COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the DfE on 21/10/20:

Guidance for full opening - schools - GOV.UK

This recognises that the youngest children in schools cannot socially distance from adults or each other. The implementation of 'bubbles' are an alternative protective measure to keeping people apart. Therefore, 'social distancing' in this risk assessment refers to the use of bubbles and/or the requirement to keep to 1 or 2 metre distances, depending on the age of the children concerned.

Based on SAGE modelling, the hierarchy of controls we have factored into our planning to help prevent the spread of COVID-19 are set out below:

System of controls

This is the set of actions schools **must** take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:
1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. Where recommended, the use of face coverings in schools
3. clean hands more often than usual
4. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
5. introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
6. minimise contact and maintain social distance
7. where necessary, wear appropriate personal protective equipment (PPE)
8. Always keeping occupied spaces well ventilated

Numbers 1 - 5 and 8 must be in place in all schools, all the time.
Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances
Number 7 applies in specific circumstances.

Response to any infection:
9. engage with the NHS Test and Trace process
10. manage confirmed cases of coronavirus (COVID-19) amongst the school community
11. contain any outbreak by following local health protection team advice

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Date of assessment:	6.7.20 24.8.20 10.9.20 30.10.20	Review interval:	Half termly	Date of next review:	November 2020

Related documents

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

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of fully opening, including social distancing guidance					
1.1 Capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	M	• Social distancing confirmed as 1m or less between children (depending on age) and 2m between children and adults (and between adults), again, depending on age of children. • Social distancing not expected for children in EYFS and KS1 • Bubbles agreed of year groups or smaller, depending on phase of education. • Agreed new timetable and arrangements confirmed for each bubble. • Arrangements in place to support any pupils still unable to attend school with remote learning at home. • Face coverings available for staff and children to use in areas where social distancing is more difficult	Y	• Year groups based in key areas - Y11 Annex, Y10 Corridor 1 & 2, Y9 Science, Y8 Corridor M6, FL1, L1, L2, L3, Y7 English. Wk commencing 2.10.20 Y7 & Y9 will switch base classroom bubbles. • Specialist rooms have been isolated so that they can be used for specific subjects and IT. • Classrooms cleared out so that the maximum amount of classroom space can be used. • PLC will support Y11 & Y10, Bridge will support Y7,8 & 9 in bubble areas. • No student has identified that they are shielding in Sept. • Students have identified as quarantined due to trips abroad. Google classrooms will be set up for these students so they can stay on track. • PE risk assessment identifies specifics that the academy must follow to support the Health and Safety needs of its students.	M
1.2 Organisation of teaching spaces					

Risk		Control measures		Additional controls	
Classroom sizes will not allow adequate social distancing	H	- Requirement for social distancing reviewed by government to support full classes to return to classrooms. - Classrooms re-modelled, with chairs and desks in rows facing in the same direction to support social distancing. - Clear signage displayed in classrooms promoting social distancing. - In primary schools, classes stay together with their teacher and do not mix with other pupils. - In secondary schools the year group stays together and does not mix with other pupils. - Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) - Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) - Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) - Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	- Wipes available for fabric teacher chairs so that arms can be cleaned on transition. - All non-essential cabinets and cupboards removed from rooms. - A teaching space will be identified at the front of the room where staff will teach from - where students need help they should come to the teacher, but the teacher should be observant from the front of the room. - Good respiratory hygiene will be promoted with windows and door open to create a ventilated area	M
Large spaces need to be used as classrooms	M	- Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. - Large gatherings prohibited. - Design layout and arrangements in place to enable social distancing e.g. students facing the same way in dining areas and not sat face to face.	Y	2 large spaces identified for dining - Canteen & Gym (hot food can be served in both areas) - Library used as temporary classrooms for when students have to move due to specialist rooms. EAL 1 & 2 converted into 1 classroom. Hub class moved to M6 and Hub now an additional staff space. - Dining rooms altered to have seating facing the walls were possible - min of 75 seats available for each space per sitting. Currently 150 seats in each dining facility for social distancing. Designated areas identified for staff to stand with social distancing markers. 2 outdoor spaces will be identified to support outdoor space.	M
1.3 Availability of staff and class sizes					

The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	M	• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Shielding guidance paused from 1 August 2020, allowing staff to return to work and children to schools • Full use is made of those staff who are self-isolating or continue to be required to shield following discussions with their GP but who are well enough to teach lessons online. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • Full use is made of test and trace to inform staff deployment. • Non-specialist teachers may be used to deliver content provided by subject specialists.	Y	• LM will be based in their year group areas. Y7 - L8 Y8 - Int 3 (but this is also Y8 Intervention room) Y9 - Science small office Y10 - LM office Y11 - 121 room in M1 • During change over an additional member of staff will support the supervision of the classes. Students will be told that all staff have the authority to use sanctions and everyone is to be treated with respect. Where this falls down LM/SLT will come to support.	M
Re-timetabling and extended days mean that staff exceed their contracted working hours	M	• Directed time calculations reworked and shared with staff • PPA allocations still provided on timetables • Where timetable restricts PPA or exceeds weekly hours for teachers, a two weekly timetable agreed to compensate • Hourly rates of pay agreed for staff who are asked to work additional hours beyond their contracted hours	Y	• Staff to complete morning and after school duties to support social distancing. All staff must bring their classes to the gate unless they are with their HMG. • Year groups arriving at different times to support social distancing. Tutor groups arranged accordingly to aid in student movement.	M
Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term	M	• All staff have been advised to follow government advice on the booking of holidays • All staff have been advised of the need to be available for work at the start of the new term and to plan any quarantine timings into their holiday plans • Staff managing attendance policy and absence policies to be followed from September	Y		M
1.4 The school day					

