

DAT COVID- 19 RISK ASSESSMENT FOR FULL OPENING OF SCHOOLS



Academy	Beacon Hill Academy
Activity / Procedure	Full Reopening – COVID19 (version 1.9)
Assessment Date	01/03/2021 – to be reviewed and updated regularly

Identify People at Risk	YES or NO
Employees	YES
Learners	YES
Visitors	YES
Contractors	YES

This Coronavirus (COVID-19) Risk Assessment sets out the decisions and measures put in place to plan for the return to onsite education from 8th March and to ensure the academy continues to operate in a safe way following full opening.

Existing policies and guidance (as at 1 March 2021) continue to apply alongside the actions within this document, including but not limited to:

- [Schools coronavirus \(COVID-19\) operational guidance \(applies from 8 March\)](#)
- [Annex A: health and safety risk assessment](#)
- [Coronavirus: advice for pregnant employees](#)
- [Coronavirus: asymptomatic testing in schools and colleges](#)
- [Safe working in education, childcare and children's social care](#)

All of the controls contained in the school's/academy's existing risk assessment still stand and are no different for the new variants of the COVID-19 virus. This updated risk assessment takes into account the ability for the virus to be more easily transmissible, so our existing controls must be reinforced to ensure we continue to reduce the risk of transmission and our school/academy remains COVID-19 secure.

This risk assessment will continue to be reviewed and updated as necessary, in accordance with the latest [Department for Education guidelines](#), taking into consideration any issues identified and changes in Public Health service to ensure that the infection protection and controls we have implemented remain effective.

Risk	Rating	Success Criteria	Actions
The academy lapses in following national guidelines and advice, putting everyone at risk.	Low	The academy has the most recent information from government, NHS, Department of Health and Social Care and PHE and this is distributed through the Trust and its risk assessment is reviewed accordingly.	<p>Regular checks are made with Government websites to ensure all relevant guidance is followed and communicated.</p> <p>Any change in information to be shared with the Board of Trustees and passed on to parents/carers and staff by Chief Executive briefing notes and websites as necessary.</p>
Academies do not have due regard for health and safety and equalities duties.	Low	All academies acknowledge their legal obligation to protect staff, and others, including learners, from harm and continue to assess health and safety risks and how to meet equalities duties in the usual way.	<p>Following the steps in this risk assessment will mitigate the risks of coronavirus (COVID-19) to learners and staff and help academies to meet their legal duties to protect staff and others from harm.</p> <p>Health and Safety Executive published guidance on first aid during coronavirus (COVID-19) which supports the Trust risk assessment and provides guidance for first aiders.</p> <p>Treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>
Precautionary measures are not being followed in academies.	Medium	Current advice is being adhered to by all learners and all staff.	Posters around the academy including designated entrances, reception protocol, classroom designations and COVID-19 hygiene reinforcements and messages.

Thorough hand washing/sanitising to be carried out regularly (minimum alcohol 60%):

- Before leaving home.
- On arrival at school.
- After using the toilet.
- After breaks.
- Changing classrooms.
- Before eating any food, including snacks.
- Before leaving school.
- To avoid touching eyes, nose and mouth with unwashed hands.

Primary school learners encouraged to wash hands/use hand gel before starting a new activity/each time they move to a new activity.

Supervision of hand washing and sanitising – small children should continue to be helped to clean their hands properly (**primary school only**).

Teachers to reiterate message in class:

- Covering your cough or sneeze with a tissue,
- Then throwing the tissue in a bin. See [Catch it, Bin it, Kill it](#) and [Hands. Face. Space.](#)
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Wash your hands.

Enhanced cleaning schedule introduced to include:

- More frequent cleaning of rooms/shared areas that are used by different groups.
- Frequently touched surfaces being cleaned more often than normal.
- Learners encouraged to clean their hands thoroughly after using the toilet.

