

Name of Academy	Denham Green E-ACT Primary Academy
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Introduction

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September

The priority is for schools to deliver face-to-face high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

This risk assessment is based on government guidance prepared in accordance with the Department of Health and Social Care (DHSC) and Public Health England (PHE).

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

We must comply with health and safety law and put in place proportionate control measures. We must regularly review and update our risk assessments - treating them as 'living documents', as the circumstances in schools and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

School employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school compliant with guidance. General information on how to make a workplace compliant, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the [HSE guidance on working safely](#).

This risk assessment checklist/tool is based on Government guidelines on COVID-19 as at 17th August 2021 and is provided to help schools to prepare and decide arrangements for an increased number of children attending/returning to school. Sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonable practicable level.

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

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

Core Principles

Mixing and “bubbles”

We no longer recommend that it is necessary to keep children in consistent groups (‘bubbles’).

This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in school from the Autumn term.

As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and we no longer need to make alternative arrangements to avoid mixing at lunch.

We have made sure our contingency plans/outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

Tracing Close Contacts and Isolation

The Academy will only need to do contact tracing up to and including the 18th July.

Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parents specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

Individuals are not required to self-isolate if they live in the same household as someone with Covid-19, or are a close contact of someone with Covid-19 and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

Staff who do not need to isolate, and children and young people aged under 18 years and 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

The Academy will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

Face Coverings

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.

The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come in to contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.

E-ACT continues to support staff and students who may choose to continue to wear a face covering

In circumstances where face coverings are recommended

If we have a substantial increase in the number of positive cases, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).

Our outbreak management plans cover this possibility. In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.

Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings. We have a duty to make reasonable adjustments for disabled pupils to support them to access education successfully.

Where appropriate, we will discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual. No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.

Stepping Measures Up and Down

The Academy have contingency plans (sometimes called outbreak management plans), outlining what we would do if children, pupils, students or staff test positive for COVID-19, or how we will operate if we were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in school should only ever be considered as a last resort, kept to the minimum number of pupils or groups possible, and for the shortest amount of time possible.

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the [contingency framework](#).

The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

Systems of Controls

1. Ensure good hygiene for everyone

- a. Frequent and thorough hand cleaning will now be regular practice. We will continue to ensure that pupils and staff clean their hands regularly. This can be done with soap and water or hand sanitiser.
- b. The “catch it, bin it, kill it” approach continues to be very important.
- c. Most staff in school will not require PPE beyond what they would normally need for their work.

2. Maintain appropriate cleaning regime, using standard products such as detergents

- a. We have put in place and maintain an appropriate cleaning schedule. This includes regular cleaning of areas and equipment (for example, twice a day) with a particular focus on frequently touched surfaces.

3. Keep occupied spaces well ventilated

- a. When the Academy is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.
- b. We will identify any poorly ventilated spaces as part of our risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.
- c. Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Where mechanical ventilation systems exist, we will ensure that they are maintained in accordance with the manufacturers' recommendations.
- d. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). We will balance the need for increased ventilation while maintaining a comfortable temperature.
- e. The DFE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.

4. Following Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19

When an individual develops COVID-19 symptoms or has a positive test. Pupils, staff and other adults will follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in the school develops [COVID-19 symptoms](#), however mild, we will send them home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they will be left in a room on **their own if possible** and safe to do so. A window will be opened for fresh air ventilation if possible. Appropriate PPE will also be used if close contact is necessary. Further information on this can be found in the [use of PPE in education, childcare and children's social care settings](#) guidance. Any rooms they use will be cleaned after they have left.

The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Asymptomatic testing

Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

Over the summer, staff continued to test regularly if they were attending the Academy when open, such as summer schools and out of school activities based in school settings. School provided tests for twice weekly asymptomatic testing for staff over the summer period if they were attending school settings. However, testing was still widely available over the summer and kits could be collected either from a local pharmacy or ordered online.

The setting commenced twice-weekly testing for all staff from 3 working days before the start of term, and will continue to test twice weekly at home until the end of September, when this will be reviewed.

Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

There was no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the Autumn term when they start at their secondary school as a new year 7.

Confirmatory PCR tests

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

Additional information on [PCR test kits for schools and further education providers](#) is available.