The start and end of the school day create risks of breaching social distancing guidelines	H	● Start and departure times are managed, with staggering where possible ● The number of entrances and exits to be used is maximised. ● Different entrances/exits are used for different bubbles if entering at the same time. ● Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. ● A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. ● Floor markings are visible where it is necessary to manage any queuing. ● Attendance patterns have been optimised to ensure maximum safety. ● One way systems around the school. ● Accessibility for disabled students and staff have been considered within changes. ● Extra curricula activities cancelled if relevant distancing and controls can not be put in place to protect bubbles.	Y	● Can arrive on site from - 8:00, 8:25 arrival for: Year 7 - 8 Year 8 - 8.10 Year 10 - 8.05 Year 9 - 8.25 Year 11 - 8.25 ● Both gates will be utilised so social distancing can take place - where a year group enters they also have to exit. Staff at the end of the day take their students to their exit point. Year 7 - Arncliffe Year 8 - Warmfield Year 9 - Warmfield Year 10 - Arncliffe Year 11 - Arncliffe Where students are involved in enrichment there will be identified Year group drop off points. When students arrive they will be maintained in a holding area and dismissed to their classrooms, this will be near to their classroom areas. ● One way system around site will be adhered to by students and staff. This will be marked on the floors. ● Students will be taken to break and lunch by their classroom teachers 2 minutes	M

				before the scheduled session is about to start.	
Wrap around care provided in school is not able to comply with social distancing or bubble separation	M	● School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble ● After school activities will be separated and offered to distinct year groups to ensure bubbles are maintained/or cancelled if not possible ● Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance	Y	● Can opt to take advantage of Magic Breakfast offer for FSM students which includes home breakfast packs.	M
1.5 Planning movement around the school					
Movement around the school risks social distancing not being maintained	H	● Circulation plans have been reviewed and revised. ● One-way systems are in place where possible. ● Posters in corridors regarding social distancing. ● Appropriate signage is in place to clarify circulation routes. ● Pinch points and bottlenecks are identified, staffed and managed accordingly. ● Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. ● Lesson change overs are organised to avoid overcrowding. ● Pupils are regularly briefed regarding observing social distancing guidance. ● Spaced lines on main corridors. ● Appropriate duty rota and levels of supervision are in place. ● Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair ● Play areas will be divided if more than one bubble is to use it at the same time ● Outdoor play equipment will be either taken out of use, cleaned between use by different bubbles or separate equipment provided for each bubble ● Face coverings available for staff and children to use in areas where social distancing is more difficult - highly recommending that these are worn (Tier 1) ● Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above)	Y	● SLT to test the movement around school to see what cross over if any takes place. ● Hold year groups in key areas at cross over time. Team to communicate effectively to move over break and lunch. Y7 & Y8 to line up in the social area to move back to their base. ● Corridors in the main building are not two meters wide therefore there should be no cross over of staff or pupils unless staff are waiting for students to arrive by the door to aid with circulation. ● Regular updates to students about using the one way system so that they understand the importance of complying. ● LM will be based on corridors with their year groups rather than around the site. During change over support staff will help supervise classes. ● Risk assessments will be in place for EHCPs students and those who we as an academy	M

		• Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow			are concerned about. These will be shared with staff prior to starting in Sept. • Two social areas have been devised for students to use.	

1.6 Curriculum organisation

Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	H	• Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning. • Praising stars will be used to assess the impact of interventions • Curriculum has been re-ordered to focus on learning priorities for the phase of education if it can't all be caught up • Plans for intervention are in place for those pupils who have fallen behind in their learning. • Blended learning and remote learning plans are in place from day 1 for any child required to isolate.	Y	• Directors working with HoDs to re-develop curriculum. Where there are no Directors then baseline assessments need to take place to establish gaps in learning and a plan to re-energise is developed: DT, PE, BS	M
Periods of isolation create additional gaps in learning	M	• Blended learning/remote learning plans in place so this can be provided on day 1 of isolation/absence • Children lacking technology to support remote learning identified • Technology available to provide for periods of isolation/absence • EdTech demonstrators providing training to staff to increase confidence and ability to provide remote learning • Rotas planned should it be necessary due to a move to a higher tier of 'lockdown' and local restrictions	Y	• Rota system is under development for further lock down scenario. • Weekly update of all lessons to google classroom. • 20 chrome books available for students without technology to use. • Build in time to L&P for Blended Learning	M
Library book sharing risks virus infection	M	• Libraries will not be used as a social space for children • Children will be managed in small numbers to select a book • Returned books will be quarantined for 72 hours before being returned to library shelves	Y	• The Library will be used as a teaching space. Library plan (AR) to follow.	M
Singing spreads virus through spittle or aerosol transmission	M	• No choirs or large group singing • No singing in assemblies or full classes unless social distancing can be maintained and rooms are ventilated • No performance to audiences	Y	• Continue to use the sound studio for the 1 singing lesson we have so student and teacher are isolated from each other.	

Practical music lessons spread virus through spittle and touch	M	● Music lessons in the curriculum to be theory and touch instruments that can be easily cleaned only (no wind or brass unless sole users) ● Peripatetic music lessons to continue online with the child using an instrument solely used by them ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	● Face to face lessons will not take place in a face to face setting but peri lessons can continue. Individual guidance will be given for each instrument.	M

1.7 Staff workspaces

Staff rooms and offices do not allow for observation of social distancing guidelines	H	● Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. ● Staff have been briefed on the use of these rooms. ● Posters in place regarding social distancing and hygiene. ● Communal equipment removed or measures in place to disinfect between use. ● Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) ● Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	● Where staff have previous been facing each other, computers and machines should be moved to face windows and walls. ● Sanitation stations to be available in each office space. ● Top up Tuesday will allow staff to come and top up personal equipment. If areas need fitted equipment updating them they should contact the Premises team. There is a cleaning system in place to support refilling of equipment. ● No hot desking - with the exception of reception and SID during lunch periods for the relevant members of staff. ● Free classroom plan available for staff to access to establish a space to work during non-contact. However they must confirm use with HAL in advance. Library computer section for staff use during lesson time. ● Where staff are able to work from home this practice will continue to minimise office restrictions.	L

