

Covid-19 Risk Assessment

Under the Management of Health and Safety at Work (MHSW) Regulations employees are required to assess the risks to themselves and others from their activities. This includes assessing activities such as Home Visits and Lone Working, Practical lessons in DT or manual handling, responsibility is generally designated to the Line Manager or the person who allocates their work.

Name of Risk Assessment: Covid-19 Risk Assessment		Ref: RA0084a DSE05/20
Academy Name: Holmbush Primary Academy	Academy Assessment by: Susan Stickleby	Date: 23 rd February 2021
Review Date: As Government Guidance changes.	Approved by: Central Service Team	Date: 4 th March 2021

Hazard/Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information)</i>	Additional Control Measures <i>(To take account of local/individual circumstances)</i>
National guidelines are updated and academy lapses in following advice	Staff, Pupils	<p>The academy has the most recent information from the government, and this is distributed throughout the academy.</p> <ul style="list-style-type: none"> Principal to ensure daily checks are made with Government updates Any changes in information to be shared with all staff and passed on to parents by ClassDojo. Website information is updated Pupils updated via class teacher as necessary 	Principal to stay in touch with locality heads and Trust Principals to ensure ease of access to new information.
Spread of Covid-19 through academy and wider community	Pupils, Pupils from vulnerable groups, staff, staff from vulnerable groups, visitors, wider community	<ul style="list-style-type: none"> Establish a Coronavirus SMT following Critical Incident Plan for a Pandemic Provide staff and pupils with suitable training, instruction, and guidance. Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, grab rails. Observe social distancing requirements of 2 metres wherever possible. Purchase and maintain stocks of PPE and Chemicals for cleaning. 	<ul style="list-style-type: none"> Follow latest guidance on protective measures at Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) Adults to maintain a 2m distance from each other. Parents may wish to send their hand wipes and sanitisers into the academy with pupils. These MUST be named. Face coverings to be worn by staff and adults visiting the academy where social distancing cannot be adhered to. Parents and staff to wear face coverings at drop of and pick up. Visors should NOT replace face coverings.

		<ul style="list-style-type: none"> • Soap dispenser and hand towels within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply. • Handwashing techniques taught to all pupils. It may be necessary to supervise some pupils to ensure correct hand washing procedures. • Suitable and sufficient signage on prevention and rules in all internal or external areas, such as classrooms, corridors, toilets, Reception areas, access gates etc. • Inform parents of hygiene expectations and for the need to communicate this message in the home environment. • All children to wash their hands before coming to the academy, before going home, during the academy day and when they get home. • Classes to teach children hand washing techniques. • Children to wash hands before and after eating. • Contact made to external groups who may have community use of the academy building for the need to adhere to handwashing techniques. • Teachers and Teaching/classroom assistants monitor the visible health of pupils, ensure parent emergency contact numbers are kept up to date. • Public Health Advice on Covid-19 handwashing – Catch it, Bin it, Kill it posters around academy buildings. • Pupils with existing medical conditions should already be known to the academy: • Identify vulnerable children e.g. with underlying health conditions that may be affected by the current threat • Discuss with parents the initial steps and agree key actions re. isolation/seclusion. 	<ul style="list-style-type: none"> • Communicate to parents the importance of the government advice on catch it, bin it, kill it. • All meetings will be managed remotely. • Any members of staff deemed Clinically Extremely Vulnerable should make their condition known to the Principal. The individual should seek and act on the advice of their GP/Consultant/Midwife/PHA or current government advice. • An individual Risk Assessment will be written and agreed for all CEV members of staff. • No use of the academy site by outside lettings before Easter. • Follow additional Trust guidance document- Guidance on <i>general cleaning of premises to minimise the spread of covid-19 (corona virus)</i> • Use appropriate PPE- Follow Trust guidance document - <i>COVID-19 Guidance*: Use of Personal Protective Equipment.</i> • Follow Trust PPE Flowchart • Agree any flexible working arrangements needed to support any changes to usual patterns (for example, cleaning during and after normal operational hours. • Create and share a travel plan for internal academy movements to include one-way systems, queuing areas, communal areas, staff only or pupil only zones and prohibited areas. • Review access and egress for emergency evacuation allowing for social distancing measures of 2m • Review associated risk assessments impacted by Covid-19 such as First Aid, and Cleaning • Minimise any visitors to the school and clear messages shared about social distancing procedures for adults. • Ensure record are kept of all visitors; names, dates, and contact details. • Ensure that the school engages with local immunisation services and programmes as normal • Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible • Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school • Ensure the DfE guidance for Health and Safety https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools is adhered to.
