	<ul style="list-style-type: none"> <li>No singing for students/staff.</li> </ul>	L
<b>Practical music lessons spread virus through spittle and touch</b>	M	<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 online 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>	Yes	<ul style="list-style-type: none"> <li>No use of shared musical instruments in school during lockdown period.</li> </ul>	L
<b>1.7 Staff workspaces</b>					

<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	H	<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 rotas in place so minimum numbers of staffing in school</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> <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>	Yes	<ul style="list-style-type: none"> <li>• Staffroom capacity has been reduced and clear signage in place.</li> <li>• All staff are working from home unless on the rota to support CW/V students.</li> <li>• Face masks worn by all staff and students in all communal areas.</li> </ul>	L
<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> </ul>	Yes	<ul style="list-style-type: none"> <li>• Virtual events to be arranged rather than face to face.</li> <li>• During lockdown, all recruitment process to revert to virtual only.</li> </ul>	L

Transition for 21/22 is not in place due to lockdown/restrictions	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 at the beginning of the year to ensure they understand the school routines</li> <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> </ul>	Yes	<ul style="list-style-type: none"> <li>• Regular communication with primary schools.</li> <li>• Virtual tours, plans to be in place if required.</li> </ul>	M
<b>1.9 Governance and policy</b>					
Directors are not fully informed or involved in making key decisions	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 government guidance and its implications for the school.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Regular communication between Principal/HODs and Directors</li> </ul>	L
<b>1.10 Policy review</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	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>	Yes	<ul style="list-style-type: none"> <li>Policies are shared with staff/academy council as and when they are received.</li> <li>Regular updates to parents and staff via email/social media/website.</li> </ul>	L
<b>1.11 Communication strategy</b>					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	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>	Yes	<ul style="list-style-type: none"> <li>Regular communication with all key stakeholders.</li> </ul>	L
<b>1.12 Staff induction and CPD</b>					
Staff are not trained in new procedures, leading to risks to health	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> <li>Risk management</li> </ul> <p>Staff rotas will include a First Aider and Safeguarding Lead at all times</p>	Yes	<ul style="list-style-type: none"> <li>Online training has taken place for all staff.</li> <li>Staff rotas include a first aider and a DSL at all times.</li> </ul>	L
Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL	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> </ul>	Yes	<ul style="list-style-type: none"> <li>Online training utilised.</li> </ul>	M

		<ul style="list-style-type: none"> <li>Support from leaders in the Trust who have up to date training</li> </ul>			
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>	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>	Yes	<ul style="list-style-type: none"> <li>Inductions for new staff will take place via GMeet if necessary.</li> <li>Will ensure all new staff have appropriate induction training as well as regular support from their line manager.</li> </ul>	M
<b>Staff do not receive ongoing CPD leading to retention issues</b>	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>	Yes	<ul style="list-style-type: none"> <li>Virtual weekly briefing and L&amp;P sessions still to be held on a weekly basis.</li> </ul>	L
<b>Reduced food offers are available due to kitchen and dining capacity</b>	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 hampers for those students who can not attend due to medical or other restrictions</li> </ul>		<ul style="list-style-type: none"> <li>A reduced menu is in place for KW/V students.</li> </ul>	L

<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>		<ul style="list-style-type: none"> <li>• Risk assessments are in place and constantly reviewed and updated when required.</li> </ul>	L
1.15 School transport					
<p><b>If any students use public transport: Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</b></p>	M	<ul style="list-style-type: none"> <li>• The details of how CW&amp;V 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 Vulnerable 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>	Yes	<ul style="list-style-type: none"> <li>• No CW/V students currently accessing transport.</li> <li>• Students encouraged to social distance from each other whilst walking to school.</li> <li>• External hand washing stations to be used as students arrive in school.</li> </ul>	L

<b>If any students use home/school dedicated buses: Social distancing is not adhered to and bubbles mix</b>	M	<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>		N/A	L
<b>If any children use home school taxis and escorted home/school transport: Social distancing can not be maintained due to the need for support or the size of the vehicle</b>	M	<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> <li>• Vehicles will be ventilated with windows open where possible</li> </ul>		N/A	
<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>• Regular staff LFD testing</li> </ul>	Partially	<ul style="list-style-type: none"> <li>• Staff working from home.</li> <li>• Rota staff to ensure they only visit one site per day.</li> </ul>	M