1.8 Managing the school lifecycle

Limited progress with the school's calendar and work plan because of COVID-19 measures	M	- School calendar for the year rationalised. - Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. - Staff recruitment to continue employing social distancing and online interviews where appropriate - Re-timetabling completed - Plans and capacity in place should re-timetabling be required mid-year	Y	- Fully staffed with teachers for all roles. We continue to fill TA roles. - Timetabling complete - Opening Evening will be Virtual, exploring best methods for remote events. SCh	L
Pupils in the first year of a new phase in their education do not feel prepared for the transition	H	- Pastoral staff have spoken with pupils and their parents about the new stage in their education and resolved any issues - Year 7 students will have a day in the academy before the other year groups start at the beginning of the year to ensure they understand the school routines - Regular communications with the parents and pupils are in place, including letters, newsletters and online broadcasts. - Virtual tours of the school are available for parents and pupils. - Online induction days for pupils and parents completed - Secondary academies have undertaken ongoing virtual transition activity with feeder primary schools - Additional transition activity has taken place for students with identified SEND - New pupils will have enhanced induction in the first weeks of the September term	Y	- LM to prepare assemblies which can be shared on line. - Moving to Year group mentor groups - HMGs - Regular communication is in place with parents and students via google classroom, LM and face to face with Y10. - No virtual tours have been created due to building works however pictures of the works have been shared via social media. This has been explained to students and to parent/carers in our communications. - Online induction 7.7.20 for Y6 students and new Staff - New staff have face to face PM induction also - Additional training and L&P events etc will all be virtual or at a social distance. Google Guardians to be deployed to alert parents to work being set. Blended Learning project in school to support online learning. - Y7 ACE programme to help induct them into school continues into LIFE lessons. Y8-10 have similar lessons to follow. Y11 had a reduced version.	M

1.9 Governance and policy				
Directors are not fully informed or involved in making key decisions	M	● Online meetings are held regularly with the Board of Directors. ● The Board of Directors are involved in key decisions on reopening. ● Governors are briefed regularly on the latest government guidance and its implications for the school.	Y	● Regular meetings are held with the Chair Governing body. ● Governor meeting held 1.7.20 virtually. New meeting schedule has been organised 1.10.20 is the next meeting. ● Gov have been invited to attend site to see the progress and social distancing. Chair of Gov has regularly attended site to review progress - 21.8.20. Update given 9.9.20. Copy of updated RA sent to Chair and gov. Gov attended for Safeguarding update and to check site. 7/10/20. SEND gov to follow in the next couple of weeks.	L
1.10 Policy review				
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	● All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. ● Staff, pupils, parents and governors have been briefed accordingly.		● Fire evacuation procedure has been amended to reflect year group bubbles. ● 4 areas identified for evac. Student/Teaching/Support staff/Premises team completed a walking talking Fire session - 8.9.20, 9.9.20. ● Fire check up 10.9.20 ● Fire alarm 9.10.20 ● Additional medical room for extra capacity to avoid mixing bubbles.	M
1.11 Communication strategy				

Risk		Control measures		Additional actions	
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	Communications strategies for the following groups are in place: ● Staff ● Pupils ● Parents ● Governors/Trustees ● Local authority ● Regional Schools Commissioner ● Professional associations ● Other partners	Y	● All stakeholders will receive communication via text, letter, on social media and face to face where we believe there are issues with communication ● Staff will be briefed in L&P and via INSET ● Other professionals will be briefed when they arrange meetings via our induction to City Fields document - where possible all meetings will be virtual, however where this cannot be achieved a visitors room has been designated with its own toilet facility.	M
1.12 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	● INSET day will be held at the beginning of the September term ● Induction and CPD programmes are in operation for all staff prior to reopening, and include: ● Infection control ● Fire safety and evacuation procedures ● Constructive behaviour management ● Safeguarding ● Risk management	Y	● Asbestos CPD will also take place ● Separate induction for students with EAL and EHCP ● Additional staff members to be trained in fire marshall duties.	M
Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL	H	● First Aid qualifications extended by 3 months ● For period of COVID-19 designated safeguarding training will not expire ● Online training sought to replace or supplement training that is due to expire ● Support from leaders in the Trust who have up to date training	Y	● All staff with these responsibilities are in date. New PE to receive training when the new dates are confirmed.	M
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	● Induction programmes are in place for all new staff – either online or in-school – prior to them starting.	Y	● 7.7.20 - New staff induction. Staff included on INSET ● Contact made throughout the summer to advise of changes and inset day in September to ensure clarity.	L
Staff do not receive ongoing CPD leading to retention issues	M	● Learning and performance sessions will be provided in school with social distancing and using technology ● The OIE will continue to support CPD through the offer of online programmes	Y	● CPD opportunities identified each week in L&P and shared with staff. Staff also share any new and exciting CPD that they have discovered.	L

		● Flick online learning will support with statutory, mandatory and additional training ● Training on how to wear face coverings given on INSET days			

1.13 Free school meals					
Reduced food offers are available due to kitchen and dining capacity	H	● A range of hot a cold food will be available (although this may not be a full menu) ● Dining staggered to ensure full bubble can be catered for ● Additional large spaces in school considered for dining	Y	● Hot food can be served in both dining spaces, however initially a reduced menu will be offered to support the beginnings of the school year. This will be reviewed each week. ● No eating outside ● Lunches can be maintained at the same time as the current school year. ● Staff can eat lunch in the classroom they are occupying, in the staff room, however this would be one member of staff per table or in the Hub if it is not being used for lessons, they must not congregate in small office spaces.	M

1.14 Risk assessments					

Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	● Risk assessment from other partners completed
		● Risk assessments are updated or undertaken before the school reopens in September and mitigation strategies are put in place and communicated to staff covering:
		   - Personal care
		   - EHCP
		   - Vulnerable staff (age, BAME,gender, pregnant)
		   - MAPA
			Y	● AP risk assessments received and will be reviewed 1.9.20 (UCAN, Wakefield College, A2Change). Only 1 student planned to be at Wakefield college.	M