Ensure all washroom facilities are well stocked – twice a day – with anti-bacterial hand wash (including portaloos where applicable).

Ensure classrooms have alcohol sanitizer hand gel (minimum alcohol 60%) for all learners to use at the start of the day, after lunch and on entry to the classroom.

A nominated member of staff to monitor the standards of cleaning in school and identify any additional cleaning measures.

Staff to bring in their own cups and utensils. All utensils are thoroughly cleaned before and after use. The dishwasher should not be used.

Learners to limit the amount of equipment they bring into school each day to essential such as lunch boxes, coats, books, and stationery.

Avoid unnecessary sharing of resources especially where this does not contribute to learner education and development.

Provide antibacterial wipes for each class teacher for wiping surfaces as required.

Ensure cleaners resources are adequate and door handles, doors, toilet space, table tops, consideration of cleanable temporary coverings for soft floor finishes (**nursery and reception classrooms only**).

Floor activities to be limited (**primary school only**).

Ensure good ventilation in classrooms where possible by opening windows and doors (unless fire doors).

Ensure at least 2 boxes of tissues per classroom and parents/carers encouraged to send their children in with own tissues.

Hand sanitiser stations to be available.

Temporary suspension of soft toys (**primary school only**) and upholstered furniture in frequently used spaces.

Ensure playground equipment is safe to use and that risks from any damaged or defective equipment are addressed before opening (**primary school only**).

Signing in to be contactless throughout all academies.

Placement of tape or spots marking to reinforce importance of maintaining social distancing.

			<p>Ensure school kitchens comply with the Guidance for Food Businesses on Coronavirus (COVID-19).</p> <p>Educational visits should not take place.</p>
Inadequate toilet provision	Low	Outdoor portaloos will be available, easily accessible to outdoor zones to reduce unnecessary movement into the building.	<p>Additional portaloos with sanitiser will be provided, where necessary, and are appropriately signed.</p> <p>Out of lesson visits to washrooms to be discouraged with consideration to limiting the number of learners using the washrooms at any one time. This communicated to learners and staff during induction.</p> <p>Portaloos to be key access only and locked during lessons to avoid people inadvertently contaminating by not being part of the designated 'bubble'.</p> <p>Where appropriate queuing will be supervised by a member of staff or at least numbers waiting managed by a member of staff.</p> <p>Barrier tape to be used to prevent over-crowding.</p> <p>Posters on toilet doors as visual reminders for social distancing.</p> <p>Regular cleaning to be carried out between each cycle of use and frequent checks made of the toilets to ensure cleanliness and hygiene throughout the day.</p>

<p>Learner, member of staff or someone in their household has Coronavirus (COVID-19) symptoms.</p>	<p>Medium</p>	<p>All staff understand the symptoms of COVID-19 and the NHS Test and Trace process and how to contact their local Public Health England Health Protection Team.</p>	<p>Learners or staff that have travelled abroad: to be referred to the current government guidance on quarantine and they must not come into the academy.</p> <p>Contact with a symptomatic learner or learner who has a positive test at the academy:</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the learner can walk or cycle home.</p> <p>If alternative arrangements to transport them home need to be made, the local authority may be able to source a suitable vehicle to transport the learner. The driver must be informed that the learner has developed symptoms/tested positive.</p> <p>Rapid testing programme:</p> <p>Designated staff will receive appropriate training in order to facilitate this.</p> <p>We will ask all staff of our primary schools and all staff and learners of our secondary academies to take a lateral flow test twice-weekly (please refer to our separate Lateral Flow Testing risk assessment containing the required controls we are implementing) to help identify anyone that may be developing the virus, so they can isolate early.</p>
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We will provide staff, parents/carers and learners (as appropriate to the learner's age) with a privacy notice and a consent form, so they can consent to testing.

Staff will be offered 2 lateral flow tests per week, for use at home. Staff with a negative LFD test result can continue to attend school or nursery and use protective measures.

