

Introduction

The government plan is for the full return of all pupils from September 2020: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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 2nd July 2020 and is provided to help schools to prepare and decide arrangements for an increased number of children attending/returning to school. It remains subject to change at a short notice as updates are received from the Department for Education (DfE). [EYFS guidance](#) should be considered for Nursery Schools and Nursery Classes.

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

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

Core Principles

- Stay at home if you are ill
- Self hygiene
- Academy cleaning regime
- Test and trace engagement
- Reduce contact in school
- Maximise distance in school where possible
 - Bubbles – year group or class
 - Avoid contact between bubbles
 - Forward facing desks
 - Staff and pupil distance where possible
- Minimise contamination.

Systems of Controls

1. Prevent

You **must**:-

- a. Stay at home if unwell
- b. Clean your hands
- c. Catch it, bin it, kill it
- d. Enhance cleaning regimes
- e. Minimise contact

You should try to

- f. Social distance where possible

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

2. Respond to Infection

- a. Engagement with test and trace (and engagement with absent@e-act.org.uk in all cases)
- b. Management of confirmed cases
- c. Contain local cases alongside PHE

Name of Academy	West Walsall E-ACT Academy
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Consulted With	Date and How	Comments
Staff	Initial consultation: 9/7 Draft copies of plan and risk assessment out: 13/7 Final drafts out and staff timetables out: 15/7	Consultation whole staff and middle leaders prior to timetables being released
Parents	Worked with AA group of parents on initial draft Final version on website 15 th September – letters to parents 13 th September	
Unions	Initial consultation: 9/7	

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

Links to DfE Guidance

As new guidance is produced weekly, please refer to www.gov.uk for updates

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance#updating-risk-assessments>

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

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

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

<https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>

<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/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<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/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers>

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Version edits		
Version No.		Published
1	Original	7/7
2	Amended following staff feedback	10/7
3	Amended following feedback from SBE	27/8
4	Amended following government update on masks	28/9
5		
6		

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Lack of certainty over returning numbers	<ul style="list-style-type: none"> Planning for full attendance of all year groups 	Yes	See attached. Year groups allocated to zones, doubles taught where possible. Staggered breaks, lunches, end of school day.	SM
	<ul style="list-style-type: none"> Phased return arrangements in place for year groups / pupils 	Yes	Year 7 in Thursday Year 11 and 13 in Friday Year 9 and 10 in Monday Year 8 and 12 in Tuesday	SM/SLT
	<ul style="list-style-type: none"> Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 	Yes	Risk assessment on website, details sent to parents with start of term arrangements. Identify very vulnerable and these have	HOY/ADA

