

COVID-19: Operational Risk Assessment for Middlestown Primary Academy

Please note: this risk assessment should be undertaken in conjunction with the guidance on academy reopening issued by the Department for Education on 2 July, 7 August and 29 August 2020 as follows:

<https://www.gov.uk/guidance-for-full-opening-academies>

Assessment conducted by:	Mrs H Young	Job Title	Head of Academy	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	1 September 2020	Reviewed by:	Trustees / CEO	Date of next review:	January 2021
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Related documents	
Trust/Local Authority documents:	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-academics-during-the-coronavirus-outbreak/guidance-for-full-opening-academies</p> <p>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</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/covid-19-safeguarding-in-academics-colleges-and-other-providers</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p>

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	High	H	H	H
	Medium	H	M	L
	Low	M	L	L

Document History

Version	Date	Author	Note of Revisions
1.0	2 Sept 2020	HY	Draft for Trustees
2.0	2 Sept 2020	Trustees	Approval by Trustees: Trustees note that the robust control measures and mitigations in place are based on the planned response to the current guidance. These measures and mitigations will inevitably change as the full induction process takes place on site, Changes will be managed part of the risk review process and reflected in updated reviews of this documentation.
3.0	11 September 2020	Trustees	Review Point 1 - Following the induction week, and some minor changes to operational plans, no material changes were necessary in terms of an update to the risk assessment.
4.0	18 September 2020	Trustees	Review Point 2 - Trustee approval of wraparound care from 21 Sept 2020
5.0	02 October 2020	Trustees	Following a review by Trustees, no material changes to the risk assessment were made.
6.0	23 October 2020	Trustees	Following a review by Trustees, no material changes to the risk assessment were made. Moving forward, specific consideration will be given to the impact of winter conditions, and any potential changes to government guidance.
7.0	13 November 2020	Trustees	Following a review by Trustees, no material changes were made to the Risk Assessment. Trustees also reviewed feedback from the recent staff survey in terms of workload, wellbeing and management of the organisation. Trustees are assured that the necessary controls remain in place and are being monitored effectively.
8.0	27 November 2020	Trustees	Following a review by Trustees, no material changes to the risk assessment were made.
9.0	07 December 2020	Trustees	Following a review by Trustees, no material changes to the risk assessment were made.

10.0	3 January 2021	Trustees	In advance of the planned reopening of the academy on 4 January 2021, the Head of Academy, CEO and Trustees reviewed the operational plans and risk assessments with no material changes made. All staff have been supported to revisit their training in relation to the specific Covid-19 measures that have been in place and reviewed at regular intervals since the academy opened in September 2020.
11.0	22 January 2021	Trustees	Following a review by Trustees, no material changes to the risk assessment were made. The academy has reviewed the number of pupils currently taking up the Emergency Care Provision, and will keep this under observation as we move forward.

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of full opening in a primary academy, including infection control and social distancing					
1.1 Organisation of 'bubbles' in full class groupings					
Unintended mixing between classes will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. Each class remains within its designated room/space and predominantly stays within this area. Any facilities used by more than one class are cleaned and disinfected after use and before use by a new group. Schemes of work are reviewed to minimise the need for bubbles to use specialist facilities one after the other. Pupils observe hygiene guidance and wash hands frequently. Teachers moving between groups comply with social distancing and hygiene guidance. Timetable and arrangements for each class avoid contact between discrete classes when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). When two or more class bubbles come together in a shared space (e.g. for an assembly) they are kept separate and social distancing guidance is observed. 	Y	<ul style="list-style-type: none"> Classroom, Social Spaces and timetable reviewed to ensure that each class group has defined spaces. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • When pupils are withdrawn for small group work (e.g. SEND pupils) social distancing guidelines are fully observed. • Staggered arrival and leaving times; break times and lunch times • Wraparound care starts from 21 Sept 2020 with specific bubble arrangements detailed in the Operational Plan 			

1.2 Organisation of teaching spaces					
<p>Teaching pupils in full classes will increase the risk of the virus spreading</p>	H	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • Pupils observe hygiene guidance and wash hands frequently. • Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach introduced. • Contact between individuals minimised and social distancing maintained wherever possible. • Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults maintain 2 metres distance from each other, and from children. • Pupils are seated side by side and facing forwards, rather than face to face or side on. • Unnecessary furniture is moved out of classrooms to make more space. 	Y	<ul style="list-style-type: none"> • Surplus furniture and resources removed from classrooms • Clear signage to promote social distancing. 	L
<p>The use of shared spaces and specialist classrooms increases the risk of infection between bubbles</p>	H	<ul style="list-style-type: none"> • Larger spaces and specialist classrooms are used by one discrete class at a time. • Large and specialist spaces are cleaned and disinfected thoroughly before and after use. • Large gatherings prohibited. • When two or more class bubbles come together in a shared space (e.g. for an assembly) they are kept separate and social distancing guidance is observed. • Design layout and arrangements are in place to enable social distancing where possible. 	Y	<ul style="list-style-type: none"> • Large spaces have been reviewed and repurposed where required. • No large gatherings will be held virtual processes in place as an alternative – e.g. assemblies. • Shared spaces such as the ICT suite and dining hall are on a strict rota basis with cleaning regimes in place. 	L
1.3 Staffing					
<p>Due to COVID-19, the number of staff who are available is lower than that required to teach classes in academy</p>	L	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • The updated guidance and expectations for those who are shielding and those who are clinically 	Y	<ul style="list-style-type: none"> • Timetables are based on currently known available staff with some reserves built into the planning. • Sickness absence procedures are managed through the HR team and documented in the operational manual. • Principal will continue to review staffing numbers and make decisions relating to closures with CEO 	L