Version Control

Version No.		Date Published
1	Original	29.08.2021
2		
3		
4		

Consultation

Consulted With	Date and How	Comments
Staff	2 nd September via email to all staff	
Parents	Emailed to academy ambassadors and posted onto school website 2/9/21	
Unions	Emailed to union representative on 2 nd September	

Government Guidance

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

Links to DfE Guidance

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

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

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

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>

<https://www.cibse.org/coronavirus-covid-19>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/get-coronavirus-test>

<https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

<https://www.gov.uk/government/publications/school-attendance>

<https://www.legislation.gov.uk/uksi/2021/582/contents>

<https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

<https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries>

<https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note>

<https://get-help-with-remote-education.education.gov.uk/safeguarding>

<https://www.gov.uk/government/publications/education-recovery-support>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents>

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Lack of certainty over returning numbers	<p>Planning for mandatory full attendance for all pupils from September 2021</p> <p>Support for pupil/parent anxiety about return to school and vulnerability to COVID-19</p> <p>.</p> <p>All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Letter to parents regarding return to school sent in July and again September.</p> <p>Letter sent home about return to school including timings and mandatory full attendance of all.</p> <p>Phone calls to more anxious parents/carers on INSET days to remind them of support available.</p>	<p>CN / RH</p> <p>CN / RH</p> <p>CN</p>
Number of staff available is lower than that required to teach classes in school	<p>The health status and availability of every member of staff is known and is regularly updated including the initial review of staff who had previously been identified as vulnerable including clinically extremely vulnerable, clinically vulnerable and pregnant staff.</p> <p>CEV people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take and be encouraged to update/complete a personal risk assessment,</p>	<p>Yes</p> <p>Yes</p>	<p>Reviewed on INSET days and offer individual risk assessments to all staff.</p> <p>Line managers to advise individual risk assessments and to undertake these. Make arrangements for CEV staff to not attend assemblies/large gatherings where possible.</p>	<p>CN and line managers</p> <p>CN and line managers</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>All staff who have received previously a 1:1 risk assessment are offered a review especially where they have previously been identified as someone who was to work from home.</p> <p>All staff have been offered a new or updated Wellness Action Plan</p> <p>Flexible and responsive use of professional services and pastoral staff to supervise classes is in place.</p> <p>Contingency planning in place and additional resource identified and budgeted.</p> <p>Support all staff in attendance for vaccination sessions even during term time</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. The school should be able to explain the measures they have in place to keep staff CEV staff safe at work and should be recorded in appropriate 1:1 risk assessment</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Offer individual risk assessment to these staff to be completed in week 1.</p> <p>Offer Wellness action plan to all staff during INSET days.</p> <p>HLTA and pastoral manager can be used where necessary.</p> <p>Liaison with ROD and RED where necessary should additional resource be needed.</p> <p>Flexibility given where vaccination appointments are during the school day.</p> <p>Offer individual risk assessments to all. Catch it-bin it-kill it in place, ensuring good ventilation throughout the building and managing confirmed cases of COVID-19.</p>	<p>CN and line managers</p> <p>CN and line managers</p> <p>SM / RM</p> <p>CN</p> <p>CN</p> <p>CN</p>
<p>Testing capacity and reporting is in place in line with guidance</p>	<p>Ensure secondary pupils and all staff continue to test regularly if attending school sites during summer</p> <p>Ensure staff and students have access to or are aware of where they can access testing kits</p> <p>Ensure awareness of calling NHS Test and Trace on 119 for issues and queries about the supply, ordering and delivery of test kits.</p>	<p>Yes</p> <p>Yes</p>	<p>Remind staff to test twice weekly- reinstate calendar entry to remind staff.</p> <p>Remind staff on INSET days that they can collect testing kits from office.</p> <p>Office staff to keep track of stock levels and call as appropriate.</p>	<p>BH</p> <p>CN</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Confirm prior to start of year that testing facility has been set up and established on the school site	Yes	N/A as primary	CG
	Ensure asymptomatic testing site is maintained in secondary schools to support student testing for those who cannot do this at home	N/A	N/A as primary.	N/A
	Ensure appropriate staffing identified to support the testing site. Liaise with ROD if this will require external staffing resource.	N/A	N/A as primary.	N/A
	Ensure consent is obtained for all new students. Consent is not required for existing students if previously provided	N/A	N/A as primary.	N/A
	Plans in place to ensure secondary pupils receive two on site Lateral Flow Tests, 3-5 days apart on return in Autumn term. Schools have the option to test new Year 7 students prior to the start of term.	N/A	N/A as primary.	N/A
	Ensure secondary pupils and all staff continue twice weekly home testing until end of September		Deputy Head informed all staff 30/9/21	
	In the case of a positive Lateral Flow Test people should be advised to isolate and take a PCR test. If the PCR test is taken within two days of the positive LFT and is negative, it overrides the LFT and the person can return to school as long as no Covid symptoms.	Yes	Headteacher to remind all staff on the INSET days.	BH CN
	Ensure understanding of the new Track and Trace requirements through the NHS. If some exceptional circumstances schools may be required to support with tracing	Yes	Headteacher to remind all staff on the INSET days.	CN
		Yes		