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Precautionary measures are not being followed in academy	Staff, Pupils	<p>All students and all staff working with students are adhering to current advice.</p> <ul style="list-style-type: none"> • Posters around academy including Reception, dining hall and in corridors • Teachers to reiterate message in class time: <ul style="list-style-type: none"> ○ Covering your cough or sneeze with a tissue ○ Then throwing the tissue in a bin ○ Avoid touching your eyes, nose, mouth with unwashed hands • Coronavirus information is on the academy website <ul style="list-style-type: none"> ○ Website documents in place and updated accordingly • Estates Team to follow advice from NHS/Trust on the cleaning products we should be using in academy to ensure that these meet necessary standards <i>Follow additional Trust guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i> • Cleaning Staff: Follow additional Trust guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus) <ul style="list-style-type: none"> ○ Ensure that all toilet/bathroom facilities are well stocked ○ Ensure that cleaners' resources are adequate and are effective against Coronavirus. Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled. ○ To provide hand sanitizer stations for reception area. 	<ul style="list-style-type: none"> • Latest guidance on protective measures at Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) will be explicitly stated in the re-opening plan (see separate document). • Teachers to deliver age specific PSHE lessons to remind children about the importance of hand hygiene. • Additional sanitizing stations are placed around the school. • Academy to ensure lidded bins for the disposal of tissues are available in all classrooms. • Ensure classrooms are well stocked with disposable tissues and paper towels. • Posters in classrooms, toilets and corridors. • Additional cleaning hours in place each day. • Use of MDMS to support daytime cleaning. • Staff CAN operate across different classes but they should try to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. • The number of different interactions or changes will be kept to a minimum where possible. • Reminders including posters and verbal will be given throughout the working day.
Specific guidelines regarding academy trips aren't followed	Staff, Pupils	<ul style="list-style-type: none"> • National Guidelines state that all trips are currently noy advised. 	<ul style="list-style-type: none"> • All overnight trips are on hold for the time being. • Day trips are not currently planned. • Identify staff and pupils who will be relying on public transport to attend the academy and communicate the additional hand sanitizer stations available.
Children and staff mixing during wrap around care provision.	Staff and pupils	<ul style="list-style-type: none"> • National Guidelines state that the provision is only used if it is part of the school's educational activities (including catch up provision) or • The use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group. • Vulnerable children can attend these settings regardless of circumstance. • National Guidelines state that schools may keep pupils in their class group for most of the classroom time, but also allow mixing in wider groups of: <ul style="list-style-type: none"> ○ Specialist teaching 	<ul style="list-style-type: none"> • Where possible, children to remain in their class bubbles, within the hall. • Staff to maintain a 2m distance whenever possible. • Accurate registers to be kept and handed in to S.Hunt at the end of every session in order to be able to carry out contact tracing as necessary. • Equipment not be shared between bubbles within wrap around provision. • Outdoor space to be utilized wherever possible. • Tables, benches and mats to be cleaned at the end of every session.

		<ul style="list-style-type: none"> ○ Wraparound care ○ Transport 	<ul style="list-style-type: none"> ● Staff to wear PPE if they feel more protected doing so.