		<p>vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work.</p> <ul style="list-style-type: none"> Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19). Dialogue is held with Professional Associations/Trade Unions on the academy's approach to staff returning to work. 		<p>in line with guidance and what can be safely achieved on site.</p> <ul style="list-style-type: none"> Plan in place on how to train and support any supply agency staffing. 	
1.4 The academy day					
<p>The start and end of the academy day create risks of contact between discrete class bubbles</p>	H	<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. 	Y	<ul style="list-style-type: none"> Full access and exit of the academy has been documented in the operational plan. Parental communication outlines guidelines regarding the restricted access to site and requirements relating to 'drop offs/ pick ups'. Start and departure times are staggered by a minimum of 10 minutes. Banner and signage at the front of academy stipulates no congregation and stresses the need for social distancing. Marker dots and arrows are used to support social distancing where parents are required to drop children off. All areas are supported with social distancing markers both internally and externally. SLT are on site daily to support the movement of children and adults. A duty rota is in place and identifies any pinch points and times when heightened presence is required for support. 	L

1.5 Planning movement around the academy					
<p>Movement around the academy risks contact between discrete class group bubbles</p>	H	<ul style="list-style-type: none"> • Class group ‘bubbles’ remain in their home bases for most of their learning. • Timetabling avoids more than one class group in circulation at any one time in the same part of the building. • Staff moving between class groups observe social distancing and hygiene procedures at all times. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Appropriate duty rota and levels of supervision are in place. 	Y	<ul style="list-style-type: none"> • Movement around the academy is supported by a member of staff to ensure social distancing of bubbles • All corridors are clear of any obstruction. • Room doors are all propped open to reduce touch points. • Duty rotas identify pinch points and times and allow for further supervision of movement. • Signage is throughout and reinforces the requirement for social distancing. • Floor markers are throughout internally and externally in any potential high traffic areas. • Populations are staggered in terms of arrival and departure and so should not mix whilst on site with clear areas of the site demarked for each population. 	L
1.6 Curriculum organisation					
<p>Having missed up to 5 months’ learning, pupils will have fallen behind in their progress during academy closures and achievement gaps will have widened</p>	L	<ul style="list-style-type: none"> • The academy develops and implements a comprehensive ‘catch-up’ plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. • Gaps in learning will be assessed and addressed systematically in teachers’ planning. • Home and remote learning will continue and will be calibrated to complement in-academy learning and address gaps identified. • SLT will ensure that exam syllabi are covered. 	Y	<ul style="list-style-type: none"> • Induction process to welcome pupils back to site. • Trust, Academy and Departmental reviews planned, monitoring and development of further action plan in progress. 	L
<p>Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection</p>	M	<ul style="list-style-type: none"> • Learning activities for which there is a greater risk of infection are identified and relevant staff informed. • Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. 	Y	<ul style="list-style-type: none"> • Adaptations to the curriculum have been made in light of identified risks 	L

		<ul style="list-style-type: none"> Enrichment activities are reviewed and revised accordingly. 			
The academy does not make optimal use of the disapplications and modifications of the EYFS curriculum which are in place during the COVID-19 pandemic	M	<ul style="list-style-type: none"> The EYFS Co-ordinator and team review the latest guidance on disapplication and modification of the EYFS curriculum. A plan is agreed by SLT which sets out how the academy will make best use of the provisions in the guidance during the COVID-19 crisis. 		<ul style="list-style-type: none"> Guidance has been reviewed and detailed plan is in place 	L
The resumption of non-overnight academy visits poses risks to infection control	M	<ul style="list-style-type: none"> All academy visits are considered on a case by case basis. A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. Measures are taken to ensure that discrete class group bubbles do not mix on academy visits. 	Y	<ul style="list-style-type: none"> The academy has taken the decision not to undertake any educational visits during September and October 2020 and any other requests will be reviewed for later in the academic year will be reviewed on a case by case basis. 	L
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. 	Y	<ul style="list-style-type: none"> Staff induction on use of workspace and staff rooms. All office space is set out to accommodate social distancing with excess PCs and furniture removed with signage to state how many staff may be in the office at any one time to maintain social distancing. Wipes are available for all computer spaces for regular wiping down. A further staff room has been created and a timetable to reduce the numbers using it to 8 at any one time. Floor arrows are used to ensure the flow of staff remains one directional where possible Staff will use their own cups; the dishwasher will not be used. Hand sanitiser available in all areas. Signage to remind staff of social distancing and the importance of hand hygiene all in place. Staff can wear face masks at their own discretion. 	L