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance	<p>Clear signage displayed across the Academy promoting hygiene.</p> <p>Hand washing and sanitiser facilities identified for each learning area. Additional items required installed.</p> <p>Ensure offices/classrooms and large occupancy venues are well ventilated and occupancy remains limited, where required:</p> <ul style="list-style-type: none"> ▪ Mechanical ventilation systems adjusted to increase ventilation rate where possible ▪ Natural ventilation – opening windows (these should be opened more fully during breaks) ▪ Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Refresh signage during first week back.</p> <p>Hand wash topped up as well as sanitiser being made available in each room. Reminders to keep windows and doors open as much as possible. SLT to reinforce this when dropping in.</p> <p>Any rooms with no natural ventilation will have a maximum occupancy of one person.</p>	<p>SL / MS</p> <p>VF</p> <p>CN / SL</p> <p>CN / SL</p>
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	<p>As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A standard guide to the risk assessment and operating procedures pre-opening will be provided by the Trust to complement local communications.</p> <p>A parental version of the final Risk Assessment (above) is made available, published on the web site and a mechanism to record and implement any parental feedback is in place.</p> <p>Consider parent and pupil handbooks or briefings reflecting changes to usual school policy</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Updates to be texted out and also emailed as well as put onto the website to reach as many parents/carers as possible.</p> <p>Risk assessment to be put onto website and shared with Denham Green/s academy ambassadors.</p> <p>Children to be briefed in assembly on day 1.</p> <p>A reminder sent to parents/carers about how to arrange a test for COVID-19 if they/their child is symptomatic to be done via the September opening newsletter.</p>	<p>RH</p> <p>CN / RH</p> <p>CN</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Advice is made available to parents on arrangements testing for COVID-19	Yes		CG
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website and verbally. Community languages are considered.	Yes	Messages delivered via newsletter, email and on Website.	RH
	Clear procedures in place where a child falls ill whilst at school in line with this guidance.	Yes	Reminder sent about procedures in September opening newsletter.	CG
	Ensure isolation room identified which is in a location close to the main exit to limit transmission risk when transporting students.	Yes	Isolation room is medical room along corridor from main exit.	CN
	Ensure contact details of families are up to date.	Yes	This will be done via home school agreements that will be sent home in the first week.	RH/CG
	Immediate notification to absent@e-act.org.uk in every case where a student/staff is symptomatic	Yes	Headteacher and deputy headteacher to continue to email absent@e-act.org.uk regarding anyone symptomatic.	CN/BH
	In the case of a positive Lateral Flow Test people should be advised to isolate and take a PCR test. If the PCR test is taken within two days of the positive LFT and is negative, it overrides the LFT and the person can return to school as long as they are not displaying COVID symptoms.	Yes	Reminder sent to parents/carers about what to do in the case of positive LFT within the September opening newsletter.	CG
	Ensure understanding of the new Track and Trace requirements through the NHS. In some exceptional circumstances schools may be required to support with tracing.	Yes	Denham Green to continue to track and trace any visitors and staff who work across the school.	RH
	If a parent or carer insists on a pupil who has tested positive or should be isolating, attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is		Denham Green will refuse entry if a child has tested positive and will liaise with RED/ROD/Sammie Orchard as necessary.	CN

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.	Yes		
Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place	<p>Ensure message around staying home if ill is reinforced.</p> <p>Clear communication around hygiene guidance.</p> <p>Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Reminders sent in all newsletters, via email and on the Website.</p> <p>SM to call individual families where COVID-19 is a high risk factor within the family to see if any further support can be provided.</p>	<p>RH</p> <p>SM</p>
Removal of face coverings (where staff/students choose to continue wearing a face covering)	<p>Clear process communicated to adults/pupils on removal of face coverings</p> <p>Ensure access for adults/pupils to clean hands after touching and safe storage in sealable plastic bag</p> <p>Ensure adults/pupils are aware not to touch front of face when removing, dispose in "black bag" waste bins, use sealable plastic bag for storage</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Plastic sealable bags to be ordered to support the storage of face coverings. Communicated on INSET day to staff and in assembly to pupils.</p> <p>Each classroom has hand washing facilities that can be used.</p> <p>Communicated on INSET day to staff and in assembly to pupils.</p>	<p>CG</p> <p>CN</p> <p>CN</p>
Daily attendance registers for new cohorts are not in place	School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.	Yes	<p>SM/CG to call any families where COVID-19 is a risk factor during the INSET days to see if any further support can be provided. Headteacher to send a reminder in September opening letter.</p> <p>All staff to complete registers in a timely fashion.</p>	SM/CG/CN