1.15 School transport					

If any students use public transport: **Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times**	M	● The details of how pupils will travel to and from school are known prior to September. ● Effective liaison with bus companies is used as a basis for planning staggered start and departure times, where required. ● Home learning and telephone support established where a child is unable to attend school due to transport issues. ● Children encouraged to use other forms of transport, including cycling and walking. ● Walking buses employed ● Children advised how to queue at bus stops employing social distancing ● Children advised how to use facial coverings (aged over 11) on public transport and remove safely on arrival at school ● Additional hand washing and sanitising facilities available at bus parks and entrances to school. ● Queuing at the school at the end of the day is managed to ensure social distancing	Y	● Arriva have advised of restrictions and travel guidance; we regularly check their website for updates and share this with our students, parents & carers.	M
If any students use home/school dedicated buses: **Social distancing is not adhered to and bubbles mix**	M	● Effective liaison with local authorities and bus companies to understand their risk assessments and control measures, including additional cleaning ● Children to be seated in bubble groups where possible, including social distancing ● Vehicles will be ventilated with windows open where possible ● Children advised how to queue at bus stops employing social distancing ● Children advised how to use facial coverings (over age 11) and remove safely on arrival at school ● Additional hand washing and sanitising facilities available at bus parks and entrances to school. ● Queuing at the school at the end of the day is managed to ensure social distancing		● City Fields students use public buses therefore we cannot enforce the social distancing measured advised, but will encourage social distancing. ● The Terminus is a pinch point in the community. Request support from PCSO. ● Local shops only allow 2 students in at a time and encourage them to use masks.	H
If any children use home school taxis and escorted home/school transport: **Social distancing can not be maintained due to the need for support or the size of the vehicle**	M	● Liaison with local authority to understand the control measures in place and risk assessments ● Children to be seated apart as far as possible from other children and adults ● Hand washing/sanitising on boarding and disembarking ● Face coverings to be used if appropriate ● Vehicles will be ventilated with windows open where possible	Y	● Relates to one student and this is a private arrangement between the LA and the taxi company	L

1.16 Multi-site working					
Staff who normally work across multiple sites risk the spread of infection across sites	H	● Whilst government guidance allows staff to move between sites, colleagues with a multi site contract will be required to identify one or two places of work and visit those sites only, unless operational necessity requires them to move. ● Staff who are able, will still be asked to work from home. ● If there is a need to change the designated site to manage operational risks at that site, hygiene precautions will be put in place before arriving at the new site.	Y	Applies to IT and Finance colleagues: Finance has a rota meaning they WFH for one day before visiting their other site and IT will minimise site visits unless essential.	M
1.17 Attendance and Punctuality					
Children do not attend school consistently as habits and social norms have changed	M	● The need and value of attendance at school will be regularly reinforced with children and families ● PR campaigns regarding attendance will be launched ● Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively ● Regular safeguarding phone calls to those children not attending ● Attendance fines will be reintroduced	Y	● Praise for those students who attend weekly. Mentors to share weekly attendance results and students to complete their trackers, 100% students each week added into a draw to receive a break time snack and drink.	M
1.18 Alternative Provision					
Control measures are not in place for children attending alternative provision or otherwise accessing part time education	M	● Liaison with AP providers where children attend full time to ensure that risk assessment and control measures are in place in line with government guidance ● Where attendance is part time, liaison to identify the risks of movement between settings ● Children not to attend more than 1 setting in the same day	Y	● AP risk assessments received and will be reviewed 1.9.20 (UCAN, Wakefield College, A2Change)	M
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that cleaning of surfaces are not undertaken to the standards required	H	● An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection. ● Working hours for cleaning staff are increased and additional staff appointed where necessary.	Y	● Toilet usage between lessons are identified for student use: Year 7 - Main block/English Year 8 - Inclusion corridor(boys only) & Main Corridor	M

		• Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles • Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas. • Classroom timetabling is shared to ensure the classrooms are cleaned when free		Year 9 - Main block) Year 10 - Main block Year 11 - Annex (Gym) Wk commencing 2.10.20 Toilet update: Year 7 - English corridor Year 8 - Inclusion corridor & Main Corridor Year 9 - Main toilet block Year 10 - Main block Year 11 - Annex & Gym • Staff will use the new toilets next to Inclusion, the main staff toilet next to the Canteen & the staff room toilets in the Hub and the Annex. • Pinch points in cleaning have been identified and processes resolved. • Contracted cleaning company (Churchills) are continuing to change working patterns to include daytime cleaning of key areas. • Assurance given from Churchills that they are BICS accredited and that staff training meets HSEQ regulations. • Risk assessment in place with Churchills; staff trained (toolbox talks) in relation to revised cleaning procedures.	
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	• An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. • Additional external wash basins have been provided at key points around the school.	Y	• 5 hand sanitizer stations in and around the academy. • 3 external hand washing facilities have been created • Staff have all been allocated their own hand sanitization and sanitation kit.	M

