

## Covid Risk Assessment January 2022

<b>Name of Academy</b>	DSL V (Secondary)
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### Introduction

The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 19<sup>th</sup> January that the temporary introduction of Plan B is to end. As a result, Plan B measures in this guidance for schools are being removed. The advice remains subject to change as the situation develops.

Covid-19 continues to be a virus that we learn to live with and the imperative to reduce disruption to children and young people's education remains.

The priority is for schools to deliver face-to-face high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

This risk assessment is based on government guidance prepared in accordance with the Department of Health and Social Care (DHSC) and United Kingdom Health Security Agency (UKHSA) to review this guidance.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1048357/220119\\_Schools\\_guidance\\_January.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1048357/220119_Schools_guidance_January.pdf)

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](#) We must comply with health and safety law and put in place proportionate control measures. We must regularly review and update our risk assessments - treating them as 'living documents', as the circumstances in schools and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

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 January 2022 [Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance) 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 reasonably practicable level.

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**

### **Face Coverings**

From 20<sup>th</sup> January, face coverings are no longer advised for pupils, staff and visitors in classrooms. From 27<sup>th</sup> January, face coverings are no longer advised for pupils, staff and visitors in communal areas.

From 27<sup>th</sup> January, staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. E-ACT continues to support staff and students who may choose to continue to wear a face covering

A director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). This will be covered by the Contingency Plan.

Where appropriate, you should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual. No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.

### **Mixing and “bubbles”**

We no longer recommend that it is necessary to keep children in consistent groups (‘bubbles’).

This means that bubbles will not need to be used in schools

As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

You should make sure your contingency plans/outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

### **Tracing Close Contacts and Isolation**

Close contacts in schools will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parents specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

From 14<sup>th</sup> December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with Covid-19 are strongly advised to take an LFD test every day for 7 days and continue to attend the setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:

- Fully vaccinated adults – people who have had 2 doses of an approved vaccine
- All children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- People who are not able to get vaccinated for medical reasons
- People taking part, or have taken part, in an approved clinical trial for Covid-19 vaccine

The latest guidance on when to and not to self-isolate can be found here.

[When to self-isolate and what to do - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/when-to-self-isolate-and-what-to-do-coronavirus-covid-19)

18-year-olds will be treated in the same way as children until 6 months after their 18<sup>th</sup> birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

**Stepping Measures Up and Down**The Academy contingency plan (sometimes called outbreak management plan), will be reviewed and updated in line with this updated Risk Assessment 19<sup>th</sup> January 2022 version.

Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the [contingency framework](#) (updated 21 January 2022)

The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and the UK Health Security Agency (UKHSA) health protection teams can recommend measures described in this guidance, in individual education and childcare settings as part of their outbreak management responsibilities.

## **Systems of Controls**

### **1. Ensure good hygiene for everyone**

- a. Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils and staff clean their hands regularly. This can be done with soap and water or hand sanitiser.
- b. The “catch it, bin it, kill it” approach continues to be very important.
- c. Most staff in schools will not require PPE beyond what they would normally need for their work.

### **2. Maintain appropriate cleaning regime, using standard products such as detergents**

- a. You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice a day) with a particular focus on frequently touched surfaces.

### **3. Keep occupied spaces well ventilated**

- a. When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.
- b. You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.

- c. Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.
- d. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). You should balance the need for increased ventilation while maintaining a comfortable temperature. CO2 monitors have been provided to state-funded education settings, so staff can quickly identify where ventilation needs to be improved.  
The DfE has provided CO<sub>2</sub> monitors to help schools monitor poor ventilation along with access to Air Cleaning Units where schools qualify.

#### 4. Following Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19

When an individual develops COVID-19 symptoms or has a positive test. Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops [COVID-19 symptoms](#), however mild, you should send them home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they should be left in a room on **their own if possible** and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the [use of PPE in education, childcare and children's social care settings](#) guidance. Any rooms they use should be cleaned after they have left.

The household (including any siblings) should follow the UKHSA [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). Pupils and staff should return to school as soon as isolation rules allow.

##### *Asymptomatic testing*

Testing remains important in reducing the risk of transmission of infection within schools.

Staff and secondary students should continue to test twice weekly at home, with lateral flow devices (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged.

Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.

There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a close contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.

#### Confirmatory PCR Tests

You should follow the latest government guidance on confirmatory PCR tests in Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) 12 infection following a positive LFD test.

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

#### Other Considerations

You should ensure key contractors are aware of the school's control measures and ways of working.

#### Those formerly considered to be Clinically Extremely Vulnerable

Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice

## Vaccinations

We recommend all school staff and eligible pupils take up the offer of a vaccine.

## Mandatory Certification

From 27 January 2022, mandatory certification is no longer in place and so venues and events are not required by law to use the NHS Covid Pass as a condition of entry. You should not use the NHS Covid Pass as a condition of entry for education or related activities such as exams, teaching, extra curricular activities or any other day-to-day activities that are part of education or training.

