

COVID-19: Operational risk assessment for school closure

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

Updated Jan 2021

Numbers 9 – 11 must be followed in every case where they are relevant.

Assessment conducted by:	Alison McQueen	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	5/1/21	Review interval:	Half termly	Date of next review:	w/c 17.01.21
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Related documents	
Trust documents:	<p>Government guidance:</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p> <p>Guidance for full opening - schools - GOV.UK</p> <p>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</p> <p>COVID-19: cleaning of non-healthcare settings - GOV.UK</p> <p>Safe working in education, childcare and children’s social care</p> <p>Face coverings in education - GOV.UK</p>

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

Updated Jan 2021

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	<ul style="list-style-type: none"> Social distancing at 2m encouraged due to reduction in children and staff in school Social distancing not expected for children in EYFS and KS1 Bubbles agreed of CW&V children within year groups or smaller, depending on phase of education. Agreed new timetable and arrangements confirmed for each bubble. Arrangements in place to support pupils not attending school with remote learning at home Face masks to be worn by all staff and students over age 11 (excluding medical exemptions) in communal and circulation spaces 	Yes	<ul style="list-style-type: none"> Social Distancing promoted across the academy through signage and posters. Students attending the CW&V provision will access the same online lessons as their classmates who are working from home. An additional wellbeing activity will be included on some days. 	L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> Not expecting full classes as only vulnerable and critical worker children in school 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 CW&V children within year group stays together and does not mix with other pupils 	Yes	<ul style="list-style-type: none"> Students will be seated at least 2m apart whilst we are only operating CW&V provision. At OAS Y10 and Y11 CW&V will form a single bubble due to very low numbers. Each CW&V bubble has its own dining space and social space which will completely limit cross-bubble interactions. 	M

		<ul style="list-style-type: none"> • Face masks to be worn by staff and students over age 11 (excluding medical exemptions) in all communal and circulation areas • 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 		<ul style="list-style-type: none"> • Windows left open at all times in rooms and offices being used. Jumpers may be worn. 	
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> • 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. 	Yes	<ul style="list-style-type: none"> • Assemblies and staff training will be delivered remotely • Events that would have previously involved mass gathering eg. Y11 Information Evening will be virtual events. • Each CW&V bubble has its own dining space and social space which will completely limit cross-bubble interactions. 	L
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	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Staff rotas in place for onsite attendance to support CW&V children. • Shielding guidance in place for CEV colleagues and students • Technology available at home in school to allow all staff to deliver and support remote or on site learning 	Yes	<ul style="list-style-type: none"> • Robust records and management of health status and availability. • Inclusion Co-ordinator will continue to WFH fully supporting the team remotely and attending external agency meetings virtually. 	L

		<ul style="list-style-type: none"> • 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 remotely provided by subject specialists. • Weekly LFD testing for staff and CW&V students attending school site/serial testing for any positive close contacts 		<ul style="list-style-type: none"> • Test centre established in drama studios. Test centre staff identified. 	
Re-timetabling and extended days mean that staff exceed their contracted working hours	M	<ul style="list-style-type: none"> • Directed time calculations reworked and shared with staff • Staff on rota to attend site • 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 	Yes	<ul style="list-style-type: none"> • Plans in place to ensure all staff get required break and lunch allocation whether they are involved in the CW&V provision or whilst teaching from home. • Teaching staff will be keep same allocated PPA hours whilst teaching from home. 	L
Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term	M	<ul style="list-style-type: none"> • 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 	Yes	<ul style="list-style-type: none"> • Individual conversations re. holidays with Principal and Business Manager offered to ensure mitigation. 	L
1.4 The school day					

<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • 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 	<p>Yes</p>	<ul style="list-style-type: none"> • Years 7-11CW&V groups have 5 separate allocated entrances and exits • Year group bubbles have an allocated staircase which they will use for all circulation throughout the day. • Floor markings and one way systems will be re-designed to flag 1m social distancing • Outside marked holding areas for each separate bubble. • Enrichment at Home will offer extended learning opportunities and family activities. 	<p>M</p>
<p>Wrap around care provided in school is not able to comply with social distancing or bubble separation</p>	<p>M</p>	<ul style="list-style-type: none"> • School provided breakfast will be grab bags that can be distributed to classrooms or separate areas for each bubble (if provided) • After school activities will be cancelled • Externally provided wrap around care on school site must provide the school with their risk assessment and control measures that comply with government guidance 	<p>Yes</p>	<ul style="list-style-type: none"> • Breakfast, break and lunch provided for CW&V bubbles. Order sheets distributed daily to avoid wastage • Risk Assessments for all external providers are available in AP file. 	<p>M</p>
<p>1.5 Planning movement around the school</p>					