Learners will be offered **3 lateral flow tests**, taken onsite at the academy **3 to 5 days apart**, as they return **from 8 March** in line with the academy's reopening plans. Learners can return to school after their first negative test result.

Learners will be offered **2 lateral flow tests** per week thereafter, to take **at home**.

If a learner receives a positive lateral flow test result **at the academy**, they must self-isolate in line with current [government guidance](#). We will follow the same steps (laid out below) as if that learner/staff member were displaying symptoms.

Transition to testing at home (self-test): academies to distribute test kits to learner who are responsible self-swabbing and self-reporting to NHS Test & Trace and the academy (or with parent/carer support where appropriate).

The test should ideally be done in morning of a school day and the spacing should be such that provides adequate testing coverage during the school week for e.g. *an ideal regime would be for*

testing on Monday and Thursday mornings at home prior to school start. In the event of a positive result from self-testing, the participant is required to book a Confirmatory PCR test.

Testing at home does not infer the same constraints so a habit of testing routinely 3-4 days apart is recommended.

The move to self-test has been tailored to each institution and the specific needs of its learner population, but should **not** be before the three tests in ATS mode for Test on Return.

Retention of ATS: All academies are advised to retain a pared-down on-site testing facility on an ongoing basis to assist learners who are unable to swab at home.

If a learner or staff member receives a positive lateral flow test result **at home**, they must self-isolate in line with the [stay-at-home guidance](#) and will also need to take a 'standard' coronavirus (PCR) test to confirm their result. Any members of their household, should self-isolate in line with the latest government guidance.

As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school.

			<p>We will keep accurate records of all test results, and only share health records with the relevant people.</p> <p>Learners and staff must report their home test results to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. They should also share their test results with the school/academy (both home tests and PCR tests), to help with contact tracing.</p> <p>We won't need to see evidence of a negative test result in order to allow staff and learners to attend school.</p> <p>All staff and learners will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>Dealing with a coronavirus outbreak</p> <p>The academy will work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within 14 days.</p>
Learners who are shielding or self-isolating	Low	There will be far fewer learners being advised to shield whenever community transmission rates are high. Majority of learners are able to return to the academy.	A small number of learners will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19).

			<p>Shielding advice for all adults and children. See current advice on shielding.</p> <p>If rates of COVID-19 rise locally, learners (or family members) may be advised to shield during the period where rates remain high.</p> <p>Where a learner is unable to attend because they are complying with clinical or public health advice, academies should immediately offer access to remote education and monitor engagement with this activity as set out in the action for all schools and local authorities section.</p>
<p>Confirmed cases of coronavirus (COVID-19) amongst academy community.</p>	<p>High</p>	<p>All staff are aware of what action to take when they become aware that someone who has attended has tested positive for COVID-19.</p> <p>Implementation of Lateral Flow Testing.</p>	<p>Immediate contact to be made with the DfE via their Helpline on 0800 046 8687 (option 1).</p> <p>DfE will carry out a rapid risk assessment to confirm close contacts and ensure they are asked to self-isolate.</p> <p>If required, the DfE will escalate the academy's call to the PHE local health protection team.</p> <p>Based on their advice, send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> – direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face

conversation, or unprotected physical contact (skin-to-skin).

- **proximity contacts** - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.
- travelling in a small vehicle, like a car, with an infected person

Ensure a record is kept of learners and staff in different groups.

A template letter will be provided to academies, on the advice of the health protection team, to send to parents/carers and staff if needed.

Academies must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

If there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected continue to work with the DfE team who will escalate this to PHE and advise if additional action is required.

PHE will provide definitive advice on who must be sent home.

Report positive result(s) and any action(s) taken regarding bubbles to Education Team, Dudley Council.

Academy to update outcome of test result on MS Forms in case it is need for future case or outbreak management.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and they should get a test.