1.8 Managing the academy lifecycle					
Limited progress with the academy's 2020-21 calendar and workplan because of COVID-19 measures	L	<ul style="list-style-type: none"> Academy calendar for 2020-21 finalised within the context of the latest guidance on full re-opening. Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance. Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. 	Y	<ul style="list-style-type: none"> Academy calendar for the autumn term rationalised Review of open evenings, parents evenings and other large on site gatherings and consideration of alternatives 	L
Pupils arriving to their next phase in their education do not feel prepared for the transition	L	<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the academy are available for parents and pupils. 	Y	<ul style="list-style-type: none"> A pupil induction will happen in the first week of term. The youngest children will be accompanied to the door by a parent. Reception and Nursery children will have a longer phased introduction with shorter times in academy. Vulnerable pupils will have a transition booklet and be allowed to visit academy with parents prior to any pupils starting 	L
1.9 Governance and policy					
Trustees and Governors are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> Online meetings are held regularly with Trustees/Governors. Board of Trustees is involved in key decisions on reopening. Trustees and Governors are briefed regularly on the latest government guidance and its implications for the academy. Individual academies to ensure that this risk assessment is signed off by CEO and Trustees, any decisions outside of this risk assessment are discussed to be approved at Trust level where there is a potential impact on risk. 	Y	<ul style="list-style-type: none"> Trustees/Governors receive regular updates on the academy and any parental communications are shared with Governors. 	L

1.10 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on full reopening and its implications for the academy. This applies particularly to guidance and policies on attendance and behaviour from September. Staff, pupils, parents and governors have been briefed accordingly. 	Ongoing	<ul style="list-style-type: none"> Staff induction and CPD to explain how all policies and procedures work in practice. Fire evacuation, first aid processes have been revised and shared in the induction process this is included in the operational plan appendix and communicated via the staff induction process. Pupil induction process will ensure coverage of changes to policies where relevant during September induction week 	L
1.11 Communication strategy					
Key stakeholders are not fully informed about the plans for reopening and their implications	M	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Academies Commissioner Professional associations Other partners 	Ongoing	<ul style="list-style-type: none"> Letter to parents 15 July and 7 September Pupils and staff to be inducted during week beginning 7 September. Operational plan and risk assessment to be shared with AEC. 	L
An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements	M	<ul style="list-style-type: none"> Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. A communication strategy for pupils, parent/carers and staff in the event of an unforeseen lockdown is in place, building on the experience of the academy closure period. Contact records for pupils, parents and staff are kept up to date. 	Y	<ul style="list-style-type: none"> Operational plan details summary procedures Trust wide documentation in place and reviewed on a regular basis to ensure up to date to be used if/when required Further communications in relation to Tier 1/2/3/4 to be sent to parent/carers in an FAQ document on Fri 11 Sept 	L
1.12 Pupil attendance					
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	H	<ul style="list-style-type: none"> Communications with parents reassure them about the safety of full reopening under the latest government guidance. Dialogue is held with parents who have concerns. 	Y	<ul style="list-style-type: none"> Registers on Bromcom show the updated pupil groups. First response call processes are in place. Staff are trained in the reporting mechanism to the DFE, LA and Trust as required. Re-integration plans are developed for those who are reluctant to attend due to anxiety or those who are likely to be PA on return. 	L

				<ul style="list-style-type: none"> Parental communication stipulates the need to contact the academy in the event of absence and provide information of reason for absence. Weekly/regular review of attendance is in place to inform further DSL actions. 	
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: The 9 PHE system control measures set out in the latest government guidance Organisational arrangements (i.e. class groups operating as 'bubbles') Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Y	<ul style="list-style-type: none"> Full Staff Induction and CPD plan in place for Staff Induction week commencing 7 Sept 	L
New staff are not aware of policies and procedures prior to starting at the academy when it reopens	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-academy – prior to them starting. Revised documentation is issued to all new staff prior to them starting. 	Y	<ul style="list-style-type: none"> Operational plan is shared with all colleagues electronically via teams. All new staff had induction training on the 11th/12th June and will attend September staff induction 	L
Staff are not aware of the timetable arrangements system in place from 7 September	H	<ul style="list-style-type: none"> Full rota system to be communicated. Revised job roles to be communicated where applicable. 	Y	<ul style="list-style-type: none"> Staff have been made aware of their timetables from September 	L

