

COVID-19: Operational risk assessment for school reopening **V5**

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](#)

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:	William Pratt	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	13.7.20	Review interval:	Half termly	Date of next review:	October 2020 Update 22.10.20 V5

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

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of fully opening, including social distancing guidance					
1.1 Capacity					

<p>Available capacity of the school is reduced when social distancing guidelines are applied</p>	<p>M</p>	<ul style="list-style-type: none"> • Social distancing confirmed as 1m or less between children (depending on age) and 2m between children and adults (and between adults), again, depending on age of children. • Social distancing not expected for children in EYFS and KS1 • Bubbles agreed of year groups or smaller, depending on phase of education. • Agreed new timetable and arrangements confirmed for each bubble. • Arrangements in place to support any pupils still unable to attend school with remote learning at home. • Face coverings available for staff and children to use in areas where social distancing is more difficult • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) 	<p>Y</p>	<ul style="list-style-type: none"> • Timetabling of rooms into year group 'bubbles' will enable all years to return in September 2020 • Pinch points are for PE changing / IT Suites - it has been scheduled so all areas will have the capacity to clean rooms before another year group enters. • Online tutoring will continue and is being planned via the Deep Learning lead. • Maximum room numbers for rooms are to be adhered to • Pinch point staff room break room - limited space for staff for break & lunch time - social distancing must be adhered to and room well ventilated. 	<p>M</p>
<p>1.2 Organisation of teaching spaces</p>					
<p>Classroom sizes will not allow adequate social distancing</p>	<p>H</p>	<ul style="list-style-type: none"> • Requirement for social distancing reviewed by government to support full classes to return to classrooms. • Classrooms re-modelled, with chairs and desks in rows facing in the same direction to support social distancing. • Clear signage displayed in classrooms promoting social distancing. • In primary schools, classes stay together with their teacher and do not mix with other pupils. • In secondary schools the year group stays together and does not mix with other pupils. • Face coverings available for staff and children to use in areas where social distancing is more difficult • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) • Doors and windows will be opened to encourage natural ventilation of rooms and spaces (with the exception of fire doors). Only two meetings rooms in the academy do not allow this. 	<p>Y</p>	<ul style="list-style-type: none"> • Signage will be in place for September in all rooms. • Rooms will be remodelled to face forwards. Students should not sit facing each other • Room 11 has no external ventilation - a new PVC window is being installed which will open into the main stairwell • Room 25 / 11 are smaller but measures have been put in place • Trigger spray sanitising in place in all classroom to replace wipes for sanitising teaching desks, tables, touch points as directed • Fitness suite not available for classes 	<p>M</p>

		<ul style="list-style-type: none"> Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<ul style="list-style-type: none"> Classrooms have been remodelled - 20, 21, 23 & 34 to better accommodate class size. Tape to be added in front of all teacher desks to highlight if desks move forwards through lessons by students. 	
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing e.g. students facing the same way in dining areas and not sat face to face. 	N	<ul style="list-style-type: none"> The Dining space will be remodelled to have all students facing the same way. Additional external seating has been requested to increase the number of seats available at lunch time. Dining room space is working well for students at break and meal times. Students will be able to eat their own packed food at break time - starting w/c 21.9.20 The main hall has been timetabled for music and drama lessons. PE will continue lessons outside where possible. PE are using the sports hall as per their timetable The gym is set out for additional seating for inclement weather only. 	M
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	M	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Shielding guidance paused from 1 August 2020, allowing staff to return to work and children to schools Full use is made of those staff who are self-isolating or continue to be required to shield following discussions with their GP but who are well enough to teach lessons online. 	Y	<ul style="list-style-type: none"> Continuous discussions with relevant staff by the business manager to support staff return to the building and work for September. All relevant support staff deployed to support learning in the classrooms 	M

		<ul style="list-style-type: none"> Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of test and trace to inform staff deployment. Non-specialist teachers may be used to deliver content provided by subject specialists. 		<ul style="list-style-type: none"> Online learning / cover work will be updated and held centrally to support unplanned absences. 	
Re-timetabling and extended days mean that staff exceed their contracted working hours	M	<ul style="list-style-type: none"> Directed time calculations reworked and shared with staff PPA allocations still provided on timetables Where timetable restricts PPA or exceeds weekly hours for teachers, a two weekly timetable agreed to compensate Hourly rates of pay agreed for staff who are asked to work additional hours beyond their contracted hours 	N	<ul style="list-style-type: none"> Information including extended days, reduced PPA time and pay for additional hours communicated to all staff by the Principal 	H
Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term	M	<ul style="list-style-type: none"> All staff have been advised to follow government advice on the booking of holidays 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 Staff managing attendance policy and absence policies to be followed from September 	IY	<ul style="list-style-type: none"> Information regarding the need for all staff to return to work following the summer break communicated to all staff. Requirement to isolate from abroad has been lifted for a large number of countries - 10.7.20 The attendance policy will be managed by the Business manager and HR. Further guidance and flowchart established and disseminated to all staff to give further clarity to manage seasonal illness vs COVID symptoms 	M
1.4 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Start and departure times are managed, with staggering where possible The number of entrances and exits to be used is maximised. Different entrances/exits are used for different bubbles if entering at the same time. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. 	Y/N	<ul style="list-style-type: none"> The rear entrance to the school will be re-opened for September - this will mean students entering the site will be better separated. Hand wash stations will be located at main entrances to the school Students are allowed into the Academy at an earlier time 08:15am with designated classrooms available to separate 'bubbles' and tutors are in tutor rooms at 08:30am. 	H

		<ul style="list-style-type: none"> • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. • One way systems around the school. • Accessibility for disabled students and staff have been considered within changes. • Extra curricular activities cancelled if relevant distancing and controls can not be put in place to protect bubbles. 		<ul style="list-style-type: none"> • Staggered leaving times - year 7: 2.44pm, year 8: 2.46pm, year 9: 2.48pm, Year 10 and 11: 2.50pm. • The corridor markings will remain to clearly identify the 'walk on the left' strategy. • Clear delineation of walking on the left with changes to where students line up for lessons - this means students are not lining up on busy corridors. • Enrichment activities will be monitored closely. • The late bus students will need to be supervised to ensure that they are social distancing. • Designated classrooms established for late bus students 	
<p>Wrap around care provided in school is not able to comply with social distancing or bubble separation</p>	M	<ul style="list-style-type: none"> • School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble • After school activities will be separated and offered to distinct year groups to ensure bubbles are maintained/or cancelled if not possible • Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance 	N	<ul style="list-style-type: none"> • Breakfast provision for vulnerable students will be considered due to not having a catering break. • Breaktime - students will be allowed to consume their own food from 18th September. • After school enrichment will be single year group bubbles only. • Year 7 to engage in after school social. • Successful with appropriate social distancing within 'bubble' 	H
1.5 Planning movement around the school					