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Completion of school daily attendance registers</p> <p>Regular reporting and monitoring of attendance</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with the relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.</p> <p>Ensure appropriate checks and balances in place to ensure no code X students are on site during morning registration. This includes ensuring supply teachers are made aware and supported in identifying students.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>SM/CG to continue to monitor attendance and celebrate attendance in celebration assemblies.</p> <p>In place- RH/CG to continue to code this.</p> <p>Use code Y if unable to attend due to exceptional circumstances if abroad and in accordance with guidance.</p> <p>Registers are checked by RH, particularly for any X coded pupils. RH to make any supply teachers aware of these pupils.</p>	<p>All staff</p> <p>SM/CG/CN</p> <p>RH/CG</p> <p>RH/CG</p> <p>RH</p>
<p>Meals are not available for all children in school</p>	<p>Catering provider must complete separate risk assessment for catering staff and kitchens</p> <p>School must risk assess any of their own staff involved with catering provision.</p> <p>Alternative arrangements in place for provision of school meals if necessary</p>	<p>Yes</p> <p>N/A</p> <p>Yes</p>	<p>Catering risk assessment in place.</p> <p>N/A</p> <p>Pupils will eat in the dining hall in their key stages. Should pupils need to isolate</p>	<p>RH</p> <p>N/A</p> <p>CN</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Usual considerations in place for dietary requirements</p> <p>Provisions agreed for FSM students who may not attend academy due to self-isolating or shielding</p>	<p>Yes</p> <p>Yes</p>	<p>they will be provided with a hot lunch to take home.</p> <p>Dietary requirements notice in in place to the side of hot food trolley so kitchen staff are aware.</p> <p>Hot lunch will be available to be collected where eligible.</p>	<p>Kitchen staff and class teachers</p> <p>CN</p>
<p>School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19</p>	<p>Safeguarding remains highest priority and policy is updated to reflect changes.</p> <p>All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school.</p> <p>School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures,</p> <p>Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Safeguarding policy in place and is updated to reflect changes in KCSIE 2021. Safeguarding INSET on day 1 to share these updates.</p> <p>Safeguarding INSET on day 1 to share these updates.</p> <p>No changes to current policies required.</p> <p>Reminders given in classroom by class teacher on first day back.</p>	<p>CN</p> <p>CN</p> <p>CN/SM</p> <p>Class Teachers</p>
<p>Higher risk of increased disclosures from returning pupils</p>	<p>DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils.</p>	<p>Yes</p>	<p>Safeguarding team of 5 means enough staff are available to address any potential increase in disclosures from pupils.</p>	<p>CN</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision.</p> <p>Multi-agency arrangements in place to support early help</p>	<p>Yes</p> <p>Yes</p>	<p>Welfare checks to be in line with welfare check procedures. Work to be provided by class teacher either via work packs or on Class Dojo, and feedback given.</p> <p>Safeguarding team to continue to liaise with outside agencies.</p>	<p>Class teacher and safeguarding team</p> <p>Safeguarding team</p>
<p>Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school</p>	<p>Academy arrangements for dealing with pupil wellbeing .</p> <p>Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently.</p> <p>Provide focused pastoral support where individual issues are identified, drawing on external support where necessary.</p> <p>Ensure staff have access to new/updated Wellness Action Plan</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Mental health lead available for support, R&R curriculum and circle time as needed. Check-ins to continue to happen daily. Majority of staff are MHFA trained.</p> <p>Focussed pastoral support to be provided where needed. Liaison with other agencies.</p> <p>Wellness Action Plans to be made available to all staff- this will be communicated on the INSET day.</p>	<p>All staff</p> <p>SM</p> <p>CN and line managers</p>
<p>Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<p>Gaps in learning are assessed and addressed in teachers' planning.</p>	<p>Yes</p>	<p>Baseline assessments done in first fortnight after returning from summer holidays. Gaps in learning addressed in lessons and interventions.</p>	<p>CN and class teachers</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified.</p> <p>Exam syllabi are covered where appropriate</p> <p>Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning</p> <p>School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Home learning is in line with what pupils are learning at school and is available on Class Dojo. In the event that a teacher can teach via Teams online then this will occur.</p> <p>Interventions to address gaps in learning will take place and will either gap get or pre-teach as appropriate.</p> <p>Booster sessions provided by Academy Chain Mon-Thu for pupils in Y2-6/</p> <p>11 young carers have been identified and will be supported by teaching staff if they are unable to return to school. They will also receive regular check ins from the SM and class teacher.</p>	<p>CN and class teachers</p> <p>CN and class teachers</p> <p>SM and class teachers</p>
School unable to meet full provision required in line with EHCP	<p>Review individual pupil's EHCP to consider what can reasonably be provided whilst in school</p> <p>Access support through health and social care offer, local authorities, health professionals, regional schools' commissioners and other services</p>	<p>Yes</p> <p>Yes</p>	<p>SENCO to review EHCPs to ensure plan can be delivered, either in person or remotely as necessary e.g. online interventions as opposed to physical where isolation needs to occur.</p> <p>Continue to liaise with external agencies.</p>	<p>MT and class teachers</p> <p>SM</p>
What can we do differently for SEN/D students so they transition smoothly back into school and make up for lost curriculum time?	<p>Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on students' return, including external agencies.</p> <p>Ensure discussions with external agencies on school's control measures and ways of working</p>	<p>Yes</p> <p>Yes</p>	<p>Baseline assessments will be used to plan and address any interventions required.</p> <p>SENCO to share control measures.</p>	<p>MT and class teachers</p> <p>MT</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Ensure adjustments in place for SEND students with regard to wearing and removal of face coverings if students and support staff choose to wear face coverings	Yes	Most pupils are under 11 so will not wear face coverings.	MT and class teachers
Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school	<p>Review the resources required to sustain the online offer for pupils that are unable to attend school. Ensure ICT devices are easily available to be distributed when required.</p> <p>Ensure clear process in place for identifying students who require equipment to access remote learning in line with Trust expectations</p> <p>Ensure robust system in place to allocate the loaning and return of devices to students through a named SLT link and operations team</p> <p>Ensure sufficient safeguarding systems are in places for students working at home</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>21 ICT devices in classrooms are available to be distributed via the office as and when needed. Continue use of spreadsheet when distributing devices to ensure details are logged. Laptops to be logged into in school with pupil log in before sending home.</p> <p>Continue the use of the devices spreadsheet that states which pupils require devices/internet access.</p> <p>Loaning and return of devices is logged on the regional spreadsheet. SLT link: deputy headteacher.</p> <p>Remote learning safeguarding guidance is in place for pupils working at home. This has been shared with all staff who deliver remote learning and an acceptable use agreement has been shared with parents/carers.</p>	<p>CN/BH/RH</p> <p>CN/BH/RH</p> <p>BH</p>
Identify staff unable to return to school	Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. The school should be able to explain the measures they have in place to keep staff CEV staff safe at work and should be recorded in appropriate 1:1 risk assessment	YES	One member of staff is considered CEV. Measures in place include hygiene measures, ventilation and an appropriate cleaning regime. Personal risk assessments will be offered to all staff.	CN