		<ul style="list-style-type: none"> <li>Staff who are able, will still be asked to work from home.</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>		<ul style="list-style-type: none"> <li>Arrangements for regular staff LFD testing underway</li> </ul>	
<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 all absence is chased effectively</li> <li>Regular safeguarding phone calls to those children not attending</li> <li>Attendance fines will be reintroduced</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Tutor time for students on a daily basis.</li> <li>Attendance calls made to students who do not log onto lessons. These will be made every lesson if required.</li> <li>Welfare calls made on a regular basis.</li> </ul>	M
<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>	Yes	<ul style="list-style-type: none"> <li>OAP Eston has a risk assessment in place.</li> <li>No other alternative provision is in use.</li> </ul>	M
<b>1.19 School Visits and Trips</b>					



The resumption of non-overnight school visits poses risks to infection control		<ul style="list-style-type: none"> <li>All school visits cancelled during lockdown</li> </ul>	Yes	<ul style="list-style-type: none"> <li>No school visits taking place during lockdown</li> </ul>	
<b>1.20 Asymptomatic Transmission</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	H	<ul style="list-style-type: none"> <li>In-school testing is provided in line with current government guidance. <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>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>	Pending	<ul style="list-style-type: none"> <li>In school testing currently being prepared.</li> <li>Testing room has been set up according to the guidelines.</li> <li>Testing will start after further training</li> <li>Risk assessment will be updated and shared with staff once finer details are known.</li> </ul>	M
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					

<b>Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required</b>	H	<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>	Yes	<ul style="list-style-type: none"> <li>• Limited classrooms in use and are cleaned regularly.</li> <li>• Dining areas and toilets cleaned regularly throughout the day.</li> </ul>	M
<b>2.2 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	H	<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> <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>	Yes	<ul style="list-style-type: none"> <li>• Handwashing stations are in place and stocks replenished when required.</li> <li>• Hand sanitiser stations, hand sanitiser bottles, tissues etc are available in corridors and in classrooms that are in use.</li> </ul>	M
<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> </ul>	Yes	<ul style="list-style-type: none"> <li>• Signage in place to encourage regular hand hygiene.</li> <li>• Staff in school regularly remind students to wash/sanitise hands.</li> </ul>	M

		<ul style="list-style-type: none"> <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>		<ul style="list-style-type: none"> <li>Students encouraged to wash their hands upon entry to school.</li> </ul>	
<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>CW&amp;V students will not wear uniform in school during lockdown</li> <li>Expectations and guidance are communicated to parents.</li> <li>Additional uniform issued to catering, cleaning and site staff if they have insufficient</li> </ul>	Yes	<ul style="list-style-type: none"> <li>KW/V students are not required to wear school uniform.</li> <li>Staff are not required to wear business dress during this period.</li> </ul>	M
<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>	Yes	<ul style="list-style-type: none"> <li>Students are encouraged to wear warmer clothes during colder months.</li> </ul>	M
<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>	Yes	<ul style="list-style-type: none"> <li>Fabric chairs removed where possible.</li> <li>Plastic chairs regularly cleaned/sanitised in-between use.</li> </ul>	M
<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>Regular LFD testing being put in place for staff</li> <li>Testing and tracing in place nationally.</li> </ul>	Partially	<ul style="list-style-type: none"> <li>LFD testing for students and staff currently in process of being set up.</li> <li>Guidance on the LFD testing will form part</li> </ul>	H

		<ul style="list-style-type: none"> <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 has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Home PCR Test Kits issued to staff/parents in exceptional circumstances where attendance at a test centre is not possible.</li> </ul>		of the induction process for new staff.	
<b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b>	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> <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>	Partially	<ul style="list-style-type: none"> <li>LFD testing for students and staff currently in process of being set up.</li> <li>Mass and serial testing will be utilised to allow academy to act swiftly with any positive cases.</li> <li>Regular communication with staff and students.</li> <li>Accurate recording in place.</li> </ul>	H

