

COVID-19: Operational Risk Assessment for Ossett Academy and Accord Sixth

Please note: this risk assessment should be undertaken in conjunction with the guidance on academy reopening issued by the Department for Education on 2 July, 7 August and 27 August 2020 and 22 February as follows:

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

Assessment conducted by:	Mrs S Broome	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	25 June 2021	Reviewed by:	Trustees / CEO	Date of next review:	TBC
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Related documents	
Trust/Local Authority documents:	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-academics-during-the-coronavirus-outbreak/guidance-for-full-opening-academies</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</p>

Risk matrix

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

Document History

Version	Date	Author	Note of Revisions
1.0	2 September 2020	SBO	Draft 1 for Trustees
2.0	2 September 2020	Trustees	Approval by Trustees: Trustees note that the robust control measures and mitigations in place are based on the planned response to the current guidance. These measures and mitigations will inevitably change as the full induction process takes place on site, Changes will be managed part of the risk review process and reflected in updated reviews of this documentation.
3.0	11 September 2020	Trustees	Review Point 1 - Following the induction week, and some minor changes to operational plans, no material changes were necessary in terms of an update to the risk assessment.
4.0	18 September 2020	Trustees	Following a review by Trustees no material changes to the risk assessment were made, with operational plans reflecting some minor adjustments in the operation at the academy during the day based on ongoing internal review.
5.0	23 September 2020	Trustees	Following the Prime Minister's address to the nation on Tuesday 22 Sept, Trustees approve the implementation of some wider protective measures that will take effect from Monday 28 September 2020 . (see sections: 1.1, 1.2, 1.5, 1.10, 1.11, 1.13, 2.8, 3.4, 3.6, 3.7, 3.8, 3.9, 3.12)
6.0	02 October 2020	Trustees	Following a review by Trustees, no material changes to the risk assessment were made.
7.0	23 October 2020	Trustees	Due to the impact of Covid-19 on staffing levels, an operational review of the Risk Assessment was conducted. As a result, the academy made the decision to reduce the number of pupils on site for a period of three days, with remote learning in place for those affected. Following a review by Trustees, no material changes to the risk assessment were made. Moving forward, specific consideration will be given to the impact of winter conditions, and any potential changes to government guidance.
8.0	13 November 2020	Trustees	Following a review by Trustees, no material changes were made to the Risk Assessment. Trustees reviewed the Risk Assessment in light of the decision to partially close for some pupils, discussing the decision making process and the impact of staffing levels on the academy Operational Plan. The

			academy has ensured that, during partial closure, all pupils have had the opportunity to access live lessons on a daily basis. Trustees also reviewed feedback from the recent staff survey in terms of workload, wellbeing and management of the organisation. Trustees are assured that the necessary controls remain in place and are being monitored effectively.
9.0	27 November 2020	Trustees	Following a review by Trustees, no material changes to the risk assessment were made.
10.0	07 December 2020	Trustees	Following a review by the Principal, the Risk Assessment was updated to reflect planned changes for the use of some classrooms and work spaces from January 2021.
11.0	03 January 2021	Trustees	In advance of the planned reopening of the academy on 4 January 2021, the Principal, CEO and Trustees reviewed the operational plans and risk assessments with no material changes made. All staff have been supported to revisit their training in relation to the specific Covid-19 measures that have been in place and reviewed at regular intervals since the academy opened in September 2020. At the point that the academy sets out its intention to facilitate Lateral Flow testing for both pupils and staff, a separate risk assessment will be put in place for approval by Trustees and made available on the academy website.
12.0	22 January 2021	Trustees	Following a review by Trustees, no material changes to the risk assessment were made.
13.0	4 March 2021	Trustees	In advance of the reopening of the academy on 8 March 2021, the Principal, CEO and Trustees reviewed the operational plans and risk assessments with some changes made relative to national guidance include: <ul style="list-style-type: none"> • all staff have received training to recap on expectations and safety measures. • all pupils will receive a full induction covering expectations and safety measures including in school arrangements for testing. • parents have been invited to attend Live Events to explain the academy arrangements. • consideration has been given to staff and pupils who are now classified as CEV in the review of that classification by the Government. • face masks in classrooms are an additional and fundamental part of our risk assessment based on guidance to reduce the risk of transmission (the exception to this being during PE lessons and at social times when eating or drinking).
14.0	12 March 2021	Trustees	Following a review by Trustees, no material changes to the risk assessment were made.
15.0	26 March 2021	Trustees	Following a review by Trustees, consultation with Local & Regional Public Health Teams and NHS Track and Trace, no material changes to the risk assessment were made.
16.0	16 April 2021	Trustees	Following a review by Trustees, no material changes to the risk assessment were made. The academy operational plan has been fully reviewed in light of return arrangements following the Easter break. The wearing of face coverings will be maintained. The academy will seek to reinstate peripatetic music lessons in line with Wakefield Music Services' risk assessments.
17.0	14 May 2021	Trustees	Following updates to Government guidance, the following changes will come into effect from Monday 17 th May:

			<ul style="list-style-type: none"> - Face Coverings will no longer be required for pupils/students in classrooms or communal areas. - Face coverings are no longer recommended for staff in classrooms. - Face coverings will continue to be recommended for staff and visitors in situations outside classrooms where social distancing is not possible (for example, when moving around in corridors. - The re-introduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. - Non-residential Educational Visits will resume, where these are directly linked to the curriculum.
18.0	18 June 2021	Trustees:	<ul style="list-style-type: none"> - From 21 June 2021 a return to subject specific classrooms will take place. A one way system will also be in place. - Staff and pupil training has been provided in advance of 21 June. - Communications around the changes have been shared with parents/carers prior to 21 June.
19.0			<ul style="list-style-type: none"> - From XXX pupils will be required to wear face masks when moving around the academy and in social spaces.

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 for full opening in secondary academies					
1.1 Organisation of 'bubbles' in full year groups					
Unintended mixing between year groups will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> • There is full compliance with the 12 PHE system control measures set out in the latest government guidance. • Each year group is allocated a designated set of social spaces or when using the dining room or other shared spaces. • All specialist teaching facilities and equipment will be cleaned and disinfected after use and before use by a new group. • Planning and Schemes of Work are reviewed and revised to minimise the use of shared and specialist facilities by bubbles one after the other and to 	Y	<ul style="list-style-type: none"> • Classroom, Social Spaces and timetable reviewed to ensure that each year group has defined spaces. • All pupils will be provided with colour-coded lanyard and identity card to enable staff to easily identify the year group of a pupil. This will be checked and where pupils no longer have these they will be resupplied. • From 21 June 2021 pupils will return to subject specialist classroom spaces. To facilitate this safe movement a one way system is in operation academy wide. Clear signage is in place and all 	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)
		<p>maximise the use of teacher demonstrations rather than practical activity by pupils.</p> <ul style="list-style-type: none"> • Pupils observe hygiene guidance and wash hands frequently/use hand sanitiser. • Teachers moving between groups will comply with social distancing and hygiene guidance. • Passing contact with other year groups will only occur when moving between lessons. Staggered arrival and leaving times; break times and lunch times. • Social distancing is fully observed when small groups of pupils are withdrawn (e.g. for SEND pupils), in Alternative Provision/internal inclusion units and when pupils are in detention. 		<p>pupils and staff member are trained on these changes on 14 June 2021.</p>	
1.2 Organisation of teaching spaces					
<p>Teaching pupils in full classes will increase the risk of the virus spreading</p>	H	<ul style="list-style-type: none"> • There is full compliance with the 12 PHE system control measures set out in the latest government guidance. • Pupils observe hygiene guidance and wash hands frequently. • Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach in place. • Contact between individuals is minimised and social distancing maintained wherever possible. • Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. • Pupils are seated side by side and facing forwards, rather than face to face or side on. • Unnecessary furniture is moved out of classrooms to make more space. 	Y	<ul style="list-style-type: none"> • Only groups that are suitable for the capacity of each room are scheduled to be in those rooms. • Cough screens are in place to support the full use of ICT suites. • Surplus furniture and resources removed from classrooms to create more space. • Clear signage to promote social distancing and the wearing of face masks where 2m social distancing cannot be adhered to (where applicable). • Floor tape is provided to indicate socially distanced space for teachers. 	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)
<p>The use of shared spaces and specialist classrooms increases the risk of infection between year groups</p>	H	<ul style="list-style-type: none"> Large and specialist spaces are cleaned and disinfected thoroughly before and after use. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. where possible. 		<ul style="list-style-type: none"> Large spaces have been reviewed and repurposed where required. No large gatherings will be held virtual processes in place as an alternative – e.g. assemblies. Shared spaces used on a rota basis with cleaning regimes in place. All staff are required to wear a mask in the academy during, indoor transition between classrooms and corridors, and during any indoor social times unless they are eating/ drinking or classified as exempt. Pupils are provided with colour-coded lanyard and identity card to enable staff to easily identify the year group of a pupil. Replacements will be provided on return where needed. 	L
1.3 Staffing					
<p>Due to COVID-19, the number of staff who are available is lower than that required to teach classes in academy</p>	L	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19). Dialogue is held with Professional Associations/Trade Unions on the academy's approach to staff returning to work. 	Y	<ul style="list-style-type: none"> Timetables are based on currently known available staff with some reserves built into the planning. Sickness absence procedures are managed through the HR team and documented in the operational manual. Principal will continue to review staffing numbers and make decisions relating to closures with CEO in line with guidance and what can be safely achieved on site. Plan in place on how to train and support any supply agency staffing. Associate teachers are fully trained and able to provide support across the academy. 	L
1.4 The academy day					