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Give careful consideration about additional precautions you may wish to continue to support CEV staff. This should be done in conjunction with the staff and local disease levels.</p> <p>Through the process above of understanding level of returning staff, identify specific activities for staff who following their risk assessment are not able to return to the workplace but are able to work remotely.</p>	YES	One member of CEV staff who will be working in one key stage.	CN
Staff are insufficiently briefed on expectations	<p>A member of staff per academy is identified as the point of contact for this risk assessment (could be union rep or another that is selected by the staff) to collate staff feedback and engage with SLT.</p> <p>All staff made aware before pupils return in September of the proposed operating plan and content of this risk assessment. Feedback invited and where relevant the risk assessment is updated.</p> <p>Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable.</p> <p>Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders</p> <p>Staff have access to new/updated Wellness Action Plan</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>This risk assessment will be shared on INSET day 2. The Head Teacher will be the point of contact for this risk assessment.</p> <p>This risk assessment will be shared on INSET day 2 and staff will be invited to share any feedback or questions they may have via email.</p> <p>Feedback is invited during weekly staff meeting (COVID risk assessment is an agenda in all meetings) as well as every briefing.</p> <p>Line managers to offer Wellness Action Plans to all. Staff wellbeing checks happen daily for anyone needing to isolate.</p> <p>All staff to be offered wellness action plan on INSET day.</p>	<p>CN</p> <p>CN</p> <p>CN</p> <p>CN / Line Managers</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Staff workload expectations are clearly communicated</p> <p>Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school</p> <p>Staff should continue to undertake twice weekly home tests whenever they are on site until the end of September</p>	<p>YES</p> <p>YES</p> <p>YES</p>	<p>Staff workload expectations will be clearly communicated on INSET for both physical and remote teaching.</p> <p>Staff training to happen on first 2 days of term (both INSET days) and then on a Wednesday after school.</p> <p>SLT to remind staff of twice weekly home tests and put these in the online calendar to remind staff.</p>	<p>CN and line managers.</p> <p>CN and line managers</p> <p>CN/BH</p> <p>CN/CG</p>
<p>Staff rooms and offices do not allow for observation of ventilation guidelines</p>	<p>Ensure offices, staff rooms and large occupancy venues such as halls are well ventilated:</p> <ul style="list-style-type: none"> ▪ Mechanical ventilation systems adjusted to increase ventilation rate where possible ▪ Natural ventilation – opening windows (these should be opened more fully during breaks) ▪ Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used ▪ Ensure maintenance records have been updated and reviewed for all mechanical ventilation systems 	<p>YES</p>	<p>The main hall, dining hall and all offices and classrooms will have windows open. Have doors open as much as possible.</p> <p>All rooms have sufficient ventilation apart from Site Manager’s office which should only have 1 person working in it due to insufficient ventilation.</p>	<p>All Staff</p> <p>MS/CN/SL</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<ul style="list-style-type: none"> ▪ Ensure room capacities have been checked with ventilation contractors in line with guidance ▪ Where air filters and CO2 monitoring devices are in situ, ensure these are always in use and maintained. Ensure academy staff understand how the systems work. 			
<p>Cleaning capacity is reduced so that an initial deeper clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required</p>	<p>A return-to-work plan for cleaning staff agreed with contracting agencies prior to September opening and in line with current guidance.</p> <p>Daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces.</p> <p>Introduce cleaning of shared resources where required and consider role of our staff (e.g. technicians) in this.</p>	<p>YES</p> <p>YES</p> <p>YES</p>	<p>This has been agreed regionally.</p> <p>Cleaning schedule has been agreed and involves the site manager cleaning high frequency touch points during the school day followed by an end of day clean from 3.15pm.</p> <p>Shared resources e.g. instruments and l pads to be wiped before being put back into storage.</p>	<p>SB</p> <p>SB / VF/KH</p> <p>All staff</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	<p>Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u></p> <p>Plans are in place to identify and clean all areas with which the symptomatic person has been in contact</p> <p>Sufficient and suitable equipment is available for the required clean</p> <p>Adequate disposal arrangements are in place to dispose of contaminated waste</p> <p>Cleaning of the area where staff or students are held when falling ill with symptoms during the day.