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 data-bbox="488 389 1202 416">• A significant number of children remain shielded at home <li data-bbox="488 639 1202 724">• Any specialist equipment required is returned to school/additional equipment made available to support return <li data-bbox="488 826 1202 853">• Home to school transport in place where required <li data-bbox="488 979 1202 1038">• Readiness to implement Test and Trace with a process in place for visitors/peripatetic etc. 	<p data-bbox="1220 389 1263 416">Yes</p> <p data-bbox="1220 635 1263 662">Yes</p> <p data-bbox="1220 820 1263 847">Yes</p> <p data-bbox="1220 975 1263 1002">Yes</p>	<p data-bbox="1370 295 1742 354">visits/phone calls in September before they start back.</p> <p data-bbox="1370 389 1794 539">Identify students not returning for medical and family medical needs, ensure virtual work is provided for them in the form of forms work and recorded sessions.</p> <p data-bbox="1370 635 1794 785">Chromebooks to be returned at the start of September. Laptops to stay with families in case of local lockdown. To be returned at the end of year 11.</p> <p data-bbox="1370 820 1794 1002">Transport survey completed. 51 use public transport times of school day arranged round bus times. Minibus available if needed for year 11 students (minibus to remain as part of year 11 bubble)</p> <p data-bbox="1370 1038 1794 1278">Visitors to school, to sign in so details taken and trace available. Kits kept with first aid lead, if students show symptoms then policy followed and kits used if available. School to follow PHE guidelines and updates.</p>	<p data-bbox="1821 389 2033 443">IOL/Safeguarding/SEN</p> <p data-bbox="1821 635 1944 662">WJE/HOY</p> <p data-bbox="1821 820 1854 847">All</p> <p data-bbox="1821 975 1877 1002">RHA</p>
<p data-bbox="197 1284 465 1366">Number of staff available is lower than that required to</p>	<ul style="list-style-type: none"> <li data-bbox="488 1284 1202 1343">• The health status and availability of every member of staff is known and is regularly updated including the initial 	<p data-bbox="1220 1284 1263 1311">Yes</p>	<p data-bbox="1370 1284 1794 1343">All staff available. Staff requested to keep in contact with Head to ensure</p>	<p data-bbox="1821 1284 1863 1311">SM</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<p>teach classes in school</p>	<p>review of staff who had previously been identified as vulnerable.</p> <ul style="list-style-type: none"> • 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. • Flexible and responsive use of professional services and pastoral staff to supervise classes is in place. • Contingency planning in place and additional resource identified and budgeted. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>mental and physical health good enough to return.</p> <p>Invites sent out to staff who have previously completed a RA.</p> <p>Additional staffing capacity available if needed. HOY in zones and available if needed to cover classes.</p> <p>Teams in place should we need to stream into another classroom, in the case of HOY covering. Virtual platform ready to go if there is a local lockdown. Homework set virtually to reduce movement to and from school. Additional staff hours in place to cover absences. Known absences refused for first term where possible. Additional cleaning staff identified for addition cleaning of toilets, IT equipment, canteen, zone corridors and specialist rooms at end of day. Site and cleaning plans in place for additional load on these teams. Back up in place for first aid (RYA) in place in case of absence.</p>	<p>SM</p> <p>SLT</p> <p>SLT/JN</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Plans are not in place to identify number of classrooms and additional furniture or social distancing measures for each year group	<ul style="list-style-type: none"> • SLT and site management team meeting to review school site and specify entry/exit points and classroom use 	Yes	Plans done to identify number of normal and specialist rooms. Exits and entrances identified, one-way systems in place for students moving round building.	ADA (one way) IOL (fire) SM (rooms)
	<ul style="list-style-type: none"> • All classrooms being fully utilised for each class year group and reorganised to allow front facing desks • Furniture items to be arranged to be front facing (may need to acquire additional more suitable furniture e.g. replacing round tables with front facing desks • Spaces identified for use to support mitigating risk of contamination – i.e. holding areas for pupils indifferent class / year group bubbles arriving on a staggered basis, room for pupils / staff showing symptoms before being collected. 	Yes	Groups within a year are allocated to one room to reduce movement. Specialist rooms allocated out on a single year basis to avoid contamination. Tables all face front in base rooms, some specialist rooms table not movable so smaller groups to be taught. Late or early students to stand on 2 metre lines and wait to be collected by HOY to be escorted to zone.	SM/DBE
	<ul style="list-style-type: none"> • Engagement of appropriate services for families not engaging 	Yes	Vulnerable students who haven't returned have had social worker contact about why none return Attend to be involved in none attendance issues.	IOL
	<ul style="list-style-type: none"> • Curriculum leads in school meet regularly to review impact of plan 	Yes	SLT and ML meet together and on TEAMS at regular intervals across the summer and during term time.	SLT/ML
	<ul style="list-style-type: none"> • Room usage regularly reviewed during school operation when returning and changes made and recorded. 	Yes	Timetable to be reviewed at regular intervals. High traffic areas monitored each day to ensure these are kept clean.	SLT/ML