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)
<p>The start and end of the academy day create risks of breaching social distancing guidelines</p>	H	<ul style="list-style-type: none"> • Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 	Y	<ul style="list-style-type: none"> • Full entry and exit of the academy has been documented in the operational plan. • Parental communication outlines guidelines regarding the restricted access to site and requirements relating to 'drop offs/ pick ups'. • Parental communications explicitly reference the safe use of public transport and full compliance with guidance issued by transport companies. • Start and departure times are staggered by a minimum of 15 minutes. • The two year groups that arrive together are immediately directed to two different entry points. The main street and side alley. • Banner and signage at the end of drive stipulates no congregation and stresses the need for social distancing. • Red marker dots are situated along the full length of the street and adjacent alley way. • All areas are supported with social distancing markers both internally and externally. • Movement around the academy is in a one directional flow and this is supported by clear signage and policing by staff who are directed to stand at their classroom doors between lesson transitions. • A duty rota is in place and identifies an increase in duty positions to alleviate any pinch points and times when heightened presence is required for support. 	L
1.5 Planning movement around the academy					

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)
<p>Movement around the academy risks breaching social distancing guidelines</p>	H	<ul style="list-style-type: none"> • Staff moving between year groups observe social distancing and hygiene procedures at all times. • One-way systems are in place • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Appropriate duty rota and levels of supervision are in place. • All staff are required to wear a face mask in doors when social distancing cannot be maintained. 	Y	<ul style="list-style-type: none"> • Circulation plans have been reviewed for each year group and populations to create one way systems where possible. Where this is not possible pupils and staff should walk to their left. • Floor markers and signage support the movement of pupils. • From XXX pupils will be required to wear face masks when moving around the academy and in social spaces. • All corridors are clear of any obstruction. • Room doors are all propped open to reduce touch points and ease movement. • Year Group Teams are trained in supporting social distancing. • Duty rotas identify pinch points and times and allow for further supervision of movement. • Additional duty points are added to the existing rota to support the change in procedures on site. • Signage is throughout and reinforces the requirement for social distancing. • Floor markers and wall signs are throughout internally and externally in any potential high traffic areas. • Movement of pupils is greatly reduced – for years 7 -9 pupils are designated 2 class groups and seat within one of two possible classroom spaces. • From January 2021 Pupils in year 7-9 will be able to gain some access to specialist IT spaces and Drama spaces to support with the delivery of the curriculum. Where there is a requirement for pupils to move into a different year group Bubble to support the delivery of the curriculum, these pupils are escorted to and from this space by a member of staff. They report to their designated zone classroom prior to this escort. • Teachers move between classes in most cases for pupils in year 7 -9 • Populations are staggered in terms of arrival and departure and so should not mix whilst on site with clear areas of the site demarked and zoned for each population. 	L

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				<ul style="list-style-type: none"> • Clear signage supports the zoning of areas to avoid movement in areas outside the bubble. • From 21 June pupils will gain access to subject specialist spaces via a one way system. Pupils will be directed to wipe down their seats and desks after use in each lesson. 	
1.6 Curriculum organisation					
<p>Having missed up to 7 months' learning, pupils will have fallen behind in their progress during academy closures and Achievement gaps will have widened</p>	L	<ul style="list-style-type: none"> • The academy develops and implements a comprehensive 'catch-up' plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. • Gaps in learning will be assessed and addressed systematically in teachers' planning. • Home and remote learning will continue and will be calibrated to complement in-academy learning and address gaps identified. • SLT will ensure that exam syllabi are covered. 	Y	<ul style="list-style-type: none"> • Induction process to welcome pupils back to site. • Induction process designed to welcome pupils back to site and explore the difficulties they have faced with work. • Return to the academy assessment processes are agreed and in place. • Teaching and learning to be responsive to emerging pupil needs. • Adaptations to the curriculum have been made in light of potential gaps in learning. See Operational plan for a subject by subject break down. 	L
<p>Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection</p>	M	<ul style="list-style-type: none"> • Learning activities for which there is a greater risk of infection are identified and relevant staff informed. • Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. • Enrichment activities are reviewed and revised accordingly. 	Y	<ul style="list-style-type: none"> • Adaptations to the curriculum have been made in light of identified risks For March 2021 this has further been reviewed to allow for some greater flexibility in activities in a covid safe manner. These amendments include: <ul style="list-style-type: none"> - Safely reinstating practical Science lessons in year 11, 12 and 13 - Safely reinstating practical Drama lessons in D1 	L

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The resumption of non-overnight academy visits poses risks to infection control	L	<ul style="list-style-type: none"> All academy visits are considered on a case by case basis. A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. Measures are taken to ensure that discrete year group bubbles do not mix on academy visits. 	Y	<ul style="list-style-type: none"> The academy has taken the decision not to undertake any educational visits during September 2020 until May 2021 (at the earliest subject to review at that time) and any other requests will be reviewed for later in the academic year will be reviewed on a case by case basis. 	L
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Remote working for all staff not on the agreed academy timetable Offices have been reviewed and appropriate configurations of furniture and workstations/resources have been put in place to allow for social distancing. Agree protocols for shared equipment (e.g. photocopiers). Staff have been briefed on the use of specific rooming and resourcing arrangements. Staff rooms are accessible for functional purposes only e.g. making a hot drink and clear markers indicate where social distancing needs to be. Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. 	Y	<ul style="list-style-type: none"> Staff induction on use of workspace and staff rooms. Work space for staff identified in Park House in Conference Room 1 Socially distanced staff room created in staff room and Conference room 1. Socially distanced – ‘sit here’ markers are used to support staff. Coffee machines to be provided in staff room to reduce the need for people to congregate in smaller kitchen spaces. All office space is set out to accommodate social distancing with excess PCs and furniture removed with signage to state how many staff may be in the office at any one time to maintain social distancing. Wipes are available for all classroom spaces for regular wiping down. Floor arrows are used to ensure the flow of staff remains one directional where ever possible. Coffee machine has wipes and hand sanitiser are used by each staff member between use. Hand sanitiser available in all areas for staff use. Shared resources such as photocopiers and printers have hand wipes and sanitiser available for use prior and post use. Signage to remind staff and students of social distancing the importance of hand hygiene all in place. Staff must wear a face mask in line with government guidance updated on 17.05.2021. 	L