## Version Control

Version No.		Date Published
1	Original, including guidance dated 23/08/21	24/08/21
2	Original, including guidance dated 12/02/22	18/02/22
3		
4		

## Consultation

Consulted With	Date and How	Comments
Staff	26 <sup>th</sup> August via email. 1 <sup>st</sup> September via PDD.	
Parents	27 <sup>th</sup> August via letter.	
Unions	25 <sup>th</sup> via email to NEU and NASUWT. TEAMs meeting offered for follow up questions.	

## Government Guidance

Links to related published guidance notes to be referred to alongside the Model Risk Assessment	
<b>Links to DfE Guidance</b>  As new guidance is produced weekly, please refer to <b><u>www.gov.uk</u></b> for updates	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures</a></p> <p><a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf</a></p> <p><a href="#">Public health guidance to support exams for 2021 to 2022 - GOV.UK (www.gov.uk)</a></p> <p><a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></p> <p><a href="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/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</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</a></p> <p><a href="https://www.cibse.org/coronavirus-covid-19">https://www.cibse.org/coronavirus-covid-19</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p> <p><a href="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/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>

	<p><a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p> <p><a href="https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3">https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</a></p> <p><a href="https://www.gov.uk/government/publications/school-attendance">https://www.gov.uk/government/publications/school-attendance</a></p> <p><a href="https://www.legislation.gov.uk/uksi/2021/582/contents">https://www.legislation.gov.uk/uksi/2021/582/contents</a></p> <p><a href="https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england">https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</a></p> <p><a href="https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries">https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries</a></p> <p><a href="https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note">https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note</a></p> <p><a href="https://get-help-with-remote-education.education.gov.uk/safeguarding">https://get-help-with-remote-education.education.gov.uk/safeguarding</a></p> <p><a href="https://www.gov.uk/government/publications/education-recovery-support">https://www.gov.uk/government/publications/education-recovery-support</a></p> <p><a href="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-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">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-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p> <p><a href="https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents">https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools">https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</a></p> <p><a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits</a></p>
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	<p><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></p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>
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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<p><b>Number of staff available is lower than that required to teach classes in school</b></p>	<p>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.</p>	Y	<p>Weekly updates in term time – regular welfare checks via line manager.</p> <p>Wellness action plans in place as required.</p>	SH/SLT  SLT
	<p>CEV people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take and be encouraged to update/complete a personal risk assessment.</p>	Y	<p>Personal Risk Assessments updated for all colleagues by 3<sup>rd</sup> September.</p> <p>Any absences that relate to COVID symptoms will also be emailed to <b>absent@E-ACT.org.uk</b>.</p>	SLT  SH
	<p>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.</p>	Y	<p>Regional vulnerable staff tracker in place and will be updated in accordance with the updated risk assessments.</p>	SC
	<p>All staff have been offered a new or updated Wellness Action Plan</p>	Y	<p>EHCP &amp; Learning Passports being updated to ensure vulnerable pupils have the support required for their successful return.</p>	JB
	<p>Flexible and responsive use of professional services and pastoral staff to supervise classes is in place.</p>	Y		
	<p>Contingency planning in place and additional resource identified and budgeted.</p>	Y	<p>Additional cover supervisors (S. Cook &amp; S. Payne) to mitigate against potential supply shortages.</p>	SH/KT
	<p>Support all staff in attendance for vaccination sessions even during term time</p>	Y	<p>Regular communication of RA and review of personal RA as required.</p>	SH
	<p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. The school should be able to explain the measures they have in place to keep staff</p>	Y		

