

## Result of COVID-19 risk assessment for the restricting of attendance during the Covid-19 national lockdown, January 2021.

### Introduction

The risk assessment was carried out in line with our Risk Assessment Policy as published on The Brooke Weston Trust website. It will continue to be reviewed and updated as necessary, particularly in response to changing guidance.

28 risks and associated consequences have been considered. For each risk, control measures have been identified to manage the risk as effectively as possible. The risks identified and key measures in place to control them so that students, staff and visitors are kept as safe as possible are set out on page two of this document.

Risk control and mitigation strategies have followed the 'system of controls' set out in Government guidance for schools. This system of controls is a set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail here.

### Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Staff and students will wear face coverings on entry and exit to the Academy and in all communal areas
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

### Response to any infection:

- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice

## Risks and key controls

Risk 1	Inability or failure to maintain appropriate social distancing in school
Key control measures	<p>Staff are to maintain 2 meters between students and parents and are reminded of this regularly. Children are encouraged to do the same with other “bubbles”</p> <p>The number of persons in each room/area reviewed and social distancing guidance is followed.</p> <p>All hard surfaces subject to hand contact cleaned each day, or after change of purpose, use, using cleaning products supplied by the school.</p> <p>All equipment used is cleaned daily or more often when used by other groups, including computer equipment.</p> <p>Set occupancy levels for all designated classrooms / spaces according to their size, with reference to Government guidance.</p> <p>Restricting attendance during the national lockdown: schools (<a href="https://publishing.service.gov.uk">publishing.service.gov.uk</a>)</p> <p>Mark out appropriate areas so to provide a clear means of maintaining 2m distance for staff.</p> <p>Effective planning to ensure that groups, and staff have designated work spaces to minimise risk.</p> <p>Consider activities outside where possible, such as break times.</p> <p>Students will be reminded to wash hands or use hand sanitiser where appropriate before or after activities.</p> <p>Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach.</p> <p>Provide hand sanitiser in muster points throughout the school.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to wash hands and/or use sanitiser regularly and for at least 20 seconds.</p> <p>Where required and/or possible/necessary, remove unnecessary equipment from spaces to avoid potential for contamination and reduce cleaning demand.</p> <p>Enhanced cleaning schedule in place throughout the day.</p> <p>Behaviour annex issued to all students. Students will be grouped into group bubbles and will be allocated an area in the school to ensure the group remains together.</p> <p>Students will have a staggered exit based on their group.</p>

	<p>Classroom furniture or seating positions has been arranged where possible to allow students to be forward facing. Staff areas have been marked at the front of classrooms to allow for spaced teaching area.</p> <p>Assemblies to the whole school will be broadcasts.</p> <p>Student and Staff breaks and lunches will be scheduled, and spaced areas provided with maximum capacity numbers and to ensure bubbles keep their distance.</p> <p>There will also be specific room risk assessments where required and in particular in science, DT, PE, art, dance, drama and music.</p> <p>Students will wear face coverings on entry and exit to the Academy. Students will wear face coverings when leaving their bubbles, for example going to the restaurant during break or lunch, or PE. All students have been given 3 Academy issued face covering free of charge to ensure all are able to comply.</p> <p>Students and Staff will wear face coverings on entry and exit. Students and Staff will wear face coverings in all communal area at all times, for example corridors or during break/lunch. Face shields are available to all staff who require including whilst teaching.</p> <p>Off site security company informed of change in school hours. CCTV monitoring to commence earlier than usual.</p> <p>Senior and middle leaders who have entry/exit duty, breakfast or break duty have been issued with visors which should be worn during duties. Staff who are not able to wear the visors for medical reasons or other have been issued with type II medical grade disposable face masks.</p> <p>Restaurant layout has been updated to ensure that walkway into the restaurant is guaranteed 2m from anyone sat eating.</p>
Risk 2	Access to and egress from school site presents increased opportunity for transmission
Key control measures	<p>Discourage all non-essential visitors entering site.</p> <p>Monitor site access points to enable social distancing.</p> <p>Require all persons to wash or clean their hands before entering or leaving the site – signage to encourage and hand sanitiser provided in reception areas.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</p> <p>Reduce the number of people in attendance at site inductions and consider holding them outdoors or online wherever possible.</p> <p>All visitors to be made aware of site rules.</p> <p>Staff who are showing any of the signs of Covid-19 may NOT come to school.</p>