<p>Movement around the school risks social distancing not being maintained</p>	<p>H</p>	<ul style="list-style-type: none"> • 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 masks must be worn by staff and those aged 11 or over in communal and circulation areas unless an exemption applies • Doors and windows will be opened where possible to encourage natural ventilation of 	<p>Yes</p>	<ul style="list-style-type: none"> • CW&V bubbles have been allocated staircases to separate and aid circulation. • Each CW&V bubble has its own allocated learning space. They work in this space throughout the day, moving only in single file/social distanced to their allocated social time space. • Year group outdoor holding areas marked-out. • Spare face masks available at the Business Manager Office • All staff will model wearing of face masks and follow the one-way systems in place. • Automatic windows (Amey) to remain open during the following months, manual windows to be opened where possible 	<p>M</p>
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		<p>rooms and spaces (with the exception of fire doors)</p> <ul style="list-style-type: none"> Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 			
1.6 Curriculum organisation					
<p>Pupils will fall behind in their learning during school closures and achievement gaps will widen</p>	H	<ul style="list-style-type: none"> High quality remote and blended learning provision for all children Technology provided to support remote learning 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. 	Yes	<ul style="list-style-type: none"> Constant focus remains that Quality First teaching is the way to ensure that all children catch-up. Registers will be taken for all live lessons and Learning Managers will intervene where there has been non-attendance .SLT year group links will intervene to ensure all students are learning at home. Additional deployment of devices distributed to identified disadvantaged pupils to ensure every student can learn from home. Where a student is unable to learn from home, they will be deemed vulnerable to falling behind in their learning and will be offered a place in the CW&V provision. 	M

				<ul style="list-style-type: none"> • Student praise through Proud Thursday adapted to encourage and reward engagement. • Comprehensive 121 deployment for online 121 sessions with additional capacity including YipiYap tutor, library literacy intervention and Teach First colleagues. 	
Periods of isolation create additional gaps in learning	M	<ul style="list-style-type: none"> • LFD testing will reduce the requirement for isolation (secondary only) • Blended learning/remote learning plans in place • Children lacking technology to support remote learning identified and technology provided • EdTech demonstrators providing training to staff to increase confidence and ability to provide remote learning 		<ul style="list-style-type: none"> • Test Centre established • Test Centre staff identified and training will now begin. • Huge library of EdTech CPD to support remote learning. 	M
Library book sharing risks virus infection	M	<ul style="list-style-type: none"> • Libraries will not be used as a social space for children • CW & V 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 	Yes	<ul style="list-style-type: none"> • Access to online books for Accelerated Reader. 	L

Singing spreads virus through spittle or aerosol transmission	M	<ul style="list-style-type: none"> No choirs or large group singing No singing unless social distancing can be maintained and rooms are ventilated No performance to audiences 	Yes	<ul style="list-style-type: none"> No choir, large singing group and performances currently until further notice. 	L
Practical music lessons spread virus through spittle and touch	M	<ul style="list-style-type: none"> 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 	Yes	<ul style="list-style-type: none"> Year 7 music- rhythm work (now online) Year 8 music- theory work(now online) BTEC Music- peripatetic online lessons. Automatic windows (Amey) to remain open during the following months, manual windows to be opened where possible 	L
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff rotas in place so minimum numbers of staffing in school 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. 	Yes	<ul style="list-style-type: none"> Any staff needing to come in to school to teach due to home circumstances will be allocated their tutor group room where they will work on their own. Offices have been reviewed to ensure that colleagues have their own office. 	L

		<ul style="list-style-type: none"> • Face masks must be worn by staff and those aged 11 or over in communal areas unless an exemption applies • 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 		<ul style="list-style-type: none"> • Spare PPE and hygiene supplies are always available at the Business Manager Office • All staff and student to comply • Automatic windows (Amey) to remain open during the following months, manual windows to be opened where possible 	
1.8 Managing the school lifecycle					
<p>Limited progress with the school's calendar and work plan because of COVID-19 measures</p>	M	<ul style="list-style-type: none"> • 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 	Yes	<ul style="list-style-type: none"> • Key Dates released to staff • First term L&P draft to staff • Plans for virtual Open Evening and Y11 Information evening in place in case these events cannot proceed as normal. • Academy fully-staffed for January, 	L