				● Classrooms have been inspected by SLT to ascertain if they meet basic expectations for others to use.	
Pupils forget to wash their hands regularly and frequently	H	● Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. ● Hand washing is timetabled for arrival at school, when changing rooms, return from breaks and before and after eating ● Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. ● School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary.	Y	● Students will receive lessons regarding hand washing and its importance over anti-bac and this must be done regularly. ● Staff to alert Leaders to students who they feel are not meeting basic hygiene standards.	M
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	● Government guidance has advised that children should be expected to wear full school uniform from September. ● Additional uniform available in school to support vulnerable children who may require additional items. ● Expectations and guidance are communicated to parents. ● Additional uniform issued to catering, cleaning and site staff if they have insufficient	Y	● Additional uniform has been provided to catering and premises ● New uniform has been provided for students who need it.	L
Standard uniform/staff dress code leads to coldness due to additional ventilation of spaces	M	● Children encouraged to wear warmer items of uniform or outdoor coats whilst inside ● Hardship monitored closely to ensure no children are disadvantaged/items purchased in these cases by the school ● Staff encouraged to wear warmer items of clothing/outdoor coats if necessary	Y	● Staff updated in briefing sent 1/11/20 ● Students and parents updated by social media and letters ● Additional masks have been purchased for students who cannot afford them. Those who continue not to bring them will be charged 40p.	M
The use of fabric chairs may increase the risk of the virus spreading	M	● Take fabric chairs out of use where possible. ● Where that is not possible then ensure chairs are limited to single person use.	Y	● Where fabric chairs are shared by staff, arms must be wiped between use. No fabric chairs for students.	L
2.4 Testing and managing symptoms					

| Testing is not used effectively to help manage staffing levels and support staff wellbeing | H | Testing and tracing in place nationally. Flowcharts provided to schools to explain what they need to do if they have a positive case confirmed. Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. we will take advice from local PHE regarding local data and spikes and work with HTP Home Test Kits issued to staff/parents in exceptional circumstances where attendance at a test centre is not possible. | Y | Regular reinforcement of key message via L&P. Staff feel confident reporting symptoms and being absent from work awaiting test results. Training on testing 11.9.20. Home kits have arrived and Wakefield has a 5-12 testing and vulnerable testing service. Meeting with local PHE and IC meeting 3.9.20 and the 24.9.20. | H |
| Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms | H | Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Staff and students over 18 encouraged to download NHS Covid-19 app and engage with Test and Trace Advice given on how to use the app and when to turn off to avoid false results Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms A record of any COVID-19 symptoms in staff or pupils is reported to the trust. Each school knows how to notify DfE contact line for advice. Each school knows how to contact LA PHE for advice. Government advice followed for identifying contact levels: Face to face contact Direct - less than 1m for 1 minute Proximity - within 1m to 2m for 15 minutes Travelled in the same car | Y | Additional First Aid area designated if SID is out of action due to a child/adult with symptoms - Reflections Staff training to be held in Sept to support First Aid team When on site staff to move the app to contact tracing off due to measure in school. | H |

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	H	● Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. ● This guidance has been explained to staff and pupils as part of the induction process. ● Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. ● Communication sent to all parents on using the NHS Covid-19 app.	Y	● Videos created of key messages to parents/carers and students. ==Track and trace added to fortnightly newsletter and on social media.== ● Alternative languages and translations used.	M
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	● Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. ● This guidance has been explained to staff and pupils as part of the induction process, including flowcharts ● Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y	● Weekly updates will be provided to staff, students and parents/carers. ● Guidance shared with stakeholders before closure. ● Guidance shared with stakeholders pre-opening.	M
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	● First Aid certificates extended for three months. ● A programme for training additional staff is in place. ● Collaborative arrangements for sharing staff with other schools in the locality have been agreed.	Y	● All staff fall well within the timeline for renewal.	M
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	● Social distancing provisions are in place for medical rooms. ● Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged. ● Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	● SID is now a spacious room to support social distancing. ● Screen has been placed in SID to reduce face to face contact. ● Reflections toilet area will be used as a temporary First Aid if SID is compromised in any way.	M
2.7 Communication with parents					

Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	● As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. ● A COVID-19 section on the school website is created and updated.	Y	● Weekly updates for parents/carers placed on the school website and posted to those with no Internet access.	M
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	● Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.	Y	● Updates for parents/carers placed on the school website and posted to those with no Internet access.	M
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	● Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. ● Those staff required to wear PPE (e.g. SEND intimate care; supporting a child with COVID-19 symptoms; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. ● Staff are reminded that the wearing of gloves is not a substitute for good handwashing.	Y	● No child currently attending CF requires intimate care. 1 student needs support with moving around school currently however as they will be in Y8 an appropriate room has been allocated for them (FL1). Toilet facilities have also been identified nearby so no support needed.	M
2.9 Catering					
Dining space cannot cater for numbers of children with appropriate cleaning and hygiene	H	● A reduced catering offer is established to ensure that increased numbers of lunch breaks and breaks can be managed for bubbles ● Secondary - additional dining spaces identified if needed ● Secondary - all students facing same way and social distancing in place by removing use of seats ● Dining spaces cleaned between bubbles ● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	● 2 clear spaces identified, Canteen & Gym	M
2.10 Finance					
Cash brought into the academy spreads the virus through handling	M	● Cashless is encouraged at all times ● Parent letters requesting that cash is not used and accounts are topped up from home	Y	● City Fields already cashless ● Revalve machines removed	L

		● Any cash brought in is placed in the safe for 72 hours and hand immediately washed			
2.11 Gifts					
Children bring gifts for the end of term that spread the virus	M	● Gifts to be discouraged ● Those that are brought should be accepted, hands washed and then quarantined for 72 hours	Y	● This message to be shared with staff	L
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	● Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. ● Staff model social distancing consistently. ● The movement of pupils around the school is minimised. ● Large gatherings are avoided. ● Break times and lunch times are structured to support social distancing and are closely supervised. ● The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. ● Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. ● Messages to parents reinforce the importance of social distancing. ● Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations - NB for EYFS and KS1 the bubble is designed to protect children that are too young to social distance.	Y	● Year 7 & 8 will remain in their bubbles for lessons except where specialist provision is needed. PE, ICT, looking to introduce food next term. ● LM will be based on each corridor to support behaviour. ● If a student reaches a C4 then they will be deposited by the LM to the most appropriate class in their bubble. ● If a student fails to meet the standard in this classroom then they will be removed to spend the rest of the lesson with the LM. If numbers increase SLT called to support. ● If a student reaches a C5 then one day will be identified where they will complete their C5 within the week. ● During social times students will be brought to their areas by staff members. Students will line up in these areas. If students wish to attend the social areas then they will be taken to these areas in groups to support social distancing.	M
3.2 Classrooms and teaching spaces					