<p>Movement around the school risks social distancing not being maintained</p>	<p>H</p>	<ul style="list-style-type: none"> ● Circulation plans have been reviewed and revised. ● One-way systems are in place where possible. ● Posters in corridors regarding social distancing. ● Appropriate signage is in place to clarify circulation routes. ● Pinch points and bottlenecks are identified, staffed and managed accordingly. ● Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. ● Lesson change overs are organised to avoid overcrowding. ● Pupils are regularly briefed regarding observing social distancing guidance. ● Spaced lines on main corridors. ● Appropriate duty rota and levels of supervision are in place. ● Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair ● Play areas will be divided if more than one bubble is to use it at the same time ● Outdoor play equipment will be either taken out of use, cleaned between use by different bubbles or separate equipment provided for each bubble ● Face coverings available for staff and children to use in areas where social distancing is more difficult - highly recommending that these are worn ● Face coverings available for staff and children to use in areas where social distancing is more difficult - highly recommending that these are worn (Tier 1) ● Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<ul style="list-style-type: none"> ● Specific risk assessments completed for SEN / Vulnerable students to ensure they can circulate through school in a safe manner ● Pinch points and 'bottlenecks' are identified and staffed ● One way system in place for main corridor / narrow corridor areas within school ● Markings to be maintained on the main corridor advising of 'walk on the left. ● Lesson changeover to be staggered to avoid congestion in corridors between year group bubbles - this will occur for students accessing specialist rooms ● Staff advised that face coverings for the communal areas means a Mask - a face covering which is fitted to the side of the face / Visors may still be worn in classrooms 	<p>H</p>
<p>1.6 Curriculum organisation</p>					

<p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<p>H</p>	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning. Praising stars will be used to assess the impact of interventions Curriculum has been re-ordered to focus on learning priorities for the phase of education if it can't all be caught up Plans for intervention are in place for those pupils who have fallen behind in their learning. Blended learning and remote learning plans are in place from day 1 for any child required to isolate 	<p>Y</p>	<ul style="list-style-type: none"> Application for additional 121 hours for years 7-10 	<p>M</p>
<p>Periods of isolation create additional gaps in learning</p>	<p>M</p>	<ul style="list-style-type: none"> Blended learning/remote learning plans in place so this can be provided on day 1 of isolation/absence Children lacking technology to support remote learning identified Technology available to provide for periods of isolation/absence EdTech demonstrators providing training to staff to increase confidence and ability to provide remote learning Rotas planned should it be necessary due to a move to a higher tier of 'lockdown' and local restrictions 	<p>Y</p>	<ul style="list-style-type: none"> Deep Support and Experience cross reference absentees and ensure Deep Support to ensure that those without technology are notified. Deep Learning to ensure work is effective. 	<p>M</p>
<p>Library book sharing risks virus infection</p>	<p>M</p>	<ul style="list-style-type: none"> Libraries will not be used as a social space for children Children will be managed in small numbers to select a book Returned books will be quarantined for 72 hours before being returned to library shelves Accelerated reader lessons 	<p>Y</p>	<ul style="list-style-type: none"> The LRC will be used as a space for students waiting for late buses - additional supervision will be required in this area to maintain social distancing and misuse of the bookshelves. Dated boxes will be used to manage the return of books - these will be held for 72 hours. For accelerated reader lessons the class teacher will: <ul style="list-style-type: none"> check the books in and out help students find and select books help students with logging on and taking tests 	<p>M</p>

<p>Singing spreads virus through spittle or aerosol transmission</p>	<p>M</p>	<ul style="list-style-type: none"> No choirs or large group singing No singing in assemblies or full classes unless social distancing can be maintained and rooms are ventilated No performance to audiences 		<ul style="list-style-type: none"> No singing to be undertaken in lessons. Assemblies are undertaken digitally via Tutor time and groups. 	
<p>Practical music lessons spread virus through spittle and touch</p>	<p>M</p>	<ul style="list-style-type: none"> Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only (no wind or brass unless sole users) Peripatetic music lessons to continue online or in person (in the main hall) where appropriate. Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<ul style="list-style-type: none"> Deep Learning lead and HoD Music to plan lessons in accordance with the Trust control measures. Set up so there are year group chairs for individuals and stands clearly labelled. The teacher sits 2 metres away from the student with his own chair. All students are using their own equipment with the exception of an amplifier which the teacher is in control of. Students do not share wind or brass instruments 	<p>M</p>
<p>1.7 Staff workspaces</p>					
<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. Posters in place regarding social distancing and hygiene. Communal equipment removed or measures in place to disinfect between use. Face coverings available for staff to use in areas where social distancing is more difficult Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) 	<p>N</p>	<ul style="list-style-type: none"> The staff room has been reconfigured to front facing tables / exam desks - upholstered furniture has been removed. All staff have been briefed on the use of the staff room. Office staff have been allocated desks - hot desking is reduced to urgent requirement only. ITT students are able to use the OLC PC's for their work - instructed to ensure equipment and workspace is sanitised before and after use. Staff advised that face coverings for the communal areas means a Mask - a face covering which is fitted to the side of the 	<p>M/L</p>

		<ul style="list-style-type: none"> Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		face / Visors may still be worn in classrooms	
1.8 Managing the school lifecycle					
Limited progress with the school's calendar and work plan because of COVID-19 measures	M	<ul style="list-style-type: none"> School calendar for the year rationalised. Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. Staff recruitment to continue employing social distancing and online interviews where appropriate Re-timetabling completed Plans and capacity in place should re-timetabling be required mid-year 	Y	<ul style="list-style-type: none"> School calendar has been streamlined, online performances, presentations and tutorials will be used. Timetables to be constantly reviewed with changing Covid-19 measures 	M
Pupils in the first year of a new phase in their education do not feel prepared for the transition	H	<ul style="list-style-type: none"> Pastoral staff have spoken with pupils and their parents about the new stage in their education and resolved any issues 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 Regular communications with the parents and pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and pupils. Online induction days for pupils and parents completed Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools Additional transition activity has taken place for students with identified SEND New pupils will have enhanced induction in the first weeks of the September term 	N	<ul style="list-style-type: none"> Transition website is live on our main website / site videos / staff introductions / SEN visits and phone calls have been made to transition students. New students will start on Wednesday 9th September. Year 7 students have integrated really well within the school environment 	L
1.9 Governance and policy					

<p>Directors are not fully informed or involved in making key decisions</p>	M	<ul style="list-style-type: none"> Online meetings are held regularly with the Board of Directors. The Board of Directors are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Y	<ul style="list-style-type: none"> The Board report is circulated to all Governors via the Chair. The Principal regularly meets the Chair of Governors to update on policy / risk changes, Principal met with Chair of AC - 17.9.20 	L
<p>1.10 Policy review</p>					
<p>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</p>	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	N	<ul style="list-style-type: none"> All policies updated and to be circulated to staff for the start of the new term. Relevant policies shared with Academy council 	H
<p>1.11 Communication strategy</p>					
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	H	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	Y	<ul style="list-style-type: none"> Communication of updated risk assessment / policies sent via email / update on the homepage of website and text to parents directly them to the policy section of the website. Principal to send update letter to parents w/c 21.9.20 Staff updates sent via briefing / direct email and Q&A googlemeets. Students updated regularly through their daily Tutor time Governors / Academy Council - updates see point 8.1 Other parties updated as appropriate 	M
<p>1.12 Staff induction and CPD</p>					