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>CEV staff safe at work and should be recorded in appropriate 1:1 risk assessment;</p> <p>Absences should be logged with E-ACT Absent email to assist in monitoring numbers and any impact on staffing structures</p>	<p>Y</p> <p>Y</p>		
<p>Testing capacity and reporting is in place in line with guidance</p>	<p>Ensure staff and students have access too or are aware of where they can access testing kits</p> <p>Ensure awareness of calling NHS Test and Trace on 119 for issues and queries about the supply, ordering and delivery of test kits.</p> <p>Confirm testing facility has been set up and established on the school site</p> <p>Ensure asymptomatic testing site is maintained in secondary schools to support student testing for those who cannot do this at home</p> <p>Ensure appropriate staffing identified to support the testing site. Liaise with ROD if this will require external staffing resource.</p> <p>Ensure consent is obtained for all new students. Consent is not required for existing students if previously provided from September 21</p> <p>Ensure secondary pupils and all staff continue twice weekly home testing</p> <p>In the case of a positive Lateral Flow Test people should be advised to isolate and take a PCR test if symptomatic. If the PCR test is taken within two days of the positive LFT and is</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>LFT provided for all students and staff attending summer school.</p> <p>Microsoft form in place to ease the reporting of LFT results.</p> <p>Email address and welfare phone number provided to report positive LFT results.</p> <p>On-site testing facility in place in academy sports hall: site includes 4 testing bays, adequate ventilation, social distancing, hand hygiene facilities.</p> <p>Asymptomatic testing facility in T10 for students who are unable to test at home.</p> <p>Trained staff to provide on-site testing: refresher training provided.</p> <p>Letter to parents regarding on site testing – consent to testing form provided electronically and hard copies available via reception.</p>	<p>SH</p> <p>SH</p> <p>SH</p> <p>SH/HC</p> <p>SH/HC</p> <p>BM</p> <p>SH</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>negative, it overrides the LFT and the person can return to school as long as no Covid symptoms. From 11<sup>th</sup> January 2022 individuals who are not symptomatic can start isolating immediately without the need for a PCR.</p> <p>Ensure understanding of the new Track and Trace requirements through the NHS. If some exceptional circumstances schools may be required to support with tracing</p>	Y	<p>Reopening plan outlines the phased return to the academy from January 22 – in order to conduct on site LFT.</p> <p>Weekly audit of LFT to ensure adequate supplies in stock for home testing.</p> <p>Students and staff provided with home testing kits during the first full week of term. Replacement kits provided every fortnight as required.</p> <p>Communication sent home via SM and letter to ensure parents, students and staff are aware of new Test and Trace requirements. E-ACT communication share with parents/carers.</p>	<p>SH</p> <p>BM</p> <p>BM</p> <p>SH</p>
<p><b>Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance</b></p>	<p>Clear signage displayed across the Academy promoting hygiene</p> <p>Hand washing and sanitiser facilities identified for each learning area. Additional items required installed.</p> <p>Ensure offices/classrooms and large occupancy venues are well ventilated and occupancy remains limited, where required:</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> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Distance markers and hygiene tables on entry with Catch it! Bin it! Kill it! Posters, tissues, hand sanitiser and lidded bins. Signage for corridors to promote movement on the right to be refreshed each half term.</p> <p>Hand sanitiser facilities identified and in place for each classroom. Checked daily as part of site team duties.</p> <p>Supervised use of hand sanitiser at the start and end of every lesson. Monitoring checks.</p>	<p>SH/HC</p> <p>SH/HC</p> <p>SH/HC</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>▪ Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used</li> </ul>		<p>Corridor hand sanitisers in place and checked daily as part of site team duties.</p> <p>Emphasise movement on the right in single file as much as is possible and supervision of identified potential pinch points and the opening up of new routes to disperse numbers.</p> <p>Staff to coordinate the cleaning of desks between lessons.</p> <p>Seating plans in place and recorded centrally.</p> <p>Central recording of staff cover to support additional track and trace (if required).</p> <p>Virtual Learning plans are well established.</p> <p>Clear policy for tiers of remote learning to support X code students, appropriate staff CPD and adaption of ICT Appropriate Usage Agreement, plus monitoring of work set and completion rates.</p> <p>Windows and doors should be open in classrooms and offices – in cold weather, students are allowed to wear DSLV hoodie as additional layer.</p>	<p>HC</p> <p>SH</p> <p>SH</p> <p>MF</p> <p>KT</p> <p>MF</p> <p>MF/ED</p> <p>SH</p> <p>HC/SH</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			Windows to be fully open in break/lunch times. Windows to be closed fully by site staff at the end of the academy day.	SH/HC
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	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.	Y	Trust's Parents' Reopening Pack shared.	SH
	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.	Y	Pre-opening week communication strategy including information regarding; uniform, expectations, attendance and LFT.	SH
	Consider parent and pupil handbooks or briefings reflecting changes to usual school policy	Y	Welfare Checks identify concerns and provide reassurance and a plan to meet individual needs.	SH
	Advice is made available to parents on arrangements testing for COVID-19	Y	Approved RA on website.	SH
			Ongoing concerns raised by <a href="mailto:DSLVEquiries@E-Act.co.uk">DSLVEquiries@E-Act.co.uk</a>	SH
			Use of virtual assemblies on first day of term to communicate information to students. Tutor time on first day to disseminate key information.	BM/HoY
			Advice to go on Website and leaflet produced to give to parents of sick child.	SH
			Sixth Form arrangements on Parker RA.	PM/JW