<p>Staff do not report sickness</p> <p>Staff are unwell but attend Academy</p> <p>Staff absence increases</p>	Staff	<p>National Guidelines: People who feel unwell should stay at home and should not attend work or any education or childcare setting. Follow- https://www.gov.uk/coronavirus?gclid=EAlalQobChMI6KLqzoWx6QIVQuDtCh0bpg-JEAAYASAAEgLicvD_BwE</p> <ul style="list-style-type: none"> ● Principal will: <ul style="list-style-type: none"> ○ Communicate to staff the importance of following national guidelines in Staff Briefings and hand out copies of risk assessments to staff ○ Remind staff of the sickness policy during any lockdown period or staff self-isolation ● Staff to inform Principal (Susan Stickley) immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice. ● In an event of teaching staff absence: <ul style="list-style-type: none"> ○ Academy could bring in Supply Teachers to cover absence ○ In the event of significant staff absence, the Principal supported by the Trust will review the viability of the academy remaining open. The Principal will consult with the Trust. If the academy is to be closed then this will be communicated to staff and parents via email, letter and the school website. ● Only essential tasks will be carried out during a staff shortage period (Attendance, First aid, Salaries/Payroll, etc.) ● If the Principal is sick, the Assistant Principal supported by the Trust will lead the academy ● In the event of a academy closure with staff and students at home who are not ill and still able to access education, work will be set electronically, in line with the academy Remote Learning Offer. Pupils will be expected to complete tasks at home. ● Staff wellbeing to be supported by KIT calls, and one to ones. Line Managers to diarize regular and appropriate contact. ● Line Managers to offer a message of general support and discussion opportunities to allay concerns and maintain moral. 	<ul style="list-style-type: none"> ● Staff who are unable to attend work due to shielding will be identified prior to staffing arrangements being made. ● Individual Risk Assessments for CEV staff will be written. ● Staff to be sent home immediately if they are showing an symptoms. ● Any member of staff testing positive to remain in self-isolation for a minimum of 10 days from onset of symptoms, in line with guidance. ● Staff to opt in to LFD Testing (see separate Risk Assessment) ● Infra-red thermometer held in Welfare Room to identify high temperatures of staff if needed. ● Each Class Bubble will have a teacher and teaching assistant for as much of the day as possible. ● Part-time staff to be offered additional hours if required and they are willing in order to cover sickness. ● Line Managers to ensure that systems are in place to check in with staff. Any concerns shared with senior team and support put in place where needed.
Suspected or confirmed case in staff member or pupil or staff with a family connected to the academy. No symptoms of Covid-19 displayed within the academy or later that day.	Pupils, Pupils from vulnerable groups, Staff, Staff from vulnerable	<ul style="list-style-type: none"> ● Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <u>book a test</u>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance 	<ul style="list-style-type: none"> ● All staff, children and parents are able to access a Covid-19 test, should be encouraged to so. ● Staff are able to complete regular LFD Testing (See separate Risk Assessment). ● It is recommended that regular contact is made to the Academy Principal.

	groups, Visitors, Wider Community	<ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19). • Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days. • Revise plans and source suitable PPE supplies (e.g. non latex gloves preferable) to be used by: <ul style="list-style-type: none"> ○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. ○ staff caring for pupils with routine intimate care needs that involve the use of PPE <p>The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</p> <ul style="list-style-type: none"> • If a member of staff or pupil is displaying symptoms, isolate them immediately to a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else. • Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Principal should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.' • If school is notified of a positive COVID19 test result for a member of staff or a pupil, we must contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team. • Schools need to take swift action when they become aware that someone who has attended has tested positive for Covid-19. Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Service Authority 	<ul style="list-style-type: none"> • Follow additional Trust guidance document- <i>Guidance on general cleaning of premises to minimise the spread of covid-19 (corona virus)</i> • Use appropriate PPE- Follow Trust guidance document - <i>COVID-19 Guidance*: Use of Personal Protective Equipment.</i> • Follow Trust PPE Flowchart
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Shortage of Staff, Teacher, Classroom Assistants. Absence of Academy Leadership	Pupils	<ul style="list-style-type: none"> • Text/email alert service to parents to notify them of any exceptional closures due to insufficient staff cover. • Notify the Trust in the event of an exceptional closures. 	<ul style="list-style-type: none"> • Part-time staff to be offered additional hours if required and they are willing in order to cover sickness. • HLTAs to be offered cover hours. • Supply teachers will be used but they will be asked to strictly adhere to the 2m social distancing rules.