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1.8 Managing the academy lifecycle					
Limited progress with the academy's 2020-21 calendar and workplan because of COVID-19 measures	L	<ul style="list-style-type: none"> Academy calendar for 2020-21 finalised within the context of the latest guidance on full reopening. Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance. Staff recruitment for September 2020 completed. 	Y	<ul style="list-style-type: none"> Academy calendar for the Spring term rationalised and where relevant events have been made virtual. Curriculum and timetable remain the same as for September 2020 completed. Review of open evenings, parents' evenings and other large on site gatherings have resulted in virtual alternatives being put in place. 	L
Pupils arriving to their moving on to the next phase in their education do not feel prepared for the transition	L	<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions (e.g. secondary academies post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the academy are available for parents and pupils. Specific induction process for year 7 and year 12 	Y	<ul style="list-style-type: none"> Full details of the induction process for Year 7 and Year 12 are detailed in the operational plan Transition plans for September 2021 year 11 and year 6 are in place and underway using virtual events in place of face to face events. 	L
1.9 Governance and policy					
Trustees and Governors are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> Online meetings are held regularly with Trustees/Governors Board of Trustees is involved in key decisions on reopening. Trustees and Governors are briefed regularly on the latest Government guidance and its implications for the Trust and its academies. Individual academies to ensure that this risk assessment is signed off by CEO and Trustees, any decisions outside of this risk assessment are 	Y	<ul style="list-style-type: none"> Trustees/Governors receive regular updates on the academy and any parental communications are shared with Governors. From January 2021 communication now takes place via the Microsoft Teams area. 	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)
		discussed to be approved at Trust level where there is a potential impact on risk.			
1.10 Policy review					
Existing policies and procedures on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on full reopening and its implications for the academy. This applies particularly to guidance and policy on attendance from January. • Staff, pupils, parents and governors have been briefed accordingly • Existing academy wide emergency procedures have been reviewed in line with new measures and adjusted accordingly. • Individual pupil and staff emergency procedures and risk assessments have been reviewed and adjusted accordingly. 	Ongoing	<ul style="list-style-type: none"> • Staff induction and CPD to explain how all policies and procedures work in practice. • Fire evacuation process will revert back to pre COVID 19 policy and will be covered in both staff and pupil induction. • Pupil induction process will ensure coverage of policies where relevant during September induction week with a focus on the health safety aspect of the operational plan. • Staff will also be required to undertake an induction briefing on return to the academy with the Principal. 	L
1.11 Communication strategy					
Key stakeholders are not fully informed about the plans for reopening and their implications	M	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> ○ Staff ○ Pupils ○ Parent/carers ○ Governors/Trustees ○ Local authority ○ Regional Academies Commissioner ○ Professional associations ○ Other partners • Consistent message is being delivered throughout the organisation. • Clear signage and instructions are displayed throughout the site. • Website is up to date. 	Ongoing	<ul style="list-style-type: none"> • Letter to parents 16 July (including tailored Year 7 welcome letter) • Further date for communications for parents on WC 24 August to provide further year group specific information. • Full details to be communicated to parents via pupils during on-site induction process. • Thursday 24 September: Parents and carers informed by letter about the introduction of mask wearing during any indoor transition between classrooms and corridors, and during any indoor social times unless they are exempt. • Friday 25 September: Further pupil induction in relation to the use of face masks around the academy site, and the use of colour coded lanyards and identity cards for pupils. • Letter to parents was sent on 25 February 2021 requesting informed consent for onsite testing. 	L

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				<ul style="list-style-type: none"> • Further letter to parent's W/C 1 March outlining phased return of pupils and increased use of mask wearing in the academy. • Letter to parents regarding changes to the use of masks in the academy from 17 May. • Letter to parents on the 28 May outlining the proposed changes to classroom spaces from the 21 June. • Letter to parents regarding changes to the use of masks in the academy from XXX 	
An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements	M	<ul style="list-style-type: none"> • Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. • A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the academy closure period. • Contact records for pupils, parents and staff are kept up to date. 	Y	<ul style="list-style-type: none"> • Operational plan details summary procedures • Trust wide documentation in place and reviewed on a regular basis to ensure up to date to be used if/when required • Further communications in relation to Tier 1/2/3/4 procedures to be sent to parent/carers in an FAQ document on Fri 11 Sept 	L
1.12 Pupil attendance					
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	H	<ul style="list-style-type: none"> • Communications with parents reassure them about the safety of full reopening under the latest government guidance. • Dialogue is held with parents who have concerns. • The attendance policy for the Trust has been reviewed and is in place for September. • Revised policies and procedures are securely in place at each academy to ensure the safeguarding of pupils. 	Y	<ul style="list-style-type: none"> • Registers on Bromcom show the updated pupil groups. • First response call processes are in place. Staff are trained in the reporting mechanism to the DFE, LA and Trust as required. • Risk assessment in place for vulnerable pupils return. 	L

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		<ul style="list-style-type: none"> Trust, Locally Authority and Department for Education guidelines are followed with attendance monitored at each academy site. 		<ul style="list-style-type: none"> Re-integration plans are developed for those who are reluctant to attend due to anxiety or those who are likely to be PA on return. Parental communication stipulates the need to contact the academy in the event of absence and provide information of reason for absence. Weekly/regular review of attendance is in place to inform further PYL/DSL actions. 	
1.13 Staff Induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> All staff are inducted on-site at each academy prior to re-opening for pupils in line with the risk assessment. Trust communications are distributed to all staff including those who are home based. Staff coming into academy after opening receive daily briefing/memo. Regular staff meetings allow for 2-way communication and feedback. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control. Awareness of testing procedures in the locality. Fire safety and evacuation procedures. Constructive behaviour management. Safeguarding. Risk management – including site specific risks <ul style="list-style-type: none"> Different areas of the academy (which areas out of bounds). When pupils enter and leave academy. During movement around academy. During break and lunch times (emergency care group only) Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used. 	Y	<ul style="list-style-type: none"> Full Staff Induction and CPD plan in place for Staff Induction week commencing 7 Sept. See operational plan for training plan; modules to be delivered and indicative content on modules shown. 2 Live sessions to be delivered to cover the main aspects of returning to the academy with a focus on health and safety and safeguarding. All other modules are recorded and available via Cloudbox design from Monday 7 September. 'Drop in' sessions via teams are scheduled for the WC 7 September daily to answer any questions relating to induction. Thursday 24 September: Staff updated on the introduction of mask wearing during any indoor transition between classrooms and corridors, and during any indoor social times unless they are exempt, and the use of pupil colour coded lanyards and identity cards. W/C 1 March 2021 further staff induction to include modules on; <ul style="list-style-type: none"> Health and Safety update; Teaching and Learning including Remote Learning expectations; Standards and increased use of masks; Testing for staff (home test kits); WC 14 June further staff training on returning to classroom bases and the implementation of the one way system. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> All modules will be recorded and made available for staff to refer to via SharePoint. 	
New staff are not aware of policies and procedures prior to starting at the academy when it reopens	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-academy – prior to them starting. Revised documentation is issued to all new staff prior to them starting. 	Y	<ul style="list-style-type: none"> Operational plan is shared with all colleagues electronically via SharePoint. Hard copies are available on request. All new staff had induction training on the 11th/12th June and will attend further training in September as part of comprehensive staff induction January new starters received induction in December and also on their first day on 4 January. 	L
Staff are not aware of the timetable arrangements system in place from 7 September	H	<ul style="list-style-type: none"> Full rota system to be communicated. Revised job roles to be communicated where applicable. 	Y	<ul style="list-style-type: none"> All staff have had access to the timings for the day via full staff bulletin on 17th July 2020. All timetables and rotas will be shared with staff via a bulletin pre-return. (To be emailed to all staff in the final week of the holidays) Staff timetables are available on BROMCOM with correct rooming's in advance of the 7th September. Revised pupil timings from 14 June communicated with staff via bulletin and with parents via letter, social media and MCAS communications. 	L
1.14 Access to academy meals					
Pupils eligible for free academy meals do not take up their entitlement	M	<ul style="list-style-type: none"> A Review of all FSM take up on weekly basis and follow up if and when required via Pastoral teams. 	Y	<ul style="list-style-type: none"> Plans for induction week allow pupils to attend site at allocated time to collect a grab bag/access the dining facilities. Communication to remind FSM pupils on how to access their entitlement on-site as part of the August update letter to parents. 	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)
Academies do not follow revised guidance on the provision of academy food	M	<ul style="list-style-type: none"> Up to date guidance followed by catering teams Revised hot menu in place at each service point Menus communicated to parents/carers and pupils 	Y	<ul style="list-style-type: none"> Regular SLT review of provision and take up 	L
Academies do not provide access to drinking water free of charge	M	<ul style="list-style-type: none"> How pupils access drinking water free of charge has been considered 	Y	<ul style="list-style-type: none"> Water fountains are available for use, under strict supervision Hand sanitiser stations have been placed next to water fountain stations 	L
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the academy in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the academy reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the academy (which areas out of bounds) When pupils enter and leave academy. During movement around academy. During break and lunch times for emergency care provision only. Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used. Academy trips and visits 	Y	<ul style="list-style-type: none"> Pupils and staff are regularly reminded of social distancing and hand hygiene processes when on site. Year group teams supported by SLT are in place and fully trained. Duty rota identifies and mitigates risk at pinch points. Staff induction and regular email communication from the Principal will reinforce and address all risks and how to mitigate them. Resource bases and individual classroom kit boxes created for each subject area to support each year group timetable. 	L
1.16 Academy transport					