<p>Staff are not trained in new procedures, leading to risks to health</p>	<p>H</p>	<ul style="list-style-type: none"> INSET day will be held at the beginning of the September term Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management Training on how to wear face coverings given on INSET days 	<p>Y</p>	<ul style="list-style-type: none"> Two inset days have been allocated to the new term for staff training. The fire safety and evacuation plan reviewed to follow the year group Bubbles. Safeguarding will need to be monitored well as doors will be open for additional ventilation. See 1.11 for update re new staff updated and training 	<p>M/L</p>
<p>Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL</p>	<p>H</p>	<ul style="list-style-type: none"> First Aid qualifications extended by 3 months For period of COVID-19 designated safeguarding training will not expire Online training sought to replace or supplement training that is due to expire Support from leaders in the Trust who have up to date training 	<p>Y</p>	<ul style="list-style-type: none"> First aid course for new staff and existing who are out of date. The Academy has 4 level 3 designated safeguarding officers. Safeguarding link Governor to audit staff training - 2nd half of term. 	<p>M</p>
<p>New staff are not aware of policies and procedures prior to starting at the school when it reopens</p>	<p>H</p>	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 	<p>Y</p>	<ul style="list-style-type: none"> New video CPD for new staff. New staff will receive a refresher HR induction on the September inset days and all staff will be sent a refresher in September. 	<p>M</p>
<p>Staff do not receive ongoing CPD leading to retention issues</p>	<p>M</p>	<ul style="list-style-type: none"> Learning and performance sessions will be provided in school with social distancing and using technology The OIE will continue to support CPD through the offer of online programmes Flick online learning will support with statutory, mandatory and additional training Training on how to wear face coverings given on INSET days 	<p>Y</p>	<ul style="list-style-type: none"> All Staff provided with the Flick online training brief from Trust in March 2020. Ongoing CPD online through Deep Learning New staff will be sent the Flick training link to start this prior to September 	<p>L</p>
<p>1.13 Free school meals</p>					

<p>Reduced food offers are available due to kitchen and dining capacity</p>	<p>H</p>	<ul style="list-style-type: none"> A range of hot a cold food will be available (although this may not be a full menu) Dining staggered to ensure full bubble can be catered for Additional large spaces in school considered for dining 	<p>Y</p>	<ul style="list-style-type: none"> Reduced menu in place for September - this will be increased as and when it is feasible and approved to do so. Resumption of hot meal offer daily - this has given a better balanced menu for the students - meal boxes are being used - plates to be used if delivery issues occur Dining room counter re-configured to enable to service points offering the same menu Dining tables reconfigured to follow social distancing measures Main hall considered, but this will be used for curriculum lessons. Additional picnic tables procured to increase seating capacity to enable a full year group to lunch together in place w/c 28.9.20 Students can sit opposite each other on the picnic benches due to the external location. FSM collection process confirmed and grocery items selected. 	<p>L</p>
<p>1.14 Risk assessments</p>					
<p>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.</p>	<p>H</p>	<ul style="list-style-type: none"> Risk assessment from other partners completed Risk assessments are updated or undertaken before the school reopens in September and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Personal care EHCP Vulnerable staff (age, BAME, gender, pregnant) MAPA 	<p>Y</p>	<ul style="list-style-type: none"> Pinch point identified within the toilets. These are small and located in the same part of school, therefore breaks have been scheduled at different times and toilet areas will be supervised Break and lunch are scheduled at different times but it will be necessary to manage and supervise toilet use during lessons to ensure that bubbles don't mix 	<p>H</p>

				<ul style="list-style-type: none"> • The corridor passing the toilets will be supervised and managed as this is an identified pinch point • Corridor management is working well, however the wearing of masks in the corridor is still an area of focus. • Toilet usage is working well - cleaning teams are ensuring the toilets are cleaned regularly. • Additional reminders for students and staff to wear masks has been sent to all parents / staff and uploaded to the Academy social media sites • Students on buses have been reminded to wear masks when on the bus. • Currently not mandatory by Govt. for wearing of masks in the Academy is strongly advised 	
1.15 School transport					
<p>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</p>	M	<ul style="list-style-type: none"> • The details of how pupils will travel to and from school are known prior to September. • Effective liaison with bus companies is used as a basis for planning staggered start and departure times, where required. • Home learning and telephone support established where a child is unable to attend school due to transport issues. • Children encouraged to use other forms of transport, including cycling and walking. • Walking buses employed • Children advised how to queue at bus stops employing social distancing 	Y/N	<ul style="list-style-type: none"> • Washstations will be accessible as students come into school - These are working very well. • HTG tutorial to advise students how to don and doff their face mask for those travelling on public transport. • Included in the INSET for staff • Markings on path way to highlight social distancing will still be in place • NYCC are contacting all parents directly • Students on buses have been reminded to wear masks when on the bus. 	H

		<ul style="list-style-type: none"> Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school Additional hand washing and sanitising facilities available at bus parks and entrances to school. Queuing at the school at the end of the day is managed to ensure social distancing 			
<p>If any students use home/school dedicated buses: Social distancing is not adhered to and bubbles mix</p>	M	<ul style="list-style-type: none"> Effective liaison with local authorities and bus companies to understand their risk assessments and control measures, including additional cleaning Children to be seated in bubble groups where possible, including social distancing Children advised how to queue at bus stops employing social distancing Vehicles will be ventilated with windows open where possible Children advised how to use facial coverings (over age 11) and remove safely on arrival at school Additional hand washing and sanitising facilities available at bus parks and entrances to school. Queuing at the school at the end of the day is managed to ensure social distancing 	Y	<ul style="list-style-type: none"> Students advised to sit in bubble groups on the dedicated buses. Students advised to carry a sanitiser and wear facemask when travelling on the school buses. HTG tutorial to advise students how to don and doff their face mask for those travelling on public transport. Slide on the end of all powerpoint slides regarding face covering. 	H
<p>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</p>	M	<ul style="list-style-type: none"> Liaison with local authority to understand the control measures in place and risk assessments Children to be seated apart as far as possible from other children and adults Hand washing/sanitising on boarding and disembarking Face coverings to be used if appropriate Vehicles will be ventilated with windows open where possible 	Y	<ul style="list-style-type: none"> Information requested from NYCC for risk assessment and control measures - once received will be communicated to students who travel via school bus. Additionally students will mix with students from Ripon Grammar school due to the sharing of transport buses. Taxis not ensuring students wear masks have been spoken to 18.9.2020 	H
1.16 Multi-site working					