Short- and longer-term effects on Staff Wellbeing	staff	<ul style="list-style-type: none"> • Put in place measures to check on staff wellbeing (including for leaders) – for both those who will be working on site and those who are working from home • Regular KIT meetings / one to ones • Regular contact with any staff working from home, including via Teams / phone • Access to Trust Welfare support package (e.g. Employee Assistance Programme, Mental Health First Aid Support, Trust comms) 	<ul style="list-style-type: none"> • Line Manager team briefings • Academy led team briefings • Break times / dedicated staff space provides for socialization, subject to social distancing rules • Recognition of staff commitment and flexibility • Provide contact details for Trust HR Wellbeing specialist • Use Government resources for additional well-being guidance. Extra mental health support for pupils and teachers - GOV.UK (www.gov.uk) • Individual risk assessment where issues / concerns are expressed or identified • PPA time provided as 1 day per fortnight to allow staff to take this away from the academy.

Siblings at another School report unwell and family confused as to appropriate action	Parents, Pupils	<p>The Academy has the most recent information from the government, and this is distributed throughout the school community Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <ul style="list-style-type: none"> • Principal will: <ul style="list-style-type: none"> ○ obtain updated advice from Public Health England and Coronavirus hotline – to inform family immediately ○ communicate with families and reiterate the message of gaining advice from NHS 111 	<ul style="list-style-type: none"> • Children who are symptomatic will be directed to have a Covid-19 test. No action needs to be taken until a positive test result is returned. At this stage, the household will need to self-isolate for 10 days. • If the child attending this academy remains without symptoms, no action for their ‘bubble’ needs to be taken. If the child becomes symptomatic and a positive test result is returned, the bubble will be informed and may need to close.
Vulnerable students & adults in the academy are exposed to illness	Staff, Pupils	<p>Academy communicate appropriately with their most vulnerable students; Health care plans are updated and instruction from GPs followed.</p> <ul style="list-style-type: none"> • Inclusion Manager identify the most vulnerable students and staff from current medical information 	<ul style="list-style-type: none"> • Inclusion Manager will contact families of vulnerable pupils to ensure they understand the guidelines around health concerns. • Ensure that medical records for staff and pupils are up-to-date and members of staff within different groups are identified.
Child or adult shows symptoms whilst at academy	Staff, Pupils	<p>All staff understand the symptoms of COVID-19 and follow academy agreed process.</p> <ul style="list-style-type: none"> • Staff report to the Principal • Staff to get advice from NHS 111 immediately and PHE team. Advice on cleaning spaces will be given by PHE – await advice. PHE contact information - Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) • Estates Team: Advice on rubbish which may have been contaminated: all waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE. See further Trust guidance document - <i>Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i> • Staff to self- isolate – journey home by car • Child reported to the Principal and taken to designated area (any available room where a child/student can be isolated until further notice – welfare room) • Parents informed immediately and asked to collect immediately and contact NHS on 111 • A designated Isolation room used until parent collects – advice is for child to be supervised by a non-vulnerable adult – to sit 2 meters away. Room to be isolated. Avoid touching people, surfaces or objects and advised to cover their mouth and nose with a disposable tissue. • Principal to get advice from NHS 111 and Inform the Trust 	<ul style="list-style-type: none"> • The welfare room will be used only for children who begin to show symptoms of the virus whilst in school. They will remain there until they can be collected. • Infra-red thermometer to be used and temperature reported to parents and in medical treatment records. • Staff to maintain 2m social distancing from child. If this cannot be maintained then PPE should be sought. • Encourage family to seek a test immediately. Upon confirmation of a positive test, the bubble will be closed for 10 days, in line with DfE advice. • Deep clean of isolation area once the child has left, including ventilation of the area. • Deep clean of the classroom the child has been in.