The size and configuration of classrooms and teaching spaces does not support government guidance	H	- All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible. - Arrangements are reviewed regularly. - Unnecessary equipment removed from classrooms - Soft toys and soft furnishings removed - Cleaning product and wipes available in EYFS to clean toys - Equipment in practical subjects will be cleaned between use by different bubbles or additional items purchased so that items are not shared beyond the bubble - Tables in rows with children facing the front to avoid face to face - Entering and exiting the classroom is 'one person at a time' Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	- All staff to use the cupboards in their classrooms to full effect. All additional cupboards to be removed. - Classrooms inspected by HoD and made sure teacher desks are cleared and there are no personal belongings in drawers. - Classrooms inspected by SLT and floor marking have been amended. Red and white tape identifies where the first row of student tables are. Yellow and black tape identified 2m from student tables. Staff should aim not to cross this barrier, if they do it can be for no longer than 10 minutes. - PE will clean down equipment between lessons. - Maths - Calculators & protractors purchased for Y10 & 11. All other calculators deployed to 7-9 to use in their bubble classrooms. - Science - will not be conducting experiences with students however demonstrations can take place if rooms are available. Science practical equipment will be removed from Science classrooms. Wk Commencing 21/9/20 basic Science experiments to be conducted. These have their own RA linked to them. Only activities where social distancing can take place can be undertaken. - Science has created risk assessments which factor in COVID measures allowing them to effectively social distance and maintain H&S. - Food - Items are washed in between uses.	M

		● DT - No practical DT will take place until advised. **Wk Commencing 28.9.20 KS4 begin catering/cooking in T1. Only half the group will cook at any one time and the other half of the group will be supported with planning activities.**		

3.3 Movement in corridors

| Social distancing guidance is breached when pupils circulate in corridors | H | ● Circulation plans have been reviewed and amended.
● One-way systems are in operation where feasible.
● Posters in corridors and circulation areas on social distancing
● Floor markings in key areas
● Circulation routes are clearly marked with appropriate signage.
● Any pinch points/bottle necks are identified and managed accordingly.
● The movement of pupils around school is minimised as much as possible.
● Where possible, pupils stay in classrooms and staff move around.
● Social time change overs are staggered to avoid overcrowding.
● Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.
● Appropriate supervision levels are in place.
● Accessible routes have been planned where necessary.
● Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1)
● Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above)
● Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)
● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow | Y | ● Lunch time staff moved off the toilet area with a magnetic lock door, therefore this is not a corridor, it is an access point for the Bridge only.

● Year 7 & 8 remain in the classrooms unless they have studying, PE. **Wk Commencing 28.9.20 Y7 & Y8 can now access computer rooms for their Computing lessons. Students are collected from their classrooms and taken to the lesson.**

● Social times at break are separated over P2 and the original break time. Lunch times are staggered as normal however these are in separate areas. | M |

3.4 Break imes

| Pupils may not observe social distancing at break times | H | ● Break times are staggered.
● External areas are designated for different groups.
● Pupils are reminded about social distancing as break times begin.
● Social distancing signage is in place around the school and in key areas.

● Supervision levels have been enhanced, especially with younger pupils, to support social distancing. | Y | ● Risk assessments arranged for those who we feel my have difficulty with the new normal. Students have been contacted to conduct risk assessments before returning to school. | H |

		• Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above)		

3.5 Lunch times

Pupils may not observe social distancing at lunch times	H	• Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • *PIN and biometric either disinfected between each use or replaced with manual recording of purchases (this could als be managed by children washing hands on entrance to canteen)* • Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home. • Water fountains taken out of use. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned between bubbles by catering, cleaning or MSA staff. • Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	• Catering staff have been given a plan in terms of roles and responsibilities and the cleaning regime that need to be maintained. • Only one 'push' water machine in operation. No fountains around the Academy. • 3 hand washing stations have been added to site to support hand washing. • Additional signage added on social areas for social distancing. • Reval machine removed. • HMGs received additional material to go through about social distancing and masks 16.9.20. • All staff received additional presentations to add to their slides to remind students that if they leave a room to a communal area they should have their masks on.	M

3.6 Toilets

Queues for toilets and handwashing risk non-compliance with social distancing measures	H	- Queuing zones for toilets and hand washing have been established and are monitored. - Floor markings are in place to enable social distancing. - Pupils know that they can only use the toilet one at a time. - Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. - The toilets are cleaned frequently. - Monitoring ensures a constant supply of soap and paper towels. - Bins are emptied regularly. - Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. - Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) - Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) - Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) - Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	- Separate toilets have been identified during break and lunch sessions. Toilet zones have been identified within the bubbles. - Cleaning contractors regularly review areas.	M

3.7 Medical Rooms

The configuration of medical rooms may compromise social distancing measures	H	- Social distancing provisions are in place for medical rooms. - PPE provided in medical room for first aiders - Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. - Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. - Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) - Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	Larger first aid area has been created, this is near an exit point so ensure an ill student can be quickly and effectively to an external exit to be transported home by parents/carers.	M

3.8 Reception area

Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	- Social distancing points are clearly set out, using floor markings, continuing outside where necessary. - Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). - Screens between Receptionist and visitor installed if not already in place - Signing in completed by Reception staff so that visitors do not touch pens, visitors book, signing in screens etc - Meeting room identified for essential meetings where social distancing can be complied with. - Non-essential deliveries and visitors to school are minimised. - Signs on gates to confirm not accepting non-essential visitors - Arrangements are in place for segregation of visitors. - Visitor logs kept to support Track and Trace Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow	Y	- On entry to reception there is a sanitisation station, and a delivery drop point. - The reception desk is equipped with a screen - Where possible the receptionist will sign visitors into school - Seperate room has been identified for visitors with separate washing facilities. - Thermometer purchased to take contractors temperature which supports track and trace - Signage on the gates to identify new normal	M
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	- Start and finish times are staggered or different entrances/exits for different bubbles - The use of available entrances and exits is maximised. - Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. - Weekly messages to parents stress the need for social distancing at arrival and departure times. - Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to present themselves on site beyond designated drop off/pick up points	Y	- Staff on duty to support movement of students from 8.15 am - Both entrances used to support social distancing. - Parent/Carer updates to be shared weekly about the importance of social distancing and drop off and pick up. - Request that parents do not cross traffic and use the round about at Arncliffe view. Remind parents/carers that they cannot drop off at the front of school, students should walk from a distance, and not be present on the chevron lines.	H

			● The terminus is the cause for concern, but we continue to work with the local teams to support positive role modelling. ● No current issues on the Terminus - promoting the rule of 6 update with students about congregating outside and them becoming a group. ● Select visitors have been identified to attend site to support students - iSpace, School Nursing & EMAT (EAL Support). They have agreed to take part in track and trace and will have a fixed room to support students. They will only interact with key selected staff.	