<p>Staff who normally work across multiple sites risk the spread of infection across sites</p>	<p>H</p>	<ul style="list-style-type: none"> 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. Staff who are able, will still be asked to work from home. 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. 	<p>Y</p>	<ul style="list-style-type: none"> Multi-site worker will follow the school hygiene guidelines and have their temperature taken as they arrive at school Staff working in multi sites is minimal and those identified have been advised of the procedures when entering the Academy. Reminder to staff working across sites to social distance and if not possible to wear masks. 	<p>M/L</p>
<p>1.17 Attendance and Punctuality</p>					
<p>Children do not attend school consistently as habits and social norms have changed</p>	<p>M</p>	<ul style="list-style-type: none"> The need and value of attendance at school will be regularly reinforced with children and families PR campaigns regarding attendance will be launched Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively Regular safeguarding phone calls to those children not attending Attendance fines will be reintroduced 	<p>Y</p>	<ul style="list-style-type: none"> The Deep support team have maintained communication with our vulnerable students, many of whom have been accessing the CW/V group during lockdown. Specific risk assessments and home visits will be managed and monitored with the EWO/ SEN/ Inclusion teams. Additional Learning manager staffing has allowed each year group to be resourced to follow up any absenteeism Attendance for the start of term has been very positive, discussions with students who are feeling anxious are spoken to directly, information to alleviate any stress is disseminated through tutor time. Application has been submitted to have an additional days resource of the school coach. 	<p>H</p>
<p>1.18 Alternative Provision</p>					

<p>Control measures are not in place for children attending alternative provision or otherwise accessing part time education</p>	M	<ul style="list-style-type: none"> • Liaison with AP providers where children attend full time to ensure that risk assessment and control measures are in place in line with government guidance • Where attendance is part time, liaison to identify the risks of movement between settings • Children not to attend more than 1 setting in the same day 	Y	<ul style="list-style-type: none"> • Specific risk assessments of the AP provision are undertaken including site visits to ensure that appropriate control measures are in place and our students are safe within these locations. • Movement between settings will be limited 	M
<p>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</p>					
<p>2.1 Cleaning</p>					
<p>Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required</p>	H	<ul style="list-style-type: none"> • An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased and additional staff appointed where necessary. • Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles • Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas. • Classroom timetabling is shared to ensure the classrooms are cleaned when free 	Y	<ul style="list-style-type: none"> • The classroom timetable has been devised so that specialist rooms are cleaned between year group bubbles. • Additional day cleaners have been requested to maintain appropriate hygiene in toilets, dining areas and corridor touch surfaces throughout the day • Specific cleaning regime in place to ensure that the classrooms are thoroughly cleaned at the end of each day and between year group change. 	H
<p>2.2 Hygiene and handwashing</p>					
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	H	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. • Additional external wash basins have been provided at key points around the school. 	Y	<ul style="list-style-type: none"> • Review of the dispenser has been undertaken and additional supplies purchase where appropriate • Stock levels of cleaning products frequently monitored to avoid low stock levels • external washstations to be installed at key locations - 2 at the front of school and 2 at the back of school 	H

				<ul style="list-style-type: none"> • Hands to be washed at the start of school and at social times. • Sanitiser may be used if weather is inclement as an alternative to handwashing to be monitored by duty staff closely. 	
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Hand washing is timetabled for arrival at school, when changing rooms, return from breaks and before and after eating • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary. 	Y	<ul style="list-style-type: none"> • Posters / Plasma screen • screens are located around the school reminding students to wash hands regularly. • Supervision of wash stations and toilets to ensure appropriate use of cleaning products and students are washing hands • Students are to wash hands as they enter the building and as they go to eat and have their breaks. Although the only time that washing only is specified when students initially arrive in the academy. • Reminder slide for tutor groups that sanitiser works 2-3 times then hands must be thoroughly washed 	H
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> • Government guidance has advised that children should be expected to wear full school uniform from September. • Additional uniform available in school to support vulnerable children who may require additional items. • Expectations and guidance are communicated to parents. • Additional uniform issued to catering, cleaning and site staff if they have insufficient 	Y	<ul style="list-style-type: none"> • Uniform is to be worn by students. • Robust practise in place to quarantine, for 72 hours, returned items which have been loaned to students. These need to be sanitised with spray or washed before being issued to another students. • Additional catering uniform to be purchased so they have 5 sets of t-shirts. 	H

<p>Standard uniform/staff dress code leads to coldness due to additional ventilation of spaces</p>	M	<ul style="list-style-type: none"> • Children encouraged to wear warmer items of uniform or outdoor coats whilst inside • Hardship monitored closely to ensure no children are disadvantaged/items purchased in these cases by the school • Staff encouraged to wear warmer items of clothing/outdoor coats if necessary 	Y	<ul style="list-style-type: none"> • Letter sent to parents 23.10.20 to highlight approved warmer clothing appropriate for the educational environments - this will not include hats / scarves / balaclavas / gloves. • Staff briefed 23.10.20 on appropriate warmer clothing to wear. • Windows and doors must remain open during the colder months. Good ventilation is the main prevention control. 	M
<p>The use of fabric chairs may increase the risk of the virus spreading</p>	M	<ul style="list-style-type: none"> • Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use. 	Y	<ul style="list-style-type: none"> • Teacher chairs are low risk and where there are plastic arms etc these can be wiped by the teacher as required. • Fabric chairs will be removed where more than one person is using them eg. staff room / reception if 2 chairs can't be provided. • Sanitising spray has been purchased for specific Inclusion areas where the soft furnishing is required for the needs of the students in that area. 	H
<p>2.4 Testing and managing symptoms</p>					
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	H	<ul style="list-style-type: none"> • Testing and tracing in place nationally. • Flowcharts provided to schools to explain what they need to do if they have a positive case confirmed. • Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. • We will take advice from local PHE regarding local data and spikes and work with HTP • Home Test Kits issued to staff/parents in exceptional circumstances where attendance at a test centre is not possible. 	Y	<ul style="list-style-type: none"> • Principal and Business Manager to manage staff absence, test and trace as required. • Staff advised to have a test if they are displaying any COVID symptoms. • Individual circumstances discussed. 	H

<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	<p>H</p>	<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Staff and students over 18 encouraged to download NHS Covid-19 app and engage with Test and Trace • Advice given on how to use the app and when to turn off to avoid false results • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms • A record of any COVID-19 symptoms in staff or pupils is reported to the trust. • Each school knows how to notify DfE contact line for advice. • Each school knows how to contact LA PHE for advice. • We will take advice from local PHE regarding local data and spikes and work with HTP • Government advice followed for identifying contact levels: <ul style="list-style-type: none"> - Direct - less than 1m for 1 minute - Proximity - within 1m to 2m for 15 minutes - Travelled in the same car 	<p>Y</p>	<ul style="list-style-type: none"> • Robust procedure in place to be managed by the Principal and Business Manager. • Accurate recording of student and staff absence is required. • Academy staff have the responsibility to follow the correct reporting procedure for absence - Prior to September to the Principal and Business manager. Continue for each holiday period and to the cover line, Principal and Business Manager once school resumes in September. • October half term reporting - staff and students to contact Business Manager a.arcidiacono@ripon.outwood.com to report any positive or self isolating cases. 	<p>M</p>
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<p>Y</p>	<ul style="list-style-type: none"> • Clear instructions are located on the website and shared with all staff • Refresher communicated during the Staff inset day in September 	<p>H</p>