Academies should not request evidence of negative test results or other medical evidence before admitting learners or welcoming them back after a period of self-isolation.

IMPORTANT: PCR Testing should not be arranged unless someone develops symptoms of coronavirus or they have received a positive lateral flow test result at home. The most important symptoms are:

- A new continuous cough.
- A high temperature.
- A loss of, or change in, their normal sense of taste or smell.

The PHE local health protection team will contact academies directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the academy - as identified by NHS Test and Trace.

<p>Staff do not report sickness</p> <p>Staff are unwell but attend school</p> <p>Staff absence increases</p>	<p>Low</p>	<p>National Guidelines: People who feel unwell: People who feel unwell should stay at home and should not attend work.</p>	<p>Communicate to staff the importance of continuing to follow national guidelines.</p> <p>Remind staff to report immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and to follow medical advice immediately.</p> <p>In light of staff absence:</p> <ul style="list-style-type: none"> – School will supply cover where possible including cover supervisors, rota staff and agency staff to cover lessons, as well as senior leadership team staff. – TAs and HLTAs for SEND learners, parents/carers will be informed where upon school is unable to provide safe ratios to support key learners – parents/carers will be asked to keep child at home. <p>Where it is necessary to use supply staff those individuals are expected to comply with the academy’s arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and learners.</p>
<p>Local area sees a spike in infection rates resulting in localised community spread and temporary closure of school.</p>	<p>Medium</p>	<p>The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice.</p>	<p>Ensure robust contingency plan is developed to include:</p> <ul style="list-style-type: none"> – Checking and updating learner and parent/carer contact details. – Immediate access to remote education resources.

			<ul style="list-style-type: none"> – Remote learning plans for individual or groups of self-isolating learners. – School remaining open for vulnerable learners and learners of critical workers only. – Immediate access to laptops, tablets and 4G wireless routers to support vulnerable and disadvantaged learners. – Provision of printed resources, such as textbooks and workbooks, for learners who do not have suitable online access. – Consider the allocation of responsibilities, duties and cover arrangements during a pandemic including who would take key decisions in the event of leadership team absence. <p>Dudley Academies Trust is actively promoting use of the new NHS Test and Trace app.</p> <p>Government guidance on the new Local Alert Levels system can be found here. Supervised activities, training and education for learners can continue to operate at all alert levels both inside and outdoors. This includes primary settings.</p> <p>The local COVID alert level can be checked here.</p>
<p>Ineffective social distancing creating further spread and infection of the virus.</p>	<p>Medium</p>	<p>Bubbles provide an additional protective measure and make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.</p>	<p>Breakfast and after-school clubs – you should be resumed for learners, where this provision is necessary to:</p> <ul style="list-style-type: none"> – Support parents/carers to work

- Allow parents/carers to attend education or a support group, or access medical care
- Support learners' wider education and training
- Provide support for vulnerable learners

Where learners are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.

We will keep learners in their bubbles for most of the classroom time, but will allow mixing in wider groups where necessary (e.g. to deliver specialist teaching).

Classrooms to be adapted to support distancing where possible including removal of any unnecessary furniture to create more space and ensure teachers maintain adequate space away from learners when teaching.

Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from learners and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.

Any learners with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will

be rigorous about hand washing and respiratory hygiene.

Supply teachers, peripatetic teachers and other temporary staff and volunteers will be told to minimise contact and maintain as much distance as possible from other staff. These staff will also participate in the academy's rapid testing programme, as outlined for other staff/learners above.

Specialists, therapists, clinicians and other support staff for learners with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.

Note: Social distancing does not apply to younger children in primary schools and in early years' settings however, contact between learners will be minimised wherever possible.

Primary School only - In learning lounge and after school groups taking place staff will ensure they maintain a 2 metre distance if the learners are outside their class bubble and ensure there will be limited interaction. Learners will sit in their bubbles or sibling groups with distance being maintained.