<p>Transition for 21/22 is not in place due to lockdown/restrictions</p>	<p>H</p>	<ul style="list-style-type: none"> • Pastoral staff will speak with pupils and their parents about the next stage in their education and resolve any issues • Year 3 (OJAB), Year 7 and Year 12 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 	<p>Yes</p>	<ul style="list-style-type: none"> • Excellent transition website with “At-home” transition lessons for all subject areas. • Vulnerable transition days planned for end of summer term and start of new term. • Extended ACE programme designed for delivery as part of Y7 induction and throughout Term 1. This has been a collaborative project across OAS, OACa and OAFr • Y7 Virtual Information evening 	<p>M</p>
<p>1.9 Governance and policy</p>					
<p>Directors are not fully informed or involved in making key decisions</p>	<p>M</p>	<ul style="list-style-type: none"> • 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. 	<p>Yes</p>	<ul style="list-style-type: none"> • Directors attending all Department Line-Management meetings and regional Deep Learning Meetings • Weekly meeting with Chair of Academy Council • End of term phone calls with Principal and all members of Academy Council. 	<p>L</p>

				<ul style="list-style-type: none"> Virtual Academy Council meeting planned for usual September meeting. 	
1.10 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> Policies shared with all staff and website fully up to date. 	L
1.11 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	Yes	<ul style="list-style-type: none"> Home Learning expectations communicated by Principal's video message including bespoke message to Y11. Academy fully engaged with Barnsley LA Secondary Heads group Regular meeting with in-school union reps. Weekly meeting with Chair of Academy Council. LA informed weekly regarding contact with vulnerable families. 	L
1.12 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff prior to reopening, and include: 	Yes	<ul style="list-style-type: none"> CPD relating to safeguarding and health 	L

		<ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management <p>Staff rotas will include a First Aider and Safeguarding Lead at all times</p>		and safety meticulously checked by Lynn Ward	
Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL	H	<ul style="list-style-type: none"> • 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 	Yes	<ul style="list-style-type: none"> • Plan for renewal of First-Aid certificates in new term. • FLICK training built into September INSET. • On-going SEND training for new Inclusion team led by Leslie Devine and Holly Benson 	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 	Yes	<ul style="list-style-type: none"> • New Staff Induction Day held virtually at the start of each term. • Contact tree in place to ensure new colleagues are kept in place during holiday periods. 	
Staff do not receive ongoing CPD leading to retention issues	M	<ul style="list-style-type: none"> • 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 • Flick online learning will support with statutory, mandatory and additional training 	Yes	<ul style="list-style-type: none"> • All staff have had access to vast amounts of online CPD and webinars. This has been recorded on academy CPD records. • Development of online CPD website for staff at OAS and OACa: https://sites.google.com/ 	L

		<ul style="list-style-type: none"> • Training on how to wear face coverings given on INSET days 		carlton.outwood.com/oac-a-oas-t-l-cpd/home?read_current=1 <ul style="list-style-type: none"> • OIE training shared with all staff. • INSET and L&P plans in place for department rather than whole-school approach. 	
<p>Reduced food offers are available due to kitchen and dining capacity</p>	H	<ul style="list-style-type: none"> • A range of hot and 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 • FSM available in school for any children requiring one, FSM hampers for those students who can not attend due to medical or other restrictions 	Yes	<ul style="list-style-type: none"> • CW&V bubbles have been allocated their own designated dining space and social space during the Lockdown period. . • Students pre order food 	M
<p>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.</p>	H	<ul style="list-style-type: none"> • Risk assessment from other partners completed • Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> - Personal care - EHCP 	Yes	<ul style="list-style-type: none"> • AP Risk Assessments reviewed by VP Deep Support • Springwell PRU risk assessment will be reviewed by Principal • Risk-Assessments for all external agencies working 	M

		<ul style="list-style-type: none"> - Vulnerable staff (age, BAME, gender, pregnant) - MAPA 		<p>in the school will be reviewed by Business Manager.</p> <ul style="list-style-type: none"> • Individual student risk assessments have undergone a review process. 	
1.15 School transport					
<p>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</p>	M	<ul style="list-style-type: none"> • The details of how CW&V pupils will travel to and from school are known. • 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 Vulnerable 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 	Yes	<ul style="list-style-type: none"> • Social Media campaign to encourage as many students as possible to walk/cycle to school. • High SLT/ staff presence at the start and end of every day to ensure students arrive and leave site safely. 	