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	<p>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.</p>	Y	Trust Information letter shared with parents and reiterated on the website, and social media.	SH
	<p>Clear procedures in place where a child falls ill whilst at school in line with this guidance.</p>	Y	Regular communication of absence procedures to staff and parents.	SH
	<p>Ensure isolation room identified which is in a location close to the main exit to limit transmission risk when transporting students.</p>	Y	EAL Coordinator working communicating with identified families where language may be a barrier.	BM/HOY
	<p>Ensure contact details of families are up to date.</p>	Y	Staff trained to recognise symptoms, SLT collection protocol in place.	SH
	<p>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</p>	Y	Medical Rooms set up, with training for staff having taken place and procedure displayed on walls including the correct use of PPE.	BM/SH
	<p>In the case of a positive Lateral Flow Test people should be advised to isolate and take a PCR test if symptomatic. If the PCR test is taken within two days of the positive LFT and is negative, it overrides the LFT and the person can return to school as long as no Covid symptoms. From 11<sup>th</sup> January 2022 individuals who are not symptomatic can start isolating immediately without the need for a PCR.</p>	Y	PPE stocks to be checked weekly.	HC
	<p>Ensure understanding of the new Track and Trace requirements through the NHS. In some exceptional circumstances schools may be required to support with tracing.</p>	Y	Data Collection Forms issued in autumn term and information updated on SIMs.	SG
	<p>If a parent or carer insists on a pupil who has tested positive or should be isolating, attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would</p>	Y	LFT consent information cross-referenced with contact details available on SIMs.	SS/KT
			Attendance procedures in place to ensure reporting of positive test to @e-act	ED/AT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	need to be carefully considered in light of all the circumstances and current public health advice.		<p>Accurate coding of students to ensure that appropriate isolation takes place for positive Covid-19 cases.</p> <p>Systems in place to report attendance of student who should be isolating – Headteacher informed and parent contacted via telephone to collect. Student placed in medical isolation room whilst awaiting collection.</p>	<p>ED/AT</p> <p>SC</p>
<p><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></p>	<p>Ensure message around staying home if ill is reinforced.</p> <p>Clear communication around hygiene guidance.</p> <p>Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Trust Information letter shared with parents and reiterated on the website, and social media. EAL Coordinator working communicating with identified families where language may be a barrier. Student virtual assemblies on recognising the symptoms and social responsibility as part of 'Do the Right Thing' value.</p> <p>Hygiene included in social responsibility virtual assemblies, backed up by poster campaign and hand sanitisers on entrance gates, along corridors and in classrooms. Catch it! Kill it! Bin it! Strongly enforced by all adults. Also emphasised in parental letters. Message regularly re-iterated.</p> <p>Welfare Checks ascertain families and children at risk and intentions for September attendance. Attendance monitoring protocols in place.</p>	<p>SH/BM/SC</p> <p>SH</p> <p>BM/ED</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<b>Removal of face coverings (where staff/students choose to continue wearing a face covering)</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>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Use of staff briefing and virtual assembly to communicate hand hygiene regarding removal of face coverings.</p> <p>Signage in place to re-iterate regular hand hygiene.</p> <p>Face coverings are optional for staff and students within the academy building.</p> <p>Stock of face coverings available in school for staff, pupils and visitors</p>	<p>SH/BM</p> <p>HC</p> <p>SH</p> <p>SG</p>
<b>Daily attendance registers for new cohorts are not in place</b>	<p>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</p> <p>Completion of school daily attendance registers</p> <p>Regular reporting and monitoring of attendance</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with the relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Clear attendance system in place, with roles outlined for Welfare and Attendance team to support Attendance Officer and increase speed of follow up calls.</p> <p>Welfare checks for target students on 1<sup>st</sup> and 2<sup>nd</sup> September to ascertain the intention of students to return and support where needed to reassure. First week daily monitoring of absence with usual quick response call from Welfare and Attendance Team, further supported by HOY calls.</p> <p>Attendance procedures monitored by ED.</p> <p>Clear lines of communication between administration and attendance team to</p>	<p>ED</p> <p>BM/HoY</p> <p>ED</p> <p>ED/SS/AT</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Ensure appropriate checks and balances in place to ensure no code X students are on site during morning registration. This includes ensuring supply teachers are made aware and supported in identifying students.	Y	ensure accurate recording of X code students.  Daily check during registration to ensure no X code students are on site. Form tutors to use DSLV alert to inform SLT if student arrives to registration and is X code on SIMs.	ED
<b>Meals are not available for all children in school</b>	Catering provider must complete separate risk assessment for catering staff and kitchens  School must risk assess any of their own staff involved with catering provision.  Alternative arrangements in place for provision of school meals if necessary  Usual considerations in place for dietary requirements  Provisions agreed for FSM students who may not attend academy due to self-isolating or shielding		Structure of the day returned to normal (no staggered break or lunch).  Designated social areas for students at break and lunch in accordance with duty rota.  Serving of food in both the stage hall (cold food) and the canteen (hot food). Full service resumed.  Catering Risk Assessment completed by Aspens and reviewed by ROD. This complements RAs in both Primary and Secondary.  Lunchtime Supervisors available for 1.20pm until 2pm lunchbreak.  FSM students self-isolating or shielding to be provided with food hamper provision.	SH  BM  Aspens  Aspens  SC  ED/SC
<b>Vulnerable Children</b>	In the event of partial closure Children the children of key workers and pupils considered vulnerable must continue to be offered face-to-face education and should be prioritised	Y	Provision in place to ensure vulnerable students are able to attend face to face learning.	MF