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)
Conditions and arrangements on dedicated academy transport pose risks to infection control	N/A	<p>Academy agrees with the operators of dedicated academy transport the following measures where possible:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible reflecting the bubbles that are adopted within the academy • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible 	Y	<ul style="list-style-type: none"> • Ossett Academy does not have dedicated academy transport arrangements 	N/A
Changes to public transport schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	M	<ul style="list-style-type: none"> • The details of how pupils will travel to and from the academy are known prior to opening. • Dialogue is held with parents about alternative ways of travelling to and from the academy, including cycling and walking • Effective liaison with bus companies is used as a basis for planning staggered start and departure times. 	Y	<ul style="list-style-type: none"> • Parental communications stipulate designated arrival time. • Parental communications stipulate the transport arrangements need to be safe and in line with government guidance. • PYLs and attendance colleagues will work to address punctuality issues amongst pupils. • Attendance will be monitored daily to review the uptake of the provision and steps will be taken to encourage this further. • Pupils arriving in advance of their agreed staggered start time can be accommodated and supervised in Mayo Hall where 2m social distancing will be in place. 	L
1.17 Responding to cases of COVID-19 and local lockdowns					
The academy is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	H	<ul style="list-style-type: none"> • There is full compliance with the 12 PHE system control measures set out in the latest government guidance. • The local health protection team is contacted immediately for advice • The academy engages swiftly with NHS Test and Trace if cases are suspected. • Appropriate action is taken once advised by the local health protection team – this may mean that year group bubbles and some staff who have been 	Y	<ul style="list-style-type: none"> • Operational plan details summary procedures • Trust wide documentation in place and reviewed on a regular basis to ensure up to date to be used if/when required. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> in close contact with the person concerned may have to self-isolate for 14 days. • Arrangements are in place for home and remote learning for pupils who are required to self-isolate. 			
<p>The academy is unprepared for a Tier 1 local lockdown should the rate of infection rise in the area</p>	H	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • There is regular liaison with the local health protection team. • Systems put in place during the academy closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. • Lessons learnt during the academy closure period are applied to the contingency plan. 		<ul style="list-style-type: none"> • Staff understand Tier 1 • The academy remains open • From May 17, Adults and pupils in Year 7 and above are no longer required to wear masks in lessons or communal areas, but should continue to wear them in corridors where social distancing cannot be maintained. • Operational plan details summary procedures • Trust wide documentation in place and reviewed on a regular basis to ensure up to date to be used if/when required • From XXX pupils will be required to wear face masks when moving around the academy and in social spaces. 	L
<p>The academy is unprepared for a Tier 2 local lockdown should the rate of infection rise in the area</p>		<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • There is regular liaison with the local health protection team. • Systems put in place during the academy closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. • Lessons learnt during the academy closure period are applied to the contingency plan. 		<ul style="list-style-type: none"> • Staff understand Tier 2 requirements • Academy move to rota model combining on-site provision with remote education • From May 17, Adults and pupils in Year 7 and above are no longer required to wear masks in lessons or communal areas, but should continue to wear them in corridors where social distancing cannot be maintained. • Emergency provision will be in place for vulnerable children and young people, and the children of critical workers • From XXX pupils will be required to wear face masks when moving around the academy and in social spaces. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>The academy is unprepared for a Tier 3 local lockdown should the rate of infection rise in the area</p>		<ul style="list-style-type: none"> • There is full compliance with the 12 PHE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • There is regular liaison with the local health protection team. • Systems put in place during the academy closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. • Lessons learnt during the academy closure period are applied to the contingency plan. 		<ul style="list-style-type: none"> • Staff understand Tier 3 requirements • On site provision is only for Emergency provision will be in place for vulnerable children and young people, and the children of critical workers • From May 17, Adults and pupils in Year 7 and above are no longer required to wear masks in lessons or communal areas, but should continue to wear them in corridors where social distancing cannot be maintained. • Remote learning is in place for all other pupils • From XXX pupils will be required to wear face masks when moving around the academy and in social spaces. 	L
<p>The academy is unprepared for a Tier 4 local lockdown should the rate of infection rise in the area</p>		<ul style="list-style-type: none"> • There is full compliance with the 12 PHE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • There is regular liaison with the local health protection team. • Systems put in place during the academy closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. • Lessons learnt during the academy closure period are applied to the contingency plan. 		<ul style="list-style-type: none"> • Staff understand Tier 4 requirements • On site provision is only for Emergency provision will be in place for vulnerable children and young people, and the children of critical workers for both Primary and Secondary academies • From May 17, Adults and pupils in Year 7 and above are no longer required to wear masks in lessons or communal areas, but should continue to wear them in corridors where social distancing cannot be maintained. • Remote learning is in place for all other pupils • From XXX pupils will be required to wear face masks when moving around the academy and in social spaces. 	L
<p>Educational provision must still be maintained for priority children if the academy closes</p>	M	<ul style="list-style-type: none"> • Arrangements are in place to re-open this facility as required • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision if required • The facility for full-time attendance is available where required (even if their peers are only attending part-time). • Arrangements are in place to ensure that this cohort is tracked and supported effectively. 		<ul style="list-style-type: none"> • The academy will act in line with government guidance as it is issued regarding a potential closure. • The implementation of emergency care can be reinstated in David Drake in line with partial re-opening plans should this be required. 	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)
Remote learning provision MUST be in place if the academy closes	M			<ul style="list-style-type: none"> Home learning policy has been revised to include a section on remote learning. All staff are trained in remote learning procedures in the event of closure through CPD WC 7th September and WC 4 January 2021. SMHW and Teams continue to be developed to offer the best remote learning package possible. Paper packs are able to be produced to support pupils as required. Remote learning for those self-isolating is in place via Teams and the live streaming of lessons to those having to self-isolate. 	L