3.10 Transport

The use of public and school transport by pupils poses risks in terms of social distancing	H	● Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling on public transport. ● Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing. ● Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. ● Hand sanitizers and hand washing available on arrival at school ● Windows to be open on transport where possible for natural ventilation.	Y ● Hand sanitiser available as students arrive at school. ● Guidance shared on good hygiene when using buses ● Advice and guidance shared with stakeholders about how to use public transport.	H

3.11 Staff areas

The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	● Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. ● Hot desking will be stopped, only one member of staff allocated to a desk. ● WFH will remain in place for staff who can in order to minimise staffing	Y ● Agreed WFH with key staff such as Finance, all other staff to work onsite ● Hub will be a staff area for work and breaks, social distancing will be highlighted	M

		• Face coverings available for staff and children to use in areas where social distancing is more difficult (Tier 1) • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies (Tier 2 and above) • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow		

3.12 Catering

Social distancing is not possible in kitchen/catering areas	H	• Reduced menus agreed to manage increased number of lunch breaks • Simple menus developed allowing staff to work at a single workbench • 1 member of staff in small areas e.g. fridges, store rooms at any time • Staff instructed in social distancing • PPE provided if social distancing can not be maintained • Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food • Catering staff advised to remain behind the counter during serving. • Doors and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow.	Y	• Reduced menu already agreed and catering plan in place. Staff in the same area each day and create the same dishes each day. • Staff training to be established nearer to opening about acceptable conduct and behaviour • All accessible fridges now moved behind the till areas.	M

3.13 Home Visits

Staff are placed at risk of contracting COVID whilst undertaking home visits	M	• Home visits will not be undertaken unless absolutely necessary • Staff will not travel together to undertake a home visit • Visit will be undertaken on doorstep - staff will not enter the home • Social distancing will be maintained throughout - knock on door and step back 2m • All usual control measures for home visits should also be followed. • Additional risk assessment for home visits circulated to relevant staff.	Y	• Staff will not enter homes to check on students, if the student cannot come to the door, then arrange to call them and speak to them in the house. • Home visit staff to take a white board to support communication especially with EAL parents and request the support of a trusted friend to translate. • If a home visit is necessary then the Home Visit RA must be completed first to assess the risk and the necessary measure then put in place.	M

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

4.1 Pupils with underlying health issues					
Pupils with underlying health issues are not identified and so measures have not been put in place to protect them	H	● Parents have been provided with clear guidance and this is reinforced on a regular basis. ● Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon ● Individual risk assessments undertaken for any student identified being at higher risk e.g. BAME, ECV and actions put in place in agreement with student/parents. ● Remote learning provided for any child still required to medically shield (supported by medical evidence). ● EHCP and risk assessments updated ● Schools have a regularly updated register of pupils with underlying health conditions.	Y	● A greater BAME risk assessment is identified in section 9 below	M
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	● All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. ● Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. ● Individual staff risk assessments undertaken where additional risk factors identified e.g. BAME, male, over 70, pregnant, extremely clinically vulnerable ● Current government guidance is being applied - local guidance to be monitored if areas move to Tier ⅔.	Y	● Individual risk assessments have taken place with vulnerable staff.	M
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	● There are sufficient numbers of trained staff available to support pupils with mental health issues. ● There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. ● Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).	Y	● Well being is built into the LIFE plan and teaching staff of LIFE & ACE will be provided with key reading materials before school returns in Sept ● Support the Hello Yellow campaign 9 Oct.	M

		● Resources/websites to support the mental health of pupils are provided.			
Additional safeguarding concerns are identified on children's return to school	H	● All staff will receive safeguarding training as part of the INSET on the first day of term ● Additional time will be provided for DSLs and inclusion teams in the first few weeks of term, if required, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate	Y	● City Fields staff need to complete Face to Face training (Virtually) this year and a quiz	M
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	● Staff are encouraged to focus on their wellbeing. ● Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. ● Staff briefings and training have included content on wellbeing. ● Staff briefings/training on wellbeing are provided. ● Staff have been signposted to useful websites and resources. ● Staff are encouraged to use the staff EAP ● Weekly staff wellbeing surveys	Y	● Weekly updates on Well being options ● Regular praise and celebrations for staff ● Key points in the year staff appreciation is encouraged of each other	M
Working from home can adversely affect mental health	H	● Staff working from home have regular catch-ups with line managers. ● Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. ● Appropriate work plans have been agreed with support provided where necessary. ● Staff working from home may help provide remote learning for any pupils who need to stay at home.	Y	● Regular check up on staff working from home continues. Weekly L&P highlight the different schemes that staff can access.	M
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	● The school has access to trained staff who can deliver bereavement counselling and support. ● Support is requested from other organisations when necessary. ● Bereavement training delivered to over 200 staff during June 2020	Y	● SPOT has taken place ● Staff website hosts training modules to support this.	M
6. Operational issues					