1.14 Access to academy meals					
Pupils eligible for free academy meals do not receive them due to discontinuity during the academy closure period	M	<ul style="list-style-type: none"> A member of the academy's administrative team is tasked with ensuring that the list of pupils eligible for free academy meals is accurate and up to date and that pupils receive free meals when in academy. 	Y	<ul style="list-style-type: none"> Communication to remind FSM pupils on how to access their entitlement on-site 	L
Academies do not follow revised guidance on the provision of academy food	M	<ul style="list-style-type: none"> Up to date guidance followed by catering contractor Revised hot menu in place Menus communicated to parents/carers and pupils 	Y	<ul style="list-style-type: none"> Regular SLT review of provision and take up Regular reviews with catering contractor 	L
Academies do not provide access to drinking water free of charge	M	<ul style="list-style-type: none"> How pupils access drinking water free of charge has been considered 	Y	<ul style="list-style-type: none"> Pupils have access to drinking water from classrooms and are supervised to fill up own water bottles Water available at lunchtimes 	L
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the academy in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the academy reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the academy When pupils enter and leave academy During movement around academy During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used Academy trips and visits 	Y	<ul style="list-style-type: none"> Pupils and staff are regularly reminded of social distancing and hand hygiene processes when on site. Health and safety wardens are in place and fully trained. Duty rota identifies and mitigates risk at pinch points. Staff induction and regular email communication from the Principal will reinforce and address all risks and how to mitigate them. Risk assessments will be published on academy websites by Friday 4 September 	L

1.16 Academy transport					
<p>Changes to public transport schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</p>	M	<ul style="list-style-type: none"> The details of how pupils will travel to and from academy are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times (if required). Academy will work with individual families to manage attendance/punctuality expectations in light of limitations. EWO is aware of and working with families who are having difficulties in managing attendance. 	Y	<ul style="list-style-type: none"> Parental communications stipulate designated arrival time. Parental communications stipulate the transport arrangements need to be safe and in line with government guidance. Attendance will be monitored daily to review the uptake of the provision and steps will be taken to encourage this further. 	L
1.17 Responding to cases of COVID-19 and local lockdowns					
<p>The academy is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff</p>	H	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. Class group 'bubbles' are kept discrete at all times. The local health protection team is contacted immediately for advice. The academy engages swiftly with NHS Test and Trace if cases are suspected. Appropriate action is taken once advised by the local health protection team – this may mean that class group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 14 days. Arrangements are in place for home and remote learning for pupils who are required to self-isolate. 	Y	<ul style="list-style-type: none"> Operational plan details summary procedures Trust wide documentation in place and reviewed on a regular basis to ensure up to date to be used if/when required 	L
<p>The academy is unprepared for a Tier 1 local lockdown should the rate of infection rise in the area</p>	H	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. There is regular liaison with the local health protection team. Systems put in place during the academy closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. Lessons learnt during the academy closure period are applied to the contingency plan. 	Y	<ul style="list-style-type: none"> Staff understand Tier 1 requirements Pupils continue to attend the academy Adults should wear face coverings when moving around the building 	L

<p>The academy is unprepared for a Tier 2 local lockdown should the rate of infection rise in the area</p>	<p>H</p>	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • There is regular liaison with the local health protection team. • Systems put in place during the academy closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. • Lessons learnt during the academy closure period are applied to the contingency plan. 	<p>Y</p>	<ul style="list-style-type: none"> • Staff understand Tier 2 requirements • Pupils continue to attend the academy • Adults should wear face coverings when moving around the building 	<p>L</p>
<p>The academy is unprepared for a Tier 3 local lockdown should the rate of infection rise in the area</p>	<p>H</p>	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • There is regular liaison with the local health protection team. • Systems put in place during the academy closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. • Lessons learnt during the academy closure period are applied to the contingency plan 	<p>Y</p>	<ul style="list-style-type: none"> • Staff understand Tier 3 requirements • Pupils continue to attend the academy • Adults should wear face coverings when moving around the building 	<p>L</p>
<p>The academy is unprepared for a Tier 4 local lockdown should the rate of infection rise in the area</p>	<p>H</p>	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • There is regular liaison with the local health protection team. • Systems put in place during the academy closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. • Lessons learnt during the academy closure period are applied to the contingency plan 	<p>Y</p>	<ul style="list-style-type: none"> • Staff understand Tier 4 requirements • On site provision is only for Emergency provision will be in place for vulnerable children and young people, and the children of critical workers for both Primary and Secondary academies • Adults wear face coverings when moving around the building • Remote learning is in place for all other pupils 	<p>L</p>

<p>Educational provision must still be maintained for priority children if the academy closes</p>	<p>M</p>	<ul style="list-style-type: none"> • Arrangements are in place to re-open this facility as required • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision if required • The facility for full-time attendance is available where required • Arrangements are in place to ensure that this cohort is tracked and supported effectively. 	<p>Y</p>	<ul style="list-style-type: none"> • The academy will act in line with government guidance as it is issued regarding a potential closure. • The implementation of emergency care can be reinstated in line with partial re-opening plans should this be required 	<p>L</p>
<p>Remote learning provision MUST be in place if the academy closes</p>	<p>M</p>		<p>Y</p>	<ul style="list-style-type: none"> • Home learning policy has been revised to include a section on remote learning. • All staff are trained in remote learning procedures in the event of closure through CPD WC 7 September. • Teams continue to be developed to offer the best remote learning package possible, including use of assemblies and home learning • Paper packs are able to be produced to support pupils as required 	<p>L</p>