		<ul style="list-style-type: none"> <li>- Direct - less than 1m for 1 minute</li> <li>- Proximity - within 1m to 2m for 15 minutes (cumulatively throughout the day)</li> <li>- Travelled in the same car</li> </ul>			
<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>		<ul style="list-style-type: none"> <li>• Regular updates shared with staff, students and parents as they are received.</li> <li>• Information shared with parents on mass testing in schools and consent gathered.</li> </ul>	
<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 as part of the induction process, including flowcharts</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Regular communication with parents to ensure understanding and guidance.</li> </ul>	H
<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>• Staff rotas will require a First Aider and Safeguarding Lead to be in school at all times</li> <li>• First Aid certificates extended for three months.</li> <li>• A programme for training additional staff is in place.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Rota includes DSL and first aider on a daily basis.</li> <li>• Large number of DSL trained staff in place and on hand to support.</li> </ul>	M

		<ul style="list-style-type: none"> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> </ul>			
<b>2.6 Medical rooms</b>					
have been Medical rooms are not adequately equipped or configured to maintain infection control	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 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>	Yes	<ul style="list-style-type: none"> <li>Areas have been identified for use for students displaying Covid symptoms. Area is cleaned thoroughly by site staff after use.</li> <li>PPE available for first aiders.</li> </ul>	H
<b>2.7 Communication with parents</b>					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, 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>		<ul style="list-style-type: none"> <li>Parents are updated regularly.</li> <li>Risk assessment is shared on website.</li> </ul>	H
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	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>	Yes	<ul style="list-style-type: none"> <li>Regular communication with parents to reinforce key messages/guidance as they are received.</li> </ul>	H
<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 carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that the wearing of gloves is not a substitute for good handwashing.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Donning and doffing of PPE shared at start of term.</li> <li>Any new first aiders are provided with this information as part of their training.</li> <li>Staff constantly reminded of good hand hygiene.</li> </ul>	H
<b>2.9 Catering</b>					
<b>Dining space can not cater for numbers of children with appropriate cleaning and hygiene</b>	H	<ul style="list-style-type: none"> <li>A reduced catering offer is established to ensure that CW&amp;V children attending school can receive a meal</li> <li>Primary - meals will continue to be provided to classrooms</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>	Yes	<ul style="list-style-type: none"> <li>Dining space is adequate for CW/V students in school.</li> </ul>	L
<b>2.10 Finance</b>					

Cash brought into the academy spreads the virus through handling	M	<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>	Yes	<ul style="list-style-type: none"> <li>• Cashless system in place</li> </ul>	
<b>2.11 Gifts</b>					
Children bring gifts for the end of term that spread the virus	M	<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>	Yes	<ul style="list-style-type: none"> <li>• Staff aware of policy and procedure regarding gifts</li> </ul>	L
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	<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> </ul>		<ul style="list-style-type: none"> <li>• Once a full return to school is known, further training sessions will be delivered.</li> <li>• Importance of social distancing, hand hygiene, following guidelines etc will be reiterated to students regularly.</li> </ul>	H



		<ul style="list-style-type: none"> <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 for EYFS and KS1 the bubble is designed to protect children that are too young to social distance.</li> </ul>			
<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 conjunction with natural air flow</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Net capacity has been calculated for classrooms and offices.</li> <li>• All excess furniture has been removed.</li> <li>• Windows are open where possible.</li> <li>• Doors are open in areas where there are no windows.</li> </ul>	H
<b>3.3 Movement in corridors</b>					

<p><b>Social distancing guidance is breached when pupils circulate in corridors</b></p>	<p>H</p>	<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> <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>Yes</p>	<ul style="list-style-type: none"> <li>• Circulation around the academy is limited due to limited classrooms in use.</li> <li>• Clear signage and floor markings to encourage social distancing at all times.</li> <li>• Students are reminded regularly regarding the importance of adhering to the rules.</li> <li>• Appropriate supervision is in place at all times and is managed by a staff rota.</li> <li>• Face coverings are worn by all staff and students when in communal areas.</li> </ul>	<p>H</p>
<p><b>3.4 Break times</b></p>					
<p><b>Pupils may not observe social distancing at break times</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Break times are staggered if number of CW&amp;V children requires</li> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about social distancing as break times begin.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Limited number of students in school.</li> <li>• Breaktimes and lunch times staffed appropriately to ensure adequate</li> </ul>	<p>H</p>

		<ul style="list-style-type: none"> <li>• Social distancing signage is in place around the school and in key areas.</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>		supervision to ensure students adhere to social distancing rules.	
<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> <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> </ul>	Yes	<ul style="list-style-type: none"> <li>• Limited number of students in school.</li> <li>• Breaktimes and lunch times staffed appropriately to ensure adequate supervision to ensure students adhere to social distancing rules.</li> <li>• Students hand sanitise hands before using biometric pad.</li> <li>• Cashless system in place.</li> </ul>	H