<p>If any students use home/school dedicated buses: Social distancing is not adhered to and bubbles mix</p>	<p>M</p>	<ul style="list-style-type: none"> • 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 	<p>Yes</p>	<ul style="list-style-type: none"> • SLT member allocated as liaison person for Stagecoach and SYT. • Texts to parents to encourage safety during transport. 	<p>L</p>
<p>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</p>	<p>M</p>	<ul style="list-style-type: none"> • 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 			
<p>1.16 Multi-site working</p>					

<p>Staff who normally work across multiple sites risk the spread of infection across sites</p>	<p>H</p>	<ul style="list-style-type: none"> • 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. • Weekly staff LFD testing • 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. 	<p>Yes</p>	<ul style="list-style-type: none"> • Also applied to teaching staff and 121 colleagues who work at multiple sites. 	<p>M</p>
<p>1.17 Attendance and Punctuality</p>					
<p>Children do not attend school consistently as habits and social norms have changed</p>	<p>M</p>	<ul style="list-style-type: none"> • 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 	<p>Yes</p>	<ul style="list-style-type: none"> • Pre-September attendance pack sent in August as usual practice. • Pre-September phone calls and visits to families identified as at risk of not attending. • Close working with LA Education Welfare Service. 	<p>M</p>
<p>1.18 Alternative Provision</p>					
<p>Control measures are not in place for children attending alternative provision or otherwise accessing part time education</p>	<p>M</p>	<ul style="list-style-type: none"> • 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 	<p>Yes</p>	<ul style="list-style-type: none"> • Risk Assessments for all Alternative Provision partners reviewed by VP Deep Support and Principal. • Very minimal movement between settings. 	<p>M</p>

		<ul style="list-style-type: none"> Children not to attend more than 1 setting in the same day 			
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	<ul style="list-style-type: none"> An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection. Reduced areas of the school used whilst less children and staff in school Working hours for cleaning staff are increased and additional staff appointed where necessary. 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 	Yes	<ul style="list-style-type: none"> Close liaison with AMEY to ensure cleaning requirements are fully met. Year groups allocated rooms to ensure integrity of bubbles are maintained. Limited enrichment/lettings in the first half-term. “Red card” system introduced in dining areas to indicate when tables have been cleaned ready for next cohort. 	M
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	<ul style="list-style-type: none"> 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. 		<ul style="list-style-type: none"> Stock-taking procedures in place to ensure stock-levels are maintained. 	

<p>Pupils forget to wash their hands regularly and frequently</p>	<p>H</p>	<ul style="list-style-type: none"> • 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. 		<ul style="list-style-type: none"> • Commonality of language by staff to ensure consistent reminders. 	<p>M</p>
<p>2.3 Clothing/fabric</p>					
<p>Not wearing clean clothes each day may increase the risk of the virus spreading</p>	<p>H</p>	<ul style="list-style-type: none"> • CW&V students will wear uniform in school during lockdown • Expectations and guidance are communicated to parents. • Additional uniform issued to catering, cleaning and site staff if they have insufficient 	<p>Yes</p>	<ul style="list-style-type: none"> • Large additional order placed to ensure stock-levels of spare uniform for students. • Parents reminded to look after uniform at home in preparation for the return of pupils later in the term.. 	<p>M</p>
<p>Standard uniform/staff dress code leads to coldness due to additional ventilation of spaces</p>	<p>M</p>	<ul style="list-style-type: none"> • 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 	<p>Yes</p>	<ul style="list-style-type: none"> • Expectations clearly shared with students and will be reaffirmed as the bad weather continues. 	
<p>The use of fabric chairs may increase the risk of the virus spreading</p>	<p>M</p>	<ul style="list-style-type: none"> • Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use. 	<p>Yes</p>	<ul style="list-style-type: none"> • Reception waiting area closed. 	<p>L</p>

2.4 Testing and managing symptoms					
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	<p>H</p>	<ul style="list-style-type: none"> • LFD testing being put in place weekly for staff • 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 PCR tested has been published. • The guidance has been explained to staff as part of the induction process. • Home PCR Test Kits issued to staff/parents in exceptional circumstances where attendance at a test centre is not possible. 	<p>Yes</p>	<ul style="list-style-type: none"> • Rigorous management needed by HR Officer and Business Manager. • Test kits monitored by Business Manager and ordered as and when required to keep stock supply in school. 	<p>M</p>
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	<p>H</p>	<ul style="list-style-type: none"> • Close contact LFD testing and mass testing to identify asymptomatic cases and allow isolation • 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. 	<p>Yes</p>	<ul style="list-style-type: none"> • Separate first-aid room in operation as a holding area for any staff/student showing symptoms until immediate collection from academy site can be arranged. • Covid information posters displayed in key areas of school with contact details and information. • App information shared on website, parent letters and via official social media platforms. 	<p>M</p>