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

2.1 Public Health England system control measures

<p>Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the academy</p>	<p>h</p>	<ul style="list-style-type: none"> • Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows: <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend academy</p> <p>The information below is included in the academy’s reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>In addition:</p>	<p>Y</p>	<ul style="list-style-type: none"> • All the information provided in the 9 PHE systems of control has been taken into consideration when formulating risk assessments and operational plans. 	<p>L</p>
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		<ul style="list-style-type: none"> • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is arranged for new staff. <p>2. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> • Handwashing / sanitising is scheduled into the academy day. It takes place as a minimum: when pupils, staff or visitors enter the academy; at break; before and after lunch; before leaving academy; whenever the toilet is used. • It is defined which bubbles are using which toilets and sinks. • A tick sheet/ board is maintained when handwashing has taken place as a visual reminder. • Handwashing routines are re-taught to pupils using suitable video. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in academy. <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> • Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the academy, particularly by washbasins/ toilets and at entry/exit points. • The location of bins around the academy is checked on, and more are ordered if necessary. • A schedule for bins to be emptied / disinfected is in place and is adhered to. • Pupils using public transport are reminded of the need to wear face coverings/masks. • A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport. <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>		
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		<ul style="list-style-type: none"> • The academy's business manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus. • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. • Stock checks and stock control are maintained <p>5. Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> • Bubbles are extended to full class size. • Staff are kept consistent with each bubble as far as possible. • In class, furniture is arranged so that children are facing forwards and sitting side by side. • Any furniture that is surplus to requirements is removed. • As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time. • No more than 1 year group ever occupies a shared space (hall, dining room etc.) at one time. A 2m distance between the bubbles is maintained when 2 or 3 classes bubbles (from the same year group) are together in the same space. • Staggered start and finish times, staggered break times and staggered lunch times are implemented. • Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe. • For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use. • Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the academy library. <p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • The academy continues to maintain and monitor stocks of PPE and has access to supplier lists. 			
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		<ul style="list-style-type: none"> • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished <p>7. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • Academy leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. • Staff induction for return to academy includes information about the NHS Test and Trace process. <p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the academy community</p> <ul style="list-style-type: none"> • The contact details for local Public Health England team and local authority health and safety team are readily to hand. • A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. • A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. • Use is made of any template letters provided by Public Health England / local authority as directed locally. <p>9. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • Advice provided by the local health protection team is acted on immediately. • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 		
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2.2 Cleaning					
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	H	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased. 	Y	<ul style="list-style-type: none"> • A full deep clean of the academy areas to be in use will be completed before September • Cleaning rotas are in place for each stage of reopening and identify heavy use areas for additional cleaning throughout the day and at the end of the day. • Appropriate anti viricidal sprays have been purchased and support the deep clean process. • Excess furniture and resources have been removed from all used spaces to aid deep clean processes. 	L
2.3 Hygiene and handwashing					
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	H	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the academy reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y	<ul style="list-style-type: none"> • The academy currently holds two weeks' stock of hand sanitiser and liquid soap. • Resources are closely monitored and stocks reordered well in advance. • Paper towels are ordered and waste bins provided in toilets. 	L
<p>Pupils forget to wash their hands regularly and frequently</p>	H	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Posters reinforce the need to wash hands regularly and frequently. • Academy leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. • Handwashing takes place on entry to academy, prior to departure and at set times throughout the day, before and after eating, after coughing/sneezing, for emergency care provision. Year 10 will use hand sanitiser on entry, wash their hands prior to sessions and use hand sanitiser on departure. • Hand sanitiser is provided in locations where hand washing facilities are not readily available. 	Y	<ul style="list-style-type: none"> • Signage around site stipulate the importance of good hand hygiene. • Hand sanitisers are in each classroom to be used on entry. • Hand sanitiser stations are ordered and will be in place in entry and exit points. 	L

2.4 Clothing/fabric					
<p>The use of fabric chairs may increase the risk of the virus spreading</p>	H	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	Y	<ul style="list-style-type: none"> Fabric seating has been removed from any accessible areas for both pupils and staff including any teacher chairs. 	L
2.5 Testing and managing symptoms					
<p>NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing</p>	H	<ul style="list-style-type: none"> Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. Staff, parents and pupils are clear that they should <u>book</u> a test if they are displaying symptoms. Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. Staff, parents and pupils are clear that they should <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). Post-testing support is available for staff through the HR and line managers 	Y	<ul style="list-style-type: none"> Trust Guidance available for staff and pupils and is updated and reissued as required should testing guidance change. Testing process managed through Interim COO. 	L
<p>Infection transmission within academy due to staff/pupils (or members of their household) displaying symptoms</p>	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to academy dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at academy. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in 	Y	<ul style="list-style-type: none"> HR to provide guidance to Head of Academy and staff on absence reporting, recording and management. Trust communication to be updated and re-sent to all parents/carers and staff. 	L