Limit interaction, sharing of rooms and social spaces between groups/ 'bubbles' as much as possible.

			<p>All adults should try and keep their distance from learners and other staff as much as they can, ideally staying at the front of the class and 2 metres from other adults.</p> <p>Avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>
<p>Staff resource challenges and low learner attendance</p>	<p>Medium</p>	<p>Rules on mandatory school attendance applies including:</p> <ul style="list-style-type: none"> – Parents/carers duty to secure that their child attends regularly at school where the child is a registered learner at school and they are of compulsory school age. – Schools’ responsibilities to record attendance and follow up absence. – The availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct (this will be reviewed on a regular basis). <p>Where a learner is not able to attend school as parents/carers are following clinical and/or public health advice, absence will not be penalised.</p>	<p>Academies to communicate clear and consistent expectations around attendance.</p> <p>Clinically extremely vulnerable staff – staff who are shielding should continue to stay at home, even if they’ve received the vaccine</p> <p>Clinically vulnerable staff – can come into school if they can’t work from home. If in school, they must follow the academy’s protective measures in place.</p> <p>Staff who may be otherwise at increased risk of coronavirus – those at particularly high risk because of a range of underlying health conditions should now have been included in the clinically extremely vulnerable category and will be receiving a letter to confirm this. Others that may feel at increased risk (such as BAME staff) can come into school if they can’t work from home. Consider putting specific protective measures in place (you may want to complete individual risk assessments to help with this).</p> <p>For other staff, there have been no changes to the arrangements previously in place but we’ve</p>

taken the opportunity to add a reference to the [government guidance for pregnant employees](#).

Ensure EHCP plans can be delivered and learners risk assessed and reasonable endeavour conversations and planning paperwork completed and shared with parents/carers to ensure appropriate support is made for learners with SEND.

Risk assessments to be undertaken for all vulnerable learners and regular discussions to take place to address any issues or concerns.

The Foreign & Commonwealth Office (FCO) advises against all non-essential international travel for an indefinite period. Latest guidance on [social distancing](#) also recommends avoiding all non-essential domestic travel and use of public transport, where possible.

Any member of staff should read the [latest health advice](#) and follow [guidance for travellers](#) to reduce risk of exposure to COVID-19. Also consult PHE [Public Health matters guidance](#) before travelling.

Any member of staff who is required to quarantine and is unable to report for work must follow the Trust's absence reporting procedure. Provision of sick pay for periods of quarantine, where a member of staff has travelled abroad voluntarily and could have avoided the consequent of quarantine restrictions, will be

			<p>decided on a case by case basis. Individual circumstances to be referred to Laura Round, Senior HR Adviser.</p> <p>Ensure access to remote learning for any learner who is unable to attend school because they are complying with clinical and/or public health advice.</p> <p>Any concerns regarding high incidence of COVID-19 related absences to be reported to Dudley Council's Public Health Children and Young People's Team for advice at cypsteam@dudley.gov.uk.</p> <p>Board of Trustees regular review of attendance figures.</p> <p>Critical programming and upskilling may be required to ensure sufficient resource to deliver the curriculum.</p> <p>Review first aid and fire risk assessments to ensure sufficient first aid cover is on site at all times and suitable fire wardens/marshals are on site to react to any emergency occurring.</p>
<p>Practical lessons in Schools including music and physical activities.</p>	<p>Low</p>	<p>All learners are able to access a broad, balanced and ambitious curriculum. Current DfE guidance allows learners to 'break' the 'bubble' in order to access specialist teaching, for example in science or design and technology</p>	<p>Ensure that all practical lessons are risk assessed and reviewed regularly.</p> <p>Practical Science</p> <p>The following extract from the DfE Guidance for full opening: schools, 1st October 2020:</p> <p><i>'Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options,</i></p>

and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding learners in one group residentially and another during the school day.'