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance	<ul style="list-style-type: none"> • Agreed new timetables and confirm arrangements for each class/ year group to allow for reduced interaction between year groups. Reduce the need to move between basic class spaces. • Classrooms re-modelled, with chairs and desks front facing and spaced to allow for social distancing by the teacher. • Spare furniture removed that will not be used. • Clear signage displayed in classrooms promoting social distancing and hygiene. • Hand washing and sanitiser facilities identified for each learning area. Additional items required installed. • Arrangements in place to support pupils when not at school with remote learning at home. • In secondary schools the year group stays together and does not mix with other pupils. • Staff that cover absence are recorded against the bubble they teach and recorded for track and trace purposes. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>New timetables in place, school zoned and bubbled.</p> <p>Spare furniture, books etc removed to allow front facing classrooms.</p> <p>All classrooms display signs and hand sanitiser either on wall or in bottles in room.</p> <p>Virtual lessons available online, recorded in school sessions available to be sent out.</p> <p>School has been zoned so students remain in a set number of rooms.</p> <p>Staff have a limited number of year groups to teach. SIMs updated daily and timetables available to track staff teaching on previous days.</p> <p>Curriculum designed so that outdoor and none contact sports are taught.</p>	<p>DBE/SM</p> <p>All</p> <p>Site</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>AKA</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"> Encourage use of outdoor space, especially for PE / Sports on a non-contact basis. Staggered lunchtimes to align with staggered start and finish times. 	Yes	Timetable designed to allow students to get regular breaks.	SM/DBE
There is a need for additional space to allow for curriculum to be fully delivered	<ul style="list-style-type: none"> Identify available large spaces and appropriate timetabling e.g. dining areas, halls, studios, particularly in outdoor areas. Large gatherings and assemblies prohibited. Design layout and arrangements in place to enable social distancing. 	Yes	All large spaces identified.	SM/DBE
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	<ul style="list-style-type: none"> 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. 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. Consider parent and pupil handbooks reflecting changes to usual school policy Advice is made available to parents on arrangements testing for COVID-19 	Yes	Letters sent out, RA on website, text messages to start from A level results day (13 th August).	SLT
	<ul style="list-style-type: none"> Consider parent and pupil handbooks reflecting changes to usual school policy 	Yes	Handbooks ready to go with start of term letters.	KSB
	<ul style="list-style-type: none"> Advice is made available to parents on arrangements testing for COVID-19 	Yes		SLT/HOY

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"> Clarify arrangements for pick-up/drop-off, breaktimes, as well as expectations for free study periods. 	Yes	<p>Advice in handbook and available on website. Safeguarding, year teams upskilled to offer advice.</p> <p>Letters sent out, RA on website, text messages to start from A-level results day (13th August).</p>	
<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	<ul style="list-style-type: none"> 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. Clear procedures in place where a child falls ill whilst at school in line with this guidance. Ensure isolation room identified, Ensure contact details of families are up to date. Immediate notification to absent@e-act.org.uk in every case where a student/staff is symptomatic 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Letters sent out, RA on website, text messages to start from A level results day. Translator available on our website.</p> <p>Separate room identified for students who are not well. First aid trained to spot signs of COVID, students picked up by parents and requested to have test (if not available in school). Guidance signs to be up in the front office.</p> <p>These have been checked during safe and well checks, over the summer these will be updated on SIMs. Year 6 agreement forms also coming in so these will also be on SIMs.</p> <p>Admin team in reception know this has to be done.</p>	<p>IOL</p> <p>IOL</p> <p>IOL</p> <p>RYA</p> <p>RYA</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"> entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency 		during training days. Year group bubbles to assemble separately across the yard and astro.	
Higher risk of increased disclosures from returning pupils	<ul style="list-style-type: none"> DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupil Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision Multi-agency arrangements in place to support early help 	Yes Yes	Multiple staff trained as DSLs so increased capacity to take additional referrals. SLL to maintain contact with non-attending students, HOY to ensure these students are chased.	IOL SLL, HOY, IOL
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school	<ul style="list-style-type: none"> Academy arrangements for dealing with pupil well being Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently. Train staff on teaching about mental wellbeing and then use tutor times to support students in rebuilding friendships and social engagement, equipping them to respond to issues linked to coronavirus and improving their physical and mental wellbeing. Provide focused pastoral support where individual issues are identified, drawing on external support where necessary. Mental health wellbeing 'Eco space' to be created to include a greenhouse, veg beds and flower garden. Mental health leads to develop this further as need identified. 	Yes Yes	Increased number of mental health trained staff, increased amount of tutor times to allow for mental health work, students taught in groups. 1-2-1 sessions available if needed. Year 12 mental health first aiders to work with other year groups.	IOL SLL IOL/RMA