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

2.1 Public Health England system control measures

Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the academy	H	<ul style="list-style-type: none"> Current government guidance is being applied, and specifically the 12 PHE system of control measures set out in the latest government guidance are in place as follows: <ol style="list-style-type: none"> 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 the academy <p>The information below is included in the academy's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 10 days (including siblings). 	Y	<ul style="list-style-type: none"> All the information provided in the 12 PHE systems of control has been taken into consideration when formulating risk assessments and operational plans. 	L
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		<ul style="list-style-type: none"> • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>In addition:</p> <ul style="list-style-type: none"> • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. Infection control training is arranged for new staff. • Ensuring face covering are used in recommended circumstances. • All pupils are checked on the line in the morning for a face mask, the academy will provide all pupils who need one a disposable one. • Pupil assembly outlining expectations of facemask use. • Signage is in place around the academy as a reminder of expectations. <p>2. Ensure everyone is advised to clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> • Handwashing / sanitising is scheduled into the academy day. It takes place as a minimum: when pupils, staff or visitors enter the academy; at break; before and after lunch; 			
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		<p>before leaving the academy; whenever the toilet is used.</p> <ul style="list-style-type: none"> • It is defined which bubbles are using which toilets and sinks. • A tick sheet/ board is maintained when handwashing has taken place as a visual reminder. • Handwashing routines are re-taught to pupils using suitable video. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in the academy. <p>3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <ul style="list-style-type: none"> • Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and displayed around the academy, particularly by washbasins/ toilets and at entry/exit points. • The location of bins around the academy is checked on, and more are ordered if necessary. • A schedule for bins to be emptied / disinfected is in place and is adhered to. • Pupils using public transport are reminded of the need to wear face coverings/masks. • A stock of masks is maintained and made available for staff who can’t socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport. <p>4. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <ul style="list-style-type: none"> • The academy’s business operations manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus. 			
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		<ul style="list-style-type: none"> • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. • Stock checks and stock control are maintained. <p>5. Consider how to minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> • Pupils are organised in year group bubbles. In the academy, year groups are kept separate from each other. This may involve staggered start and finish times, staggered break times, staggered lunch times. • Movement around the academy by pupils is minimised. Bubbles are allocated home-bases and where possible taught in these classrooms. • Where it is necessary for pupils to be taught in specialist rooms – such as a science lab – then the space and equipment is thoroughly disinfected before a new bubble enters. • The movement of staff between bubbles and around the academy during the day is minimised. Where possible, double lessons are used to support this. • For each year group, basic equipment (such as pen/ pencil/ eraser/ ruler/ glue stick) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use. • Arrangements are in place to avoid touching pupils' mobile phones and to avoid queues forming if they need to collect them from a central point. <i>An approach might be to discourage pupils from bringing mobile phones to the academy. In the event that a pupil needs a phone – for instance if they travel a distance to the academy, they are instructed to keep their phone in their bag, switched off, throughout the day.</i> • Arrangements are in place for pupils to use lockers, safely, without queues forming or bubbles mixing. • Specific lessons where practical equipment may need to be used, such as in science labs 			
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		<p>or design technology workshops - These specialist learning spaces are built into cleaning staff rotas to reduce risk of contamination by thorough cleaning between bubbles. Pupils are instructed to clean some resources with wipes at the end of lessons where resources / spaces will subsequently be used by another bubble.</p> <ul style="list-style-type: none"> Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the academy library. The need for staff to take pupils' work away from the academy is minimised. Pupils' self - assessment of work in books is undertaken where appropriate. Where possible work is completed and assessed online. Work done on paper that requires teacher input/feedback is placed in a plastic box (for the class teacher / subject teacher as appropriate) and retained in the academy for 48 hours before being marked. <p>6. Keep occupied spaces well ventilated.</p> <ul style="list-style-type: none"> Ensure windows in classrooms and communal spaces are open. Recommended that in cold weather all windows in classrooms should be opened to purge the room during breaks and lunchtimes. Ensure where possible classroom doors are open. Open external doors in communal areas if safe to do so. <p>7. In specific circumstances ensure that individuals wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> The academy continues to maintain and monitor stocks of PPE and has access to supplier lists. Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. Gloves and aprons are provided for cleaning staff. 			
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		<ul style="list-style-type: none"> • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished <p>8. Promote the engagement in asymptomatic testing, where available.</p> <ul style="list-style-type: none"> • Rapid Testing using Lateral Flow Devices (LFD) • Staff onsite testing from January 4. • Pupil onsite testing from w/c 8 March, 3 onsite tests 3-5 days apart and then home testing kits provided. • All individuals tested will receive a result after 30 minutes. • Pupils should return to face to face teaching following their first negative test. • Those with a positive result should self-isolate in line with the guidance for households with possible coronavirus infection. • Staff and pupils will be provided with home test kits. • Staff and pupils will report their results to the NHS Track and Trace as soon as possible. • Staff and pupils must also share their results with the school. • For home tests adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary. Children aged 11 attending the academy may be tested by an adult where this is deemed to be required. • For home tests, staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. • Those with a negative LFD test result can continue to attend the academy and use protective measures. <p>Response to infection</p>			
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		<p>9. Promote and engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> Academy leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. Staff induction for return to the academy includes information about the NHS Test and Trace process. <p>10. Manage and report confirmed cases of coronavirus (COVID-19) amongst the academy community</p> <ul style="list-style-type: none"> Contact details for local Public Health England team and local authority health and safety team are readily to hand. A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. Use is made of any template letters provided by Public Health England / local authority as directed locally. <p>11. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> Advice provided by the local health protection team is acted on immediately. Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 		
<p>2.2 Cleaning</p>				

<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	<p>H</p>	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased. Academy based staff are provided with relevant training and equipment to manage additional cleaning throughout the day. • There is frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and in the reception area, using appropriate products and methods. • Specific daytime classroom cleaning protocols in place where appropriate. • Specific daytime toilet cleaning protocols are in place • End of academy day procedures are in place to maximise available cleaning hours. • Rigorous checks are carried out by the SLT and site team to ensure that the necessary procedures are being followed. • Soft/difficult to clean resources are removed from the environment. • Excess resources and furniture are removed from the environment to aid cleaning. • Waste bins are emptied twice a day, once after lunch and once at the end of the day. Waste is double bagged, sealed and remains within the room for collection by Cleaning/Estates teams following departure of pupils/staff. 		<ul style="list-style-type: none"> • All classrooms and office based have been cleared of extraneous furniture and resources to support with cleaning. • A full deep clean of the academy areas to be in use will be completed prior to September/January/March reopening. • Cleaning rotas are in place for each stage of reopening and identify heavy use areas for additional cleaning throughout the day and at the end of the day. • Cleaners are able to access site from 6.15am each morning to ensure all spaces are fully cleaned before the arrival of staff and students. • Appropriate anti viricidal sprays have been purchased and support the deep clean process. 	<p>L</p>
<p>2.3 Hygiene and handwashing</p>					
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	<p>H</p>	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the academy reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	<p>Y</p>	<ul style="list-style-type: none"> • The academy currently holds two weeks' stock of hand sanitiser and liquid soap. • Resources are closely monitored and stocks reordered well in advance. • Paper towels are ordered and waste bins provided in toilets. • 'Out of use' signs created and placed on hand driers. 	<p>L</p>

Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Posters reinforce the need to wash hands regularly and frequently. • Academy leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. • Handwashing takes place on entry to the academy, prior to departure and at set times throughout the day, before and after eating, after coughing/sneezing, for emergency care provision. All staff and pupils will use hand sanitiser on entry, wash their hands prior to sessions and use hand sanitiser on departure. 	Y	<ul style="list-style-type: none"> • Signage around site stipulate the importance of good hand hygiene. • Hand sanitisers are in each classroom to be used on entry. • Hand sanitiser stations are ordered and will be in place in entry and exit points. 	L
2.4 Clothing/fabric					
The use of fabric chairs may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> • Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use. 	Y	<ul style="list-style-type: none"> • Fabric seating has been removed from any accessible areas for both pupils and staff including any teacher chairs. 	L
2.5 Testing and managing symptoms					
NHS Test and Trace is not used effectively to help manage infection control amongst staff and pupils, maximise staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> • Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. • Staff, parents and pupils are clear that they should <u>book a test</u> if they are displaying symptoms. • Staff, parents and pupils are clear that they should provide details of anyone they have been in close 	Y	<ul style="list-style-type: none"> • Trust Guidance available for staff and pupils and is updated and reissued as required should testing guidance change. • Onsite Testing and Home Testing process are covered by separate internal Risk Assessments. 	L