<p>Shortage of support service staff such as: Facilities Manager, Supervisor/Cleaning, Admin Staff, First Aiders, Learning Support</p>		<ul style="list-style-type: none"> Teaching/ Classroom Assistants to provide temporary cover for essential Admin roles. Set up rotas for staff to lessen the impact on individuals. Liaise with deputy roles and confirm understanding of responsibilities Identify key post holders such as first aiders or learning support and create a rota system with deputies to maintain minimum staff numbers. 	<ul style="list-style-type: none"> Encourage parents to only contact the academy in the event of an emergency. Reassign support staff to core health & safety functions within the academy Academy leadership to undertake different roles when required
<p>School meals kitchen total or partial closure affecting school meals provision</p>	Pupils	<ul style="list-style-type: none"> The ability for school meals to deliver meals from a hub kitchen. Alter menu in line with supply chain capacity and availability. Trust to liaise with school meals provider Adjust meals service to reflect social distancing measures of 2m. FSM children not accessing the academy can receive a voucher. 	<ul style="list-style-type: none"> Provide grab and go meal option to minimise transmission in line with social distancing measures of 2m. Text/email alert to parents to provide pack lunch. In the case of pupils in receipt of free school meals, academy to utilise the Government Eden Red system to maintain FSM payments.
<p>Catering staff absent – lunch no longer available</p>	Staff, Pupils	<p>Catering team to share their risk assessment with academy.</p> <ul style="list-style-type: none"> Catering Manager to work with the academy to ensure precautions are in place for all staff on site <ul style="list-style-type: none"> Washing hand Use of sanitizer Wearing gloves and hair nets and uniform Thorough cleaning of kitchen at the end of every service Ensure the kitchen space and lavatory for staff are being cleaned as appropriate. Inform Principal of any staff off sick with associated symptoms. If no kitchen staff available contact the Estates Director in the first instance. Meals to be supplied by hub kitchen or to close and parents informed to bring in packed lunch for their students 	<ul style="list-style-type: none"> Office Manager to contact Chartwells to ensure absences are covered. Packed lunches or ‘grab and go’ to be provided by Chartwells. Academy staff to distribute.
<p>Cleaning staff absent – cleaning no longer available</p>	Staff, Pupils	<ul style="list-style-type: none"> Cleaning Team to ensure precautions are in place for all staff on site <ul style="list-style-type: none"> Washing hands Use of sanitizer Wearing gloves, hair nets and uniform Estates Team to inform Principal of any staff off sick with associated symptoms. Ensure that cleaning staff contact the absence line by 9am on their day of work If no cleaning staff are available – the Principal, consider academy closure. Make contact with local employment agencies to ascertain availability of agency staff to provide cover and likely lead in time for cover to be available. 	<p>Offer additional hours to other members of staff to support with cleaning if willing. Senior staff to support with cleaning if required.</p>

		<ul style="list-style-type: none"> Outsourced cleaning company to be contacted to explore cover options and provide Covid-19 cleaning plan RA and control measures 	
Contractors or Visitors	Pupils, Staff	<ul style="list-style-type: none"> All contractors to provide a revised set of Risk Assessments and Method Statements specific to Covid-19 before work commences on site. Contractors and Visitors to not be allowed access beyond reception areas without suitable handwashing and any relevant PPE. 	<ul style="list-style-type: none"> Designate a Contractor and Visitor toilet for handwashing Hand sanitiser at the entrance. Provide clear advice and rules when access is required that includes a signed declaration of instructions and or a handout to support the message. Risk Assessments from West Sussex Music Service and Albion in the Community to be provided prior to services being resumed. Music lessons to be held in the hall where social distancing is easier. Children to be taught facing forwards where possible with the music teacher at a 2m distance.