		<ul style="list-style-type: none"> • 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. • Government advice followed for identifying contact levels: <ul style="list-style-type: none"> - Direct - less than 1m for 1 minute - Proximity - within 1m to 2m for 15 minutes - Travelled in the same car 			
<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</p>	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the 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 	Yes	<ul style="list-style-type: none"> • Extended training in place for attendance/admin teams to ensure clear and consistent messages to stakeholders. 	M
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process, including flowcharts 	Yes	<ul style="list-style-type: none"> • Extended training in place for attendance/admin teams to ensure clear and consistent messages to stakeholders. 	M

		<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 			
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	<ul style="list-style-type: none"> Staff rotas will require a First Aider and Safeguarding Lead to be in school at all times 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. 	Yes	<ul style="list-style-type: none"> Plan in place to ensure renewal of all first-aid certificates. Safeguarding and First-aid capacity is at a good level at the moment. 	M
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> 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 	Yes	<ul style="list-style-type: none"> Art office temporarily decommissioned to establish a second Covid holding room. Single toilet allocated to this room. All staff and student to comply Automatic windows (Amey) to remain open during the following months, manual windows to be opened where possible. 	M
2.7 Communication with parents					

<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</p>	H	<ul style="list-style-type: none"> 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. 	Yes	<ul style="list-style-type: none"> Extended training for attendance/admin team as above. Ensure that parents are signposted to correct information on the academy website at all times. Regular text updates and social media PR. 	M
<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Yes	<ul style="list-style-type: none"> Extended training for attendance/admin team as above. Ensure that parents are signposted to correct information on the academy website at all times. Regular text updates and social media PR. 	M
<p>2.8 Personal Protective Equipment (PPE)</p>					
<p>Provision of PPE for staff where required is not in line with government guidelines</p>	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; 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. 	Yes	<ul style="list-style-type: none"> Training for staff included in September INSET day. This will be regularly reshared as a reminder Need to ensure students know how to safely remove face masks after use of public transport. 	M

		<ul style="list-style-type: none"> Staff are reminded that the wearing of gloves is not a substitute for good handwashing. 			
2.9 Catering					
Dining space can not cater for numbers of children with appropriate cleaning and hygiene	H	<ul style="list-style-type: none"> A reduced catering offer is established to ensure that CW&V children attending school can receive a meal Primary - meals will continue to be provided to classrooms 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 or bubbles kept separated due to small numbers 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 	Yes	<ul style="list-style-type: none"> Single year group break/lunch areas “Red card” system to show when individual tables have been cleaned ready for the next lunch sitting. All staff and student to comply Automatic windows (Amey) to remain open during the following months, manual windows to be opened where possible. 	M
2.10 Finance					
Cash brought into the academy spreads the virus through handling	M	<ul style="list-style-type: none"> Cashless is encouraged at all times Parent letters requesting that cash is not used and accounts are topped up from home Any cash brought in is placed in the safe for 72 hours and hand immediately washed 	Yes	<ul style="list-style-type: none"> OAS is now completely cashless 	L
2.11 Gifts					

<p>Children bring gifts for the end of term that spread the virus</p>	<p>M</p>	<ul style="list-style-type: none"> • Gifts to be discouraged • Those that are brought should be accepted, hands washed and then quarantined for 72 hours 	<p>Yes</p>	<ul style="list-style-type: none"> • Expectations reaffirmed with staff. 	<p>L</p>
<p>3. Maximising social distancing measures</p>					
<p>3.1 Pupil behaviour</p>					
<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • Be Safe, Be Respectful, Be Responsible will be re-enforced at all times. • Additional SLT capacity will be deployed outside at break and lunch times to encourage social distancing. • Text and social media campaigns. • No assemblies or large gatherings. • Staff will escort students to break and lunch and off the site at the end of the school day. 	<p>M</p>

		to protect children that are too young to social distance.			
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support government guidance	H	<ul style="list-style-type: none"> • 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 	Yes	<ul style="list-style-type: none"> • Sides, ledges and teacher desks in all rooms have been completely cleared to enable best possible cleaning regimes. • Classroom packs of wipes, tissues and hand sanitizer are in place. • Seating plans will be in shoulder to shoulder pairs with students not facing one another. • Staff training on more didactic approaches to teaching and feedback will be delivered as part of the September INSET. • All staff and student to comply • Automatic windows (Amey) to remain open during the following months, manual windows to be opened where possible 	M
3.3 Movement in corridors					

<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>H</p>	<ul style="list-style-type: none"> ● 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 must be worn by staff and those aged 11 or over in communal areas unless an exemption applies ● 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 	<p>Yes</p>	<ul style="list-style-type: none"> ● CW&V bubbles have their own allocated staircase which is the only one they will use throughout the academy day. ● Staff will escort students to break and lunch and off the site at the end of the school day. ● CW&V bubbles have their own allocated classrooms and do not move from lesson to lesson. ● Additional hygiene items/PPE always available at the Business Manager Office ● All staff and student to comply ● Automatic windows (Amey) to remain open during the following months, manual windows to be opened where possible 	<p>M</p>
<p>3.4 Break times</p>					