Refer to [CLEAPSS Supporting Practical Science, D&T and Art](#) for a list of factors to be considered when planning for practical work in Science.

Physical Activity, Drama and Music Teaching

We will follow the government's [guidance](#) for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.

Learners should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.

Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid

			<p>the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will only take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person.</p> <p>We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the academy. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between learners will be maximised as much as possible.</p> <p>For team sports, we will follow the government guidance on team sport. We will not compete with other schools until wider grassroots sport for under 18s is allowed.</p>
PPE	Low	The majority of staff in education settings will not require PPE beyond what they would normally need for their work.	<p>Face coverings</p> <p>Primary schools: it's now recommended that staff and visitors wear face coverings where social distancing between adults isn't possible (e.g. corridors and communal areas)</p>

Secondary academies:

Everyone will be asked to wear face coverings in classrooms or during activities, if social distancing can't be maintained (in addition to corridors and communal areas), unless they're exempt from wearing one.

Taking this precaution will help reduce the risk of catching and spreading the virus. **Important - if the risk rating decreases locally we may revert to the original steps below.**

Non-medical or fabric face coverings/masks to be worn by **all learners (excluding primary learners), staff parents/carers and visitors** as they move around the academy and spend time in communal areas where social distancing is difficult to maintain such as corridors. This means:

Parents/carers are asked to wear face coverings:

- On the academy site when dropping off and picking up children (where applicable).
- If they need to access the main academy reception area for any reason.
- If for any reason they need to access a classroom or corridors in the academy.

Staff:

- In the playground when parents/carers are dropping off or collecting children (where applicable).

Other visitors:

- When accessing the main reception.
- If they are unable to keep a safe 2 metre distance from other people when working on site.

All staff and learners encouraged to add a cloth face mask for extra protection when wearing a plastic face shield.

Face shields used without a mask should wrap around the sides of the wearers face and extend to below their chin. **Face shields worn without a mask underneath could be a significant hazard to others.**

Exemptions may be granted where it is not suitable for individuals to wear a mask such as anyone with underlying health conditions.

Parents and carers to provide their child with an appropriate face covering. **Face masks to be plain colour.**

Specific guidance on how to use a mask safely to be provided to all learners on their induction day.

Anybody struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, ensure a small contingency supply is available to meet such needs.

No-one should be excluded from education on the grounds that they are not wearing a face covering.

Consistent with WHO's advice, schools should take additional precautionary measures in areas where the transmission of the virus is high. These areas are defined as areas of [National Government Intervention](#).

Where a learner becomes unwell, with symptoms of coronavirus, at school the supervising adult must wear PPE if they cannot maintain a 2 metre distance.

Face coverings are required at all times on public transport (for children aged 12 and above) or when attending a hospital as a visitor or outpatient.

Use of wider public transport to be kept to an absolute minimum. Families using public transport should refer to the [safer travel guidance for passengers](#).

Learners informed not to touch the front of their face covering during use or when removing them. Further guidance on face coverings:

- [Safe working in education, childcare and children's social care provides](#)
- [Face coverings in education settings](#)

Learners and staff to be reminded to wash their hands immediately on arrival to the academy and dispose of temporary face coverings in a covered

			<p>bin or place reusable face coverings in a plastic bag they can take home with them and wash their hands again before heading to their classroom.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Staff encouraged to consider car sharing to avoid public transport ensuring they:</p> <ul style="list-style-type: none"> – Share the vehicle with the same person each time. – Optimise distance between people in the vehicle, for example by the passenger sitting in back left-hand seat of a car. – Wear a face covering. – Clean door handles and other areas that people may touch between journey using gloves and standard cleaning products. – Avoid physical contact and have good ventilation (keep the car windows open). <p>Promote safe cycling routes. Staff, Parents/carers and learners encouraged to walk or cycle to school if at all possible.</p>
Moving around academy	Low	Staff will supervise this as a matter of course to avoid learners clashing with others within the school.	<p>All academies to consider their own logistics for movement around the building and constantly review plans regarding circulation and zoning.</p> <p>Staggered start times to enable more journeys to take place outside of peak hours.</p>

Consider different entrances/exits for all year groups.