Pupils or staff travelling from abroad	Staff and pupils	<ul style="list-style-type: none"> National Guidelines will be followed Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)	<ul style="list-style-type: none"> Principal and Attendance Officer to make it clear that NO holidays in term time will be authorized. A 'red list' to be provided to parents who plan to go abroad. Information regarding travel to be circulated amongst the academy community. Withdrawal from learning forms to be updated to reflect current travel guidelines.
Precautionary measures to prevent transmission	Staff, Pupils	<p>Everyone is following the handwashing protocol.</p> <ul style="list-style-type: none"> Parents have been informed that students and staff should wash their hands. Avoid touching eyes, nose and mouth with unwashed hands. Maintain social distancing measures at every opportunity 	<ul style="list-style-type: none"> Hand-washing to be undertaken at set points in the day: when they arrive, before and after break time and lunch time, after visiting the toilet and before they go home, plus other times as necessary. Signage regarding hand-washing in learning spaces and academy toilets. Upper toilets to be used by Y4/5/6. Lower Toilets 1 to be used by Y1/2. Lower toilets 2 to be used by Y3.
Poor Communication	Staff, Pupils	<p>All staff/students aware of current actions and requirements.</p> <ul style="list-style-type: none"> Principal to brief all staff on Risk Assessment. Staff to be consulted and issued with published Risk Assessment. Pupils briefed throughout the school day and by the use of posters, signage etc. 	<ul style="list-style-type: none"> Continue regular communication through ClassDojo, including videos to allow parents with varying degrees of literacy to access the information. Reminders to be sent regularly using ClassDojo. Risk Assessments to be published. New information to be given to staff and parents. Videos to be made to ensure parents understand the routines.
Pupils struggle to reintegrate into school routines and adapt to the changes implemented	Pupils, Staff	<ul style="list-style-type: none"> Review of behavior policy to reflect current guidance and restrictions Review of individual behavior plans to reflect current guidance and restrictions 	<ul style="list-style-type: none"> Pupils to be given time to share their experiences of being at home. Week beginning 8th March and 15th March will be used to determine the new starting points for each child. A recovery

		<ul style="list-style-type: none"> • Clear sharing of expectations and reasoning – identifying a group ‘charter’ for behavior • Flexible approach to learning, routines and use of outside space in order to encourage pupils to adapt to new structures 	<p>Curriculum will be implemented using some of the Government Guidance and resources.</p> <ul style="list-style-type: none"> • Clear information to be sent to parents prior to re-opening, including photos and videos of entrances and exits.
A broad and balanced curriculum cannot be delivered or is not appropriate	Pupils, Staff	<p>Academy staff identify an appropriate curriculum that meets the needs of the pupils in the academy</p> <ul style="list-style-type: none"> • Consider which aspects of the current curriculum are appropriate – with a focus on PSHE/ emotional needs • Consider curriculum areas that may need to be adapted considerably, such as PE • Where possible, learning to be delivered in academy site outside areas (implementation or review of other risk assessments to ensure that this can be done safely) • Reconsider expectations of staff with regards to marking/feedback (review feedback policy) • Consider safe use of resources – including asking pupils to bring their own pencil-cases, etc. • If electronic computers or devices are used by pupils, these need to be part of the academy’s thorough cleaning considerations and must not be used by more than one bubble without cleaning 	<ul style="list-style-type: none"> • Pupils should not share equipment across bubbles unless it has been thoroughly cleaned or left unused for a period of 48 hours (72 hours if plastic). • Individual stationery pots for Y1 and Y6 to be supplied. • No resources that cannot be easily cleaned or replaced daily will be used. • No contact sports to be played during PE lessons. • Set of playtime equipment supplied for each class bubble of children. • Any books for example Destination Reader/Daily Supported Reader, used within a classroom will be left unused and out of reach for a period of at least 48 hours before another bubble can access these. They will be placed in a ‘quarantine box’. • A Transparent Recovery Curriculum will be implemented. • Regular communication with parents to aid their understanding of the recovery curriculum.