		<ul style="list-style-type: none"> • Communication sent to all parents on using the NHS Covid-19 app 			
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process, including flowcharts • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • We will take advice from local PHE regarding local data and spikes and work with HTP 	Y	<ul style="list-style-type: none"> • Staff, pupils and parents have clear instructions to contact school if there is a confirmed case of COVID-19. • Students will receive information during the first week back regarding what to do if they suspect or have a confirmed case of COVID-19 • All changes will be communicated to staff, pupils and parents in a timely manner. 	H
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> • First Aid certificates extended for three months. • A programme for training additional staff is in place. • Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Y	<ul style="list-style-type: none"> • First aiders have received training as part of the re-opening inset training day. • All first aiders will receive a refresher course as part of the september Inset training day. • Appropriate new starters will be trained in first aid in a timely manner • Further guidance and flowchart established and disseminated to all staff to give further clarity to manage seasonal illness vs COVID symptoms 	M
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> • The medical room is fully equipped with appropriate PPE, bins, bin bags - thermometer and first aid kit • The medical room will be located in the facility office from September as the current location will return to a classroom 	H

		<ul style="list-style-type: none"> Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<ul style="list-style-type: none"> Adequate procedures are in place to clean the medical room / first aid room / hygiene suite and allocated first aid toilet Flow chart in place to set the first aid / illness procedure - shared with all staff and students - Noted is that temperature for COVID is above 37.8. On entry into the medical room - open all windows and wedge the door open to create adequate ventilation. 	
2.7 Communication with parents					
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"> 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. A COVID-19 section on the school website is created and updated. 	Y	<ul style="list-style-type: none"> Parents are kept informed of any updates to guidelines, procedures, policies, risk assessments in relation to COVID-19 via the specific website. Use of social media to inform parents of updates and promote mask use. 	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"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Y/N	<ul style="list-style-type: none"> Key messages, what to do and how to communicate any COVID-19 related information from parents to school will be clearly identified on the school COVID specific website Text / social media will direct parents to the COVID-19 specific website for all updates. Messages will be reinforced on a weekly basis from the start of September Information poster from NHS in relation to seasonal illness vs COVID symptoms added to website and social media 	H
2.8 Personal Protective Equipment (PPE)					

<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. SEND intimate care; supporting a child with COVID-19 symptoms; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that the wearing of gloves is not a substitute for good handwashing. 	<p>Y</p>	<ul style="list-style-type: none"> • CPD video, previously shared on the staff training day, with all staff relating the proper manner to don and doff PPE will be sent out again prior to September start. Also included on the COVID-19 website • Training refreshed with staff on September inset day reiterating the clear information regarding PPE 	<p>M</p>
<p>2.9 Catering</p>					
<p>Dining space can not cater for numbers of children with appropriate cleaning and hygiene</p>	<p>H</p>	<ul style="list-style-type: none"> • A reduced catering offer is established to ensure that increased numbers of lunch breaks and breaks can be managed for bubbles • Primary - meals will continue to be provided to classrooms • Secondary - additional dining spaces identified if needed • Secondary - all students facing same way and social distancing in place by removing use of seats • Dining spaces cleaned between bubbles • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<ul style="list-style-type: none"> • The lunch time has been extended to include period 3 and 4, therefore a catering lunch only will be offered in September - this will be reviewed after 2 to 3 weeks. • Reduced menu will be offered to ensure that speed of service is maintained to allow for cleaning between lunch sittings - The catering team may need to assist with this. The guidance does refer to redeploy staff pg 19 • Hot meal offer resumed w/c 12.10.20 to provide a healthy balanced menu choice for students - offered in meal boxes with wrapped cutlery • The dining room has been reconfigured to seat all students facing one way - this is working really well. • Additional external seating will increase seating capacity for each year group bubble. External picnic tables for year groups have arrived and in situ • Ensure all windows are opened as well as the corridor doors throughout the Academy day. 	<p>H/M</p>
<p>2.10 Finance</p>					

<p>Cash brought into the academy spreads the virus through handling</p>	<p>M</p>	<ul style="list-style-type: none"> • Cashless is encouraged at all times (14th October full cashless system) • Parent letters requesting that cash is not used and accounts are topped up from home • Any cash brought in is placed in the safe for 72 hours and hand immediately washed 	<p>Y</p>	<ul style="list-style-type: none"> • Strict supervision of student catering accounts to ensure that students pay for their food without going into arrears. • Students and parents are advised to use the cashless catering system - top up the catering accounts in advance so that minimal money is brought into school to be handled by the finance team. • Cashless catering communicated with parents at the end of summer term in readiness for September start 'Go live' date confirmed as 14.10.20 Catering system installed and school cashless as of 14th Oct. • Robust procedure in place to adhered to the 72 hour quarantine of money • Alternative means of identifying students other than the biometric identification. • Academy is now cashless - all parents / carers / staff to ensure they have their ipay account set up to use the catering facility 	<p>H</p>
<p>2.11 Gifts</p>					
<p>Children bring gifts for the end of term that spread the virus</p>	<p>M</p>	<ul style="list-style-type: none"> • Gifts to be discouraged • Those that are brought should be accepted, hands washed and then quarantined for 72 hours 	<p>Y</p>	<ul style="list-style-type: none"> • Staff are to communicate to students to avoid bring in gifts • Follow strict hygiene guidance and wash hands regularly - quarantine the gift for 72 hours. 	<p>M</p>

3. Maximising social distancing measures

3.1 Pupil behaviour

<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • 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. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • 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. 	<ul style="list-style-type: none"> • Expectations of students to be continually communicated to all students through individual tutor time. This will be in the form of a recorded assembly. • Pupil movement outside of their bubble is minimised and corridor supervision enhanced. Additional learning manager resource to be utilised. • PLC will have a partition wall with a separate exit to avoid poor behaviour witnessed by other year groups. PLC contract created for all users. • Communication of social distancing control measures in place throughout the school, information disseminated to students and parents on the COVID website in school on the plasma screens. • Break and lunch times are staggered to avoid bubbles mixing - additional supervision by SLT and duty staff at this point. Working efficiently. Gym used as an area for wet break. • Inclusion areas / LRC / PLC are not to have mixed bubbles of students. 	
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3.2 Classrooms and teaching spaces

