

## Shenley Academy Re-Opening Risk Assessment March 2021

### Introduction

The government plan is for the full return of all pupils from March 2021:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

From 8<sup>th</sup> March, all pupils should attend school. Secondary pupils will be offered testing from 8<sup>th</sup> March.

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

This risk assessment checklist/tool is based on Government guidelines on COVID-19 as at 22nd February 2021 and is provided to help schools to prepare and decide arrangements for an increased number of children attending/returning to school. Sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonable practicable level.

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

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

### Core Principles

- Stay at home if you are ill with one or more Covid-19 symptoms, a member of household or in their support/childcare bubble has Covid-19 symptoms, they are required to quarantine having recently visited countries outside the Common Travel Area or they have a positive test.
- Self-hygiene
- Academy cleaning regime
- Test and trace engagement
- Reduce contact in school
- Maximise distance in school where possible

- Bubbles – year group or class
- Avoid contact between bubbles
- Forward facing desks
- Staff and pupil distance where possible
- Minimise contamination.

## Systems of Controls

### Prevent

#### You must:-

Minimise contact with individuals who are required to **self-isolate by ensuring they do not attend school.**

Ensure **face coverings are used in recommended circumstances.**

Ensure everyone is advised to clean their hands thoroughly and more often than usual.

Ensure good respiratory hygiene for everyone by promoting the “catch it, bin it, kill it” approach.

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

Consider how to **minimise contact across the site and maintain social distancing** wherever possible.

Keep occupied spaces well ventilated.

Minimise contact

#### You should try to

Social distance where possible

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

### Respond to Infection

Promote and engage with the NHS Test and Trace process (and engagement with [absent@e-act.org.uk](mailto:absent@e-act.org.uk) in all cases)

Management of confirmed cases

Contain local cases alongside PHE

E-ACT's position has been consistent on the wearing of face coverings since Sep 20. All staff in all our academies to wear when in communal areas and corridors. In the classroom should staff wish to be provided with a face covering we will provide this.

<b>Name of Academy</b>	Shenley Academy
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<b>Consulted With</b>	<b>Date and How</b>	<b>Comments</b>
Staff	To be shared with Staff on 08.03.21	No Feedback
Parents	To be shared with Parents on 08.03.21	No Feedback
Unions	Shared with Union Rep on 05.03.21 (JWC)	No Feedback

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

### Links to DfE Guidance

As new guidance is produced weekly, please refer to [www.gov.uk](http://www.gov.uk) for updates

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus>

<https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

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

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

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

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

[https://e-bug.eu/eng\\_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020#part-b-guidance-for-dedicated-transport-to-schools-and-other-places-of-education-for-the-2020-to-2021-academic-year>

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<https://www.cibse.org/coronavirus-covid-19>

<https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full-attendance-actions-for-schools-and-local-authorities>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

<https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding>

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

<https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

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

[https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm\\_source=remote\\_education](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=remote_education)

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</a> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities</a> <a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures">https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures</a>
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Version edits		
Version No.		Published
1	Original	08/03/21
2		
3		
4		
5		
6		

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>Lack of certainty over returning numbers</b>	<ul style="list-style-type: none"> <li>• Planning for mandatory full attendance for all pupils from 8<sup>th</sup> March 2021</li> <li>• Phased return arrangements in place for year groups / pupils</li> <li>• Support for pupil/parent anxiety about return to school and vulnerability to COVID-19</li> <li>• There are 0 number of clinically extremely vulnerable/isolating children remain shielded at home</li> <li>• Schools can request from parents a copy of the shielding letter sent to CEV children to confirm that they are advised not to attend school whilst shielding guidance is in place.</li> <li>• Any specialist equipment required is returned to school/additional equipment made available to support return</li> <li>• Home to school transport in place where required</li> <li>• Readiness to implement asymptomatic testing for adults/pupils</li> <li>• Readiness to continue Test and Trace with a process in place for visitors/peripatetic etc.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Phased return in place for year groups to support return and asymptomatic testing. Parent's communication and website updated 2/3/21.</p> <p>Re opening Brochure with guidance on support communicated to parents 2/3/21.</p> <p>Attendance list maintained and will be supported by letters.</p> <p>Loaned laptops and equipment will return with Students. ICT Ops team overseeing return.</p> <p>Minibus in place and serviced. RA to support use filed.</p> <p>LTD testing centre, process and team in place and supporting RA approved.</p> <p>Visitors will sign in using Electronic signing in system, which captures details. This will be overseen by Head's PA for Track &amp; Trace reporting.</p>	<p>Headteacher</p> <p>Headteacher</p> <p>N Haq</p> <p>Business Manager / ICT Lead</p> <p>N Haq</p> <p>N Kennedy</p> <p>Head's PA</p>
<b>Number of staff available is lower than that required to teach classes in school</b>	<ul style="list-style-type: none"> <li>• The health status and availability of every member of staff is known and is regularly updated including the initial review of staff who had previously been identified as vulnerable including clinically extremely vulnerable, clinically vulnerable and pregnant staff</li> </ul>	<p>Yes</p>	<p>HR recording via SAMs. Communicated to staff 02.03.21.</p>	<p>HR Lead</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> <li>• All staff who have received previously a 1:1 risk assessment are offered a review especially where they have previously been identified as someone who was to work from home.</li> <li>• All staff have been offered a Wellness Action Plan</li>   <li>• Flexible and responsive use of professional services and pastoral staff to supervise classes is in place.</li> <li>• Contingency planning in place and additional resource identified and budgeted.</li> </ul> <p>In line with Feb 21 guidance:</p> <p>CEV staff (incl. those added w/c 15/02/21) must work from home in line with medical letters they have received around shielding currently up to the 31st March.</p> <p>The shielding guidance is reviewed regularly. CEV individuals will be advised in advance of any extension or end date to inform them of changes or continuation of the guidance</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Communicated to staff 02.03.21. To be completed by Line Managers by 08/03/21.</p> <p>Communicated to staff 02.03.21. To be completed by Line Managers by 08/03/21.</p> <p>Plan in place for use of Pastoral/ SLT/TIAs in place.</p> <p>In line with Regional plans.</p> <p>Covered under IRA. Records held by HR.</p> <p>Covered by IRA and overseen by HR</p> <p>Covered under IRA and overseen by HR</p>	<p>HR Lead</p> <p>HR Lead</p> <p>Headteacher / M Jennings/ A Rackham</p> <p>Headteacher / Business Manager</p> <p>HR Lead / Line Managers</p> <p>HR Lead / Line Managers</p> <p>HR Lead / Line Managers</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. A personal risk assessment would need to be revisited.</p> <p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>CEV staff should continue to shield even if vaccinated</p> <p>Pregnant women with other health conditions are considered CEV, the advice for clinically extremely vulnerable staff will apply.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Covered under IRA and overseen by HR. Records held by HR.</p> <p>Covered under IRA and overseen by HR</p> <p>Covered under IRA and overseen by HR</p> <p>Covered under IRA and overseen by HR. Records held by HR.</p>	<p>HR Lead / Line Managers</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>Plans are in place to identify number of classrooms and additional furniture or social distancing measures for each year group</b>	<ul style="list-style-type: none"> <li>• SLT and site management team meeting to review school site and specify entry/exit points and classroom use</li> </ul>	Yes	Classrooms assigned to specific classes, within year group bubbles. See Re-opening plan. To be reviewed by ROD w/e 5.3.21	Headteacher
	<ul style="list-style-type: none"> <li>• All classrooms being fully utilised for each class year group and reorganised to allow front facing desks</li> </ul>	Yes	All desks front facing and spaced, for 2 meters from teacher space with taping.	Site Manager
	<ul style="list-style-type: none"> <li>• Furniture items to be arranged to be front facing (may need to acquire additional more suitable furniture e.g. replacing round tables with front facing desks</li> </ul>	Yes	Furniture taped to ensure only front facing desks in use. Inclusion Mental Health zone to ensure 2 mtr social distancing and shared equipment is cleaned after each use. No soft furnishings to be used.	Site Manager
	<ul style="list-style-type: none"> <li>• Spaces identified for use to support mitigating risk of contamination – i.e. holding areas for pupils indifferent class / year group bubbles arriving on a staggered basis, room for pupils / staff showing symptoms before being collected.</li> </ul>	Yes	Holding room within each bubble zone for early arrivals	Headteacher
	<ul style="list-style-type: none"> <li>• Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.</li> </ul>	Yes	Yes specific classes, in year groups, with consistent seating plans in place for all lessons.	Headteacher / E Smith
	<ul style="list-style-type: none"> <li>• Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible.</li> </ul>	Yes	As above. Internal exclusion to operate on a day per year group per week to ensure that cleaning takes place in between year group use.	Headteacher / M Jennings
	<ul style="list-style-type: none"> <li>• Try to implement ‘bubbles’ of an appropriate size to achieve the greatest reduction in contact and mixing. Make</li> </ul>	Yes	Any student removed via Shenley Assist will remain with the on-call staff for the period.	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists.</p> <ul style="list-style-type: none"> <li>• Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible.</li> <li>• Staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision.</li> <li>• Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</li> <li>• Schools should try to minimise the number of interactions or changes wherever possible.</li> <li>• Engagement of appropriate services for families not engaging</li> <li>• Curriculum leads in school meet regularly to review impact of plan</li> <li>• Room usage regularly reviewed during school operation when returning and changes made and recorded.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staff communication in staff briefings commencing 8.3.21. Student assemblies held w/c 8.3.21 and daily reminders in form time.</p> <p>In place in line with curriculum delivery.</p> <p>Staff communicated with guidance and movement 8.3.21, and in weekly staff briefing sessions.</p> <p>Early help identified for those families requiring support.</p> <p>Weekly curriculum/operational review at SLT.</p>	<p>Headteacher / All</p> <p>Headteacher / E Smith</p> <p>Headteacher/ All</p> <p>Headteacher</p> <p>M Jennings</p> <p>HoDs</p> <p>Headteacher</p>
<b>Classroom and timetable arrangements do not</b>	<ul style="list-style-type: none"> <li>• Agreed new timetables and confirm arrangements for each class/ year group to allow for reduced interaction between</li> </ul>	Yes	Agreed regional timetable in place.	Headteacher /E Smith