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>The cleaning company has been made aware of this guidance.</p> <p>Class timetables and staff timetables are in place so that any areas that a symptomatic individual has been in contact with can be cleaned.</p> <p>Equipment is ordered by the cleaning team via the site manager.</p> <p>Disposal arrangements are in place.</p> <p>The site manager or stand in member of staff will be directed to the area(s) in which the symptomatic individual has been during the school day.</p>	<p>SB / SL</p> <p>CN and line managers</p> <p>SL/MS/VF</p> <p>VF</p> <p>VF/KH/MS/CN</p>
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established	<p>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</p> <p>Appropriate measures to supervise effective hand washing of young children are in place</p> <p>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>All classrooms have handwashing facilities.</p> <p>Pupils will be reminded to wash/sanitise their hands at intervals throughout the day including entry to school, before and after break times, before and after lunch times and then in the afternoon.</p> <p>The cleaning team and site manager will ensure that supplies are maintained throughout the day. Staff to communicate if they notice something needs replenishing.</p>	<p>SL</p> <p>CN and class teachers</p> <p>Cleaning team and MS</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on arrival at school.</p> <p>Reinforce 'catch it, kill it, bin it' message</p>	<p>Yes</p> <p>Yes</p>	<p>Posters across the school site to be refreshed.</p> <p>Posters across the school site to be refreshed. Message to be reinforced in assemblies and in correspondence with parents/carers.</p>	<p>SL</p> <p>CN/RH/CH/SL</p>
<p>Inadequate supplies and resources mean that shared items are not cleaned after each use</p>	<p>Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</p> <p>Plan for equipment and resources per child where possible and avoid the sharing of stationery and other equipment where possible.</p> <p>Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups)</p> <p>Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is either cleaned between cohorts or occupied by the same children or young people in one day</p> <p>Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Resources to be taken home are limited to homework books, reading records and levelled reading books.</p> <p>Individual stationery to continue to be used. These include a pencil, ruler, rubber and green pen.</p> <p>Any art, music and ICT resources to be wiped in between users and cleaned before they are stored. Tables for breakfast club/lunch to be cleaned between groups.</p> <p>Any art, music and ICT resources to be wiped in between users and cleaned before they are stored. Tables for breakfast club/lunch to be cleaned between groups.</p> <p>Each class is provided with wipes and sanitiser as well as hand wash.</p>	<p>Class teachers</p> <p>Class teachers</p> <p>Class teachers CS/PW</p> <p>Class teachers CS/PW</p> <p>VF</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	The Regional operations Director/Regional Business Lead made aware of any additional financial commitments	Yes	None required at present.	CN
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school	<p>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school and to stay at home if unwell.</p> <p>Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice.</p> <p>This guidance has been explained to staff and pupils as part of INSET training and through regular staff briefings (and the induction process for new starters).</p> <p>Staff are aware of the location of the emergency PPE pack and the situations where its use is mandatory – when dealing with symptomatic students or staff or for close intimate care / first aid.</p> <p>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Correspondence to be sent in newsletter days in September stating the guidance and that pupils should stay at home if they are unwell.</p> <p>Staff to be reminded of the symptoms of COVID-19 during the INSET days.</p> <p>Guidance will be explained to staff on INSET day with reminders given during staff briefings.</p> <p>Emergency PPE packs available in the first aid room and should be used with symptomatic pupils/staff and for intimate care/first aid.</p> <p>Any updates/changes in guidance will be communicated to staff in emails or in Teams meetings/briefings and to academy ambassadors in emails. Parents/carers will receive updates as</p>	<p>CG</p> <p>CN</p> <p>CN</p> <p>All staff</p> <p>CN</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Academies will be sent home test kits that can be handed to staff / parents as required. This stock to be managed and records kept of who it has been provided to.</p> <p>Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. Always refer to the Regional Operations Director.</p>	<p>YES</p> <p>YES</p> <p>YES</p>	<p>All positive cases will be reported to the ROD, absent@E-ACT.org.uk and to PHE.</p> <p>A register will be kept to state who home test kits have been provided to.</p> <p>The headteacher is in regular contact with the ROD and will report any positive COVID cases.</p>	<p>CN/BH</p> <p>CG</p> <p>CN/SB</p>