<p>Pupils may not observe social distancing at break times</p>	<p>H</p>	<ul style="list-style-type: none"> • Break times are staggered if number of CW&V children requires • 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. • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies 	<p>Yes</p>	<ul style="list-style-type: none"> • Students are escorted to break and seated by staff • Students will be called to the serveries a table at a time to eliminate queues. • Additional SLT duty outside at breaks and lunch • Additional signage around dining areas • All staff and student to comply • Automatic windows (Amey) to remain open during the following months, manual windows to be opened where possible • 	<p>M</p>
<p>3.5 Lunch times</p>					
<p>Pupils may not observe social distancing at lunch times</p>	<p>H</p>	<ul style="list-style-type: none"> • 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. • <i>PIN and biometric either disinfected between each use or replaced with manual recording of purchases (this could also be</i> 	<p>Yes</p>	<ul style="list-style-type: none"> • Students are escorted to lunch and seated by staff • Students will be called to the serveries a table at a time to eliminate queues. • Additional SLT duty outside at breaks and lunch to encourage social distancing. • Additional signage around dining areas 	<p>M</p>

		<p><i>managed by children washing hands on entrance to dining hall)</i></p> <ul style="list-style-type: none"> • 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 • Eating areas are cleaned between bubbles by catering, cleaning or MSA staff. • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies • 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 		<ul style="list-style-type: none"> • New packed-lunch area in atrium space to expand current dining facilities. • Biometric facility will have hand sanitiser available for before and after use. 	
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. 	Yes	<ul style="list-style-type: none"> • Individual toilets make this somewhat easier. • Students are reminded that they MUST not go into the toilet with any other student. • Available at the Business Manager Office 	M

		<ul style="list-style-type: none"> 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 must be worn by staff and those aged 11 or over in communal areas unless an exemption applies 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 		<ul style="list-style-type: none"> All staff and student to comply Automatic windows (Amey) to remain open during the following months, manual windows to be opened where possible 	
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> 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 	Yes	<ul style="list-style-type: none"> Art office decommissioned and reconfigured as an additional Covid-19 holding area. Automatic windows (Amey) to remain open during the following months, manual windows to be opened where possible 	M

3.8 Reception area					
<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • 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 must be worn by staff and those aged 11 or over in communal areas unless an exemption applies • 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 	<p>Yes</p>	<ul style="list-style-type: none"> • Reception waiting area has been temporarily closed. • New reception screen now built • Parents reminded that they cannot attend site without an appointment. All parent appointments will be online during the lockdown period. • Parents reminded to remain in vehicles when dropping-off. • Scripts to reception and admin staff to offer telephone meetings to parents who call. • External agency meeting will be attended virtually wherever possible and all will be virtual during the Lockdown period. • Each year group has an allocated meeting room which will facilitate meetings with social care colleagues etc. 	<p>M</p>

				<ul style="list-style-type: none"> • Face coverings available at the Business Manager Office • All staff and student to comply • Automatic windows (Amey) to remain open during the following months, manual windows to be opened where possible 	
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> • 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 	Yes	<ul style="list-style-type: none"> • Parents reminded that they cannot attend site without an appointment. No in-person appointments during Lockdown period. • Parents reminded to remain in vehicles when dropping-off. • Scripts to reception and admin staff to offer telephone meetings to parents who call. 	M
3.10 Transport					

<p>The use of public and school transport by pupils poses risks in terms of social distancing</p>	<p>H</p>	<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • Full details of the travel plans for CW&V children. • Expectations for social distancing during transport reaffirmed with parents/carers of CW&V children. 	<p>M</p>
<p>3.11 Staff areas</p>					
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	<p>H</p>	<ul style="list-style-type: none"> • Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. • Rotas in place to minimise the number of staff required in school • 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 • Face coverings must be worn by staff and those aged 11 or over in communal areas unless an exemption applies 	<p>Yes</p>	<ul style="list-style-type: none"> • Overhaul of all office spaces to ensure zero hot-desking. • Face covings available at the Business Manager Office • All staff and student to comply • Automatic windows (Amey) to remain open during the following months, manual windows to be opened where possible 	<p>M</p>

		<ul style="list-style-type: none"> • 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					
<p>Social distancing is not possible in kitchen/catering areas</p>	H	<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • Weekly meeting established with Catering Manager and Business Manager. • CW&V children given a daily ordering form to limit waste. 	M
3.13 Home Visits					