		<p>contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.</p> <ul style="list-style-type: none"> Staff, parents and pupils are clear that they should <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). Post-testing support is available for staff through the HR and line managers. 			
Infection transmission within the academy due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to academy dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at the academy. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the Trust using the reporting spreadsheet in the Accord Operations SharePoint 	Y	<ul style="list-style-type: none"> HR to provide guidance to Principals and staff on absence reporting, recording and management. Trust communications are regularly provided in this respect. 	L
Staff, pupils and parents are not aware of the academy's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the academy. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> Trust communication to be updated and re-sent to all parents/carers and staff. 	L
Staff, pupils and parents are not aware of the academy's procedures should	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 	Y	<ul style="list-style-type: none"> As part of the returning to site 'live' induction session staff are reminded of symptoms and actions to take if they suspect a student/staff member is experiencing those symptoms. 	L

<p>there be a confirmed case of COVID-19 in the academy</p>	<p>H</p>	<p>COVID-19 and how this will be implemented in the academy.</p> <ul style="list-style-type: none"> 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. 		<ul style="list-style-type: none"> Trust communication to be updated and re-sent to all parents/carers and staff. Principal and Vice Principals are aware of the process and action to be taken regarding a suspected case and the reporting to relevant bodies. Communications are made with parents prior to holidays reminding them of the importance of continuing to report cases during the holiday period. 	<p>L</p>
<p>2.6 First Aid/Designated Safeguarding Leads</p>					
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>	<p>H</p>	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for supporting staff in other academies in the Trust have been agreed. 	<p>Y</p>	<ul style="list-style-type: none"> First aiders are identified and are part of the on-site timetable Induction process in June included specific COVID 19 first aid training. Refresher training is available in shared are of Microsoft teams. First aiders are issued a radio to enable effective communication with SLT. DSL on site and all teaching commitments have been removed in term one to support with availability. 	<p>L</p>
<p>2.7 Medical rooms</p>					
<p>Medical rooms are not adequately equipped or configured to maintain infection control or there is not a dedicated medical room in academy</p>	<p>H</p>	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Appropriate PPE is available within the medical room. 	<p>Y</p>	<ul style="list-style-type: none"> Medical room is relocated to provide external outdoor access. It is situated next to LGO's office with toilet access immediately next door. PPE is provided for first aid staff and situated in the medical room. Isolation space is designated adjacent to the first aid room and is socially distanced in terms of seating with an additional exit to aid the safe removal of pupils from site without risk of contaminating wider academy areas. First aid staff are trained in wearing and safe removal of PPE as part of induction on 11th/12th June. Refresher training is accessible via Microsoft teams. 	<p>L</p>

2.8 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the academy	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the academy's expectations on a regular basis using a range of communication tools. A specific communication on the requirements for academy attendance from September is issued and followed up with discussion where necessary. A COVID-19 section on the Trust website is created and updated. Parent and pupil handbooks are created and updated. 	Y	<ul style="list-style-type: none"> Parents are informed regarding the safe opening of the academy via letters Further information released to parents as part of the induction week WC 7th September. Website updated to reflect changes in place. Thursday 24 September: Parents and carers informed by letter about the introduction of mask wearing during any indoor transition between classrooms and corridors, and during any indoor social times unless they are exempt and the use of colour coded lanyards and identity cards for pupils. Letter to parents regarding informed consent for testing on 25 February. Letter to parents WC 1 March regarding phased return and the increased use of masks in the academy. Letter to parents regarding changes to the use of masks in the academy from 17 May. Letter to parents regarding the changes to classroom access to pupils from 21 June sent on 28 May. Letter to parents regarding changes to the use of masks in the academy from XXX 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the academy's website. 	Y	<ul style="list-style-type: none"> Parental communications and FAQs are reissued in September. They identify and stipulate parental responsibilities in relation to COVID19. SLT and PYL's to provide targeted support to parents and record on CPOMs 	L
Parents and carers are not fully informed on the academy closure procedure	H	<ul style="list-style-type: none"> As part of the communications strategy the academy closure procedures have been communicated to Parents 		<ul style="list-style-type: none"> Standard closure letter available for use and is in line with Local Public Health protection team guidance. 	L

2.9 Personal Protective Equipment (PPE)					
<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; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 		<ul style="list-style-type: none"> PPE equipment is in stock for both cleaning and First aid staff. Face masks are in stock to issue to pupils and staff who forget to bring these on site. 	L
3. Adopting the new organisational model of discrete year group 'bubbles'					
3.1 Pupil behaviour					
<p>Pupils' behaviour on return to academy does not comply with the new guidance on operating within discrete year group 'bubbles'</p>	H	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the academy day by staff and through posters and floor markings. For young children this is done through age-appropriate methods such as stories and games. Staff continue to model social distancing consistently. The movement of pupils around the academy is minimised. Large gatherings are avoided. Break times and lunch times are structured and staggered to support social distancing and are closely supervised. The academy'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 the discrete year group 'bubble' model and arrangements are reviewed. Messages to parents reinforce the importance of social distancing. 	Y	<ul style="list-style-type: none"> Reinforcement of behaviour policy will take place at staff and pupil inductions and is clear to parents via written communications. Also posted on the website for reference. Positive behaviour management will form part of staff CPD WC 7th September and WC 1st March. This will aim to foster a 'catch them being good' approach to pupils. Weekly postcards will be issued to pupils to reinforce a positive start to the year 	L

		<ul style="list-style-type: none"> Individual risk assessments have been reviewed and updated for pupils with additional needs. Concerns have been discussed with parents and a plan agreed where required. Wilful disobeying of rules relating to staying within year groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary. 			
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures	M	<ul style="list-style-type: none"> All classrooms have been assessed and configured to allow for teachers to maintain 2 metres social distancing with pupils' desks facing the front in rows. All furniture not in use has been removed from classrooms and teaching spaces. Arrangements are reviewed regularly. 	Y	<ul style="list-style-type: none"> All academy spaces that will be used by pupils and or staff are set out to support social distancing with all excess furniture and resources removed. Classrooms have been reconfigured with forward facing desks with group configurations removed. Outdoor spaces (such as picnic benches where in use) are set at socially distanced spaced and any outdoor equipment used to be cleaned down between use. Clear areas of the academy have been identified for each year group to minimise contact between year groups these are supported by clear year group zone signage. 	L
3.3 Specialist learning spaces					
The use of specialist learning spaces (e.g. science labs, technology and arts areas) risks the spread of infection between different year group bubbles	M	<ul style="list-style-type: none"> The learning space and equipment are thoroughly disinfected before a new bubble enters. Schemes of work are reviewed to minimise the use of specialist learning spaces by different bubbles in succession. Teachers' planning is reviewed to maximise the use of teacher demonstration rather than pupil practicals. 	Y	<ul style="list-style-type: none"> Further details in the operational plan From 21 June pupils can access all specialist classroom spaces in line with safety training on 14 June. One directional flow supports in the safe movement around the building minimising year group cross contact. 	L
3.4 Shared spaces					
The use of shared spaces (e.g. hall, dining room) risks different year group bubbles mixing	M	<ul style="list-style-type: none"> No more than one year group is scheduled to occupy a shared space at any one time. Shared spaces are cleaned after use. 	Y	<ul style="list-style-type: none"> Further details in the operational plan From Monday 28 September: All staff and pupils will be required to wear a mask in the academy during any indoor transition between classrooms and corridors, and during any indoor social times unless they are exempt. Pupils will be provided 	L