		<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>3.6 Toilets</b>					
<b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>Queuing zones for toilets and hand washing have been established and are monitored.</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> <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>	Yes	<ul style="list-style-type: none"> <li>Small number of students in the academy so no issue with toilet provision.</li> <li>One in, one out system in place in student toilets. Will be reviewed if necessary upon increase in numbers.</li> <li>Toilets are cleaned regularly throughout the day.</li> <li>Students regularly reminded of the importance of good hand hygiene.</li> </ul>	H
<b>3.7 Medical Rooms</b>					

<p><b>The configuration of medical rooms may compromise social distancing measures</b></p>	<p>H</p>	<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>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Assigned space for medical issues set out ensuring 2m distancing can be maintained.</li> <li>• PPE available for first aiders.</li> <li>• Covid symptom rooms in place.</li> </ul>	<p>M</p>
<p><b>3.8 Reception area</b></p>					
<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> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Perspex screen in place at reception to protect staff and visitors.</li> <li>• Clear floor markings in place to ensure social distancing is maintained.</li> <li>• Appointment only visits encouraged.</li> <li>• Signing in of visitors is undertaken by receptionist.</li> <li>• Track and trace records completed and kept.</li> </ul>	<p>M</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>3.9 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>	Yes	<ul style="list-style-type: none"> <li>• Reduced number of students in the academy.</li> <li>• Start and end of the school day staffed adequately to ensure social distancing is observed.</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> <li>• Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing.</li> </ul>		<ul style="list-style-type: none"> <li>• N/A</li> </ul>	

		<ul style="list-style-type: none"> <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.</li> <li>• WFH will remain in place for staff who can in order to minimise staffing</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 possible, or used in conjunction with natural air flow</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Running on skeleton staff with the majority of staff working from home.</li> <li>• Staff room has been reconfigured to ensure social distancing can be maintained at all times.</li> <li>• Staff informed of the rules regarding no hot desking.</li> </ul>	M
<b>3.12 Catering</b>					

Social distancing is not possible in kitchen/catering areas	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> <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>	Yes	<ul style="list-style-type: none"> <li>Reduced menu due to limited numbers in school.</li> <li>Minimal catering staff in school.</li> </ul>	M
<b>3.13 Home Visits</b>					
Staff are placed at risk of contracting COVID whilst undertaking home visits	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>	Yes	<ul style="list-style-type: none"> <li>Staff are aware of procedure and policy regarding home visits.</li> </ul>	L
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					



4.1 Pupils with underlying health issues					
Pupils with underlying health issues are not identified and so measures have not been put in place to protect them	H	<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> </ul>	Yes	<ul style="list-style-type: none"> <li>Deep support have up-to-date lists of students with medical conditions and appropriate provision and RAs are in place.</li> <li>Parents regularly informed of their responsibilities regarding symptoms via telephone calls and social media</li> </ul>	M
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>Members of staff with underlying health conditions have been asked 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>	Yes	<ul style="list-style-type: none"> <li>All staff who have underlying health conditions have a personalised risk assessment in place.</li> <li>Staff who are identified as ECV are working from home.</li> </ul>	M
5. Enhancing mental health support for pupils and staff					

5.1 Mental health concerns – pupils					
<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>	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>	Yes	<ul style="list-style-type: none"> <li>Large proportion of staff have received mental health training.</li> <li>DSL lead member of staff in school and on rota.</li> <li>Mental health regularly discussed and support offered when appropriate.</li> </ul>	H
<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>	Yes	<ul style="list-style-type: none"> <li>Weekly safeguarding checks in place.</li> <li>Training will take place for staff where appropriate when we return fully.</li> <li>Inclusion team meet weekly to discuss any safeguarding concerns.</li> </ul>	M
5.2 Mental health concerns – staff					
<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>	Yes	<ul style="list-style-type: none"> <li>Regular wellbeing, mental health reminders issues via line managers, briefing sessions, L&amp;P sessions, email communication.</li> <li>Reminders given to staff regarding the EAP.</li> <li>All staff have regular LM and HR support.</li> </ul>	H