	<p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need for self-isolation as advised by the Government.</p> <p>Install signage at entrance and exit points clarifying expectations and routes of entry / egress.</p> <p>Ensure other controls are in place to maintain security including changes to door locking routines and signing in/out procedures.</p> <p>Staff and visitors required to sanitiser when using touch screen to sign in and out.</p> <p>Communicate expectations with parents/carers and students regularly including:</p> <ul style="list-style-type: none"> <li>• New arrangements for drop off / collection</li> <li>• social distancing expectations</li> <li>• No gatherings on school sites</li> <li>• No entry to school sites without prior appointment</li> </ul> <p>Where possible and required, change the number of access points to reduce congestion and enable monitoring.</p> <p>Require cleaning schedules to be kept and signed for review to confirm adequate cleaning is taking place.</p> <p>If required advise staff, students and parents on appropriate use of car parks to assist social distancing (this has been done in first re-opening).</p> <p>Staff who need to use public transport have also been asked to dispose of their disposable masks in the lidded bin before entering school and non-disposable masks to be stored in an appropriate storage when not in use.</p> <p>COVID-19 Visitor information leaflet issued to all visitors.</p> <p>Weekly staff briefing for staff working on site.</p> <p>Upon leaving site, students will make their way to the buses, where duty members of staff will support them onto bus, socially distanced and following DfE guidance.</p> <p>Staff and students will wear face coverings on entry and exit.</p> <p>Staff rota in place to support the government's request to limit contact and movement nationally <a href="https://www.gov.uk">National lockdown: Stay at Home - GOV.UK (www.gov.uk)</a></p> <p>Staff have been advised to follow government guidance on car sharing <a href="https://www.gov.uk">National lockdown: Stay at Home - GOV.UK (www.gov.uk)</a></p>
Risk 3	Insufficient availability of staff to fulfil all school duties
Key control measures	Normal timetable is in place for all staff and students, including students working remotely.

	<p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. to help control the potential spread of the virus and maintain staff health.</p> <p>Staff absence lines monitored each morning.</p> <p>Ensure staff are aware of email sickness reporting process. All temporary staff including supply teachers will receive an induction upon first day in Academy by a member of the duty staff. Temporary staff will be updated on any changes.</p> <p>Rota in place for in school staff includes a backup team on standby at home.</p> <p>The onsite rota ensures that all statutory building requirements are always maintained.</p> <p>Staff informed of absence procedure for staff working remotely at home.</p> <p>As of 27th December, those who are classed as clinically extremely vulnerable will be required to shield and are not available for in school work. Clinically vulnerable staff are able to attend school with IRAs in place. <a href="https://www.gov.uk/government/coronavirus/national-lockdown/stay-at-home">National lockdown: Stay at Home - GOV.UK (www.gov.uk)</a></p> <p>Move to recorded lessons or online platforms if insufficient staff are available for live lessons.</p>
Risk 4	Loss of key staff due to self-isolation
Key control measures	<p>Multiple key holders in place</p> <p>Communication trees established</p> <p>Leadership hierarchy in place</p> <p>Rota system in place to improve staff resilience</p> <p>Buddy-buddy system with partner school for estates management purposes</p> <p>Identify key activities with single point of control and train others</p> <p>Provide checklist for key responsibilities ensuring school can open.</p>
Risk 5	Staff feel unsupported or unclear about expectations and procedures
Key control measures	<p>Staff Information area created on Trust website, containing useful tools and resources for staff. This includes an FAQ document.</p> <p>Access to 'Employee Assist Programme'</p> <p>Define expectations for teaching and learning</p> <p>Further promotion of Employee Assist Programme</p> <p>Sharing of this risk assessment with staff</p>