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>allow for all pupils to attend in line with guidance</b>	year groups. Reduce the need to move between basic class spaces.	Yes	All desk forward facing. Teachers will remain behind yellow line and in their 2mtr box at all times. All classrooms, where safe to do so will have window(s) open to maximise ventilation, and doors ajar.	Site Manager
	<ul style="list-style-type: none"> <li>Classrooms re-modelled, with chairs and desks front facing and spaced to allow for social distancing by the teacher.</li> </ul>	Yes	All spare furniture removed to a locked room or taped up.	Site Manager
	<ul style="list-style-type: none"> <li>Spare furniture removed that will not be used.</li> </ul>	Yes	All signage in place and reviewed regularly. Reviewed w/e 5.3.21 in readiness for 8 <sup>th</sup> .	Site Manager
	<ul style="list-style-type: none"> <li>Clear signage displayed in classrooms promoting social distancing and hygiene.</li> </ul>	Yes	Sanitisers and washing facilities in place for all year bubbles and rooms. Visual wall mounted hand sanitisers plus bottles in all rooms.	Site Manager
	<ul style="list-style-type: none"> <li>Hand washing and sanitiser facilities identified for each learning area. Additional items required installed.</li> </ul>	Yes	Students not in school will have access to virtual learning resources and in the event of a closure virtual school will operate.	D Thacker-Smith
	<ul style="list-style-type: none"> <li>Arrangements in place to support pupils when not at school with remote learning at home.</li> </ul>	Yes	Year group bubbles in place and assigned zones.	Headteacher/ All
	<ul style="list-style-type: none"> <li>In secondary schools the year group stays together and does not mix with other pupils.</li> </ul>	Yes	SIMS cover system allows recording of cover arrangements in place.	R Pearce / T Bates
	<ul style="list-style-type: none"> <li>Staff that cover absence are recorded against the bubble they teach and recorded for track and trace purposes.</li> </ul>	Yes	All Physical PE activities to be held outside, weather permitting. Theory	N Vaughan

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> <li>Encourage use of outdoor space, especially for PE / Sports on a non contact basis.</li> <li>Staggered lunchtimes to align with staggered start and finish times.</li> </ul> <p>Ensure offices/classrooms are well ventilated:</p> <p>Mechanical ventilation systems adjusted to increase ventilation rate where possible</p> <p>Natural ventilation – opening windows (these should be opened more fully during breaks)</p> <p>Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used</p>	<p>Yes</p> <p>Yes</p> <p>N/a</p>	<p>only indoors. Fitness suite is suspended. PE RA in place for lessons and changing rooms wef 8.3.21</p> <p>2 venues in place, Dining room and sports hall, timetabled and staggered lunches and start and finish in place. See re-opening plan.</p> <p>All corridors, classrooms and internal spaces ventilation in place with AHU and opening of doors and windows, where safe to do so.</p> <p>All corridors have window ventilation, which will be opened each morning and checked throughout day.</p>	<p>Headteacher</p> <p>All</p> <p>Site Manager</p>
<p><b>There is a need for additional space to allow for curriculum to be fully delivered</b></p>	<ul style="list-style-type: none"> <li>Identify available large spaces and appropriate timetabling e.g, dining areas, halls, studios, particularly in outdoor areas.</li> </ul>	<p>Yes</p>	<p>Students will be allocated a specific classroom and teachers will move to the classroom. For KS3 this classroom will be fixed. For KS4 classrooms fixed for core with limited movement for options where classroom is still within year group zone.</p>	<p>Headteacher / E Smith</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Large gatherings and assemblies prohibited, including, but not limited to assemblies, collective worship, staff meetings</p> <ul style="list-style-type: none"> <li>• Design layout and arrangements in place to enable social distancing.</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Each classroom is in a year group zone to maintain the bubble model.</p> <p>The teacher zone will be clearly marked with floor tape to support 2m distancing.</p> <p>All classrooms, where safe to do so will have window(s) open to maximise ventilation, and doors ajar.</p> <p>Assemblies will to be delivered remotely or will take place physically for a time period of no longer than 15 minutes and in half year groups or smaller. This allows each class to be sat with an empty seat between each student in the same class and then at least 4 rows between the next class or each class sat in their own tier. Face coverings to be worn at all times. Distance between the staff delivering and the student front row is greater than over 2m and form tutors or teachers would not sit with their class but would be around the edges of the theatre leaving at least a social distance of 2m To be reviewed April 2021</p>	<p>Headteacher</p> <p>Site Manager</p> <p>Headteacher / HODs</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> <li>Space for extra curricular activities to be available to support students' mental health and wellbeing and to support the full curriculum offer</li> </ul>	Yes	<p>All rooms set up for social distancing.</p> <p>Where extra curricular activities are in place, these will be in year group bubbles and supported by activity RA. Other Extra Curricular clubs will commence after Easter and be supported by an approved RA.</p>	
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	<ul style="list-style-type: none"> <li>As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A standard guide to the risk assessment and operating procedures pre opening will be provided by the Trust to complement local communications.</li> <li>A parental version of the final Risk Assessment (above) is made available, published on the web site and a mechanism to record and implement any parental feedback is in place.</li> <li>Consider parent and pupil handbooks reflecting changes to usual school policy</li> <li>Advice is made available to parents on arrangements testing for COVID-19</li> <li>Clarify arrangements for pick-up/drop-off, breaktimes, as well as expectations for free study periods</li> <li>Ensure updated communication includes additional requirements on face coverings</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Letter to parents 02.03.21</p> <p>To be published on website following approval TBC 05.03.21</p> <p>Communicated to parents 02.03.21</p> <p>Communicated to parents 02.03.21</p> <p>Communicated to parents 02.03.21</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b>	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website and verbally. Community languages are considered.</li> </ul>	Yes	Information on website, text messages and communication to parents on 02.03.21	Headteacher
	<ul style="list-style-type: none"> <li>Clear procedures in place where a child falls ill whilst at school in line with this guidance.</li> <li>Ensure isolation room identified,</li> </ul>	Yes	Medical Isolation room in place. Parents contacted for collection. First aid trained staff will wear PPE where a 2m distance cannot be maintained and the student will be asked to wear a mask. First Aiders will be advised as per HSE guidance to try to assist at a safe distance from the casualty as much as they can and minimise the time they share a breathing zone. If they are capable, tell student to do things themselves, but treating the casualty properly should be our first concern. Remembering the 3P model – preserve life, prevent worsening, promote recovery. Hygiene room (medical room) will act as isolation facility as identified in re opening plan.	SLT/ First aiders/ Site Manager
	<ul style="list-style-type: none"> <li>Ensure contact details of families are up to date.</li> </ul>	Yes	SIMS maintained with up to date information.	N Haq / T Flynn
	<ul style="list-style-type: none"> <li>Immediate notification to <a href="mailto:absent@e-act.org.uk">absent@e-act.org.uk</a> in every case where a student/staff is symptomatic</li> </ul>	Yes	Procedure in place.	Headteacher