		<p>relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply.</p> <ul style="list-style-type: none"> A record of any COVID-19 symptoms in staff or pupils is reported to the Trust using the reporting spreadsheet in the Accord Operations Sharepoint 			
<p>Staff, pupils and parents are not aware of the academy's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the academy. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> Trust communication to be updated and re-sent to all parents/carers and staff. 	L
<p>Staff, pupils and parents are not aware of the academy's procedures should there be a confirmed case of COVID-19 in the academy</p>	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the academy. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> As part of induction staff are reminded of symptoms and actions to take if they suspect a student/staff member is experiencing those symptoms. Trust communication to be updated and re-sent to all parents/carers and staff. SLT is aware of the process and action to be taken regarding a suspected case and the reporting to relevant bodies. 	L
2.6 First Aid/Designated Safeguarding Leads					
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>	H	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for supporting staff in other academies in the Trust have been agreed. 	Y	<ul style="list-style-type: none"> First aiders are identified and are part of the on-site timetable Induction process includes specific COVID 19 first aid training. 	L
2.7 Medical rooms					
<p>Medical rooms are not adequately equipped or configured to maintain infection control or there is not a dedicated</p>	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. 	Y	<ul style="list-style-type: none"> Medical room is relocated to old staff room. PPE is provided for first aid staff and situated in the medical room. Isolation space is designated as the old staff room. 	L

medical room in academy		<ul style="list-style-type: none"> Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Appropriate PPE is available within the medical room. 		<ul style="list-style-type: none"> First aid staff are trained in wearing and safe removal of PPE as part of induction on 11th/12th June and refresher in September 	
2.8 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the academy	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the academy's expectations on a regular basis using a range of communication tools. A COVID-19 section on the Trust website is created and updated. 	Y	<ul style="list-style-type: none"> Parents are informed regarding the safe opening of the academy via letters Website updated to reflect changes in place. 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via all communication channels. 	Y	<ul style="list-style-type: none"> Parental communications and FAQs are reissued in September. They identify and stipulate parental responsibilities in relation to COVID19. SLT to provide targeted support to parents and record on CPOMs 	L
Parents and carers are not fully informed on the academy closure procedure	H	<ul style="list-style-type: none"> As part of the communications strategy the academy closure procedures have been communicated to Parents 	Y	<ul style="list-style-type: none"> Standard closure letter available for use and is in line with Local Public Health protection team guidance. 	L
2.9 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Y	<ul style="list-style-type: none"> PPE equipment is in stock. Staff to have raised awareness with HR if they believe they should wear PPE on site – to date no one has raised this so PPE will not be in use. Face masks are in stock to issue to staff who forget to bring these on site when academy enters Tier 1/2/3/4. 	L

3. Adopting the new organisational model of discrete class group ‘bubbles’

3.1 Pupil behaviour

<p>Pupils’ behaviour on return to academy does not comply with the new guidance on operating within discrete class group ‘bubbles’</p>	<p>H</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for operating in class group ‘bubbles’ and on social distancing at other times is reinforced throughout the academy day by staff and through posters, electronic boards, and floor markings. • Staff continue to model social distancing consistently. • The movement of pupils around the academy is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to avoid different class groups coming in to contact with each other and are closely supervised. • The academy’s behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of the discrete class group ‘bubble’ model and arrangements are reviewed. • Messages to parents reinforce the importance of adhering to the new arrangements. • Wilful disobeying of rules relating to staying within class groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary. 	<p>Y</p>	<ul style="list-style-type: none"> • Reinforcement of behaviour policy will take place at staff and pupil inductions and is clear to parents via written communications -.Also posted on the website for reference. 	<p>L</p>
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3.2 Classrooms and teaching spaces