<p>The size and configuration of classrooms and teaching spaces does not support government guidance</p>	<p>H</p>	<ul style="list-style-type: none"> All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible. Arrangements are reviewed regularly. Unnecessary equipment removed from classrooms Soft toys and soft furnishings removed Cleaning product and wipes available in EYFS to clean toys Equipment in practical subjects will be cleaned between use by different bubbles or additional items purchased so that items are not shared beyond the bubble Tables in rows with children facing the front to avoid face to face Entering and exiting the classroom is 'one person at a time' Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<ul style="list-style-type: none"> Art / DT and Science technician to ensure that equipment is cleaned after use and especially between bubbles. HoD's to check this on a daily basis. All teaching staff personal items have been removed from classrooms, windowsills, and ledges. Students are to line up as normal and enter and leave rooms by 'one in/one out practise. Teaching staff to supervise this. Staff moving between classes and not in the room will cause challenge for social distancing Classrooms have been reconfigured to follow the current guidance. Good hand washing is communicated to all students for social & meal times. Space is a premium - unnecessary furniture storage is a challenge. All staff / students receive regular reminders to ensure they maintain good ventilation in rooms. The DfE guidance update states that good ventilation is the best prevention control. 	<p>H</p>
<p>3.3 Movement in corridors</p>					

<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>H</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Posters in corridors and circulation areas on social distancing • Floor markings in key areas • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Social time change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. • Accessible routes have been planned where necessary. • Face coverings available for staff and children to use in areas where social distancing is more difficult <ul style="list-style-type: none"> • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	<p>Y</p>	<ul style="list-style-type: none"> • One way system for main corridor is in place - this is highlighted on school plans • One way system for B block in place • Floor markings will remain along the main corridors and on the narrower first floor corridors. • Break and lunch changeover is staggered. • Year group bubbles will remain in classrooms - movement is minimised for toilets and specialised rooms. • All staff / students receive regular reminders to ensure they maintain good ventilation in rooms. The DfE guidance update states that good ventilation is the best prevention control. • Staff / students regularly advised that face coverings for the communal areas means a Mask - a face covering which is fitted to the side of the face / Visors may still be worn in classrooms 	<p>H</p>
<p>3.4 Break times</p>					
<p>Pupils may not observe social distancing at break times</p>	<p>H</p>	<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	<p>Y</p>	<ul style="list-style-type: none"> • Break times are staggered - year groups will be outside unless it is a wet break. Year 7 will have a form room to go to if wet / gym will have 50 chairs which will be spaced out to enhance ventilation and distancing. • Social distancing signage is in place 	<p>H</p>

		<ul style="list-style-type: none"> • Face coverings available for staff and children to use in areas where social distancing is more difficult • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) 		<ul style="list-style-type: none"> • increased supervision is planned for social times • Staff / students regularly advised that face coverings for the communal areas means a Mask - a face covering which is fitted to the side of the face / Visors may still be worn in classrooms • Emergency masks are available from learning managers for students who have forgotten their mask - students advised to have their own mask daily and to use these in the communal areas, and on school transport 	
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • <i>PIN and biometric either disinfected between each use or replaced with manual recording of purchases (this could als be managed by children washing hands on entrance to dining hall??)</i> • Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home. • Water fountains taken out of use. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). 	Y	<ul style="list-style-type: none"> • Line markings are in place to manage distancing at the start of lunch • There is a wash station outside the dining room for all students to wash their hands prior to going into the dining room • Lunch time must be 20mins to enable cleaning of all areas including the biometric machine, window ledges/ door frames in the corridor and dining room. • Communication to parents to use the cashless catering system and top up money from home. The reval machine may be taken out of action - this will avoid students gathering at the machine. • Communicated to all parents to ensure water bottles are filled up at home - water is available to purchase from the dining room. Water fountain only available to top up bottle (not direct drinking) with additional cleaning 	H

		<ul style="list-style-type: none"> Eating areas are cleaned between bubbles by catering, cleaning or MSA staff. Face coverings available for staff and children to use in areas where social distancing is more difficult Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<ul style="list-style-type: none"> Lunch times are staggered - all students will use the main dining room. Picnic tables purchased for additional external seating All tables internal and external will be cleaned between bubbles. The catering team may need to assist with this. The guidance does refer to redeploying staff pg 19 Staff / students regularly advised that face coverings for the communal areas means a Mask - a face covering which is fitted to the side of the face / Visors may still be worn in classrooms All staff / students receive regular reminders to ensure they maintain good ventilation in rooms. The DfE guidance update states that good ventilation is the best prevention control. 	
3.6 Toilets					
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	H	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Face coverings available for staff and children to use in areas where social distancing is more difficult 	Y	<ul style="list-style-type: none"> Queuing zones have been identified, these will be supervised at all times. Floor marking to remain in place for main corridors Pupils and Staff have been reminded that it is one in / one out for toilets Churchills will monitor the soap, towels, bins and clean toilets regularly through the day. Toilets is the area where all bubbles use the same area. Students have received additional advice and guidance regarding reduced time spent in these areas. The importance of excellent sanitation and 	H

		<ul style="list-style-type: none"> • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<p>only allowing 2 in per time (girls) and 4 per boys</p> <ul style="list-style-type: none"> • Staff / students regularly advised that face coverings for the communal areas means a Mask - a face covering which is fitted to the side of the face / Visors may still be worn in classrooms • All staff / students receive regular reminders to ensure they maintain good ventilation in rooms. The DfE guidance update states that good ventilation is the best prevention control. 	
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • PPE provided in medical room for first aiders • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<ul style="list-style-type: none"> • Medical room is located in the facilities office, the medical first aid toilet is close by and has restricted access. • On entry into the medical room - open all windows and wedge the door open to create adequate ventilation. • PPE / Records/ information / and procedures in place to support first aiders for any covid medical need. 	H
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Screens between Receptionist and visitor installed if not already in place • Signing in completed by Reception staff so that visitors do not touch pens, visitors book, signing in screens etc 	Y	<ul style="list-style-type: none"> • The reception will be well ventilated - screens are in place to support the reception staff • Clear guidelines are in place to be followed by the reception team, no unnecessary visitors/ only 3 people in reception at one time / no visitors to sign 	H

		<ul style="list-style-type: none"> Meeting room identified for essential meetings where social distancing can be complied with. Non-essential deliveries and visitors to school are minimised. Signs on gates to confirm not accepting non-essential visitors Arrangements are in place for segregation of visitors. Visitor logs kept to support Track and Trace Face coverings available for staff and children to use in areas where social distancing is more difficult Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<p>in - this will be done by reception, please gathering other track & trace information.</p> <ul style="list-style-type: none"> Floor markings to be maintained and in place in reception. Parcels / deliveries are continuing to be quarantined for 72 hours. YPO to deliver to door and not enter the building. w/c 19.10.20 Visitors are no longer required to be temperature tested on arrival Regular reminders are circulated to ensure good ventilation in rooms. The DfE guidance update states that good ventilation is the best prevention control. A folding chair has been placed in reception for student use when they are unwell awaiting collection to go home. This will be cleaned after use by the reception team. 	
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Start and finish times are staggered or different entrances/exits for different bubbles The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to present themselves on site beyond designated drop off/pick up points 	Y	<ul style="list-style-type: none"> Duty staff will manage arrival and departure times at all gates to the Academy. Parents will be sent communication to ensure they observe the social distancing on school property to avoid large numbers gathering / restricting exit and entrance to school Communication with parents will be via phone / text or email - on site meetings will be minimised as much as possible. 	H