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place</b>	<ul style="list-style-type: none"> <li>Ensure message around staying home if ill is reinforced.</li> <li>Clear communication around hygiene guidance.</li>   <li>Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family</li> </ul>	Yes Yes  Yes	All information signposted in the academy and academy website.  Communication to parents 02.03.21  Communication to parents 02.03.21	Site Manager  Headteacher  Headteacher
<b>Ensure face coverings are used in required circumstances</b>	<p>Recommendation all adults and pupils wear face coverings moving around the premises, outside of classrooms where social distancing cannot be easily maintained.</p> <p>Recommendation that face covering should be worn in classrooms or during activities unless social distancing can be maintained. Spaces identified and appropriate signage in place to remind adults/pupils where face covering required.</p> <p>Identify any adults/pupils who rely on visual communication signals to support exemption from wearing face covering</p> <p>Identify any use of visors and ensure these are not used without a risk assessment or as an alternative to a face covering.</p>	Yes  Yes  Yes  Yes	Staff informed of use of face masks in staff briefing and RA. Communication to parents 02.03.21.  Signposted around the academy.  IRAs in place.  IRAs in place.	Headteacher   Site Manager  HR/ M Jennings  HR
<b>Removal of face coverings</b>	<p>Clear process communicated to adults/pupils on removal of face coverings</p> <p>Ensure access for adults/pupils to clean hands after touching and safe storage in sealable plastic bag</p> <p>Ensure adults/pupils are aware not to touch front of face when removing, dispose in "black bag" waste bins, use sealable plastic bag for storage</p>	Yes  Yes  Yes	Guidance and training in place. Covered in staff briefings and assemblies. Hand sanitiser and plastic bags on site.  Lidded bins in all areas.	Headteacher  Site Manager  Site Manager
<b>The start and end of the school day create risks of breaching</b>	<ul style="list-style-type: none"> <li>Start and departure times are staggered.</li> </ul>	Yes	Staggered start and end times in place	Headteacher

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>social distancing guidelines</b>	<ul style="list-style-type: none"> <li>The number of entrances and exits to be used is maximised; where possible different groups to enter through their own access point.</li> <li>Staff, parents and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school gates needs to be minimised.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> </ul> <p>Ensure parents are aware not to gather at school dates or to come on site without an appointment</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>New entrance off Shenley Lane opened to allow arrival of 2 year groups at same time, whilst maintaining bubble zones so year groups won't mix.</p> <p>Parent and staff communication 02.03.21.</p> <p>Signage and floor markings in the reception area, 2 mtr markings for student arrival and lunch arrangements. Reviewed 05.03.21</p> <p>Communication to parents 02.03.21</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Site Manager</p> <p>Headteacher</p>
<b>Daily attendance registers for new cohorts are not in place</b>	<ul style="list-style-type: none"> <li>Completion of school daily attendance registers</li> <li>Completion of DfE daily submission (if still applicable)</li> <li>Regular reporting and monitoring of attendance</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Register closure staggered owing to staggered arrival times. Daily attendance register taken with am and pm closure at:</p> <p>Updated Trust guidance January 2021 to be referenced: Team registration Walkthrough Guide, Covid 19 Safeguarding/Attendance and Remote Learning Guide, Covid Safeguarding Addendum and Covid Remote Learning S</p>	<p>N Haq</p> <p>N Haq</p> <p>N Haq</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Ensure appropriate checks and balances in place to ensure no code X students are on site during morning registration</p> <p>Appropriate systems in place to record code Y pupils who are not attending because of the initial asymptomatic testing programme</p> <p>Appropriate systems in place to record code X pupils who are self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>NH to ensure attendance team audit the registers daily.</p> <p>NH to ensure attendance guidance followed from the DFE for phased return</p>	<p>N Haq</p> <p>N Haq</p> <p>N Haq</p>
<p><b>The school is unable to provide breakfast clubs, lunch clubs and after-school clubs</b></p>	<p>Communicate to parents that these should only be used where provision is offered as part of educational activities (including catch-up provision), provision is part of their child's efforts to obtain a regulated qualification or the provision is required to support them to work, seek work, undertake education or training, attend medical appointment or address medical need or attend a support group</p> <p>Students should remain in same bubble as they are in during the day</p>	<p>Yes</p> <p>Yes</p>	<p>Communication to parents 02.03.21</p> <p>Year 7 Breakfast club funded by Magic Breakfast to be held in Dining room at 8.15am each day to support student transition back to the classroom. No cross over of bubbles.</p> <p>Year 8 Breakfast club as above to be held in sports hall.</p> <p>Year 10 Revision Club – See Year 10 Revision Club RA</p>	<p>Headteacher</p> <p>Headteacher</p>
<p><b>Meals are not available for all children in school</b></p>	<ul style="list-style-type: none"> <li>Communication with catering provider to implement staggered break and lunch schedule in line with school operating plan.</li> </ul>	<p>Yes</p>	<p>Aspens provided with agreed timetable and venues of break and lunch and requirements.</p>	<p>Business Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> <li>Catering provider must complete separate risk assessment for catering staff and kitchens</li> <li>School must risk assess any of their own staff involved with catering provision.</li> <li>Cleaning at all times in-between different bubbles using the same communal area.</li> <li>Alternative arrangements in place for provision of school meals if necessary</li> <li>Usual considerations in place for dietary requirements Provisions agreed for FSM students who may not attend academy due to self-isolating or shielding</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>RA updated and attached.</p> <p>Cleaning Rota and cleaning staff in place to support agreed timetable.</p> <p>Second venue in place (Sports Hall) grab bags for lunch provision and self isolator FSM.</p> <p>Grab bag available for self isolating FSM students.</p>	<p>Aspens / Business Manager</p> <p>Site Manager</p> <p>Headteacher</p> <p>Head's PA / Aspens</p>
<p><b>School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19</b></p>	<ul style="list-style-type: none"> <li>Safeguarding remains highest priority and policy is updated to reflect changes</li> <li>All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school</li> <li>School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements</li> <li>Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staff in receipt of up to date Safeguarding training and policy. Policies up to date and on staff area. Staff trained at start of term inset days</p> <p>Fire evacuation to be carried out w/b 15th March</p> <p>Assemblies and Fire evacuation held on Tue 16<sup>th</sup> March</p> <p>Home Visits:</p>	<p>Headteacher / M Jennings</p> <p>M Jennings</p> <p>Site Manager</p> <p>M Jennings</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<p>HVs will be completed by the academy when required in line with the academy daily absence procedures/welfare check process  HVs will be prioritised based on pupil vulnerability  This continues to require 2 staff attending and completion of the home visit template (as this includes the risk assessment for the visit)  All HVs will be completed on the 'door-step' with social distancing adhered to at all times  Staff will not enter the property unless necessary (i.e. due to potential risk of harm to a child or to obtain evidence to support a referral to Social Care where there are specific concerns - in these circumstances face masks will be worn where appropriate)  HVs will not be completed where there is a confirmed case of COVID-19 in the family home or where family members are self-isolating as a result of symptoms of COVID-19 -  If there are safeguarding concerns then the academy will liaise with Police/Social Care as appropriate  Home visits can be completed remotely with a parent/carer and child when this can be coordinated (obviously in many cases no contact</p>	M Jennings