		<ul style="list-style-type: none"> <li>Weekly staff wellbeing surveys</li> </ul>			
<b>Working from home can adversely affect mental health</b>	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> </ul>	Yes	<ul style="list-style-type: none"> <li>EAP scheme shared regularly.</li> <li>All staff have regular line manager, SLT, principal, HR contact and support.</li> </ul>	H
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>	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>	Yes	<ul style="list-style-type: none"> <li>Appropriately trained staff in place.</li> <li>A log is kept of any students who suffer a bereavement in their family</li> </ul>	H
<b>6. Operational issues</b>					
<b>6.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>	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> <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>	Yes	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and updated accordingly.</li> <li>Signage clearly displayed highlighting exit points.</li> <li>Fire wardens trained and in place.</li> <li>SLT have completed flick online fire marshall training.</li> </ul>	L

				<ul style="list-style-type: none"> <li>PEEPs are in place and are updated when required.</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>	Yes	<ul style="list-style-type: none"> <li>A fire evacuation drill will take place termly as per compulsory compliance.</li> <li>Students to line up in classes/bubbles to ensure risk assessment can be adhered to.</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>	Yes	<ul style="list-style-type: none"> <li>SLT have carried out flick fire marshall training to ensure there is adequate staff who are trained.</li> </ul>	M
<b>6.2 Contractors working on the school site</b>					
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	H	<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</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Covid-19 compliance risk assessments will be requested from contractors before any work commences.</li> <li>Contractors to be given a copy of our RA to ensure academy procedures are adhered to.</li> </ul>	M

		<p>classes so that contractors and staff/pupils are kept apart.</p> <ul style="list-style-type: none"> <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 assessments and method statements, and contractor induction).</li> </ul>			
<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>	Yes	<ul style="list-style-type: none"> <li>• Regular liaison with finance teams.</li> <li>• Covid-19 related expenses are coded correctly.</li> </ul>	M
<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>	Yes	<ul style="list-style-type: none"> <li>• Principal is in regular contact with COG.</li> </ul>	M

		<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</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>Parking available in lower car park for 1 mini-school to increase these levels</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Rota in place to ensure limited staff in school.</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>	Yes	<ul style="list-style-type: none"> <li>Site staff encouraged to not share equipment where possible. Full sanitisation of equipment will be carried out where this is not possible.</li> <li>Smaller items have been purchased to limit sharing of equipment.</li> </ul>	L
<b>10. New Strain of Covid-19</b>					
<b>New strain of COVID 19 identified which appears to be more transmissible</b>	H	<ul style="list-style-type: none"> <li>Only critical worker and vulnerable children in school between 5/1/21 to February 2021</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Limited students in school.</li> <li>Classrooms that are in use have been</li> </ul>	H

		<ul style="list-style-type: none"> <li>• Social distancing in secondary classrooms moved to 2m due to lower numbers of children. Social distancing encouraged across KS2, bubble integrity maintained in primary at all times.</li> <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>		<p>remodelled to ensure 2m social distancing can be maintained at all times.</p> <ul style="list-style-type: none"> <li>• Mass testing procedure currently being looked at.</li> <li>• Risk assessment shared and staff/students regularly reminded of control measures that are in place.</li> </ul>	
<b>Knowledge of local infection rates and prevalence of new strain in the local area</b>	H	<ul style="list-style-type: none"> <li>• Recent figures show a rise in positive cases in the Middlesbrough area.</li> <li>• 723 cases were reported between the week 27/125 - 02/01/21 which is 403 more than the previous week.</li> <li>• There have been a total of 7,802 cases so far up until 6 January 2021.</li> </ul>		<ul style="list-style-type: none"> <li>• Local information constantly monitored via social media, news etc and risk assessment updated accordingly.</li> </ul>	H
<b>11. January 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> <li>• Additional SLT identified if exam invigilators are unavailable due to shielding</li> </ul>		<ul style="list-style-type: none"> <li>• Awaiting further guidance</li> </ul>	

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 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) 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.
- A tick sheet/ board is maintained when handwashing has taken place for a bubble, as a visual reminder.
- Handwashing routines are re-taught to pupils using suitable video.
- 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. 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

#### 8. Keeping Occupied spaces well ventilated

Once the school is in operation, 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.

#### 9. 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.

#### 10. 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.

#### 11. 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.