Contractors/Visitors unaware of school's procedures	<p>Contractors and visitors, including parents, must continue to complete Covid-19 screening form before entering the premises. Access must be restricted where the form suggests risk of infection</p> <p>Where possible, electronic meetings should be the preference.</p>	<p>Yes</p> <p>Yes</p>	<p>COVID-19 screening poster present in reception area. Receptionist will ask all visitors/contractors to read the sign and confirm they have no symptoms. If any symptoms present then they cannot come onto site.</p> <p>Electronic meetings to take place where possible-headteacher to relay on INSET days to all staff so that Teams meetings are used as much as possible.</p>	<p>RH/CG</p> <p>CN</p>
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	<p>School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised</p>	<p>Yes</p>	<p>Isolation room will remain as the first aid room which is close to the main office. Supervision of children can happen from a distance, as opposite Head Teacher's room and next to Deputy/SENCo office.</p>	<p>CN/BH/MT</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Ensure isolation room is in a location close to main exit to reduce transmission risk when transferring symptomatic cases</p> <p>Immediate notification to absent@e-act in every case where a student/staff is symptomatic</p> <p>Must contact Regional Operations or Education Director or Chief Operating Officer in the event that someone in the Academy needs to be isolated</p> <p>Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. in line with the COVID-19: cleaning in non-healthcare settings outside the home</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Main isolation room is very close to main exit.</p> <p>Headteacher and deputy headteacher to continue to report to absent@E-ACT.org.uk</p> <p>Headteacher and deputy headteacher to continue to report to ROD/RED/COO if someone needs to be isolated.</p> <p>Site manager or stand in member of staff will be directed towards any affected spaces.</p>	<p>CN</p> <p>CN/BH</p> <p>CN/BH</p> <p>MS/SL</p>
<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<p>Government guidance on wearing PPE is understood and communicated</p> <p>Sufficient PPE has been procured through normal stockist</p> <p>PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist</p> <p>Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Reminder given to staff on INSET days.</p> <p>PPE has been ordered by site manager/ROD/SL. None of our pupils require specific PPE.</p> <p>Reminder given to staff on INSET days.</p>	<p>CN</p> <p>CG/SL/SB</p> <p>CN</p> <p>CN</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</p> <p>Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance</p> <p>For those staff/students who may choose to continue to wear a face covering, ensure small contingency supply of face coverings for people who are struggling to access a face covering, unable to use their face covering or forgotten face covering</p> <p>Ensure small contingency supply of sealable plastic bags to support storage of face coverings</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Supply of face coverings in place in school office.</p> <p>SL/CG to order.</p>	<p>RH/CG</p> <p>SL/CG</p>
<p>PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home</p>	<p>Requirements for PPE have been assessed in line with DfE guidelines</p> <p>Sufficient stock ordered using school's usual suppliers</p> <p>Regional Operations Director must be satisfied that arrangements are in place and in line with DfE guidelines</p>	<p>Yes</p>	<p>A reminder given to staff on the INSET days that PPE should be used when providing intimate care or when a child displays symptoms of coronavirus.</p>	<p>CN</p>
<p>Fire marshals absent due to self-isolation</p>	<p>A staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</p> <p>Sufficient staff appropriately trained in fire marshal duties as required including completion of dedicated Educare module</p>	<p>Yes</p>	<p>All staff from 20-21 have had fire marshal training on Educare. New staff to be reminded to do training on the INSET days. If fire marshal(s) absent then headteacher/deputy headteacher will email out with the cover timetable who will be covering this role for the day.</p>	<p>CN/BH</p>