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			can be made and therefore a remote home visit will not be an option unless there is an agreement with parents/carers to attempt contact through TEAMS in the event of no response) - NOTE: This is not an option if there are any perceived safeguarding concerns when a physical home visit must therefore be completed.	
<b>Higher risk of increased disclosures from returning pupils</b>	<ul style="list-style-type: none"> <li>DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupil</li> <li>Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision</li> <li>Multi-agency arrangements in place to support early help</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Increased number of DSLs.</p> <p>Weekly calls made and attendance support plans put in place through meetings with both parents/carers and the student. Home visits made by Shenley members of staff. If social worker involvement we will liaise weekly with the social worker.</p> <p>Early help referrals completed and in current situation all multi agency meetings to be made via Microsoft teams or</p>	<p>Headteacher / M Jennings</p> <p>N Haq</p> <p>M Jennings</p>
<b>Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school</b>	<ul style="list-style-type: none"> <li>Academy arrangements for dealing with pupil wellbeing to be inserted here to cover:-</li> <li>Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently.</li> <li>Train staff on teaching about mental wellbeing and then use tutor times to support students in rebuilding friendships and social engagement, equipping them to respond to issues linked to coronavirus and improving their physical and mental wellbeing.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>66 staff have undergone mental health first aid training. [13 YMHFA and 53 AMHFA].</p> <p>Mental Health integrated into PHSE programme</p> <p>Inclusion Zone will have a mental health area to support students who require additional support.</p>	<p>T Corbett-Lees</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> <li>Provide focused pastoral support where individual issues are identified, drawing on external support where necessary.</li> </ul> <p>Ensure staff have access to Wellness Action Plan</p>	<p>Yes</p> <p>Yes</p>	<p>Inclusion zone classrooms allocated to Year 8 bubble only.</p> <p>1:1 intervention lessons only with strict social distancing in place.</p> <p>Communicated to staff 02.03.21</p>	<p>A Rackham</p> <p>A Racham</p> <p>HR Lead</p>
<p><b>Pupils' behaviour on return to school does not comply with social distancing guidance</b></p>	<ul style="list-style-type: none"> <li>Clear messaging to pupils on the importance and reasons for social distancing, reinforced throughout the school day by staff and through posters, electronic boards, and floor markings.</li> </ul> <p>Clear messaging to pupils on requirements around wearing of face masks in required conditions</p> <ul style="list-style-type: none"> <li>Staff model social distancing consistently.</li> <li>The movement of pupils around the school is minimised.</li> <li>Large gatherings are avoided.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Comprehensive programme of expectations for all students on return (extended form time on day 1 of their return to the academy).</p> <p>Communication to parents 02.03.21. Student assemblies and signage.</p> <p>Re-opening plan and RA shared with staff on 05.03.21</p> <p>Assemblies will to be delivered remotely or will take place physically for a time period of no longer than 15 minutes and in half year groups or smaller. This allows each class to be sat with an empty seat between each student in the same class and then at least 4 rows between the next class or each class sat in</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> <li>• Break times and lunch times are structured and closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents to reinforce the importance of and exhibit social distancing.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>their own tier. Face coverings to be worn at all times. Distance between the staff delivering and the student front row is greater than over 2m and form tutors or teachers would not sit with their class but would be around the edges of the theatre leaving at least a social distance of 2m To be Reviewed April 2021</p> <p>Break/lunch supervised as per duty rota</p> <p>SLT, AHFS, AHPs to monitor zones and PSMs allocated based in their year group zone.</p> <p>Guidance to parents will contain information on social distancing.</p>	<p>R Pearce</p> <p>M Jennings</p> <p>Headteacher</p> <p>Headteacher</p>
<p><b>Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened</b></p>	<ul style="list-style-type: none"> <li>• Gaps in learning are assessed and addressed in teachers' planning.</li> <li>• Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified.</li> <li>• Exam syllabi are covered where appropriate</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Curriculum adjusted to address gaps quickly and ensure progression for new content.</p> <p>Home learning to continue supported by the virtual platform.</p> <p>Key content reviewed to ensure students are fully prepared for exams; dropped option considered</p>	<p>Headteacher / E Smith</p> <p>D Thacker-Smith</p> <p>R Pearce</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning</li> <li>• School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>for Amber students. Mock Exams to be held in well ventilated Theatre and classrooms. Seating plans in place. All social distancing guidance adhered to. See Exam RA. Cleaning schedule in place.</p> <p>Students who are young carers to work direct with the Head of Inclusion and DSL to ensure support is identified</p>	<p>M Jennings</p>
<p><b>School unable to meet full provision required in line with EHCP</b></p>	<ul style="list-style-type: none"> <li>• Review individual pupil's EHCP to consider what can reasonably be provided whilst in school</li> <li>• Where EHCPs have been adapted to make any allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan</li> <li>• Access support through health and social care offer, local authorities, health professionals, regional schools' commissioners and other services</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>TIA supporting physical needs will have a radio and will be contactable at all times.</p>	<p>A Rackham</p>
<p><b>What can we do differently for SEN/D students so they transition smoothly back into school and make up for lost curriculum time?</b></p>	<p>Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on students' return, including external agencies.</p>	<p>Yes</p>	<p>Delivery of targeted interventions to take place during form time. In class support from Targeted Intervention Assistants to help with transition back to school. External agencies to be met with to discuss student caseload and priorities via Microsoft teams in first half term as a direct result of local authority guidance.</p>	<p>A Rackham</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Ensure discussions with external agencies on school's control measures and ways of working</p> <p>Ensure adjustments in place for SEND students with regard to wearing and removal of face coverings</p>	Yes	<p>Increased communication between home and school.</p> <p>Zones Inclusion room, with groups in year bubbles max of 4 in group.</p>	A Rackham
<b>Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school</b>	<ul style="list-style-type: none"> <li>Review the resources required to sustain the online offer for pupils that are unable to attend school</li> </ul> <p>Ensure clear process in place for identifying students who require equipment to access remote learning in line with Trust expectations</p>	Yes  Yes	<p>Access to SENECA, Heggarty Maths and use of the Oaks and BBC Bitesize alongside staff prepared resources using the Virtual Platform developed March 2020 in response to lockdown virtual school set up.</p>	D Thacker-Smith  D Thacker-Smith
<b>Recruitment</b>	<p>Recruitment to continue remotely where possible. Physical attendance on site should be agreed with RED/ROD with social distancing and other relevant control measures in place for interviews and observations</p> <p>Retrospective observations for spring term recruitment to be completed in school</p>	Yes Yes  Yes	Remote processes in place.	HR Lead  HR Lead  Headteacher / HR Lead
<b>Deployment of ITT trainees</b>	<ul style="list-style-type: none"> <li>Strongly encourage schools to consider hosting ITT trainees</li> <li>Take responsibility, with usual mentor oversight, for small groups of pupils across or within years, adapting resources for such groups, creating online learning materials, re-</li> </ul>	Yes  Yes	<p>Training for Teach First and PGCE students will continue to take place with support from the subject mentor and programme coordinator.</p> <p>Training programme for all ITT and NQTs over the academic year.</p>	S Richardson  S Richardson

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	planning sequences of lessons or delivering catch-up lessons <ul style="list-style-type: none"> <li>• Be engaged in wider professional activity, for instance tackling pupil, family and school needs by learning about, identifying and addressing challenges such as vulnerability, mental health problems or safeguarding issues</li> <li>• Develop or engage in working groups to share best practice around resilience, commitment and team working</li> <li>• Work in pairs or groups to co-plan, co-teach and co-assess lessons with their mentors or other trainees. Paired and group placements, where these are possible, benefit trainees, mentors and teaching staff, promoting a greater sense of team collaboration, ongoing professional learning and reductions in workload</li> </ul>	Yes   Yes  Yes		S Richardson   S Richardson  S Richardson
<b>Identify staff unable to return to school</b>	<ul style="list-style-type: none"> <li>• Through the process above of understanding level of returning staff, identify specific activities for staff who following their risk assessment are not able to return to the workplace but are able to work remotely.</li> </ul>	Yes	All ECV & CV have been identified and risk assessments offered to all staff. To be completed by 8.3.21	HR Lead / Line Managers
<b>Staff are insufficiently briefed on expectations</b>	A member of staff per academy is identified as the point of contact for this risk assessment (could be union rep or another that is selected by the staff) to collate staff feedback and engage with SLT. All staff made aware prior to 8 <sup>th</sup> March of the proposed operating plan and content of this Risk Assessment. Feedback invited and where relevant the RA is updated. On return to school from w/c 8 <sup>th</sup> March ensure staff are re briefed on the school operating plan, the final risk assessment is shared and signed off. <ul style="list-style-type: none"> <li>• <b>Staff expectations about their critical role in social distancing and distance to be maintained in the classroom and around school is made clear.</b></li> </ul>	Yes  Yes  Yes  Yes	Body of staff consulted as a collective reviewed re-opening document on 05.03.21   Shared with staff on 8.3.21  Clear expectations shared with staff re the 'teacher' zone and shared with	Headteacher   Headteacher  Headteacher