				<ul style="list-style-type: none"> Communication to parents will highlight that there are to be No unnecessary visitors are allowed into school 	
3.10 Transport					
<p>The use of public and school transport by pupils poses risks in terms of social distancing</p>	H	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling on public transport. Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. Hand sanitizers and hand washing available on arrival at school Windows to be open on transport where possible for natural ventilation 	Y	<ul style="list-style-type: none"> Communication to all students using school transport will be to wear a mask / use sanitiser / wash hands when arriving at school / sit in year group bubbles where possible. - NYCC to complete. The video showing the correct way to don and doff PPE including facemask will be on the school's COVID website - parents / students will be directed to this. 	H
3.11 Staff areas					
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	H	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Hot desking will be stopped, only one member of staff allocated to a desk. WFH will remain in place for staff who can in order to minimise staffing Face coverings available for staff to use in areas where social distancing is more difficult <ul style="list-style-type: none"> Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) 	Y	<ul style="list-style-type: none"> The staffroom will be reconfigured to enable access for PPA time - the PC's will need to be booked in advance, other tables will be available to allow for social distancing. The staffroom tables will be reconfigured to allow for staff to use during lunchtime. Additional availability in meeting room 5. There will be sanitiser spray so staff can wipe down their table/chair /the kettle / fridge handles / microwave before and after they use it. Staff room must be well ventilated 	H

		<ul style="list-style-type: none"> Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<ul style="list-style-type: none"> Cleaning staff will be concentrating on student areas at social times - the staff room will get thoroughly cleaned at the end of the day. Offices will be reconfigured to ensure that social distancing is in place at all times No staff hot desking / where unavoidable and in exceptional circumstances the equipment and area must be thoroughly sanitised. If applicable staff can work from home to minimise office staff. offices have allocated maximum numbers for staff and students. On entry into a room - open all windows and wedge the door open to create adequate ventilation. SLT will check the room set up to include cleanliness, tidiness, ventilation and doors wedged open. 	
3.12 Catering					
Social distancing is not possible in kitchen/catering areas	H	<ul style="list-style-type: none"> Reduced menus agreed to manage increased number of lunch breaks Simple menus developed allowing staff to work at a single workbench 1 member of staff in small areas e.g. fridges, store rooms at any time Staff instructed in social distancing PPE provided if social distancing can not be maintained Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food Catering staff advised to remain behind the counter during serving 	Y	<ul style="list-style-type: none"> Reduced menu in place - finalised for September to be communicated to parents and students via website Catering staff to maintain 2M social distancing and to wash their hands every 30 minutes Screens have been placed at the tills to provide additional protection for catering staff staff have completed the staff training day and will receive a refresher on the inset days. 	H

		<ul style="list-style-type: none"> • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 		<ul style="list-style-type: none"> • The walk-in fridge / store rooms / toilet & changing room will be 'one in / one out' only. • Catering staff will remain behind the counter, but may assist with the cleaning of the dining room counter and tables if required. The guidance does refer to redeploying staff pg 19 • No catered break will be in place initially, there may be a requirement for vulnerable students to access a breakfast facility • On entry into a room - open all windows and wedge the door open to create adequate ventilation. • Staff regularly advised that face coverings for the communal areas means a Mask - a face covering which is fitted to the side of the face 	
3.13 Home Visits					
Staff are placed at risk of contracting COVID whilst undertaking home visits	M	<ul style="list-style-type: none"> • Home visits will not be undertaken unless absolutely necessary • Staff will not travel together to undertake a home visit • Visit will be undertaken on doorstep - staff will not enter the home • Social distancing will be maintained throughout - knock on door and step back 2m • All usual control measures for home visits should also be followed • Additional risk assessment for home visits circulated to relevant staff 	y	<ul style="list-style-type: none"> • Home visits will be reduced to a minimum. PPE to be used - no staff to travel together in cars. • Social distancing to be maintained at all times - no staff to enter the building. • Safeguarding practises to be undertaken as usual with the necessary risk assessment in place prior to a visit. • New protocol for home visits. 	M

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

4.1 Pupils with underlying health issues

<p>Pupils with underlying health issues are not identified and so measures have not been put in place to protect them</p>	<p>H</p>	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon Individual risk assessments undertaken for any student identified being at higher risk e.g. BAME, ECV and actions put in place in agreement with student/parents Remote learning provided for any child still required to medically shield (supported by medical evidence) EHCP and risk assessments updated Schools have a regularly updated register of pupils with underlying health conditions. 	<p>Y</p>	<ul style="list-style-type: none"> The inclusion department actively engages with vulnerable students with medical conditions, attendance will be monitored closely with any absence followed up immediately. EHCP and student risk assessments are updated frequently - identify any high risk categories of students. Inclusion coordinator and SENCo to identify when a student is medically shielding so that they can provide the student with work. 	<p>M/L</p>
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4.2 Staff with underlying health issues

<p>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</p>	<p>H</p>	<ul style="list-style-type: none"> 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. 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. Individual staff risk assessments undertaken where additional risk factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable Current government guidance is being applied. Current government guidance is being applied - local guidance to be monitored if areas move to Tier 2/3 	<p>Y</p>	<ul style="list-style-type: none"> Absence procedures are updated with staff frequently, Business Manager and HR follow up all absences to understand the nature of absence. Any COVID related health issues staff member will be asked to be tested straightaway Members of staff who are shielding beyond 1 August 20 (currently no one directly) will be requested to send in a medical note from their doctor. Members of staff who are shielding others are notified that shielding is suspended on 1st Aug 2020. Government guidance and Trust HR procedures are being followed 	<p>M/L</p>
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5. Enhancing mental health support for pupils and staff

5.1 Mental health concerns – pupils

<p>Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>H</p>	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. 	<p>Y</p>	<ul style="list-style-type: none"> • The inclusion team have been in close contact with vulnerable students / VMG tutors have been in close contact with their VMG students and supported any students struggling with mental health issues. • Tutor time content focused on mental health and promoted activities to support students • Addition of the Mental Wellbeing team and Wellbeing Wednesday events. • Website updated with mental health contacts / and support groups • School coach has been in school during lockdown and has met & supported vulnerable students - this will continue in September • Additional learning manager resource to support returning students with mental health issues. 	<p>M/L</p>
<p>Additional safeguarding concerns are identified on children’s return to school</p>	<p>H</p>	<ul style="list-style-type: none"> • All staff will receive safeguarding training as part of the INSET on the first day of term • Additional time will be provided for DSLs and inclusion teams in the first few weeks of term, if required, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies where these are appropriate 	<p>Y</p>	<ul style="list-style-type: none"> • Safeguarding training refresher will be undertaken by all staff in September. • Additional resource of school coach / year group learning managers 	<p>H</p>