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"> Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school 	Yes	School aware and looking at formal support for these students. This will be bespoke to the individual.	SSL/IOL
School unable to meet full provision required in line with EHCP	<ul style="list-style-type: none"> Review individual pupil's EHCP to consider what can reasonably be provided whilst in school Where EHCPs have been adapted to make any allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan Access support through health and social care offer 	Yes	EHCP reviewed in line with policy and risk assessments with arrangements in place for restart. LSA team staffed in zones to need can be met without violating bubbles.	SEN
What can we do differently for SEN/D students so they transition smoothly back into school and make up for lost curriculum time?	<ul style="list-style-type: none"> Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on students' return, including external agencies. 	Yes	ALP group identified to ensure all can assess the curriculum. SEN team working closely with students and parents to ensure smooth transition back. Small group work can take place as den is zoned.	SEN
Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that	<ul style="list-style-type: none"> Review the resources required to sustain the online offer for pupils that are unable to attend school 	Yes	Students identified to establish need for virtual school. Work then provided via TEAMS and recorded sessions.	IOL/SEN/HOY

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
continue to be out of school				
Recruitment	<ul style="list-style-type: none"> Recruitment to continue as usual with social distancing and other relevant control measures in place for interviews and observations Retrospective observations for summer term recruitment to be completed in school. 	Yes	<p>School to recruit online where appropriate.</p> <p>HR already completed the recruitment process for all new starters.</p>	<p>SM</p> <p>SM</p>
Deployment of ITT trainees	<ul style="list-style-type: none"> Strongly encourage schools to consider hosting ITT trainees Take responsibility, with usual mentor oversight, for small groups of pupils across or within years, adapting resources for such groups, creating online learning materials, re-planning sequences of lessons or delivering catch-up lessons Be engaged in wider professional activity, for instance tackling pupil, family and school needs by learning about, identifying and addressing challenges such as vulnerability, mental health problems or safeguarding issues Develop or engage in working groups to share best practice around resilience, commitment and team working Work in pairs or groups to co-plan, co-teach and co-assess lessons with their mentors or other trainees. Paired and group placements, where these are possible, benefit trainees, mentors and teaching staff, promoting a greater sense of team collaboration, ongoing professional learning and reductions in workload 	Yes	<p>We have 1 TeachFirst who will be allocated lower school classes to minimise bubble movement. Support in place through mentors to ensure smooth start to teaching. TeachFirst training to take place virtually.</p> <p>ITT trainee places offered for first and second placements.</p>	<p>SM</p> <p>SM/KSB</p>
Identify staff unable to return to school	<ul style="list-style-type: none"> Through the process above of understanding level of returning staff, identify specific activities for staff who following their risk assessment are not able to return to the workplace but are able to work remotely. 	Yes	Risk assessments taking place for all vulnerable staff.	SM

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Staff are insufficiently briefed on expectations	<ul style="list-style-type: none"> • A member of staff per academy is identified as the point of contact for this risk assessment (could be union rep or another that is selected by the staff) to collate staff feedback and engage with SLT. • All staff made aware prior to end of summer term 2020 of the proposed operating plan and content of this Risk Assessment. Feedback invited and where relevant the RA is updated. • On return to school in the first week in September through both INSET and staggered pupil return staff are re briefed on the school operating plan, the final risk assessment is shared and signed off. • Staff expectations about their critical role in social distancing and distance to be maintained in the classroom and around school is made clear. • Staff understanding of the bubbles that exist in the school operating plan is clear and the need to maintain this preventative measure. Reporting any mixing that is not per the plan. • Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable. • 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 • Staff workload expectations are clearly communicated • Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school 	Yes	Two training days allocated for training, handbook provided and new staff induction taken place. ML fully briefed and liaising with teams about restart.	KSB/SM