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> <li>• Staff understanding of the bubbles that exist in the school operating plan is clear and the need to maintain this preventative measure. Reporting any mixing that is not per the plan.</li> <li>• Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable.</li> <li>• Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>students and parents in the guidance booklet.</p> <p>Staff must not be within 1m face to face contact for any reason with a student or another member of staff unless administering emergency first aid.</p> <p>Staff must not hold a meeting with any members of staff where they are within 2m of each other. Masks must be worn and restricted numbers as per room capacity. If meetings held remotely via TEAMS, cameras must be on.</p> <p>No classroom changes to be made without the express permission from BOTH KM and JAB.</p> <p>Staff voice re operating plan in staff forum</p>	<p>Headteacher/ All</p> <p>Headteacher</p>
	<ul style="list-style-type: none"> <li>• wellbeing regularly, including senior leaders Staff have access to Wellness Action Plan</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Communicated to all staff 02.03.21</p>	<p>HR Lead HR Lead</p>
	<ul style="list-style-type: none"> <li>• Staff workload expectations are clearly communicated</li> </ul>	<p>Yes</p>	<p>Training to SLT 4.3.21 to disseminate to LM;</p>	<p>Headteacher / HR Lead</p>
	<ul style="list-style-type: none"> <li>• Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school</li> </ul>	<p>Yes</p>	<p>CPD training programme in place</p>	<p>S Richardson</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times</b>	<ul style="list-style-type: none"> <li>Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues</li> </ul>	Yes	All students assigned to a specific classroom to reduce movement. All desks front facing.	Headteacher
	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and amended.</li> </ul>	Yes	Bubbles assigned to specific zones of the school (see re-opening plan)	Headteacher
	<ul style="list-style-type: none"> <li>One-way systems are in operation where this supports minimising bubble contamination.</li> </ul>	Yes	Staff will move to classrooms to minimise student movement.	Headteacher
	<ul style="list-style-type: none"> <li>Circulation routes are clearly marked with appropriate signage.</li> </ul>	Yes	All classrooms, where safe to do so will have window(s) open to maximise ventilation, and doors ajar.	Headteacher
	<ul style="list-style-type: none"> <li>Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points</li> </ul>	Yes	Students will be supervised from strategic points on corridors to view classrooms by leadership and any available staff at changeover.	Headteacher
	<ul style="list-style-type: none"> <li>The movement of pupils around school is minimised as much as possible through the timetable and the creation of bubble 'zones' where possible.</li> </ul>	Yes	Students will be walked to the dining hall or sports hall at break and lunch by their class teacher to ensure they go direct to the venue.	Headteacher
	<ul style="list-style-type: none"> <li>Where possible, pupils stay in classrooms and staff move around.</li> </ul>	Yes		
	<ul style="list-style-type: none"> <li>Lesson change overs are staggered to avoid overcrowding. or mitigated by staying in classroom</li> </ul>	Yes	Any student movement e.g. year 10/11 option subjects will be supervised by leadership and PSMs in the bubble zone.	Headteacher
	<ul style="list-style-type: none"> <li>Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> </ul>	Yes	Any students moving to a specialist venue e.g. PE to be collected by the class teacher.	Headteacher
<ul style="list-style-type: none"> <li>Pupils are made aware of the importance to minimise close contact as that is defined in the guidance.</li> </ul>	Yes	All staff will be issued with a pack containing board pens, board		