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	<p>Children were previously considered vulnerable if they had a social worker, an education, health and care plan or if they were considered by schools or councils to be “otherwise vulnerable”.</p> <p>But the definition has now been expanded to include children who have been known to children’s social care services in the past, and those whose circumstances might be “particularly challenging” because of “domestic abuse, parental offending, adult mental health issues, and drug and alcohol addiction”. However, the assessment should be based on local assessment and knowledge of family and community risk. Guidance here; <a href="#">Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk)</a></p>	<p>Y</p> <p>Y</p>	<p>Additional welfare checks in place if non-attendance</p> <p>Vulnerable register produced and reviewed fortnightly</p>	<p>BM</p> <p>BM</p>
<p><b>School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19</b></p>	<p>Safeguarding remains highest priority and policy is updated to reflect changes</p> <p>All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school</p> <p>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</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Safeguarding Addendum adopted for Re-opening and posted on website. Policy will be updated as further DFE and Trust guidance is circulated.</p> <p>Safeguarding Training for all staff as part of first PDD (1<sup>st</sup> September).</p> <p>Regular use of staff weekly bulletin to disseminate key safeguarding information.</p>	<p>BM</p> <p>BM</p> <p>BM</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>and exit points and Critical Incident and Lockdown procedures,</p> <p>Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency</p>	Y	<p>Fire Exit Routes to be reviewed, signage updated.</p> <p>Practice fire drill to take place during first full week.</p> <p>Lockdown procedures shared via staff handbook. Lockdown drill to take place during first term.</p> <p>Included on Website, and Social Media Posts. Reinforced during Assemblies and tutor time to students.</p>	<p>HC</p> <p>SH/HC</p> <p>SH/HC</p> <p>SH/BM</p>
<p><b>Staff are insufficiently briefed on expectations</b></p>	<p>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.</p> <p>All staff made aware prior to of the proposed operating plan and content of this risk assessment. Feedback invited and where relevant the risk assessment is updated.</p> <p>Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable.</p> <p>Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders</p> <p>Staff have access to new/updated Wellness Action Plan</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Jon Evans &amp; Phil Hopkins as union reps. Union Consultation and RA amended.</p> <p>RA shared with staff prior to the start of term. RA discussed with staff on PDD 1 and feedback invited.</p> <p>Control measures explained during staff briefing.</p> <p>Reporting system in place about concerns/breaches of RA to Union Reps or SH.</p> <p>RA adherence and effectiveness reviewed weekly at SLT.</p> <p>Weekly Staffing Checks for vulnerable staff with suggested support.</p>	<p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>SLT</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Staff workload expectations are clearly communicated</p> <p>Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school</p> <p>Staff should continue to undertake twice weekly home tests whenever they are on site.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>MHWB continued to be promoted in staff bulletin and cpd.</p> <p>Staff Wellness Plans implemented.</p> <p>Twice weekly home tests (Sunday and Wednesday)</p>	<p>JB/BM</p> <p>SLT</p> <p>SH</p>
<p><b>Staff rooms and offices do not allow for observation of ventilation guidelines</b></p>	<p>Ensure offices, staff rooms and large occupancy venues such as halls 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> <li>▪ Ensure maintenance records have been updated and reviewed for all mechanical ventilation systems</li> <li>▪ Ensure room capacities have been checked with ventilation contractors in line with guidance</li> <li>▪ Where air filters and CO2 monitoring devices are in situ, ensure these are always in use and maintained. Ensure academy staff understand how the systems work.</li> <li>▪ Academy staff to record and monitor CO<sub>2</sub> readings in respective rooms and take action when required as identified in government guidance. (See CO<sub>2</sub> monitoring in Core Principals above.)</li> </ul>	<p>Y</p> <p>N/A</p> <p>Y</p> <p>Y</p> <p>N/A</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Continuing with the plan of limiting staff in offices/staff room to allow social distancing. No sharing of cups, cutlery or refreshments.</p> <p>Windows to be open at all times to allow adequate ventilation. Offices without external windows have maximum occupancy of one.</p> <p>Where possible internal doors to be open – however, where private/confidential meetings are taking place, these can be closed.</p> <p>CO<sub>2</sub> monitors to be maintained by the site team.</p>	<p>SH</p> <p>HC</p> <p>HC</p> <p>HC</p>
<p><b>Cleaning capacity is reduced so that an initial deeper clean and ongoing cleaning of surfaces and touch points are not</b></p>	<p>A 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.</p>	<p>Y</p>	<p>Requirements for end of day cleaners tailored to meet demands of this RA. Toilets and thoroughfares cleaned in lesson time with classrooms cleaned at social times. End of day and before school cleaning plan organised.</p>	<p>SH/HC</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
undertaken to the standards required	<p>Daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces.</p> <p>Introduce cleaning of shared resources where required and consider role of our staff (e.g. technicians) in this.</p>	<p>Y</p> <p>Y</p>	<p>Aspens to help with Dining Hall cleaning to complement duty staff cleaning</p> <p>Practical subjects create their plan for allocating resources and/or a cleaning regime for shared resources. Technicians responsible for the cleaning but capacity means that teaching staff may need to support.</p> <p>Outdoor cleaning (picnic tables) added to daily site cleaning regime.</p> <p>Rota in place for the emptying of waste bins (outside) by the site team.</p> <p>Sports equipment used at break or lunchtime designated to year groups.</p>	<p>Aspens</p> <p>KP/JH/ED/MH/ST</p> <p>HC</p> <p>HC</p> <p>KP</p>
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	<p>Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings COVID-19: cleaning of non-healthcare settings guidance</p> <p>Plans are in place to identify and clean all areas with which the symptomatic person has been in contact</p> <p>Sufficient and suitable equipment is available for the required clean</p> <p>Adequate disposal arrangements are in place to dispose of contaminated waste</p> <p>Cleaning of the area where staff or students are held when falling ill with symptoms during the day.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Update/reminder of guidance provided to cleaning team.</p> <p>Ordering to allow for plentiful reserve stock in place. Reserve Stocks monitored on a weekly basis. Stocks in situ monitored daily.</p> <p>PHE Guidance followed.</p> <p>Medical Room suite to be cleaned by in-house cleaners immediately after sick child or staff has left the premises. Head to direct cleaner to the isolation</p>	<p>HC</p> <p>HC</p> <p>SH/HC</p> <p>HC</p>