Staffing demands make the ‘bubble’ approach unmanageable. Therefore, staff work across multiple bubbles.	Staff, Pupils	<p>Staffing plans have staff arranged so that the number of bubbles they work across is limited. Therefore, government guidance is followed, reducing the risk of cross-contamination across groups.</p>	<ul style="list-style-type: none"> • In order to ensure that staff have their statutory PPA time, whilst limiting social contact, staff will be given 1 day per fortnight of PPA time, covered by HLTA/AP. • Wherever possible, 2 members of staff allocated to each group to cover staff sickness, lunch and break times whilst maintaining ‘bubble’ concept.
Parents do not fully understand expectations of behavior, groupings and curriculum adaptations, or adhere to parental requests	Pupils, parents, staff	<p>Clear and transparent communication with parents including:</p> <ul style="list-style-type: none"> • Expectations of behaviour, including any charters that have been completed with the children • Intentions for the curriculum upon return to the academy • The elements of the academy day/ routines that will be very different and why they are necessary • The ways in which the children will be grouped and that some will, inevitably 	<ul style="list-style-type: none"> • Class charters and behaviour responsibilities to be shared with parents once reviewed by the children and class teachers. • The purpose of the Recovery Curriculum will be communicated with parents with regular updates.
Pupils with Education, Health and Care Plans’ needs are not met effectively	Pupils, staff	<ul style="list-style-type: none"> • Risk Assessments for individual pupils updated in line with new guidance and their return to school if they have continued to remain at home between January and March 2021. • Holistic approach to the provision for these children, considering the appropriateness of 1:1 support, as well as supporting their emotional needs 	<ul style="list-style-type: none"> • Inclusion Manager to contact parents of children with EHCPs to discuss individual needs and to share the risk assessment prior to their return. • Agreement between school and parents regarding key priorities upon return to academy.

			<ul style="list-style-type: none"> • Pupil Passports will be updated by the beginning of Term 5 to ensure they reflect the child's current needs. • 1:1 support WILL be put back into place to support children's individual needs. • Outside agencies will be able to resume their work with pupils. They will use the hall for their work where social distancing is more easily adhered to.
Younger pupils and pupils with additional needs do not understand the concept of social distancing and, therefore, put others at risk	Pupils, staff	<p>Academy staff to make expectations very clear to all pupils:</p> <ul style="list-style-type: none"> • Communication to parents prior to re-opening and frequently when re-opened • Reminders given each day to all pupils regarding expectations • Signage around the academy • Individual behavior plans/ provision maps to be updated • Compilation of social stories to support some pupils 	<ul style="list-style-type: none"> • Ensure that less clinically non-vulnerable members of staff work with these children. • Incorporate in class 'charters'. • Ensure that staff maintain social distancing measures with one another to limit the risk of infection. • PPE available for members of staff working with pupils who cannot adhere to social distancing appropriate to their age.
Pupils with individual behavior plans require positive handling to keep themselves, staff and other pupils safe	Pupils, staff	<p>Positive Handling should only ever be used as a last resort in order to keep pupils and staff safe. This is more important than ever, as social distancing should be in place for all pupils.</p> <ul style="list-style-type: none"> • Review of Behavior Policy taking account of significant needs • Review risk assessments and individual behavior plans • Ensure that staff maximise use of de-escalation strategies • Consider location of children in the academy building in order to provide a safe space where possible 	<ul style="list-style-type: none"> • Identify the safe spaces the child can make use of prior to re-opening – small area in classroom, allocated outdoor space. • Ensure behaviour plan and 'consequences' are communicated clearly prior to return. • Parents to be contacted to set up a re-integration plan prior to 8th March.