Request that only one adult comes onto the school site in order to help maintain effective social distancing between parents/carers.

Communicate agreed process for drop off and collection to parents/carers including to be prompt, not loiter outside the academy and coming onto site without an appointment is not allowed.

Gatherings are not permitted to include within 5 metres of entrance and exits to the academy premises.

Expressed permission is required for any visitors to the building.

Ensure reception is closed within reason so no admittance to visitors. Some visits/contact may be required – local strict management of this to be in place.

Any visitors to the school/academy, such as contractors, to be informed of site guidance on physical distancing and hygiene on or before arrival to site and a record of all visitors should be kept. Where possible, visits outside of school hours should be arranged.

Learners will remain in social bubbles throughout the day and move around the site isolated from

other bubbles. Movement around the school site should be kept to a minimum.

Staggered break times and lunch times.

Allotted time to be given for cleaning surfaces in the dining hall between groups.

Teachers are permitted to move between bubbles however should minimise movement if and where possible.

Seek to reduce any staff mixing with more than one bubble with careful consideration given to breaks and lunch time to facilitate staff breaks without potential transmission across groups.

Playgrounds will be zoned and each class will only be allowed to play within its own zone.

Increased cleaning regimes to manage any potential risk in high traffic points including:

- Any outside equipment – focusing efforts on plastic or metal surfaces (it is not practical to disinfect entire large playground structures, and is not proved to reduce risk of COVID-19 – cleaning and disinfection of wooden play structures, benches and tables etc. is not recommended).
- Entry and exit points such as gates.
- Seating areas such as benches and picnic tables.
- Refuse areas/bins.

			Use of staff rooms to be minimised.
Increased incidences of poor behaviour and social, emotional and mental health concerns.	High	<p>Learners are expected to adhere to strict safety measures.</p> <p>The DfE guidance states “We expect school leaders and teachers to consider their learners’ mental health and wellbeing and identify any learner who may need additional support so they are ready to learn and assess where learners are in their learning, and agree what adjustments may be needed to the school curriculum.</p>	<p>Communicate behaviour expectations to staff, learners, parents and carers to ensure they are clearly understood and consistently supported. Learners will be reminded of these throughout each day.</p> <p>Parents/carers will be contacted for any learner that is unable or unwilling to adhere to new restrictions and/or social distancing while at school.</p> <p>A risk assessment will be undertaken for each identified learner where there are concerns over their ability or willingness to adhere to new restrictions and/or social distancing while at school. This will advise whether it is safer for learner to be at the academy or at home. This will be discussed with parents/carers.</p> <p>Consider temporary adjustment to SE protocol exclusion to be temporarily brought forward regarding learners posing risk to other learners/staff.</p> <p>Social distancing in place in SE.</p> <p>Consultation with teachers to consider seating plans with regards to the return of learners to mitigate behavioural issues and learning difficulties with regards to hearing and sight impediments.</p> <p>Consider communication tools for teachers to quickly escalate issues within classrooms with</p>

			<p>regards to sickness and behaviour so the learner can be promptly and safely removed from the environment.</p> <p>Planned activities to support the social, emotional and mental health needs of all learners focused on identifying learners that may have been effected by the wide nature of the lockdown period and COVID-19 crisis in general.</p> <p>SLT will ensure provision is in place to help protect wellbeing and mental health, and ensure all staff and learners have access to appropriate support.</p> <p>Consultations with school community nurse to support the health and wellbeing of learners including anxiety, bereavement, sleep issues, additional and complex health needs.</p> <p>Additional wellbeing support available for both learners and staff including the Education Support Partnership free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>Learning is differentiated according to need.</p> <p>All academies encouraged to take part in the Government Wellbeing for Education Return programme.</p>
Vulnerable learners and learners with SEND do not receive appropriate support	Medium	Learners with SEND and those concerned about returning to school are well supported.	Appropriate planning is in place to support the mental health of learners returning to school.