<p>Staff are placed at risk of contracting COVID whilst undertaking home visits</p>	<p>M</p>	<ul style="list-style-type: none"> • 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 	<p>Yes</p>	<ul style="list-style-type: none"> • Protocol for home visits included in September INSET. Staff clearly instructed not to enter and households. • External meetings will be held remotely/virtually wherever possible. • As and when required. 	<p>L</p>
<p>4. Continuing enhanced protection for children and staff with underlying health conditions</p>					
<p>4.1 Pupils with underlying health issues</p>					
<p>Pupils with underlying health issues are not identified and so measures have not been put in place to protect them</p>	<p>H</p>	<ul style="list-style-type: none"> • 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. 	<p>Yes</p>	<ul style="list-style-type: none"> • Individual risk assessments in place. • Programme in place to ensure continuation of home learning for a very small group of students. 	<p>M</p>
<p>4.2 Staff with underlying health issues</p>					

<p>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</p>	<p>H</p>	<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • Individual risk assessments in place prior to summer break and updated upon return. 	<p>M</p>
<p>5. Enhancing mental health support for pupils and staff</p>					
<p>5.1 Mental health concerns – pupils</p>					
<p>Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>H</p>	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. 	<p>Yes</p>	<ul style="list-style-type: none"> • All staff have undertaken Mental Health training during the closure • A cohort of staff have undertaken bereavement training • Cohort of vulnerable students have been identified for visits on second staff INSET day to offer assurances to students. 	<p>M</p>

				<ul style="list-style-type: none"> ● Newly designed ACE programme will cover mental health and mental resilience and our GREAT DREAMS programme. ● Age-appropriate mental health activities in place weekly for new Horizontal Mentor Groups. ● Yoga and meditation sessions for KS4 students every Friday afternoon. Online yoga will be available during the Lockdown period for Y11 students. ● Bruce Dyer and Second Chance interventions sessions for KS3 students. ● Mindspace counsellors in the academy weekly- these sessions will continue during Lockdown for vulnerable students ● Adastra well-being sessions for groups of students. Virtual sessions available for parents to select during Lockdown by following AdAstra Barnsley on social media. 	
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				<ul style="list-style-type: none"> Social media and PR campaigns as an on-going support to families. 	
Additional safeguarding concerns are identified on children's return to school	H	<ul style="list-style-type: none"> All staff will receive safeguarding training as part of the INSET on the first day of term Weekly safeguarding checks to be used during lockdown 	Yes	<ul style="list-style-type: none"> New Safeguarding Officer in post to strengthen Inclusion Team. 	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	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff 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 	Yes	<ul style="list-style-type: none"> Staff involved in Great Dreams programme which supports both student and staff mental well-being and resilience. Maintain excellent communication with staff so that they feel "in-control" of the new ways of working. Weekly briefing so that staff are brought together (virtually) 	M
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> 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. 	Yes	<ul style="list-style-type: none"> At OAS, Inclusion Co-ordinator will remain full-time WFH. This colleague will lead part of our weekly inclusion meeting and also have a weekly line management meeting with VP Deep Support. 	M

5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> 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 	Yes	<ul style="list-style-type: none"> Arrange to meet with Barnsley Bereavement Services and Mindspace to ascertain details of the local offer. 	M
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> 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 	Yes	<ul style="list-style-type: none"> CW&V bubbles will walk and talk through the evacuation plan for the Lockdown period. For full-opening, new Fire Evacuation Plan shared with all staff to take account of move to Horizontal Mentor Groups- distributed July 2020. 	M
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	<ul style="list-style-type: none"> Muster points renamed for HMGs. Queues at musters will be 1m socially distanced 	M
Fire marshals absent due to self-isolation	H	<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. 	Yes	<ul style="list-style-type: none"> Additional staff training in place on INSET for extended fire marshal team. 	M

6.2 Contractors working on the school site					
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>H</p>	<ul style="list-style-type: none"> • 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 COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<p>Yes</p>	<ul style="list-style-type: none"> • Capital projects will be overseen by the Business Manager and AMEY facilities team. • All contractors will be providing their own Covid-19 safer working practices risk assessments. 	<p>M</p>
7. Finance					
7.1 Costs of the school's response to COVID-19					

<p>The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties</p>	<p>M</p>	<ul style="list-style-type: none"> • 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 	<p>Yes</p>	<ul style="list-style-type: none"> • FB, BM and Principal to agree actions and offsets. Any net increase to be reported via Regional Exec to 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. • Academy was able to make some savings during the summer term which will off-set some additional spending to ensure Covid-19 safety. • Rigorous financial management by the academy to secure future savings where possible. 	<p>L</p>
<p>8. Governance</p>					
<p>8.1 Oversight of the governing body</p>					