				<p>with colour-coded lanyard and identity card to enable staff to easily identify the year group of a pupil.</p> <ul style="list-style-type: none"> From March 8 all pupils are required to wear face masks where 2m social distancing cannot be maintained. Also, in the dining areas at all times when they are not eating or drinking. From May 17, pupils will no longer be required to wear face masks in the classroom or communal areas. Staff and visitors should continue to wear face masks outside of the classroom in situations where social distancing can't be maintained. From XXX pupils will be required to wear face masks when moving around the academy and in social spaces. 	
3.5 Alternative provision, inclusion centres, withdrawal of pupils to small groups and detentions					
<p>The use of spaces for AP/inclusion/withdrawal of pupils/ detentions risks the spread of infection</p>	M	<ul style="list-style-type: none"> Social distancing is fully observed in spaces where small groups of pupils are brought together for a specific purpose. Spaces are cleaned after use. 	Y	<ul style="list-style-type: none"> Further details in the operational plan 	L

3.6 Movement in corridors					
<p>The discrete year group 'bubble' arrangements are breached when pupils circulate in corridors</p>	H	<ul style="list-style-type: none"> • Home base/year group bubble arrangements are in place. • The use of shared/specialist learning spaces is timetabled to avoid different year groups coming in to contact with each other. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly by SLT or duty marshals. • The movement of pupils around academy is minimised as much as possible. • Lesson change overs are staggered to avoid overcrowding. 	Y	<ul style="list-style-type: none"> • Circulation for each cohort is determined with staggered start times to support the need for no populations to mix. • Duty rotas identify pinch points and times and are appropriately staffed by academy staff with a heightened presence amongst leaders. • Start and ends to the day are staggered for each cohort by a minimum of 15 minutes per cohort. • Students, pupils and staff can use face masks at their own discretion during this process of movement should they choose to do so. • Pupils will be provided with colour-coded lanyard and identity card to enable staff to easily identify the year group of a pupil. • From March 8 all pupils are required to wear face masks where 2m social distancing cannot be maintained in doors this includes in classrooms. Also, in the dining areas at all times when they are not eating or drinking. • From May 17, pupils will no longer be required to wear face masks in the classroom or communal areas. Staff and visitors should continue to wear face masks outside of the classroom in situations where social distancing can't be maintained. • From 21 June the academy will reintroduce movement to all classroom spaces for pupils in a safe manner. Guidance is provided for all pupils and staff via session on WC 14 June. • From XXX pupils will be required to wear face masks when moving around the academy and in social spaces. 	L
3.7 Break times					
<p>Year groups may mix at break times</p>	H	<ul style="list-style-type: none"> • Break times are staggered. • Pupils are kept within their assigned 'bubbles' during social times. • External areas are designated for different groups. • Pupils are reminded about staying in their assigned 'bubbles' as break times begin. • Appropriate signage is in place around the academy and in key areas. 	Y	<ul style="list-style-type: none"> • Separate spaces have been identified for each year group during social times. • Red marker spots to indicate 2m distancing are used outside Mayo to support queuing at a distance. 	L

		<ul style="list-style-type: none"> Supervision levels have been enhanced. 		<ul style="list-style-type: none"> Each area will serve similar hot and cold food to alleviate some areas being more appealing than others. Mayo and Frankland Hall have been created as one space to alleviate the need for queuing in a smaller area. Enhanced duty rota in place and has increased by 3 duty points. Revised catering service in place, with use of swipe card cashless payment system. Cough screens are in place at all till points. Pupils will be provided with colour-coded lanyard and identity card to enable staff to easily identify the year group of a pupil. From March 8 all pupils are required to wear face masks where 2m social distancing cannot be maintained in doors this includes in classrooms. Also, in the dining areas at all times when they are not eating or drinking. From May 17, pupils will no longer be required to wear face masks in the classroom or communal areas. Staff and visitors should continue to wear face masks outside of the classroom in situations where social distancing can't be maintained. From XXX pupils will be required to wear face masks when moving around the academy and in social spaces. 	
3.8 Lunch times					
Year groups may mix at lunch times	H	<ul style="list-style-type: none"> Lunch times are staggered. Pupils are reminded about staying in their assigned bubbles as lunch times begin. Pupils wash their hands before and after eating. Dining areas are cleaned before and after each year group has used them. Tables and chairs have been cordoned off where necessary. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. 	Y	<ul style="list-style-type: none"> Separate spaces have been identified for each year group. These zones are marked with clear signage. Enhanced duty rota in place. Revised catering service in place, with use of swipe card and cashless payment system Cough screens are in place at each till point to account for closer contact between catering staff and pupils. Pupils will be provided with colour-coded lanyard and identity card to enable staff to easily identify the year group of a pupil. From March 8 all pupils are required to wear face masks where 2m social distancing cannot be 	L

		<ul style="list-style-type: none"> • Pupils eat lunch with others in their bubble. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). 		<p>maintained in doors this includes in classrooms. Also, in the dining areas at all times when they are not eating or drinking.</p> <ul style="list-style-type: none"> • From May 17, pupils will no longer be required to wear face masks in the classroom or communal areas. Staff and visitors should continue to wear face masks outside of the classroom in situations where social distancing can't be maintained. • From XXX pupils will be required to wear face masks when moving around the academy and in social spaces. 	
3.9 Toilets					
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete year group 'bubbles'</p>	<p>H</p>	<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 if required. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. This can be achieved by pupils from a specified bubble visiting the toilets at set times • Both staff and pupil toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and hand driers are in good working order. • Bins are emptied regularly. • Staff and pupils are reminded regularly on how to wash hands and young children are supervised in doing so. • Staff toilets are clearly identified and cleaning regime identified 	<p>Y</p>	<ul style="list-style-type: none"> • Year groups are allocated their own toilet based on their year group zone location. (see operational plan for details) • Toilets are regularly cleaned throughout the day • Pupils will be supervised when handwashing • Floor markers indicate queuing arrangements for toilets. • Toilet supervision duties form part of the duty rota. • Pupils will be provided with colour-coded lanyard and identity card to enable staff to easily identify the year group of a pupil. • From March 8 all pupils are required to wear face masks where 2m social distancing cannot be maintained in doors this includes in classrooms. Also, in the dining areas at all times when they are not eating or drinking. • From May 17, pupils will no longer be required to wear face masks in the classroom or communal areas. Staff and visitors should continue to wear face masks outside of the classroom in situations where social distancing can't be maintained. • From XXX pupils will be required to wear face masks when moving around the academy and in social spaces. 	<p>L</p>
3.10 Medical Rooms					

<p>The configuration of medical rooms may compromise social distancing measures</p>	<p>M</p>	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<p>Y</p>	<ul style="list-style-type: none"> • Additional Covid19 medical room identified. 	<p>L</p>
<p>3.11 Reception area</p>					
<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). • Non-essential deliveries and visitors to academy are minimised. • Parents/Carers are encouraged to use an appointment system to stagger visitors to academy. • Arrangements are in place for segregation of visitors. 	<p>Y</p>	<ul style="list-style-type: none"> • Signage provides clarity for visitors not to attend site without prior permission/appointment. • Reception space to remain closed due to lack of social distancing. • Parental meetings/meetings with external agencies to be by appointment only. 	<p>L</p>
<p>3.12 Arrival and departure from academy</p>					
<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different year groups mixing</p>	<p>H</p>	<ul style="list-style-type: none"> • Start and finish times are staggered for each discrete year group 'bubble'. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Messages to parents stress the need for social distancing at arrival and departure times. • Staff observe and report any breaches to SLT. 	<p>Y</p>	<ul style="list-style-type: none"> • Signage at end of drive stipulates that people should not congregate or wait for others. • Use social media once open to stipulate and reinforce the message. • Signage at end of drive stipulates that people should not congregate or wait for others. • Use social media once open to stipulate and reinforce the message. • Identified on duty rota as a potential risk and staffed accordingly. • Parental communications stipulate that parents/carers must not exit their vehicle at drop off/pick up time to wait for pupils. • Staggered times in place and should alleviate the congregation of groups at the start and the end of the day 	<p>L</p>