			<p>Agree what returning support is available to learners with SEND in conjunction with families and other agencies.</p>
<p>Increased number of safeguarding concerns reported after lockdown.</p>	<p>Low</p>	<p>Safeguarding remains of the highest priority and practice.</p>	<p>All staff will continue to have appropriate regard to Keeping Children Safe in Education 2020 (KCSIE) and the Department for Education's guidance on Coronavirus (COVID-19): Safeguarding in Schools, Colleges and Other Providers and these will remain in force throughout the response to coronavirus (COVID-19).</p> <p>Agree safeguarding provision to be put in place to support returning learners.</p> <p>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns.</p> <p>Follow up any referrals made by staff swiftly, while maintaining social distancing.</p>
<p>Revised fire and lockdown procedures</p>	<p>Low</p>	<p>All staff, learners and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to the following:</p> <ul style="list-style-type: none"> – Health and Safety policy. – First Aid policy. – Behaviour policy. – Staff absence reporting procedures. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<p>Check all firefighting equipment, signs and emergency lighting operates as it should.</p> <p>Fire plans to be reviewed and ensure sufficient Marshalls are adequately briefed.</p> <p>New assembly points will need to be allocated for each 'bubble' – these will observe social distancing measures.</p> <p>Ensure existing PEEPs remain valid and have been amended where necessary, all staff, relevant learners, parents and carers are informed of the changes.</p>

			<p>New PEEP's will be delivered where necessary.</p> <p>Clear evacuation routes and designated year group fire assembly points will be assigned to ensure social distancing is maintained where possible.</p> <p>New evacuation procedures will be added as an addendum to current policy and will be shared with staff and learners at their respective induction sessions.</p> <p>Staff to be reminded to ensure they follow social distancing and support learners in doing so.</p> <p>Year group fire drills to be executed on return to school to help avoid cross contamination across bubbles.</p> <p>Whole school fire drills temporarily suspended until such time that COVID measures are lifted.</p>
Trust Reputation	Low	Strategic marketing plan to be in place to proactively communicate to staff, parents/carers and learner's health and safety measures and safeguarding that is being implemented Trust wide for the safety of all.	<p>Regular communications via briefings, social media updates, letters and websites.</p> <p>Continued development of Trust and academy websites to include a COVID-19 area inclusive of all communications, risk assessments and government updates.</p> <p>Parent/Carer Question and Answers page created on Trust and academy websites.</p> <p>Principal to share risk assessment with all staff.</p> <p>Parents/carers notified of risk assessment plan and shared with parents/carers via website.</p>

Ensure clear and consistent communication with parents/carers regarding expectations around school attendance and provide reassurance of the measures in place to reduce the risk in school.

Information sheet distributed to all parent/carers outlining what to do if their child develops symptoms, together with COVID-19 related quick reference absence guide for parents/carers and staff.

Provide opportunities for parent's/carers to feedback any remaining concerns/anxieties they may have regarding reopening.


Compliance updates issued to all staff to include wearing of cloth face masks, face shields and social distancing.

Consistent evidence of school cleaning regimes if to be called upon.

Management of sickness and behavioural issues for the protection of the learners.

All contingency plan measures shared with the Board of Trustees.

Assessor's Comments	
<p>This is completed to the best of my knowledge in these unprecedented times. I have assessed the risks I see at this time, however, as a school leader, I cannot guarantee the full and total safety of the children and staff at these times.</p>	

Name of assessor - Principal	Signature of assessor	Date
Sukhjot Dhani		03/03/21

Name of School Business Manager	Signature of manager	Date
Maxine Young	<i>M. Young</i>	03/03/21