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times	<ul style="list-style-type: none"> • Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues • Circulation plans have been reviewed and amended. • One-way systems are in operation where this supports minimising bubble contamination. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points • The movement of pupils around school is minimised as much as possible through the timetable and the creation of bubble 'zones' where possible. • Where possible, pupils stay in classrooms and staff move around. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Pupils are made aware of the importance to minimise close contact as that is defined in the guidance. • Proportionate procedures in place to record instances of close contact (this will be required in the event of PHE track and trace). • Appropriate supervision levels are in place. • Agree how safety measures and messages will be implemented and displayed around school 	<p>Yes</p> <p>Yes</p>	<p>Planning completed and attached.</p> <p>Students taught in bubble and year group zones to minimise movement.</p> <p>One-way system in place for all.</p> <p>Specific exits and entrances for students.</p> <p>Students remain in lessons to ensure reduced numbers on corridors, Double and whole day teaching to take place where possible.</p> <p>Signs up round school.</p>	<p>SM/SLT</p> <p>SM/SLT</p> <p>SM/SLT</p> <p>Site</p>
Staff rooms and offices do not allow for observation of social distancing guidelines	<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. 	<p>Yes</p>	<p>Admin teams allocated to tables in a larger room to allow social distancing.</p> <p>Additional working spaces available for staff to use when not teaching.</p>	<p>SLT</p>
Queues for toilets and handwashing risk non-compliance	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. Where possible create hand washing and toilet usage only within bubbles 	<p>Yes</p>	<p>Signs and sanitisers are in place.</p> <p>Staff informed of arrangements in place.</p>	<p>SLT/HOY</p>

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with social distancing measures	<ul style="list-style-type: none"> • Floor markings remain in place to promote social distancing. • Pupils and staff know that they can only use the toilet one at a time. • The toilets are cleaned frequently to take account for the number of pupils accessing the facilities. • Monitoring ensures a constant supply of soap and paper towels - hand driers reinstated. • Lidded Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Handwashing/sanitising is incorporated into the daily timetable. • Provision of hand gel is made available where there are no handwashing facilities, in all learning areas. reception areas and entry and exit points. Supervised use for young pupils. 		Regular reinforcement of procedures.	
Cleaning capacity is reduced so that an initial deeper clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any enhanced cleans) agreed with contracting agencies prior to September opening and in line with current guidance. • An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school. In line with current guidance. • Introduce enhanced daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces. • Introduce cleaning of shared resources where required and consider role of our staff (eg technicians) in this. • More frequent cleaning of rooms / shared areas that are used by different groups • Working hours for cleaning staff are increased in agreement with staff if required and budgeted. • Outdoor playground equipment should be more frequently cleaned. 	Yes	<p>Cleaning capacity reviewed to ensure we have sufficient cleaning staff on site.</p> <p>Cleaning rotas done so that touch points are constantly cleaned and high traffic areas are constantly cleaned.</p> <p>Specialist areas are deep cleaned at the end of each day.</p>	Site/cleaning team

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	<ul style="list-style-type: none"> • Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u> • Plans are in place to identify and clean all areas with which the symptomatic person has been in contact • Sufficient and suitable equipment is available for the required clean • Adequate disposal arrangements are in place to dispose of contaminated waste • Cleaning of the area where staff or students are held when falling ill with symptoms during the day. 	Yes	In discussion with cleaning company to ensure we follow guidelines.	SM/Cleaning team/Site
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Appropriate measures to supervise effective hand washing of young children are in place • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on arrival at school. • Reinforce 'catch it, kill it, bin it' message 	Yes	<p>Site team in contact with PHS, posters in place with.</p> <p>Use for computer screens in classrooms to reinforce the use of hand sanitiser.</p>	Site