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> <li>• Proportionate procedures in place to record instances of close contact (this will be required in the event of PHE track and trace).</li> <li>• Appropriate supervision levels are in place.</li> <li>• Agree how safety measures and messages will be implemented and displayed around school</li> </ul> <p>Identify all communal, classroom and office spaces where social distancing cannot be maintained and a face covering will now be required</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>markers etc to reduce cross contamination</p> <p>In each classroom there is a clearly marked teacher zone and students are informed they must not enter this area (this is also in the guidance issued to parents).</p> <p>Signage around the academy reminding of social distancing and hygiene. Reviewed throughout Spring term and updated as appropriate, to be Reviewed w/e 05.03.21</p> <p>Reception to record all visitors to site and the new ground floor meeting room to be the only venue for meeting with parents during this period. All visitors leaving the academy to list those they have had contact with.</p> <p>Face coverings in place for all communal areas.</p> <p>Inclusion Centre for interventions in use. See Inclusion RA. The area will be manned by Inclusion Team staff at all times whilst students are present, and individuals/small groups will work in there is zoned areas as per bubbles, all students and staff will wear masks and be 2</p>	<p>Site Manager</p> <p>Site Manager</p> <p>Head's PA</p> <p>Headteacher</p> <p>SENCO</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Avoid large gatherings such as assemblies, staff meetings and collective worship with more than one group</p> <ul style="list-style-type: none"> <li>• To balance the need for increased ventilation while maintaining a comfortable temperature, consider: <ul style="list-style-type: none"> <li>• opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> </ul> </li> </ul>	<p>Yes</p> <p>Yes</p>	<p>meters apart. The room will be well ventilated.</p> <p>All Shared offices are well ventilated with windows, AHU and doors open and 2mtr distance in place.</p> <p>Assemblies will to be delivered remotely or will take place physically for a time period of no longer than 15 minutes and in half year groups or smaller. This allows each class to be sat with an empty seat between each student in the same class and then at least 4 rows between the next class or each class sat in their own tier. Face coverings to be worn at all times. Distance between the staff delivering and the student front row is greater than over 2m and form tutors or teachers would not sit with their class but would be around the edges of the theatre leaving at least a social distance of 2m</p> <p>Classroom top openers are being used if possible.</p> <p>Corridor windows are open, and classroom windows opened when rooms not in use.</p>	<p>Headteacher</p> <p>All</p> <p>Site Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> <li>• providing flexibility to allow additional, suitable indoor clothing</li> <li>• rearranging furniture where possible to avoid direct draughts</li> </ul> <p>In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</p> <p>Opening internal doors can also assist with creating a throughput of air</p> <p>If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>For mechanical ventilation systems. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Communication to parents 2.3.21 re temperature and extra layers.</p> <p>In place</p> <p>Classroom doors are open when in use.</p> <p>Corridor windows open.</p> <p>Heating is being maintained.</p> <p>In place.</p> <p>In place.</p>	<p>Headteacher</p> <p>All</p> <p>All</p> <p>Site Manager</p> <p>Site Manager</p> <p>Site Manager</p> <p>Site Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</p>			
<p><b>Staff rooms and offices do not allow for observation of social distancing guidelines</b></p>	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> </ul> <p>Staff have been briefed on the use of these rooms including requirement to wear a face covering if required.</p> <p>Adults should maintain 2m distance from each other and from children</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staff workrooms all have hand wash facilities and staff have been asked to use the same chair/desk space within. Chairs labelled and spare furniture removed.</p> <p>A zone has been set up for staff marking.</p> <p>All rooms have maximum staff capacity signage on all doors, and staff are aware and must be adhered to at all times. Staff must not sit within 2 mtrs of each other for lunch. All workrooms, where safe to do so will have window(s) open to maximise ventilation and doors ajar.</p> <p>All rooms have access to ventilation, and where this is not possible will have max 1 capacity.</p>	<p>Site Manager</p> <p>Headteacher</p> <p>Headteacher</p> <p>Site Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Staff rooms should be minimised in use whilst allowing staff a break of reasonable length in the day</p> <p>Ensure offices are well ventilated:</p> <ul style="list-style-type: none"> <li>Mechanical ventilation systems adjusted to increase ventilation rate where possible</li> <li>Natural ventilation – opening windows (these should be opened more fully during breaks)</li> <li>Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used</li> </ul>	Yes	<p>Staff briefing and RA.</p> <p>Staff briefing and RA</p> <p>All Staff rooms signposted for number of staff allowed.</p> <p>Windows, doors and AHU.</p>	All
<p><b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b></p>	<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored. Where possible create hand washing and toilet usage only within bubbles</li> <li>• Floor markings remain in place to promote social distancing.</li> <li>• Pupils and staff know that they can only use the toilet one at a time.</li> <li>• Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staff on duty will manage the queuing system.</p> <p>Zones will have access to bubble toilets throughout the day and students will be allowed to access the toilet facility in their zone during lesson time.</p> <p>At lunch/break ground floor toilets will be used by students and these will be cleaned regularly and queues will be part of the duty rota.</p> <p>2 mtr markers are in place for student reception entrance and lunchtime queuing. Queuing is kept to a minimal with staggered start times.</p> <p>Hand washing facilities in zoned toilets. Hand sanitiser in reception, on</p>	<p>Headteacher /SLT</p> <p>Site Manager</p> <p>Headteacher / All</p> <p>Headteacher/All</p> <p>All</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Ensure access to handwashing at key times during the day: arrival at school, return from breaks, change rooms and before and after eating</p> <ul style="list-style-type: none"> <li>• The toilets are cleaned frequently to take account for the number of pupils accessing the facilities.</li> <li>• Monitoring ensures a constant supply of soap and paper towels - hand driers reinstated.</li> <li>• Lidded Bins are emptied regularly.</li> <li>• Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Handwashing/sanitising is incorporated into the daily timetable.</li> <li>• Provision of hand gel is made available where there are no handwashing facilities, in all learning areas. reception areas and entry and exit points. Supervised use for young pupils.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>entry to dining facilities and in all classrooms. Students informed to use in assemblies, form time and classes.</p> <p>Regular checks from the site/cleaning team on soap and paper towels.</p> <p>Posters displaying hand hygiene in place.</p> <p>Lidded bins in all venues and emptied in line with cleaning schedule.</p> <p>Students advised in assemblies and form time.</p> <p>Hand sanitiser in reception, on entry to dining facilities and in all classrooms. Students informed to use in assemblies, form time and classes</p>	<p>Site Manager</p> <p>Site Manager</p> <p>All</p> <p>Site Manager</p>
<p><b>Cleaning capacity is reduced so that an initial deeper clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required</b></p>	<ul style="list-style-type: none"> <li>• A return-to-work plan for cleaning staff (including any enhanced cleans) agreed with contracting agencies prior to September opening and in line with current guidance.</li> <li>• An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school. In line with current guidance.</li> <li>• Introduce enhanced daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Cleantec contractor staff in place. 2 day cleaners on site, and normal before and after school cleans in place.</p> <p>Approved Cleaning schedules in place.</p> <p>Cleaning schedules in place.</p>	<p>Facilities Lead</p> <p>Facilities Lead</p> <p>Facilities Lead</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> <li>• Introduce cleaning of shared resources where required and consider role of our staff (eg technicians) in this.</li> <li>• More frequent cleaning of rooms / shared areas that are used by different groups</li> <li>• Working hours for cleaning staff are increased in agreement with staff if required and budgeted.</li> <li>• Outdoor playground equipment should be more frequently cleaned.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>As per cleaning schedules supported by Site Manager cleaning of other equipment.</p> <p>Process in place with Cleantec &amp; ROD</p> <p>No outdoor play equipment</p>	<p>Site Manager</p> <p>Site Manager</p> <p>Business Manager</p> <p>Site Manager</p>
<p><b>Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school</b></p>	<ul style="list-style-type: none"> <li>• Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u></li> <li>• Plans are in place to identify and clean all areas with which the symptomatic person has been in contact</li> <li>• Sufficient and suitable equipment is available for the required clean</li> <li>• Adequate disposal arrangements are in place to dispose of contaminated waste</li> <li>• Cleaning of the area where staff or students are held when falling ill with symptoms during the day.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• Head and regional FM regularly meeting with cleaning supplier to ensure we are compliant to the <u>COVID-19: cleaning of non-healthcare settings guidance</u></li> <li>• Head to continue to direct the daily cleaner to the isolation room once a child has left it for a full clean and disposal of waste.</li> </ul> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p>	<p>Facilities Lead / Business Manager / Site Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<p>Should be put in a plastic rubbish bag and tied when full</p> <p>The plastic bag should then be placed in a second bin bag and tied</p> <p>This should be put in a suitable and secure place and marked for storage until the individual's test results are known</p> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<p>least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <p>keep it separate from your other waste</p> <p>arrange for collection by a specialist contractor as hazardous waste</p>	
<p><b>Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established</b></p>	<ul style="list-style-type: none"> <li>• An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>• Appropriate measures to supervise effective hand washing of young children are in place</li> <li>• Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day</li> <li>• Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on arrival at school.</li> <li>• Reinforce 'catch it, kill it, bin it' message</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Stocks checked weekly. Sufficient stocks held for Spring term.</p> <p>Duty staff and classroom teachers in place for breaks.</p> <p>Day Cleaners and Site Manager to carry out monitoring throughout day and maintain as appropriate.</p> <p>Signage in place in all washrooms.</p> <p>Staff and Students reminded during daily/Weekly Headteacher briefing</p>	<p>Site Manger</p> <p>SLT / All</p> <p>Site Manager</p> <p>Site Manager</p> <p>Headteacher</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>Inadequate supplies and resources mean that shared items are not cleaned after each use</b>	<ul style="list-style-type: none"> <li>• Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</li> <li>• Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible.</li> <li>• Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups)</li> <li>• Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts</li> <li>• Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products</li> </ul> <p>Resources shared between classes or bubbles, such as sports, arts and science equipment should be cleaned frequently. When sharing these should be cleaned before moved between bubbles or left unused for 48 hours (72 hours for plastics)</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Parent communications reinforcing message w/e 5.3.21</p> <p>Student own pencil cases and equipment, Staff own equipment packs and no cross bubble sharing of equipment in place.</p> <p>Daily: Cleaning schedules in place and adhered to.</p> <p>Practical lessons planned for Art, Food, DT, Drama, Music, Dance. See Risk Assessments to be reviewed w/c 8.03.21 – subject to sign off.</p> <p>Cleaning supplies, hand sanitisers in place for all rooms. Reviewed Daily.</p> <p>All equipment will be cleaned. See Risk Assessments to be reviewed w/c 8.03.21 – subject to sign off.</p>	<p>Headteacher</p> <p>Headteacher / all</p> <p>Site Manager</p> <p>All</p> <p>Site Manager</p> <p>All/ Site Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> <li>The ROD/Regional Business Lead made aware of any additional financial commitments</li> </ul>	Yes	Communications in place with Business Manager & ROD	Business Manager
<p><b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school</b></p>	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school and to <b>stay at home if unwell</b>.</li> <li>Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Bubble registers to be in place as well as recording of any close contact with bubbles</li> <li>Staff are aware of the location of the emergency PPE pack and the situations where its use is mandatory – when dealing with symptomatic students or staff or for close intimate care / first aid..</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>Report cases immediately to ROD and email <a href="mailto:absent@e-act.org.uk">absent@e-act.org.uk</a> Keep up to date with PH updates on responding</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Communication to parents 02.03.21 and clear communication on the website with links to government guidance.</p> <p>Staff aware of the process briefing and RA.</p> <p>Assemblies and form time during w/c 08.03.21 phased entry will focus on explaining the guidance to students.</p> <p>SIMS process in place.</p> <p>All PPE stock held by Site Manager / Business Manager, or members of testing team. Stock inventory in place and reviewed daily.</p> <p>Staff briefings, student assemblies, website and parental communications in place to cover updates.</p> <p>Process embedded in the academy</p>	<p>Headteacher</p> <p>All</p> <p>Headteacher</p> <p>N Haq</p> <p>All /Testing Lead</p> <p>Headteacher</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>to cases in schools during the contact tracing phase of the response.</p> <ul style="list-style-type: none"> <li>• PH can be contacted on the DFE Helpline via 0800 046 8687 and Option 1</li> <li>• PHE will engage and advise on steps to take following reports by us to them AND if they contact us from wider test and trace in the community.</li> <li>• Note trigger of 2 positive cases in 14 days may result in them taking closer interest in the situation at the Academy as a potential outbreak.</li> <li>• Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust.</li> <li>• Nominate a coordinator in the academy who the Trust can regularly liaise with.</li> <li>• <b>It is a critical system of control that we respond to any infection in line with the detailed PHE guidance and we report every potential case to absent@e-act in order that we can prepare for the potential implications of a subsequent positive result.</b></li> </ul> <p>Academies will be sent home test kits that can be handed to staff / parents as required. This stock to be managed and records kept of who it has been provided to.</p> <ul style="list-style-type: none"> <li>• Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Process embedded in the academy</p> <p>As above</p> <p>Academy aware of process and guidance.</p> <p>As above</p> <p>Headteacher's PA</p> <p>Process embedded and communicated to staff and parents weekly.</p> <p>Testing lead overseeing test kits, testing process, recording of kits and logging of results process.</p> <p>H&amp;S Lead aware of process.</p>	<p>Headteacher / Head's PA</p> <p>Headteacher / Head's PA</p> <p>Headteacher / Head's PA</p> <p>Headteacher</p> <p>Headteacher</p> <p>H King</p> <p>Headteacher</p> <p>Testing Lead</p> <p>Site Manager</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. Refer to ROD.			
<b>Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place</b>	<ul style="list-style-type: none"> <li>• School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised</li> <li>• Immediate notification to absent@e-act in every case where a student/staff is symptomatic</li> <li>• Must contact ROD/RED and COO</li> <li>• Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. in line with the COVID-19: cleaning in non-healthcare settings outside the home</li> <li>• PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <p>Should be put in a plastic rubbish bag and tied when full</p> <p>The plastic bag should then be placed in a second bin bag and tied</p> <p>This should be put in a suitable and secure place and marked for storage until the individual's test results are known</p> <p>This waste should be stored safely and kept away from</p>	<p>Headteacher / Business Manager</p> <p>Head's PA</p> <p>Headteacher</p> <p>Site Manager</p> <p>All / First Aider</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<p>children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <p>keep it separate from your other waste</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			arrange for collection by a specialist contractor as hazardous waste	
<b>Provision of PPE for staff where required is not in line with government guidelines</b>	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood and communicated</li> </ul>	Yes	Staff reminded of guidance. Sufficient stocks held and weekly review. RA shared with staff 05.03.21	Headteacher
	<ul style="list-style-type: none"> <li>Sufficient PPE has been procured through normal stockist</li> </ul>	Yes	Sufficient stock held, inventory maintained and reviewed daily.	Testing Lead
	<ul style="list-style-type: none"> <li>PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist</li> </ul>	Yes	Personal RA in place. Testing Team assessment forms completed.	HR Lead
	<ul style="list-style-type: none"> <li>Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely.</li> </ul>	N/a		
	<ul style="list-style-type: none"> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	Yes	Weekly Staff briefings	Headteacher
	<ul style="list-style-type: none"> <li>Avoid face to face contact and minimise interaction under 2m with young pupils, except for those with complex needs</li> </ul>	Yes	Weekly staff briefings	Headteacher
	<ul style="list-style-type: none"> <li>Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance</li> </ul>	Yes	Weekly staff briefings	Headteacher
	<ul style="list-style-type: none"> <li>Ensure small contingency supply of face coverings for people who are struggling to access a face covering, unable to use their face covering or forgotten face covering</li> </ul>	Yes	Stock held by academy	Testing Lead
	<ul style="list-style-type: none"> <li>Ensure small contingency supply of sealable plastic bags to support storage of face coverings</li> </ul>	Yes	Stock held by academy	Testing Lead