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			<p>room once a child has left it for a full clean and disposal of waste.</p> <p>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></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> <ul style="list-style-type: none"> <li>○ Should be put in a plastic rubbish bag and tied when full</li> <li>○ The plastic bag should then be placed in a second bin bag and tied</li> <li>○ This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ul> <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>SH/HC</p> <p>HC</p> <p>HC</p> <p>HC</p>

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			<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> <ul style="list-style-type: none"> <li>○ keep it separate from your other waste</li> <li>○ arrange for collection by a specialist contractor as hazardous waste</li> </ul>	<p>HC</p> <p>HC</p>
<p><b>Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established</b></p>	<p>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</p> <p>Appropriate measures to supervise effective hand washing of young children are in place</p> <p>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day</p> <p>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on arrival at school.</p> <p>Reinforce 'catch it, kill it, bin it' message</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Continue to monitor water temperature for appropriate hand hygiene.</p> <p>Site walk to determine extension of corridor hand sanitiser and doubling up of provision in entrance areas.</p> <p>Ordering of stocks to ensure plentiful supplies and resources in situ.</p> <p>As part of daily site check – soap, hand towels and sanitiser. Start and end of day check and post social time monitoring.</p> <p>Posters positioned around the site.</p>	<p>HC</p> <p>SH/HC</p> <p>SH/HC</p> <p>SH/HC</p> <p>HC</p> <p>BM</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			Catch it, Kill it, Bin it to form part of Assemblies and backed up by posters on every hygiene table in each classroom.	
<b>Inadequate supplies and resources mean that shared items are not cleaned after each use</b>	Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff	Y	Exercise Books stay in school. Home Learning presented and produced virtually.	MF
	Plan for equipment and resources per child where possible and avoid the sharing of stationery and other equipment where possible.	Y	Equipment in each classroom kept to a minimum (cleaned after use – in/out trays used) – vulnerable students provided with own stationary and this is part of the daily tutor time check (to help avoid sharing of equipment).	SH ED
	Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups)	Y	Text books to be designated to Year group bubbles.	SH
	Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is either cleaned between cohorts or occupied by the same children or young people in one day	Y	Library books operate a 72 hour policy but online reading promoted through Renaissance Schools Project and the return of Accelerated Reader – all students have access to the myON virtual library.	JH/DP
	Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products	Y	Marking/feedback in line with academy policy - where staff handle student work or books in order to provide written feedback, they should adhere to strict hand hygiene procedures.	MF
	The Regional operations Director/Regional Business Lead made aware of any additional financial commitments	Y	Students will be informed that they should avoid sharing own equipment –	BM