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Statutory compliance has not been completed due to restrictions on building or equipment use	<p>Prior to opening, ensure all required maintenance has been completed with a focus on areas of the building/curriculum which have stopped/reduced due to previous restrictions. As a guide, but not an inclusive list:</p> <ul style="list-style-type: none"> • Legionella e.g. changing rooms • Practical Equipment/Machines e.g. PE, science, technology • Ventilation – ensure all mechanical ventilation/air handling/air conditioning has been serviced 	Yes	School had deep clean, and water fountain now been passed as fully working.	CN/SL/MS
Public Transport usage and impact on academy.	<p>All pupils to be made aware of the national guidance on using public transport. The government expects and recommends that people wear face coverings in crowded areas such as public transport</p> <p>Pupils choosing to wear masks need to safely store whilst in school.</p>	Yes	<p>n/a no pupils using public transport</p> <p>Reminder sent in back to school letters being sent on the INSET days, and in assembly on the first day back.</p>	CN
Dedicated School Transport	<p>Where an academy has dedicated school transport please refer to the full guidance on how this should be managed. Pay particular attention to:</p> <ul style="list-style-type: none"> ▪ If all on the dedicated transport then pupils travelling on this bus will need to wear face covering and social distance where possible. ▪ Hand sanitiser will need to be provided on entry / exit from the bus. <p>You will need to also engage with the dedicated transport provider on their own risk assessment / prevention control.</p> <p>People aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school</p>	Yes	<p>Pupils are mostly under 11 so are not required to wear a face covering however will continue to socially distance as much as possible.</p> <p>Hand sanitiser will continue to be provided on entry/exit from the bus.</p> <p>n/a</p>	CN

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
School Visits	Ensure visits have appropriate financial insurance protection in place in circumstances of COVID-19 related cancellation.	Yes	Liaise with ROD regarding insurance protection.	CN / SB
	From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future,	N/A	Not applicable as no international visits planned.	N/A
	Ensure awareness of travel lists and broader international travel policy to identify any risk associated with green, amber and red listing and potential quarantine restrictions. Contingency plans must be in place to account for any changes.	N/A	Not applicable as no international visits planned.	N/A
	Ensure robust risk assessments are in place for all planned visits, domestic and/or international and that they incorporate a section on managing COVID-19 risks.	Yes	Risk assessments will be in place for all trips and visits including a section on managing COVID-19 risks.	CN