5.2 Mental health concerns – staff

<p>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</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. • Staff are encouraged to use the staff EAP • Weekly staff wellbeing surveys 	<p>Y</p>	<ul style="list-style-type: none"> • A number of staff have been adversely affected during the school closure period. Discussion and support from the Deep leads, HoD's, SLT and Business Manager has supported staff. However feedback following the partial re-opening from staff was positive that they felt safe, supported and well communicated with. • Changes to working practises for the September opening will add to some staff's initial thoughts on returning to school. • Feedback from the weekly wellbeing survey will be utilised to support the staff cohort. • The EAP information is frequently sent to staff to support health and well being. • A staff Wellbeing site has been set up and sent to staff - this has links to a majority of well being groups, website and activities. 	<p>M</p>
<p>Working from home can adversely affect mental health</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff working from home have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. 	<p>Y</p>	<ul style="list-style-type: none"> • The staff quiz, online activities and other wellbeing contact has proven to raise staff morale during working from home. • HoD's and Staff are actively engaging in return to school plans and the communication of these plans has been consistent in briefing towards the end of Summer term. • Timetables and work plans have been sent to teachers prior to summer to assist with their planning. • Support staff are involved in staff briefings and relevant records are emailed to all staff to ensure the full staff 	<p>M/L</p>

				<p>cohort are aware of plans as they are finalised.</p> <ul style="list-style-type: none"> Line management meetings have been regular for all departments 	
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. Bereavement training delivered to over 200 staff during June 2020 	Y	<ul style="list-style-type: none"> The bereavement training has been emailed to all staff The EAP information has been sent to all staff Bereavement education included in the Mental Wellbeing team's plans for this term. 	L
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> Bubbles not mixing Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. PEEPs reviewed and updated 	N	<ul style="list-style-type: none"> The fire procedures have been revised to ensure that line up is in year group bubbles main training social distancing All year group tutors will ensure that fire procedure training is undertaken by the end of the second week. Support staff not in a class or a tutor will support maintaining social distancing on the corridors and transitioning to the muster point. PEEP's reviewed with relevant staff NYCC staff to follow the school evacuation requirement and muster as per their procedures 	H/M

<p>Fire evacuation drills - unable to apply social distancing effectively</p>	<p>H</p>	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	<p>Y</p>	<ul style="list-style-type: none"> Consideration for additional muster points will be reviewed and evaluated as required. Students will muster in year group bubbles and adhere to the social distancing measures Staff and visitors to adhere to social distancing measures during evacuation, muster, role call and re-entering the building NYCC staff will adhere to their social distancing measures on evacuation of school buildings. 	<p>M</p>
<p>Fire marshals absent due to self-isolation</p>	<p>H</p>	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	<p>Y</p>	<ul style="list-style-type: none"> There are deputy fire marshals, SLT and HoD's assigned to roles of responsibility within the fire evacuation procedure All staff have responsibility to complete fire safety training, specific staff who are allocated fire marshal responsibilities have this allocated via their Flick training login. 	<p>M</p>
<p>6.2 Contractors working on the school site</p>					

<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>H</p>	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) will continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Contractor risk assessment has been provided prior to works beginning • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<p>Y</p>	<ul style="list-style-type: none"> • Reception staff will conduct the taking of contractor / visitor temperature check for admittance into the Academy - In place from 10.6.2020 • Reception will sign in visitors and ensure they receive test and trace information and log the temperature of the visitor • Staff / Students will use different entrance to visitors and contractors • Confirmation with the Business Manager / Site supervisors to ensure all usual contractor procedures are in place. • Social distancing is observed with contractors who are on a green lanyard and those on a black lanyard will be supervised using social distancing measures. • Ensure contractors follow appropriate procedures for accessing the site. 	<p>M</p>
<p>7. Finance</p>					
<p>7.1 Costs of the school's response to COVID-19</p>					
<p>The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties</p>	<p>M</p>	<p>Prior To Sept</p> <ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified. • Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Net increase in costs approved by Region Exec and CFO <p>Sept Onwards</p>	<p>Y</p>	<ul style="list-style-type: none"> • FM, BM and Principal to agree actions and offsets. Any net increase to be reported via Regional Exec to CFO for approval. • Monthly Principal meetings to focus on monitoring variances and long term implications of operational and educational response to returning under Covid-19 	<p>L</p>

		<ul style="list-style-type: none"> • Additional COVID-19 related costs are monitored and options for reducing costs as guidance changes are reviewed. • The school's projected financial position will be shared regularly with the Board 			
8. Governance					
8.1 Oversight of the governing body					
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	H	<ul style="list-style-type: none"> • The Trust Board continues to meet regularly via online platforms. • The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed. 	Y	<ul style="list-style-type: none"> • Academy Council meetings are planned from October 2020 incorporating government guidelines, individual risk assessment in place • Issues with online platforms to be reduced, to ensure an alternative or combination meeting within the Academy • Principals reports to resume after summer break • Regular dialogue with the Chair to continue as appropriate throughout August. • Principal / Chair resumed meetings 17.9.2020 • Risk assessments to be undertaken for all Academy council members visiting the Academy • Process for Academy Council link meetings confirmed with all Academy Council members during 01/10/20 meeting 	L

				<ul style="list-style-type: none"> October 2020 Scheme of Delegation circulated to all Academy Council members 26/10/20. 	
9. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Bus park site shared with RGS	H	<ul style="list-style-type: none"> Additional duty staff placed in this location. Adapted plan to ensure smoother drop off for prospective increased numbers of students being dropped off by car. Plan shared with leadership of RGS 	Y	<ul style="list-style-type: none"> Adapted plan shared with all staff, parents and carers. Clear supervision and segregation of students is required to ensure that Academy students and RGS students mixing is minimised Rear gate access will alleviate some of the congestion of students accessing school from the bus park 	M
Child Services Building & Staff (NYCC)	H	<ul style="list-style-type: none"> Academy building has shared access with NYCC child prevention services and their visitors. 	Y	<ul style="list-style-type: none"> Separate entrance is used that will maintain distance from academy Access is restricted under usual conditions but is accessible through fire exits onto the Academy site Safeguarding procedures are in place and communicated to all staff Social distancing measures have been communicated to Child services in line with government guidelines. 	M
Access to school via rear gate	H	<ul style="list-style-type: none"> Students not adhering to road safety measures, crossing in between cars and walking in groups off the pavement in the road Parents not adhering to road safety measures, parking dangerously, causing congestion at a blind corner, parking on the pavement complaints received from residents following poor safety of students, parents and other road users 	Y	<ul style="list-style-type: none"> Clear instruction to parents on where to drop students, consider Little Studley Road not Bishopton Lane. Clear communication with students on road safety to avoid road traffic accidents Students must adhere to social distancing measures as they walk into school - this is communicated through VMG 	H

		<ul style="list-style-type: none"> • Students not adhering to social distancing measures as they walk to school 			
<p>External agency visits/meetings - Children Services and Early Help</p>	H	<ul style="list-style-type: none"> • Procedure of separate entrance and exit. • Use of the conference room to effectively socially distance in this space. • Temperature checks by other staff members than reception and track and trace documents completed. 		<ul style="list-style-type: none"> • Clear instruction to visitors and training for staff leading the meeting. 	