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			<p>reinforced as part of social responsibility assemblies.</p> <p>Resource plan created by each subject area regarding the use of resources to consider allocating resources to a particular year group and/or cleaning of resources between usage from different year groups. Technicians supported by teaching staff and Cleantec staff where timetable requires a quick turnaround.</p> <p>Cleaning regime understood by Cleantec, technicians, teachers and students.</p> <p>Risk Assessment costed and ROD support sort where appropriate.</p>	<p>MF</p> <p>SH</p> <p>SH</p>
<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>	<p>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>.</p> <p>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.</p> <p>This guidance has been explained to staff and pupils as part of INSET training and through regular staff briefings (and the induction process for new starters).</p> <p>Staff are aware of the location of the emergency PPE pack and the situations where its use is mandatory – when dealing</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Parental information produced by the Trust distributed. Supported by Parent communication at start of new term.</p> <p>PDD Wednesday 1<sup>st</sup> and Thursday 2<sup>nd</sup> September (including new staff). Weekly staff bulletin to communicate information.</p> <p>Staff trained to recognise symptoms and regular reminders provided.</p> <p>Students reminded of Covid-19 symptoms and responsibilities via assemblies and supported by Screens &amp; Signage.</p>	<p>SH</p> <p>SH</p> <p>SH</p> <p>BM</p>

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	<p>with symptomatic students or staff or for close intimate care / first aid.</p> <p>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p> <p>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 to cases in schools during the contact tracing phase of the response.</p> <p>PHE can be contacted on the DFE Helpline via 0800 046 8687 and Option 1</p> <p>Monday to Friday 08:00-18:00 Saturday to Sunday 10:00-18:00</p> <p>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.</p> <p>Note trigger of 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19, within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period may result in them taking closer interest in the situation at the Academy as a potential outbreak. This does not include any positive results within the initial LFT at the start of term.</p> <p>Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust.</p> <p>Nominate a coordinator in the academy who the Trust can regularly liaise with.</p>	<p></p> <p>Y</p> <p>Y</p> <p>Y</p> <p></p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Seating plans on PAM/Satchel:one to ensure commonality of seating arrangements where possible.</p> <p>Procedure in place and training delivered for SLT and First Aiders on the collection and treatment of symptomatic students or staff in the Medical Rooms. Training included the effective use of PPE. Procedure posters and PPE Advice on walls of medical rooms.</p> <p>Risk Assessment remains a live document and reacts to advice from PHE and the DFE and consultation with parents, staff, the Academy Council and Unions. Reviewed at SLT weekly.</p> <p>Academy commitment to follow guidance.</p> <p>Separate risk assessment for Lateral Flow Testing in schools. Staff involved in testing processes undergo additional training. Staff volunteer for roles within testing venue.</p> <p>PHE guidance and reporting procedure is understood and in place.</p> <p>Staff will be updated on the Operating Plan, Risk Assessment and Academy</p>	<p>MF</p> <p>SH</p> <p></p> <p>SH</p> <p>SH</p> <p>SH/BM</p> <p>SH</p> <p>SH</p>

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	<p><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></p> <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> <p>Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. Always refer to the Regional Operations Director.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Policies and Procedures through INSET training plus weekly staff briefings</p> <p>Test kit records maintained by Sue Coleman</p> <p>Contact with PHE in conjunction with Simon Bentley/Simon Cox.</p> <p>Sue Coleman is nominated co-ordinator in the academy who the Trust can liaise with regularly.</p> <p>Critical system of control procedure is understood and in place.</p> <p>Home testing kit stocks to be distributed from Monday 6th September. Records electronically stored and stocks checked on weekly basis.</p> <p>RIDDOR records maintained by Sue Coleman. Immediate advice will be sought from Simon Bentley regarding reporting exposure to Covid or a diagnosis of Covid in the workplace.</p>	<p>SH/SC</p> <p>SH</p> <p>SC</p> <p>SH</p> <p>BM</p> <p>SC</p>
<p><b>Contractors/Visitors unaware of school's procedures</b></p>	<p><b>Contractors and visitors, including parents, must continue to complete Covid-19 screening form before entering the premises. Access must be restricted where the form suggests risk of infection</b></p>	<p>Y</p>	<p>All contractors needed to gain access to site will be contacted to gain their COVID secure risk assessments and method statements.</p>	<p>HC</p>

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			<p>We will share our Academy risk assessment with any contractors that are due to come on site.</p> <p>The contractor onsite procedures including signing of Academy expectations and induction remains in place.</p> <p>Any contractor that has not been scheduled to attend or have not provided their COVID secure risk assessment and method statement to the site team will be turned away</p> <p>Visiting workers to the Academy should be sent a copy of the risk assessment before arrival onsite to ensure that they comply with Academy arrangements. Records to be kept by Site Team</p>	<p>HC</p> <p>HC</p> <p>HC</p> <p>HC</p>
<p><b>Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place</b></p>	<p>School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised</p> <p>Ensure isolation room is in a location close to main exit to reduce transmission risk when transferring symptomatic cases</p> <p>Immediate notification to absent@e-act in every case where a student/staff is symptomatic</p> <p>Must contact Regional Operations or Education Director or Chief Operating Officer in the event that someone in the Academy needs to be isolated</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Isolation room established in June 2020, with suite of three medical rooms. One main Covid Room identified.</p> <p>Procedure for reporting symptomatic case understood and in place.</p> <p>Cleaning of medical suite is part of the in-house cleaner identified role and contained in procedures and protocol displayed in medical rooms.</p>	<p>SH</p> <p>SH</p> <p>HC</p> <p>SH</p>



Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			<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> <ul style="list-style-type: none"> <li>o keep it separate from your other waste</li> <li>o arrange for collection by a specialist contractor as hazardous waste</li> </ul>	
<b>Provision of PPE for staff where required is not in line with government guidelines</b>	<p>Government guidance on wearing PPE is understood and communicated</p> <p>Sufficient PPE has been procured through normal stockist</p> <p>PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist</p> <p>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. Staff are reminded that wearing of gloves is not a substitute for good handwashing.</p> <p>Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance</p> <p>Face Coverings to be worn by Pupils Yr 7 and above and by all individuals in busy communal spaces except when dining until 27 January</p> <p>For those staff/students who may not have a face covering, ensure small contingency supply of face coverings for people</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Facial Coverings – Worn on School Transport. Optional wearing of face coverings by staff and students within the academy building/classrooms.</p> <p>Use of face coverings advised as part of personal risk assessments as required.</p> <p>Check on PPE Stocks for plentiful supplies in place. Weekly checks after that as part of RA.</p> <p>No identified requirements for PPE beyond medical room and as part of the asymptomatic testing facility.</p> <p>PPE training conducted and posters displayed in Medical Rooms.</p> <p>Stocked items of PPE are disposable so no cleaning required.</p>	<p>SH</p> <p>SH</p> <p>SH/HC</p> <p>SH</p> <p>SH</p> <p>SH</p>

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	<p>who are struggling to access a face covering, unable to use their face covering or forgotten face covering.</p> <p>Ensure small contingency supply of sealable plastic bags to support storage of face coverings</p>	Y		
<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>	<p>Requirements for PPE have been assessed in line with DfE guidelines</p> <p>Sufficient stock ordered using school's usual suppliers</p> <p>Regional Operations Director must be satisfied that arrangements are in place and in line with DfE guidelines</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>PPE in Medical Room ready since June 2020 wider opening</p> <p>Plentiful stock at the end of Summer Term. Weekly stock checks from September 2021.</p> <p>ROD and Site team included in Site Walks</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> <ul style="list-style-type: none"> <li>o Should be put in a plastic rubbish bag and tied when full</li> <li>o The plastic bag should then be placed in a second bin bag and tied</li> <li>o This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ul> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas</p>	<p>SH/HC</p> <p>SH/HC</p> <p>SH/SB/HC</p> <p>HC</p> <p>HC</p>

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			<p>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> <ul style="list-style-type: none"> <li>o keep it separate from your other waste</li> <li>o arrange for collection by a specialist contractor as hazardous waste</li> </ul>	<p>HC</p> <p>HC</p> <p>HC</p>
<b>Fire marshals absent due to self-isolation</b>	<p>A staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</p> <p>Sufficient staff appropriately trained in fire marshal duties as required including completion of dedicated Educare module</p>	<p>Y</p> <p>Y</p>	<p>Cover Fire Marshalls built into new team for new academic year and trained accordingly.</p> <p>Training as required for new Fire Marshalls and Training logged.</p>	<p>SH</p> <p>HC</p>
<b>Dedicated School Transport</b>	<p>Where an academy has dedicated school transport please refer to the full guidance on how this should be managed.</p> <p>You will need to also engage with the dedicated transport provider on their own risk assessment / prevention control.</p>	<p>Y</p> <p>Y</p>	<p>Risk Assessments provided by School Transport providers.</p> <p>Confirmation from LA on final procurement of buses.</p>	<p>SC</p> <p>SC</p>

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			<p>LA confirm localised transport plan and communication with parents on the additional buses, pick up times and social distancing</p> <p>Buses to drop off at 8.30am and collect at 3.00pm.</p> <p>Encourage walking/cycling in communication home and social responsibility assemblies with cycle racks cleaned.</p> <p>SM post announcing peak times for student arrival and departure. Socially responsible community action.</p>	<p>SC</p> <p>SH</p> <p>SH</p> <p>SH/SC</p>
<b>School Visits</b>	<p>Ensure visits have appropriate financial insurance protection in place in circumstances of COVID-19 related cancellation.</p> <p>. From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future,</p> <p>Ensure awareness of travel lists and broader international travel policy to identify any risk associated with green, amber and red listing and potential quarantine restrictions. Contingency plans must be in place to account for any changes.</p> <p>Ensure robust risk assessments are in place for all planned visits, domestic and/or international and that they incorporate a section on managing COVID-19 risks. These risk assessments must be done on Evolve.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>USA Ski Trip proposed for February 2022 – appropriate insurances in place.</p> <p>All new trips proposals to adhere to Government guidance and checks prior to booking.</p> <p>Trips procedures ensure robust risk assessments in place for all planned visits – include Covid-19 risks.</p>	<p>KP</p> <p>SG</p> <p>SG</p>