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<p>Inadequate supplies and resources mean that shared items are not cleaned after each use</p>	<ul style="list-style-type: none"> • Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible. • Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups) • Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts • Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products • The ROD/Regional Business Lead made aware of any additional financial commitments 	<p>Yes</p> <p>Yes</p>	<p>Stock bought to ensure that supplies are sufficient</p> <p>Resources are in the classroom and students are give their own R2L pack which has equipment.</p> <p>Year groups in bubbles, specialist rooms cleaned more frequently.</p> <p>Additional equipment identified and orders to be put through.</p>	<p>Site</p> <p>SLT</p> <p>SLT</p> <p>ML</p>
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school</p>	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school and to stay at home if unwell. • 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. • This guidance has been explained to staff and pupils as part of the induction process. • Bubble registers to be in place as well as recording of any close contact with bubbles • Staff are aware of the location of the emergency PPE pack and the situations where its use is mandatory – when 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Letters sent out, RA on website, text messages to start from A level results day.</p> <p>Individual RA for people who are currently shielding.</p> <p>Registers taken each day as a requirement.</p>	<p>SM</p> <p>SM</p> <p>SM/IOL/ADA</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>dealing with symptomatic students or staff or for close intimate care / first aid..</p> <ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Report cases immediately to ROD and email absent@e-act.org.uk and the Health Protection Team in Public Health England using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I or by telephone to 0344 225 3560 (opt 0 opt 2). Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response. 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. Note trigger of 2 positive cases in 14 days may result in them taking closer interest in the situation at the Academy. Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust. Nominate a co ordinator in the academy who the Trust can regularly liaise with. 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. Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Completed in each case identified.</p> <p>Cases reported to SM or IOL and these are reported through. Any advice given I then acted upon immediately to ensure safety of all.</p> <p>School closure system followed with staff and parents in the event of whole school closure. Partial year group closure will mean that year group parents contact by phone call and other parents notified via text</p> <p>This information available in staff COVID return handbook and highlighted during training day.</p>	<p>IOL</p> <p>SM/IOL</p> <p>SM/IOL/ALL</p> <p>ALL</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> 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. 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. Refer to ROD. 			
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	<ul style="list-style-type: none"> School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised Immediate notification to absent@e-act in every case where a student/staff is symptomatic Must contact ROD/RED and COO For very young children there is a designated area available where a key person can continue to support the child away from the rest of the group until collection by parent/carer. Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Refocus moved to the gym and this space has been zoned to allow separate areas for each year group. Space at the front to allow staff to supervise without compromising social distancing rules.</p> <p>Head to inform ROD, RED and COO of each case.</p> <p>Each year has a HOY, a link SLT and we have two none teaching safeguard trained staff to offer additional support.</p> <p>Separate medical room available for suspected COVID cases. Full PPE on site for first aid staff.</p>	<p>IOL</p> <p>SM</p> <p>HOY/SLT/All</p> <p>RYA</p>
Provision of PPE (visors and gloves) for staff where	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood and communicated 	Yes	PPE is available for staff who wish to wear it. Bags and lidded bins are available for disposal.	Site

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<p>required is not in line with government guidelines</p>	<ul style="list-style-type: none"> • Sufficient PPE (visors and gloves) has been procured through normal stockist • PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist • 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. • Staff and students are expected to wear masks in communal areas • Avoid face to face contact and minimise interaction under 1m with young pupils, except for those with complex needs • Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance 	<p>Yes</p> <p>Yes</p>	<p>Training day will cover the latest guidelines.</p> <p>Desks set out in rows. Staff especially LSAs trained in how to work with students from the side.</p>	<p>SLT</p> <p>SLT</p>
<p>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</p>	<ul style="list-style-type: none"> • Requirements for PPE have been assessed in line with DfE guidelines • Sufficient stock has been ordered using school's usual suppliers • ROD must be satisfied that arrangements are in place and in line with DfE guidelines 	<p>Yes</p>	<p>PPE available for staff who wish to wear it. PPE must be worn for close contact work such as dealing with first aid.</p>	<p>Site</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
<p>There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe including distancing and hygiene procedures. • Assurances have been sought from the contractors that they are familiar with the <u>symptoms associated with Coronavirus covid-19</u>, all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained. • Records kept of all contractors on site for track and trace purposes. • 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). • ROD must be aware of any planned works and associated risk assessments 	Yes	<p>ROD and site team to coordinate visits. Site to liaise with Head and Office team so we know who is on site, rooms with children to be avoided.</p> <p>Visitors to SEN, safeguarding, careers etc must be booked in advance and they must be agreeable to us holding contact details for them for a period of time. Reception to be told of visit and each visit to be with a set year group to maintain bubbles.</p>	<p>Site/ ROD/SM</p> <p>AFI/LPI/JJO/SLL</p>
<p>Fire procedures are not appropriate to cover new arrangements</p>	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> ○ Any revised building layout ○ Reduced numbers of pupils/staff 	Yes	New fire arrangements to be rolled out during training days.	SM/IOL/Site