<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>H</p>	<ul style="list-style-type: none"> • 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. 		<ul style="list-style-type: none"> • Weekly meetings with Principal and Chair of Academy Council. • Principal's report to Academy Council will include usual analysis of student outcomes and will also ensure a thorough update on school's response to Covid-19. • End of term phone call from Principal to all Academy Council members. 	<p>L</p>
<p>9. Additional site-specific issues and risks</p>					
<p>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</p>					
<p>Community lettings place additional pressure on cleaning and sanitary procedures and staffing and the academy has little or no jurisdiction over social distancing arrangements by various lettings groups.</p>	<p>H</p>	<ul style="list-style-type: none"> • Lettings were temporarily halted when school closure began. This will now be extended. 	<p>Yes</p>	<ul style="list-style-type: none"> • All lettings postponed. Communication maintained with community groups. 	<p>L</p>

<p>Management of onsite PRU does not properly align with academy risk assessment and risk is therefore inadequately mitigated as a result of PRU provision.</p>	H	<ul style="list-style-type: none"> Liaison with Director of Barnsley Alliance to request that PRU plans for phased reopening be shared so that this can be fully incorporated into this risk assessment process. 	Yes	<ul style="list-style-type: none"> Risk assessment to be provided by Springwell PRU prior to September 	M
<p>Car Park does not allow for staff to maintain SD protocols</p>	M	<ul style="list-style-type: none"> Rotas of staff should mean less staff in school Designated bays Designated routes of entry for staff from the car parking facility Parking available in lower car park for 1 mini-school to increase these levels 	Yes	<ul style="list-style-type: none"> Staff reminded of expectations 	L
<p>Site staff sharing tools and increasing risk of infection</p>	M	<ul style="list-style-type: none"> Additional small items purchased to allow non-sharing Cleaning of larger items between users 	Yes	<ul style="list-style-type: none"> As per AMEY instructions 	L
<p>10. New Strain of Covid-19</p>					
<p>New strain of COVID 19 identified which appears to be more transmissible</p>	H	<ul style="list-style-type: none"> Only critical worker and vulnerable children in school between 5/1/21 to February 2021 Social distancing in classrooms moved to 2m due to lower numbers of children Mass and serial testing to be put in place to allow staff to be tested at least weekly through LFD test in secondary Staff and students will be reminded of all the control measures identified in this risk assessment and the critical need to comply with them at all times 	Yes	<ul style="list-style-type: none"> Blended approach to live and online learning in place to ensure that all pupils can continue to make progress whilst learning from home. Staff supported with expert CPD to enable their confidence with teaching online to grow. 	M

				<ul style="list-style-type: none"> At least weekly calls to all vulnerable children who are not accessing the CW&V provision. 	
Knowledge of local infection rates and prevalence of new strain in the local area		<p>local information about the number of cases 148.3 per 100,000 of the population-last updated 17th December barnsley.gov.uk</p> <p><i>age range most affected, any change to number of cases in children, local R rate, % of cases attributable to new variant-To update when published</i></p>			
11. January Exam Series					
Normal exam conditions do not promote control measures	M	<ul style="list-style-type: none"> Children will not be collected on the morning of their exams - phone calls home in the days leading up to the exam Exam desks will be placed at a minimum of 2m apart Exam papers issued wearing nitrile gloves Students reminded to bring their own stationery Any stationery provided will be issued wearing nitrile gloves Exam invigilators will wear face masks throughout the exam and in circulation/corridors Additional SLT identified if exam invigilators are unavailable due to shielding 	Yes	<ul style="list-style-type: none"> Exam centres, schools and FE providers should remain open for exams and assessments. Additional mitigations may be needed to ensure that the delivery of exams and assessments is COVID-secure, in addition to the measures already set out in the actions for schools during the coronavirus (COVID-19) outbreak and actions for FE colleges and providers during the coronavirus (COVID-19) outbreak. 	M

				<p>Assessment centres, FE providers or schools should work with their local health protection teams and REACT teams to facilitate this.</p> <ul style="list-style-type: none"> ● wearing face coverings in communal areas ● 2-metre spacing between all desks ● additional protections for candidates who are classed as clinically extremely vulnerable, such as taking exams and tests in a separate room to other candidates ● Senior leaders at the school or FE provider will determine whether it is appropriate, practical and reasonable to provide exams and tests in a separate room or, in exceptional 	
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				circumstances, at the candidate's home.	
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