				<ul style="list-style-type: none"> From Monday 28 September: Pupils will be provided with colour-coded lanyard and identity card to enable staff to easily identify the year group of a pupil. 	
3.13 Transport					
<p>The use of public and academy transport by pupils poses risks in terms of social distancing</p>	H	<ul style="list-style-type: none"> Agreement has been reached with companies operating designated academy transport on the optimum arrangements possible to minimise the risk of spreading the virus. Revised guidance is in place for pupils and parents on the new arrangements for pupils travelling on designated academy transport, including advice on the use of face coverings if pupils are travelling with children other than from their own 'bubble'. Discussions have been held with the relevant public transport authority, with the local authority and with bus companies on whether journey times can be staggered to avoid peak times. Other ways for pupils to travel to and from academy, such as walking and cycling, have been explored with parents. 	Y	<ul style="list-style-type: none"> Communication to parents on stresses the need for safe travel to and from the academy. Those using public transport are advised to follow guidance issued by the travel company at the time of travel with a link to the government website. 	L
3.14 Staff areas					
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	H	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the academy opening to allow for social distancing between staff. Staff are briefed about the limitations to use of staff rooms. 	Y	<ul style="list-style-type: none"> Staff induction on use of workspace and staff rooms. Work space identified in Conference Room 1 in Park House and within the existing staff room. All office space is set out to accommodate social distancing with excess PCs and furniture removed with signage to state how many staff may be in the office at any one time to maintain social distancing. Wipes are available for all computer spaces for regular wiping down. Staff room to be re sited into and social distancing markers are used throughout – including indications of seating. Floor arrows are used to ensure the flow of staff remains one directional. 	L

				<ul style="list-style-type: none"> • Markers are used to indicate coffee machine use and wipes are used by each staff member between use. • Staff room to be re sited into and social distancing markers are used throughout – including indications of seating. • Floor arrows are used to ensure the flow of staff remains one directional. • Markers are used to indicate coffee machine use and wipes are used by each staff member between use. • Hand sanitiser available in all areas • Signage to remind staff and students of social distancing the importance of hand hygiene all in place 	
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
<p>Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend academy even though it is deemed safe to do so</p>	H	<ul style="list-style-type: none"> • Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at academy from September. • Parents have been asked to make the academy aware of pupils' underlying health conditions and the academy has sought to ensure that the appropriate guidance has been acted upon. • The academy, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. • The register of pupils with underlying health conditions is regularly updated. • Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments. 	Y	<ul style="list-style-type: none"> • Parent survey has identified those who will not be returning due to shielding measures. • These pupils will be highlighted on Bromcom registers for ease of reference. 	L
4.2 Staff with underlying health issues					

<p>Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the academy. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. • Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. • Current government guidance is being applied and individual risk assessments being undertaken where necessary. 	<ul style="list-style-type: none"> • HR to provide updated guidance and communications to Principals/staff with records kept centrally. 	<p>L</p>
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5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
<p>Pupils’ mental health has been adversely affected during the period that the academy has been closed and by the COVID-19 crisis in general</p>	<p>M</p>	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefing • Resources/websites to support the mental health of pupils are provided. 	<p>Y</p>	<ul style="list-style-type: none"> • Parent survey/welfare check phone calls. identified where this may have been the case for some pupils and this will help inform the pastoral induction process. • Pastoral induction process to address this and look at support steps required for successful reintegration. • Mental Health support worker/PYs available on site to provide further support. • Staff induction to identify ways to support pupils including relevant resources and websites to provide support. • On-going well-being checks made on identified pupils and recorded/tracked via CPOMs. 	<p>L</p>
5.2 Mental health concerns – staff					
<p>The mental health of staff has been adversely affected during the period that the academy has been closed and by the COVID-19 crisis in general</p>	<p>M</p>	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing, via email on line and via TEAM meetings • 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. 	<p>Y</p>	<ul style="list-style-type: none"> • Staff encouraged to talk to line managers, SLT and HR on induction. • Training module provided to staff WC 7th September to act as self-help with wellbeing. • HR to facilitate counselling where appropriate. • Regular contact to continue to be made with staff who continue to work remotely. • Continuation of workload innovation group to half termly to continue to review the impact of changes. • Weekly communications to continue with elements of wellbeing and support for staff. • Review staff surveys and look at any other steps that can be taken. 	<p>L</p>
5.3 Bereavement support					

Pupils and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> The academy has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Y	<ul style="list-style-type: none"> LA guidance to be used as reference HR support sought when and where required. SLT/line manager support as required. 	L
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: Pupils operating in discrete year group 'bubbles' Staff moving between discrete year group 'bubbles' Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 		<ul style="list-style-type: none"> The fire evacuation policy has not been updated and will operate as per pre COVID 19 arrangements. The policy is shared with staff on induction with a full walk through being shared and pupils at their pastoral induction. Clear signage across all classrooms and office spaces to support with the process. Fire evacuation drill to be practiced in the first half term. New marshals are identified and informed of change to role as part of the staff induction on 7 September. 	L
Fire evacuation drills - unable to apply social distancing effectively between discrete year group 'bubbles'	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary. 	Y	<ul style="list-style-type: none"> Fire evacuation guidance issued to staff and students as part of the induction process. 	L
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Y	<ul style="list-style-type: none"> All systems required for the safe running of the academy are in place. 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Y	<ul style="list-style-type: none"> Statutory compliance is in place and overseen by Business Operations Manager with support from Trust Director of Estates. 	L

6.3 Contractors working on the academy site

<p>Contractors on-site whilst academy 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 academies (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<ul style="list-style-type: none"> • Specific training has been provided for Estates staff under the leadership of Business Operations Manager. Contractors are on site by appointment only and are closely monitored. • Where roof works are being undertaken areas of work relating to this are strictly out of bounds for pupils and staff and surrounded by heras fencing. • Electric works are being undertaken in the 1960's block at the academy, however these will be paused in advance of the full return of pupils to onsite provisions. • Where development work including electrical works are taking place in the 1920's building June- September areas of the site will be decommissioned for staff and pupil use. 	<p>L</p>
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7. Finance					
<ul style="list-style-type: none"> 7.1 Costs of the academy's responses to Covid-19 					
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places, the academy in financial difficulties</p>	L	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The academy's projected financial position has been shared with Governors and Trustees. 		<ul style="list-style-type: none"> Financial procedures followed when ordering with debit card purchases made for emergency items only. Regular review of COVID 19 related expenditure to be undertaken with CFO, Principal and CEO to ensure spending is managed. AEC to continue to meet remotely and review expenditure as required. 	L
8. Governance					
8.1 Oversight of the Board of Trustees					
<p>Lack of Trustee oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements</p>	M	<ul style="list-style-type: none"> The Board of Trustees continues to meet regularly via online platforms. The Board of Trustees agendas are structured to ensure all statutory requirements are discussed and academy leaders are held to account for their implementation. The CEO/Principal's report to Trustees/Governors includes content and updates on how the Trust/academy is continuing to meet its statutory obligations in addition to covering the academy's response to COVID-19. Dialogue with the Chair of Trustees and those Trustees/Governors with designated responsibilities is in place. Minutes of governance meetings are reviewed to ensure that they accurately record Trustees' oversight and holding leaders to account for areas of statutory responsibility. Individual academies to ensure that this risk assessment that signed off by CEO and Trustees if followed, any decisions taken locally impacting on risk to be approved at Trust level. 		<ul style="list-style-type: none"> Trustee sign off of Operational plan and risk assessment to take place prior to opening on the 7 September. Trustees and Governors are provided with regular updates of activity on site particularly in the first few weeks of opening. All copies of parental communications are issued to Governors. Risk assessment and Operational plan continue to be live documents and reviewed weekly in light of opening and government guidance changes – any updates are shared with Trustees and Governors. Updated Risk Assessments and Operational Plans are shared with Trustees for approval prior to the full return of all pupils during w/c 8 March. 	L

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