6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	Fire procedures have been reviewed and revised where required, due to: ● Bubbles not mixing ● Possible absence of fire marshals ● Social distancing rules during evacuation and at muster points ● Possible need for additional muster point(s) to enable social distancing where possible ● Staff and pupils have been briefed on any new evacuation procedures. ● Incident controller and fire marshals have been trained and briefed appropriately. ● PEEPs reviewed and updated	Y	● Revised fire procedures to commence September 2020 to include additional assembly points in order to separate year groups. ● Flick fire marshall training for additional staff members.	M
Fire evacuation drills - unable to apply social distancing effectively	H	● Plans for fire evacuation drills are in place which are in line with social distancing measures.	Y	● Drills to take place first week of term and procedures amended if required.	M
Fire marshals absent due to self-isolation	H	● An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Y	● Additional staff members to have responsibility roles to ensure smooth operation.	M
6.2 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	● Ongoing works and scheduled inspections for schools (e.g. estates related) will continue. ● An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. ● Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. ● Contractor risk assessment has been provided prior to works beginning ● Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. ● Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. ● In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of	Y	● No additional contractors will be on the City Fields site in Sept Contractors still on site with a finish date 18.9.20. Working on finalising ceiling tiles and kick plates. ● Contractors wear masks when moving around school. No works completed when students are moving. ● Any new contractors who attend due to breakdowns etc will follow the compliance procedures ● Contractors returning Oct half term to complete works. The site will be powered off during the works.	L

		COVID-19 (including contractor risk assessments and method statements, and contractor induction).			

7. Finance					

7.1 Costs of the school's response to COVID-19					

The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties	M	Prior To Sept ● Additional cost pressures due to COVID-19 identified. ● Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. ● Net increase in costs approved by Region Exec and CFO Sept Onwards ● Additional COVID-19 related costs are monitored and options for reducing costs as guidance changes are reviewed. ● The school's projected financial position will be shared regularly with the Board		● FM, BM and Principal to agree actions and offsets. Any net increase to be reported via Regional Exec to CFO for approval. ● Monthly Principal meetings to focus on monitoring variances and long term implications of operational and educational response to returning under Covid-19	L

8. Governance					

8.1 Oversight of the governing body					

Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	● The Trust Board continues to meet regularly via online platforms. ● The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. ● The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. ● Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. ● Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed.	Y	● Reports to the Academy council continue and weekly meeting established with Chair of Governors. ● Meeting held 1 Oct 2020. Visit from Safeguarding member 7 Oct 2020.	M

9. Additional site-specific issues and risks					

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

Evidence of a wide disparity in deaths from COVID-19 amongst BAME people. This could affect the community in terms of deaths, SEMH and attendance due to the high levels of BAME within the community and the school	H	• Continue to share key government messages in the community regarding staying alert, 2 social distance and washing • Sign post the community to local support networks • Supported St Swithuns with food parcels and supplies • Risk assessments on BAME staff. • Key messages sent during religious celebrations about staying safe and celebrating how to be part of the community still during lock down • Teaching points in LIFE and History sharing relevant and powerful messages • Talking point in regularly in mentor time • Surveys on how students would like to celebrate different festivals moving forward to capture their understanding of religious and cultural diversity.	Y		M
EAL high within school and students unable to access learning due to a lack of understanding. Parents/carers unable to read key information and share news to their children may mean students miss out on information and this will impact their progress.	H	• EAL bubble to encourage students who are NTE to understand the key points of COVID19. Purchased supplies such as DVD players to build knowledge of the English language. Home visits to key EAL students to make sure they understand the key messages. This has also been done to aid them in understanding the FSM process. • Contact made with hard to reach families and home visits requested for those who struggle to understand. 100 home visits have taken place since lock down. • Twinkl use developed by staff to aid students. • Exploring new additions to Chrome to facilitate student knowledge. • Hand washing signs in multiple languages • Food/menus in multiple languages • Fire and additional risk session explained to NTE and those with little English separately as part of the OPP	Y		M
School photos - taken to support safeguarding and community ethos	M	• Set date - 6 October - students to use the dance room so that students can arrive by one entrance and leave via the other. • Test Photographer on arrival and complete track and trace • Use the old car park to park the equipment • Box out areas where they are allowed	Y	Photos taken for Y7 & Y9. The company will return when Y11 is fully back in school.	M

		• LM to lead their year groups (7,9,11) • Staff to have all their photos taken by HR		
School Meals - If bubbles are affected, student health may be affected as food may not be a priority	M	• Review cohort info from bubbles that may have to close. • Any FSM students to have a care package created to support their health and wellbeing. The value of this would be £11.50 per week.	Y	L

Cleaning information:

The Academy use Churchill Services for all its cleaning requirements. Churchill's are a BICS accredited company and all staff are trained to adhere to those standards.

All staff participate in regular training which is logged and a copy of all training records are held on site as part of the company HSEQ documentation. All staff must pass each mandatory training module at a 100% pass rate. The company conducts refresher training of this HSEQ every 2 years and have tool box talks based around various HSEQ subjects on a monthly basis.

Churchills have completed a thorough COVID Risk Assessment that has been agreed centrally with Outwood Grange Academies Trust; which has been individualised to meet each academy's requirements. This Risk Assessment and a suite of COVID tool box talks / posters have been shared with all cleaning staff and they have confirmed their full understanding of revised working methods.

As we know cleaning plays a vital role in limiting the potential transmission of COVID-19 and as such the Academy has worked with Churchills to fully implement a bespoke cleaning rota. In addition to our regular cleaning schedule we have secured 3 daytime cleaners that continuously clean all frequently touched surfaces within a dedicated bubble zone.

Should we identify a symptomatic person then Churchills can fully confirm that their procedures fully comply with Government / PHE guidelines in relation to cleaning and disinfecting public / shared areas. All cleaning products are fully endorsed and waste is removed via the recognised methods.

Where the Academy has reported a positive COVID-19 case; then we liaise fully with the Department for Education, PHE and Local Infection Control officers and we can confirm they have acknowledged that we have taken all necessary steps to ensure that we comply with guidance and process.

For more information please see their website: https://www.churchillservices.com/