	<p>Staff consulted on draft risk assessment</p> <p>Clearly explain support provisions in place, including access to PPE where the risk assessment identifies the requirement</p> <p>In order to share information all staff issued with returning to school guidance pamphlet</p> <p>All information shared regularly with all staff including details on well-being in place and support signpost</p> <p>Bi Weekly wellbeing calls in place for all staff</p> <p>Staff January training day focused on remote learning and covered essential areas of the risk assessment and safety measures</p>
Risk 6	Suspected case of COVID-19 displaying symptoms whilst at school
Key control measures	<p>If a person displays symptoms (staff member or student) - A high temperature, persistent cough, loss of smell and taste they should:</p> <ul style="list-style-type: none"> <li>• Notify the Principal immediately (if staff).</li> <li>• Tell a staff member and be referred to first aid (if student)</li> <li>• Be isolated to designated area (all)</li> <li>• Avoid touching anything (all)</li> <li>• Go home as soon as possible (following existing school procedures for students)</li> </ul> <p>All other persons are to maintain a safe distance from affected individual.</p> <p>Ensure PPE is worn if suspected case requires first aid and 2-meter distancing can't be maintained (moisture resistant mask, apron, gloves and eye protection)</p> <p>If suspected case needs to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues they will be advised to cough and sneeze into the crook of their elbow.</p> <p>Person displaying symptoms must follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following 10 days.</p> <p>Ensure supply of tissues and bin bags are provided in all medical rooms or any other space identified to host ill people.</p> <p>A supply of tissues to be in all areas in use by staff or students.</p> <p>Follow published guidance on what to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Follow published guidance on cleaning (infection prevention and control):</p>

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

Ensure staff are appropriately inducted to know procedures.

Ensure staff who are required to use PPE are trained in how to safely take PPE on and off.

Ensure staff are aware of the protocols for staff absence if they or anyone in the household display any symptoms.

Call Public Health England and follow any advice given.

A PHE flowchart will be on display along with a COVID-19 response team to be the first point of contact if required.

Staff and students will receive guidance on how to follow published guidance on what to do if they develop symptoms of coronavirus (COVID-19) whilst in an educational setting:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

If anyone in the school becomes unwell with a new, continuous 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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 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 for 10 days from when the symptomatic person first had symptoms". The Academy will hold a small number of testing kits where accessing testing quickly is a difficulty.

PPE is available in the first aid kit bags for staff who may need to care for a poorly child where 2m cannot be maintained.

Students who need to go home will use the boardroom which has also been identify as it has a separate toilet for potential cases to use – apart from examination season.

The Academy Leaders understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#).

The guidance pamphlet which has been issued to all staff and students ensures they understand the importance of the Test and Trace process and that they need to be ready and willing to book a test, share details of close contacts and potentially self-isolate.

Government issued testing kits to be issued to staff/students when there is a risk that they will be unable to access testing in any other way. The testing kits will only be issued to staff/students who develop symptoms on site and will not be issued to under 18's. In the case of under 18s the kits will be handed to parents/carers. A small amount of testing kits will be kept on site if government availability of kits allows.

	Separate risk assessment for onsite testing has been created and will be shared with staff.
<b>Risk 7</b>	<b>A Confirmed case of Covid-19 in school</b>
<b>Key control measures</b>	<p>Enhanced cleaning regimes in accordance with published guidance.</p> <p>Signage displayed around school sites reminding to undertake good personal hygiene and what the symptoms are</p> <p>Staff and groups reminded to adhere to social distancing and public health England guidance</p> <p>Advice relating to isolation shared with staff</p> <p>Call Public Health England for advice and implement advice received.</p> <p>A PHE flowchart will be on display along with a COVID-19 response team to be the first point of contact if required.</p> <p>Notification flow charts including the telephone number are displayed in each member of duty staff's office.</p> <p>Notification to public health be made by the Principal or in the Principal's absence Principal designate.</p> <p>Students and staff were met with and all processes explained detail what to do if they or any of their household are confirmed as having Covid-19.</p> <p>Records of which staff and students have been in each group will be kept in order to identify should the Academy receive notification of a confirmed case.</p> <p>Staff and students who undertake a test will be asked to report back to the Academy on the result. No evidence will be necessary.</p>
<b>Risk 8</b>	<b>Spread of Covid-19 from exposure from others due to: 1) living with someone with a confirmed case. 2) Has come into close contact with a confirmed case</b>
<b>Key control measures</b>	<p>Minimise contact with individuals who have someone unwell in their household with COVID-19 and have them not attend school.</p> <p>Staff and students told to follow latest isolation guidelines should they find they have a new, persistent cough and/or a high temperature. Records of actions taken will be kept.</p> <p>Should staff or students disclose that people living with them are self-isolating, they will be advised to follow latest isolation guidelines and Government guidance.</p> <p>All visitors reminded of current isolation guidelines</p> <p>Staff and students reminded daily to follow good hygiene measures at all times via signage and staff briefings.</p>