Social distancing of 2m cannot be maintained	Pupils, staff	<p>Ensure implementation of all aspects of government guidance regarding hand-washing, hygiene levels, etc.</p> <ul style="list-style-type: none"> • Remove extra furniture from classrooms to ensure as much distance between work stations as possible. • Work stations to be set up in each classroom. These may be classroom spaces in Reception. • Staff to avoid close contact with one another and the children. 	<ul style="list-style-type: none"> • Cloakrooms in Y4/5/6 moved within classrooms to limited corridor use. • Children to access classrooms via outside doors • Clear instructions regarding the use of toilets to be given as soon as the children return to school. • Rotas for hand-washing, breaks and lunches to be adhered to strictly to ensure that classes do not come into contact with one another. • Children to be seated facing forwards where possible. • 2m markings for teachers at the front of the classroom.
Vulnerable children are at risk. Safeguarding procedures are not followed.	Pupils, community	<p>Statutory safeguarding arrangements are followed.</p> <ul style="list-style-type: none"> • A DSL is always on-duty at the academy • All staff are aware of safeguarding requirements and have up to date training. • All checks remain in place • All staff resume the use of CPOMs <p>See academy Safeguarding and Child Protection policy and Covid-19 annex.</p>	<ul style="list-style-type: none"> • Four trained DSLs on academy staff • Use of CPOMs system to share information • All DSLs alerted to any safeguarding concerns • Challenge for external agencies – particularly WSCC • Actions from Safeguarding Audit are actioned. • Live safeguarding training refreshed in September in line with KCSIE.

<p>Student or staff member requires first aid treatment/ intimate care, therefore not being able to enforce social distancing</p>	<p>Pupils, staff</p>	<p>Government and UoBAT advice and guidance to be followed at all time.</p> <ul style="list-style-type: none"> • Where possible, children to administer elements of first aid themselves, such as applying ice-packs, etc. • Re-usable resources to be sanitised after each use. • Where possible, children to be encouraged to tend to their own intimate care needs. <p>PPE used where the guidance states this is required.</p>	<ul style="list-style-type: none"> • For pupils with intimate care plans, individual conversations to be instigated regarding arrangements for intimate care. If necessary, parents to be requested to come into school if required. • Nursery children who need intimate care will be treated using PPE. • Clinically non-vulnerable staff to treat first aid and intimate care needs.
<p>Pupils from more than one bubble come into contact with each other, increasing the risk of infection.</p>	<p>Pupils, staff</p>		<ul style="list-style-type: none"> • Where children need to be taught in a small group intervention, a strict 2m distance will be adhered to. • Children and adults will wash their hands before and after the intervention. • All equipment will be cleaned after use. • There should be NO movement around the school by unaccompanied pupils.
<p>High use contact point activities</p>	<p>Pupils, Staff</p>	<ul style="list-style-type: none"> • Consider reducing contact situations such as: Assemblies. Sports activities and swimming. • Disinfecting of toys and other play equipment which pupils are in regular contact with. 	<ul style="list-style-type: none"> • No assemblies to be held with multiples groups. • No swimming lessons. • PE activities will be restricted – nothing involving contact and to be taken outside where at all possible. • Remove unnecessary furniture and soft furnishings. • Resources used by children to be cleaned each day. • Academy to provide individual resources for children (stationery). • Use the academy’s outside space for learning as much as possible • Increased hand washing for all members of the academy community
<p>Need for remote learning at short notice.</p>		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Each class to have 1 week of online learning pre-planned using national resources incase of teacher absence. • Continued use of ClassDojo to communicate learning. • Clear set of guidelines regarding online learning expectations from September 2020.