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<p><b>PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home</b></p>	<ul style="list-style-type: none"> <li>• Requirements for PPE have been assessed in line with DfE guidelines</li> <li>• Sufficient stock has been ordered using school's usual suppliers</li> <li>• ROD must be satisfied that arrangements are in place and in line with DfE guidelines</li> <li>• <b>!</b></li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <p>Should be put in a plastic rubbish bag and tied when full</p> <p>The plastic bag should then be placed in a second bin bag and tied</p> <p>This should be put in a suitable and secure place and marked for storage until the individual's test results are known</p> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p>	<p>Testing Lead / Business Manager/ Site Manager</p>

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			<p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <p>keep it separate from your other waste</p> <p>arrange for collection by a specialist contractor as hazardous waste</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe including distancing and hygiene procedures.</li> <li>Assurances have been sought from the contractors that they are familiar with the <a href="#">symptoms associated with Coronavirus covid-19</a>, all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained.</li> <li>Records kept of all contractors on site for track and trace purposes.</li> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> <li>ROD must be aware of any planned works and associated risk assessments</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Essential and Emergency work contractors and visitors only during pupils school day.</p> <p>RA in place for all contractors visiting site.</p> <p>Appointment only and assurances sought by Site Manager.</p> <p>Recorded via the visitor log and who contact has been with process in place.</p> <p>Site Manager oversees all contractors to site ensuring appropriate sign in and entrance points.</p> <p>Social Distancing guidelines followed. Clear signposted around academy.</p> <p>Site Manager obtains RA for all works</p> <p>Communication process in place with Site Manager and Business Manager for feedback to ROD</p>	<p>Site Manager</p> <p>Site Manager</p> <p>Site Manager</p> <p>Site Manager / Head's PA</p> <p>Site Manager</p> <p>Site Manager</p> <p>Site Manager</p> <p>Site Manager / Business Manager</p>
<b>Fire procedures are not appropriate to</b>	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to:</li> </ul>	<p>Yes</p>	<p>Fire procedures in place and up to date. Shared with Staff and students</p>	<p>Site Manger/ Headteacher</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>cover new arrangements</b>	<ul style="list-style-type: none"> <li>○ Any revised building layout</li> <li>○ Reduced numbers of pupils/staff</li> <li>○ Social distancing rules during evacuation and at muster points</li> <li>○ Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> <ul style="list-style-type: none"> <li>● Staff and pupils-have been briefed on any new evacuation procedures.</li> <li>● Incident controller and fire marshals have been trained and briefed appropriately. Fire drill to be arranged from w/c 8<sup>th</sup> March to support staff and students who may have none/limited time on site</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>in readiness for fire evacuation at Staff briefing, RA and form time. Wc 8.03.21</p> <p>As above</p> <p>Trained Fire Marshalls on site</p> <p>DATE TBC (requested from SLT by KM)</p>	<p>Site Manager</p> <p>Site Manager</p>
<b>Fire marshals absent due to self-isolation</b>	<ul style="list-style-type: none"> <li>● An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> <li>● Sufficient staff appropriately trained in fire marshal duties as required</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Yes maintained by Site Manager</p> <p>Trained Fire Marshalls appointed to all areas</p>	<p>Site Manager</p> <p>Site Manager</p>
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	<ul style="list-style-type: none"> <li>● All statutory compliance is up to date.</li> <li>● Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Compliance Matrix in place and up to date.</p> <p>Site remained open over Tier 5 and maintained.</p>	<p>Site Manager</p> <p>Site Manager</p>
<b>Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding</b>	<p>Equality impact assessment completed before September should only be reviewed and updated if significant changes have taken place</p>	<p>Yes</p>	<p>No changes</p> <p>Personal RAs reviewed for 8.03.21.</p> <p>Home testing kits provided to all consenting staff.</p>	<p>Headteacher</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>Parents do not follow advice on social distancing when visiting the school</b>	<ul style="list-style-type: none"> <li>• Visitors (including parents/carers) to the school may be restricted to one area, or to an allocated appointment time. Any visitors arriving without an appointment should be turned away and advised to make an appointment.</li> <li>• All visitors must be recorded with contact details and the area of the school / bubble they are engaging with.</li> <li>• Arrangements for visiting the school are communicated to parents/ carers</li> <li>• Expectations around hygiene and social distancing are communicated with parents/carers/visitors including drop-off/pick-up time to reduce gatherings Expectations on wearing of face coverings and removal and storage is shared with all parents.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>A new ground floor parental meeting room in place to ensure that any parent meeting to be held is done so with minimal access to the site and by appointment only. Parental meetings will be emergency meetings only.</p> <p>All visitors signing in via electronic signing in system, which captures contact details etc.</p> <p>Arrangements communicated in parental guidance. Parents will be allowed on site by appointment only unless in the case of emergency.</p> <p>Parent communication 02.03.21</p> <p>Parent communication and signage.</p>	<p>Headteacher / Head's PA</p> <p>Head's PA</p> <p>SLT</p> <p>Headteacher</p> <p>All</p>
<b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</b>	<ul style="list-style-type: none"> <li>• All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> </ul>	<p>Yes</p>	<p>All up to date policies on website, staff sharepoint and shared with staff.</p>	<p>Headteacher</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>Pick up and drop off times</b>	<ul style="list-style-type: none"> <li>Consider opening school gates earlier so parents can socially distance on the playground</li> <li>Staggered start and finish times to ease pavement congestion – this is communicated clearly to parents.</li> <li>Consider the use of simple signage to highlight social distancing at pick up and drop off.</li> <li>Creation of a holding area (and record as a bubble) for pupils arriving earlier (eg sibling, public transport) than their official start time.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staggered start and end times. 2 entrances and exit points.</p> <p>In place and communicated to parents 02.03.21</p> <p>Signage in place</p> <p>Holding area identified for each year bubble (form room)</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Site Manager</p> <p>Headteacher</p>
<b>School Transport</b>	<ul style="list-style-type: none"> <li><i>Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so. Where pupils and staff need to use public transport, they should follow the safer travel guidance for passengers.</i> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul> <p><b>In addition:</b></p> <ul style="list-style-type: none"> <li>Encourage walking, cycling or scooting to their education setting where possible.</li> <li>Identify possible park and stride sites - parents and others who do have to drive can then park (legally) nearby and walk the last part of their journey.</li> <li>Consider using social media messaging to inform the local community that parents/pupils may be travelling at specific times in order to avoid pavement congestion.</li> <li>People aged 11 and over must wear a face covering when travelling on public transport</li> </ul>	<p>Yes</p> <p>Yes</p> <p>N.a</p> <p>Yes</p> <p>Yes</p>	<p>Majority of student walk on foot to academy. Staggered start times in place to support pupil transport.</p> <p>Academy has secured bike shelter</p> <p>In line with public transport guidance.</p>	<p>Headteacher</p> <p>SLT</p> <p>Headteacher</p> <p>Headteacher</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			Academy minibus in use w/c 08.03.21 for non attenders. See minibus RA.	N Haq
<b>Public Transport usage and impact on academy.</b>	<ul style="list-style-type: none"> <li>• Staggered start times will depress usage at peak times. All pupils to be made aware of the national guidance on using public transport. Pupils wearing masks to adhere to this guidance need to safely store whilst in school.</li> <li>• Academies have details of pupils using public transport and should encourage at all times alternative use where possible.</li> <li>• Pupils arriving on public transport ahead of their staggered start time need to be provided in an appropriate space before attending their own bubble, this ideally will be in their bubble zone, but if a more general space is used then the bubble contamination risk must be noted, register of this 'transport bubble' then kept.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staggered start and end times in place to support public transport.</p> <p>Majority of student walk to school.</p>	Headteacher
<b>Dedicated School Transport</b>	<ul style="list-style-type: none"> <li>• Where an academy has dedicated school transport please refer to the full guidance on how this should be managed.</li> <li>• Pay particular attention to:- <ul style="list-style-type: none"> <li>- If all on the dedicated transport then transfer to a consistent bubble in the school then pupils travelling on this bus may not need to wear PPE / Social distance.</li> <li>- Also hand sanitiser will need to be provided on entry / exit from the bus.</li> </ul> </li> <li>• If the dedicated transport cohort disperses more widely into mixed bubbles in the school then you may need to consider application of the public transport guidance (PPE / distancing) to mitigate this.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Academy minibus in use w/c 08.03.21 for non attenders.</p> <p>See Minibus RA</p>	N Haq