<p>The size and configuration of classrooms, teaching spaces and cloakrooms does not support compliance with social distancing measures</p>	<p>M</p>	<ul style="list-style-type: none"> • All classrooms have been assessed and configured to allow for teachers to maintain 2 metres social distancing with pupils’ desks facing the front in rows. • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. • Wraparound care starts from 21 Sept 2020 with specific arrangements detailed in the Operational Plan 	<p>Y</p>	<ul style="list-style-type: none"> • All academy spaces that will be used by pupils and or staff are set out to support social distancing with all excess furniture and resources removed. • Outdoor spaces are set at socially distanced spaced and any outdoor equipment used to be cleaned down between use. • Clear areas of the academy have been identified for each year group to minimise contact between year groups 	<p>L</p>
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3.3 Shared spaces					
<p>The use of shared spaces (e.g. hall, dining room) risks different class group bubbles mixing</p>		<ul style="list-style-type: none"> No more than one year group is scheduled to occupy a shared space at any one time. Class group bubbles are kept at least 2 metres apart if occupying the same shared space. Shared spaces are cleaned after use. Wraparound care starts from 21 Sept 2020 with specific arrangements detailed in the Operational Plan 	Y	<ul style="list-style-type: none"> Further details in the operational plan 	
3.4 Movement in corridors					
<p>The discrete class group 'bubble' arrangements are breached when pupils circulate in corridors</p>	H	<ul style="list-style-type: none"> Class group 'bubble' arrangements are in place The use of shared learning spaces is timetabled to avoid different bubbles groups coming in to contact with each other. One-way systems are in operation where feasible. Corridors are divided where feasible. Circulation routes are clearly marked with appropriate signage Any pinch points/bottle necks are identified and managed accordingly. Appropriate supervision levels are in place. 	Y	<ul style="list-style-type: none"> Circulation for each cohort is determined with staggered start times to support the need for no populations to mix. Duty rotas identify pinch points and times and are appropriately staffed by health and safety wardens. Start and ends to the day are staggered for each cohort by a minimum of 10 minutes per cohort. 	L
3.5 Break times					
<p>Class groups may mix at break times</p>	H	<ul style="list-style-type: none"> Break times are staggered. Pupils are kept within their assigned 'bubbles' during social times. External areas are designated for different groups. Pupils are reminded about staying in their assigned 'bubbles' as break times begin. Appropriate signage is in place around the academy and in key areas. Supervision levels have been enhanced. 	Y	<ul style="list-style-type: none"> Separate spaces have been identified for each year group Enhanced duty rota in place 	L

3.6 Lunch times					
<p>Class groups may mix at lunch times</p>	H	<ul style="list-style-type: none"> • Lunch times are staggered. • Pupils are reminded about staying in their assigned bubbles as lunch times begin. • Pupils wash their hands before and after eating. • Dining areas are cleaned before and after each class group has used them. • Tables and chairs have been cordoned off where necessary. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Pupils eat lunch with others in their bubble. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). 	Y	<ul style="list-style-type: none"> • Separate spaces have been identified for each year group • Enhanced supervision rota in place. • Revised catering service in place, with use of classrooms and dining hall as required • All payments made via cashless system 	L
3.7 Toilets					
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete class group 'bubbles'</p>	H	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. This can be achieved by pupils from a specified bubble visiting the toilets at set times. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Y	<ul style="list-style-type: none"> • Full details of toilets and handwashing detailed in the operational plan 	L

3.8 Medical Rooms					
<p>The configuration of medical rooms may compromise social distancing measures</p>	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> Specific Isolation room identified (old staff room) 	L
3.9 Reception area					
<p>Groups of people gather in Reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect Reception staff (e.g. distance from person stood at Reception desk). Non-essential deliveries and visitors to academy are minimised. Parents/Carers are encouraged to use an appointment system to stagger visitors to academy. Arrangements are in place for segregation of visitors. 	Y	<ul style="list-style-type: none"> Signage provides clarity for visitors not to attend site without prior permission/appointment Means of communication will be via enquiries email only. 	L
3.10 Arrival and departure from academy					
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	H	<ul style="list-style-type: none"> Start and finish times are staggered for each discrete class group 'bubble' The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Y	<ul style="list-style-type: none"> Signage at on site stipulates that people should not congregate or wait for others. Use social media once open to stipulate and reinforce the message. Identified on duty rota as a potential risk and staffed accordingly. Parental communications stipulate that parents/carers must not exit their vehicle at drop off/pick up time to wait for pupils. Staggered times should alleviate the congregation of groups on the pavement outside academy. 	L

3.11 Staff areas					
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	H	<ul style="list-style-type: none"> • Reconfiguration of staff rooms and offices has been undertaken prior to the academy opening to allow for social distancing between staff. • Staff are briefed about the limitations to use of staff rooms. 	Y	<ul style="list-style-type: none"> • Staff induction on use of workspace and staff rooms. • All office space is set out to accommodate social distancing with excess PCs and furniture removed with signage to state how many staff may be in the office at any one time to maintain social distancing. • Wipes are available for all computer spaces for regular wiping down. • Staff room to be re sited (main staff room and cookery room) into and social distancing markers are used throughout – including indications of seating. • Floor arrows are used to ensure the flow of staff remains one directional. • Markers are used to indicate coffee machine use and wipes are used by each staff member between use. • Hand sanitiser available in all areas. Signage to remind staff and students of social distancing the importance of hand hygiene all in place. 	L

4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
<p>Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend academy even though it is deemed safe to do so</p>	H	<ul style="list-style-type: none"> Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at academy from September. Parents have been asked to make the academy aware of pupils' underlying health conditions and the academy has sought to ensure that the appropriate guidance has been acted upon. The academy, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. The register of pupils with underlying health conditions is regularly updated. Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments. 	Y	<ul style="list-style-type: none"> Parent survey has identified those who will not be returning due to shielding measures. These pupils will be highlighted on Bromcom registers for ease of reference. Pastoral induction process to address this and look at support steps required for successful reintegration. Learning Mentor available on site to provide further support. Staff induction to identify ways to support pupils including relevant resources and websites to provide support. On-going well-being checks made on identified pupils and recorded/tracked via CPOMs. 	L
4.2 Staff with underlying health issues					
<p>Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so</p>	H	<ul style="list-style-type: none"> Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the academy. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. Leaders are cognisant of additional contextual factors that may make staff more susceptible to 	Y	<ul style="list-style-type: none"> HR to provide updated guidance and communications to Principals/staff with records kept centrally. 	L