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"> ○ Social distancing rules during evacuation and at muster points ○ Possible need for additional muster point(s) to enable social distancing where possible ● Staff and pupils-have been briefed on any new evacuation procedures. ● Incident controller and fire marshals have been trained and briefed appropriately. ● Fire drill arranged in early September. 			
Fire marshals absent due to self-isolation	<ul style="list-style-type: none"> ● An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. ● Sufficient staff appropriately trained in fire marshal duties as required 	Yes	List of back up fire marshals already sorted for next year. All staff trained in evacuating building in case of need.	IOL
Statutory compliance has not been completed due to the availability of contractors during lockdown	<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. 	Yes	We were open during lockdown.	
Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding	<ul style="list-style-type: none"> ● Equality impact assessment is updated prior to full return for staff and pupils. This will be reviewed centrally and then sent to academies in good time ahead of Sep re opening for local update. 	Yes	All measure in place as high BAME number school.	SM/SLT

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Parents do not follow advice on social distancing when visiting the school	<ul style="list-style-type: none"> • Visitors (including parents/carers) to the school may be restricted to one area, or to an allocated appointment time. Any visitors arriving without an appointment should be turned away and advised to make an appointment. • All visitors must be recorded with contact details and the area of the school / bubble they are engaging with. • Arrangements for visiting the school are communicated to parents/ carers • Expectations around hygiene and social distancing are communicated with parents/carers/visitors including drop-off/pick-up time to reduce gatherings 	Yes	<p>Where possible meetings still to take place over teams, phone calls etc.</p> <p>If visits need to happen visitors to avoid peak student times and break, lunch times. Reception to be notified in advance and parents/visitors must agree to us contacting them regularly to see if they have developed symptoms.</p>	HOY/SLT/Safeguard team
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	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. 	Yes	All policies centrally checked and reissued. In school systems such as behaviour etc relooked at in light of new guidelines.	SLT
Pick up and drop off times	<ul style="list-style-type: none"> • Consider opening school gates earlier so parents can socially distance on the playground • Staggered start and finish times to ease pavement congestion – this is communicated clearly to parents. • Consider the use of simple signage to highlight social distancing at pick up and drop off. • Creation of a holding area (and record as a bubble) for pupils arriving earlier (eg sibling, public transport) than their official start time. 	Yes	Parents asked to remain in cars, drop off and pick up points separate for each year group.	All

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
School Transport	<ul style="list-style-type: none"> ➤ ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers ➤ ensure that transport arrangements cater for any changes to start and finish times <p>In addition:</p> <ul style="list-style-type: none"> • Encourage walking, cycling or scooting to their education setting where possible. • Identify possible park and stride sites – parents and others who do have to drive can then park (legally) nearby and walk the last part of their journey. • Consider using social media messaging to inform the local community that parents/pupils may be travelling at specific times in order to avoid pavement congestion. 	Yes	Survey done. Small numbers of students take public transport so these will be contacted to ensure they are aware of PPE guidelines etc. In rare cases students allowed to come in at different times to avoid peak bus times.	HOYS
Public Transport usage and impact on academy.	<ul style="list-style-type: none"> • Staggered start times will depress usage at peak times. • All pupils to be made aware of the national guidance on using public transport. • Pupils wearing masks to adhere to this guidance need to safely store whilst in school. • Academies have details of pupils using public transport and should encourage at all times alternative use where possible. • Pupils arriving on public transport ahead of their staggered start time need to be provided in an appropriate space before attending their own bubble, this ideally will be in their bubble zone, but if a more general space is used then the bubble contamination risk must be noted, register of this ‘transport bubble’ then kept. 	Yes	Survey done. Small numbers of students take public transport so these will be contacted to ensure they are aware of PPE guidelines etc. In rare cases students allowed to come in at different times to avoid peak bus times.	ALL
Dedicated School Transport	<ul style="list-style-type: none"> • Where an academy has dedicated school transport please refer to the full guidance on how this should be managed. 	Yes	Our bus used for very small numbers of students to get to and	IOL/SLT