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> <li>You will need to also engage with the dedicated transport provider on their own risk assessment / prevention control.</li> <li>People aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school</li> </ul>	Yes		
<b>Curriculum does not factor in sufficient prevention control</b>	<ul style="list-style-type: none"> <li>The school operating plan and timetable has been designed with prevention control at its core. Please record here how your implementation of the model addresses:-</li> <li>Staggered start time and finish</li> <li>Older students who are more likely to take public transport have later start times to avoid peak hours.</li> <li>Where possible, students should stay in their classrooms and teachers move to teach the classes to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover.</li> <li>Where possible, year groups should be zoned into sections of the school, again to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover.</li> <li>As many double lessons can be timetabled by Heads as possible, to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover.</li> </ul>	Yes		Headteacher
		Yes	See reopening plan	Headteacher
		Yes	Staggered start and end times.	Headteacher
		Yes	Year bubbles, and students remain in classes where possible.	Headteacher
		Yes	Building including classrooms, toilets and outside areas are zoned in year groups.	Headteacher
		Yes	As per timetable	Headteacher
		Yes	As per structure of school day	Headteacher

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> <li>1 hour tutor time per day is allocated for every year group, but this can be personalised by the school, so the time can be used for mental health education, relationships, sex and health education, SEN/D small group interventions (using catch up funding), small group interventions for students who have not engaged with virtual learning (using catch up funding), or intervention for year 11 in accordance with the year 11 strategy.</li> </ul> <p>Students wearing PE kit to school on days where they have PE to avoid use of changing rooms until further guidance is issued and other restrictions lifted.</p> <p>Virtual Assemblies/Meetings to reduce large gatherings including, but not exclusively, assemblies, collective worship, staff meetings etc.</p> <p>Limit amount of equipment that pupils bring in to school including essentials such as lunch boxes, hats and coats, books, stationery and mobile phones.</p> <p>Record approach to practical lessons, either:- Demonstrations only Equipment allocated to class / year groups only Equipment used on a rotation basis with cleaning in between. Where possible allow to be left unused for a period of 48 hours (72 hours for plastics)</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>1 theory and 1 practical outside PE lesson (weather permitting) per week. PE RA in place. Changing room RA in place.</p> <p>Assemblies and large meetings to be via teams. See note on Assemblies which will be reviews April 2021</p> <p>All students have own equipment in pencil case, and own instruments.</p> <p>See Risk Assessments to be reviewed w/c 8.03.21 – subject to sign off. (Art, music, Dance, Drama, DT, Food, PE) No sharing of equipment cross bubbles.</p> <p>1 theory and 1 practical outside PE lesson (weather permitting) per week.</p>	<p>HOD PE</p> <p>SLT</p> <p>HoDs</p> <p>HoDs.</p> <p>HoD PE</p> <p>HoD PE</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in your system of controls.</p> <p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls.</p> <p>For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene.</p>	<p>Yes</p> <p>Yes</p> <p>N/a</p> <p>n/a</p>	<p>1 theory and 1 practical outside PE lesson (weather permitting) per week.</p> <p>Fitness suite suspended. 1 theory and 1 practical outside PE lesson (weather permitting) per week. Sports hall in use for dining facilities.</p> <p>1 theory and 1 practical outside PE lesson (weather permitting) per week.</p> <p>No additional facilities used</p>	<p>HOD</p> <p>HoD</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. Sports on the list available at grassroots sports <a href="#">guidance for safe provision including team sport, contact combat sport and organised sport events</a>.</p> <p>Competition between different schools should not take place until wider grassroots sport for under 18s is permitted.</p> <p>You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do.</p>	<p>n/a</p> <p>Yes</p> <p>N/a</p>	<p>No extra curricular PE lessons until after Easter 21 and will be supported by approved RA.</p> <p>Revision Year 10 club – see RA</p> <p>Other Extra Curricular clubs will commence after Easter and be supported by an approved RA.</p> <p><b>Dance practical lessons</b> commencing 15<sup>th</sup> March 2021 see Dance Risk Assessment. Changing room Risk Assessment in place. Dance Overview: Yr11 practical dance including use of changing rooms will begin from 15.3.21. Student work in same groups &amp; appropriate work spaces which are well ventilated. Dance Y11 will be max groups of 4, in line with whole school seating plans, in well ventilated theatre/dance studio. Y10 and 11 will use the changing rooms but will be spread across two</p>	<p>HoDs</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Activities such as active miles, making break times and lessons active and encouraging active travel can help pupils to be physically active while encouraging physical distancing.</p> <p>Indoor PE must be agreed with RED/ROD and COO before taking place with clear risk assessment in place in line with wider guidance</p> <p>Music - Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated pupil</p> <p>If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment.</p> <p>Instruments should be cleaned by the pupils playing them, where possible.</p> <p>Music – singing, wind and brass instrument playing can be undertaken in line with guidance.</p>		<p>changing rooms and will be in a changing room plan. All will wear face coverings in the changing rooms.</p> <p>Y 7 / 8 dance will be theory/ practical based lessons, on 6 week rotation, with seating plan in place. Girls will use 2 changing rooms with cleans in between class groups and year groups. Boys will change in dance studio secure room with blinds. Seating plans for changing will be adhered to. Dance RA in place. From Monday 19<sup>th</sup> April 2021 Year 7 will be changing in Summer 1 and will swap to year 8 changing for Summer 2 on 7<sup>th</sup> June 2021.</p> <p>Y10 Small group of girls, will use changing rooms, across 2 changing rooms with seating plans in place.</p> <p><b>Art practical lessons</b> commencing 8<sup>th</sup> March 2021. See Art Risk Assessment.</p> <p><b>Music lessons</b> commencing 8.03.21. See Instrument RAs.</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></p> <p>No performances should be hosted with an audience. Consider alternatives such as live streaming/recording performances</p> <ul style="list-style-type: none"> <li>Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles unless significant space, natural airflow and strict social distancing</li> </ul>		<p>Music Overview:</p> <p>Music Y7&amp;8 equipment per bubble year group, in music room, forward facing <b>seats</b>, hand sanitiser on entry and exit.</p> <p>Y9 Keyboard room, around the edge outward facing, pairs as per seating plan. Hand sanitiser on entry and exit. Each Keyboard and area is wiped down prior to use.</p> <p>Year 10 using the keyboard from 8.3.2020. See Keyboard RA</p> <p>Year 11 lessons are held in year group bubble computer room, with seating plan in place.</p> <p>Music Studio and timetable of small group lessons and 1:1 to be put in place for 08.3.21. <b>See Visiting teacher RAs.</b></p> <p>Music Studio cleared to ensure strict social distancing, including use of screens and instrument covers. Each student uses own instrument only and they are labelled accordingly. S4E RA in place. Only equipment currently being used by teachers is now in there and there is plenty of space</p>	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<p>and ventilation to teach all instruments with up to two students.</p> <p><b>Design Technology &amp; Food Design practical lessons</b> commencing 08.03.21. See DT &amp; Food RAs.</p> <p>See Risk Assessments for Practical Lessons, to be reviewed w/c 8.03.21 – subject to sign off.</p>	
<b>School Visits</b>	<ul style="list-style-type: none"> <li>Advise against all educational visits at this time.</li> </ul>	Yes	No school visits planned	Headteacher