		<p>poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments.</p> <ul style="list-style-type: none">• Current government guidance is being applied.			
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5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
<p>Pupils’ mental health has been adversely affected during the period that the academy has been closed and by the COVID-19 crisis in general</p>	<p>M</p>	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies / pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. 	<p>Y</p>	<ul style="list-style-type: none"> • Parent survey identified where this may have been the case for some pupils and this will help inform the pastoral induction process. • Pastoral induction process to address this and look at support steps required for successful reintegration. • Mental Health support worker/PYs available on site to provide further support. • Staff induction to identify ways to support pupils including relevant resources and websites to provide support. • On-going well-being checks made on identified pupils and recorded/tracked via CPOMs. 	<p>L</p>
5.2 Mental health concerns – staff					
<p>The mental health of staff has been adversely affected during the period that the academy has been closed and by the COVID-19 crisis in general</p>	<p>M</p>	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff have been signposted to useful websites and resources. 	<p>Y</p>	<ul style="list-style-type: none"> • Staff encouraged to talk to line managers, SLT and HR on induction. • HR to facilitate counselling where appropriate. • Regular contact to continue to be made with staff who continue to work remotely. • Review staff survey and look at any other steps that can be taken. 	<p>L</p>
5.3 Bereavement support					
<p>Pupils and staff are grieving because of loss of friends or family</p>	<p>M</p>	<ul style="list-style-type: none"> • The academy has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. 	<p>Y</p>	<ul style="list-style-type: none"> • LA guidance to be used as reference • HR support sought when and where required. • SLT/line manager support as required. 	<p>L</p>

6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: Pupils operating in discrete year class group 'bubbles' Staff moving between discrete class group 'bubbles' Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Y	<ul style="list-style-type: none"> The fire evacuation policy has not been updated. Changes to the fire evacuation process have been addressed in the Operational Plan. Changes are shared with staff on induction with a full walk through being shared and pupils at their pastoral induction. Clear signage across all classrooms and office spaces to support with the process. Initially, fire procedure will be walked through with pupils, with a drill planned later in the term. 	L
Fire evacuation drills - unable to apply social distancing effectively between discrete class group 'bubbles'	H		Y	<ul style="list-style-type: none"> Fire evacuation guidance issued to staff and students as part of the induction process. New clear signage installed at the muster point 	L
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Y	<ul style="list-style-type: none"> All systems required for the safe running of the academy are in place. 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Y	<ul style="list-style-type: none"> Statutory compliance is in place and overseen by Caretaker with support from Trust Director of Estates. 	L
6.3 Contractors working on the academy site					
Contractors on-site whilst academy is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for academies (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. 	Y	<ul style="list-style-type: none"> Specific training has been provided for Caretaking staff. Contractors are on site by appointment only. 	L

		<ul style="list-style-type: none"> • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 			
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7. Finance					
7.1 Costs of the academy's responses to Covid-19					
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places, the academy in financial difficulties</p>	L	<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The academy's projected financial position has been shared with Governors and Trustees. 	Y	<ul style="list-style-type: none"> • Financial procedures followed when ordering with debit card purchases made for emergency items only. • Regular review of COVID 19 related expenditure to be undertaken with Finance Director, Principal and CEO to ensure spending is managed. • AEC to meet remotely during summer term 2. 	L

8. Governance					
8.1 Oversight of the Board of Trustees					
<p>Lack of Trustee oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements</p>	M	<ul style="list-style-type: none"> The Board of Trustees continues to meet regularly via online platforms. The Board of Trustees agendas are structured to ensure all statutory requirements are discussed and academy leaders are held to account for their implementation. The CEO/Principal's report to Trustees/Governors includes content and updates on how the Trust/academy is continuing to meet its statutory obligations in addition to covering the academy's response to COVID-19. Dialogue with the Chair of Trustees and those Trustees/Governors with designated responsibilities is in place. Minutes of governance meetings are reviewed to ensure that they accurately record Trustees' oversight and holding leaders to account for areas of statutory responsibility. Individual academies to ensure that this risk assessment that signed off by CEO and Trustees if followed, any decisions taken locally impacting on risk to be approved at Trust level. 	Y	<ul style="list-style-type: none"> Trustee sign off of Operational plan and risk assessment to take place Tuesday 9th June. Trustees and Governors are provided with regular updates of activity on site and with remote working. All copies of parental communications are issued to Governors. Risk assessment and Business operation plan continue to be live documents and reviewed in light of opening and government guidance changes – any updates are shared with Trustees and Governors. 	L

9. Additional site-specific issues and risks

Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them

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