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	<ul style="list-style-type: none"> • Pay particular attention to:- <ul style="list-style-type: none"> - If all on the dedicated transport then transfer to a consistent bubble in the school then pupils travelling on this bus may not need to wear PPE / Social distance. - Also hand sanitiser will need to be provided on entry / exit from the bus. • If the dedicated transport cohort disperses more widely into mixed bubbles in the school then you may need to consider application of the public transport guidance (PPE / distancing) to mitigate this. • You will need to also engage with the dedicated transport provider on their own risk assessment / prevention control. 		from academy. PPE to be worn by students and driver.	
Curriculum does not factor in sufficient prevention control	<ul style="list-style-type: none"> • The school operating plan and timetable has been designed with prevention control at its core. Please record here how your implementation of the model addresses:- <ul style="list-style-type: none"> • Staggered start time and finish • Older students who are more likely to take public transport have later start times to avoid peak hours. • Between each break and lunch, there is a 15-minute slot for cleaning of areas used. • 2 destinations are needed for each break and lunch – one year group will use the canteen for break and have hot food on offer, and the other year group will use another space and have cold food on offer. This will alternate for lunch, so all students will have access to hot food either at break or lunch every day. • Where possible, students should stay in their classrooms and teachers move to teach the classes to reduce the amount of movement around the school and mitigate against cross- 	Yes	<p>Attached plan outlines significant adjustments to ensure a full curriculum can be delivered safely. Labs and specialist rooms to be used by specific year groups on any one day. Curriculums altered to not include contact sports or singing activities.</p> <p>DT areas to be used by one year group at a time.</p> <p>IT to be used by one year group at a time then deep cleaned.</p> <p>Timetables blocked into doubles and triples to reduce movement.</p>	SM/HOFs

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>contamination of bubbles during lesson changeover.</p> <ul style="list-style-type: none"> • Where possible, year groups should be zoned into sections of the school, again to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover. • As many double lessons can be timetabled by Heads as possible, to reduce the amount of movement around the school and mitigate against cross-contamination of bubbles during lesson changeover. • 1 hour tutor time per day is allocated for every year group, but this can be personalised by the school, so the time can be used for mental health education, relationships, sex and health education, SEN/D small group interventions (using catch up funding), small group interventions for students who have not engaged with virtual learning (using catch up funding), or intervention for year 11 in accordance with the year 11 strategy. • Students wearing PE kit to school on days where they have PE to avoid use of changing rooms. • Virtual Assemblies to reduce large gatherings • Record approach to practical lessons, either:- <ul style="list-style-type: none"> - Demonstrations only - Equipment allocated to class / year groups only - Equipment used on a rotation basis with cleaning inbetween. • PE is delivered outdoors unless in exceptional circumstances. The PE curriculum is no longer designed around the seasons and is planned to 	Yes	These in place in line with Alumwell School to allow families to continue to support each other getting to school.	

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	<p>avoid contact sports. PE equipment is used on a rotation or allocated to individual year groups. In between use, ensure equipment is cleaned thoroughly</p> <ul style="list-style-type: none"> • Music - No singing, wind or brass playing, no practical lessons of any kind, only theory, or half of the group do practical in week 1 and the other half do theory. This then alternates each week. The implication of this would be 1 additional adult. 			
School Visits	<ul style="list-style-type: none"> • Any planned school visits / trips to be risk assessed as usual but with specific attention to COVID – 19. • Schedule of planned trips to be provided to Regional Education Director for overview. • In line with current guidance no overnight / residential trips to be planned. • No non-domestic trips to be considered. 	Yes	No school visits to take place.	SM