	<p>Safe systems of work must be provided to staff before they start work and displayed in school.</p> <p>Signage displayed in school.</p> <p>Students will be grouped into bubbles and will be allocated an area in the school to ensure the bubble remains together.</p> <p>Written marking/feedback requirements have been amended to limit shared resources being used that may aid transmission.</p> <p>Resources which have to be shared between staff and students need to be done in line with school protocol and DfE guidance.</p> <p>In order to share information all staff issued with returning to school booklet which will detail what to do if they have come into close contact with someone with a confirmed case</p> <p>Staff will wear face coverings on entry and exit. Staff will wear face coverings in all communal areas where 2m spacing cannot be guaranteed, for example corridors or during break/lunch. Face shields are available to all staff who require including whilst teaching.</p>
Risk 9	Poor hygiene by school occupants increases risk of transmission
Key control measures	<p>School occupants reminded daily via signage to:</p> <ul style="list-style-type: none"> <li>• wash hands regularly using soap for at least 20 seconds</li> <li>• 'catch it, bin it, kill it'</li> <li>• Use sanitiser provided</li> <li>• Observe social distancing</li> </ul> <p>Students reminded verbally by school staff throughout the school day to observe the hygiene practices detailed above.</p> <p>Staff and students reminded to avoid touching face/eyes/nose/mouth</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins with bin bags for hand towels with regular removal and disposal.</p> <p>Orders of cleaning supplies, soap and hand sanitiser are processed regularly, and stocks securely stored.</p> <p>Introduce robust cleaning checklists for all cleaning staff which must be signed off and quality assured as the end of each shift.</p> <p>Ensure that ventilation is maximised using natural fresh air or mechanical extraction systems</p> <p>Avoid unnecessary handling of resources (books etc.)</p>

	<p>Hand sanitiser stations situated at entrance and exit to school and in all muster points, which are being used by staff or students.</p> <p>All staff and students to use sanitiser on entry to the building and their bubble or the restaurant.</p> <p>Bins, tissues and 'catch it, bin it, kill it' posters are in all classrooms.</p> <p>Education on the effective use of face coverings along with appropriate storage over break and lunch times.</p>
<b>Risk 10</b>	<b>Lack of awareness of risks from Covid-19 increases risk of transmission</b>
<b>Key control measures</b>	<p>Posters displayed around site including all entrances.</p> <p>Staff briefings to remind all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This includes informing personnel of the known symptoms.</p> <p>Safe systems of work must be provided to staff before they start work, and displayed in school.</p> <p>Tissues to be provided for all staff to support the 'catch it, bin it, kill it' approach.</p> <p>There will be regular assemblies and other forms of communication in place to raise awareness of COVID-19.</p>
<b>Risk 11</b>	<b>Infection prevention and control (cleaning) regimes insufficient or ineffective</b>
<b>Key control measures</b>	<p>An enhanced cleaning schedule is implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all regularly cleaned and disinfected.</p> <p>Infection prevention and control guidelines available from central team.</p> <p>Only cleaning products supplied by the school are to be used.</p> <p>Bin liners should be used in all bins and waste disposed of in line with guidance. All bins to be emptied daily.</p> <p>Consider if necessary due to illness Increasing cleaning capacity by hiring additional cleaning staff (consider DBS implications).</p> <p>Implement a 'clean as you go' culture, with other school staff undertaking some cleaning tasks such as wiping classroom desks and doors before and after each lesson. This includes teachers if they use resources during lessons such as the visualiser.</p> <p>Cleaning staff to be included in all staff communications so they are kept updated of developments in school and expectations for reporting absence etc.</p> <p>Extra hand sanitiser, anti-bacterial cleaning spray and tissues purchased if required.</p> <p>Muster points to have a hand sanitiser station.</p>

	<p>Cleaning schedule to ensure cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> </ul> <p>Toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>Classrooms cleaned over lunch times to enhance the cleaning schedule and classroom doors remain open.</p>
<b>Risk 12</b>	<b>Lack of required Personal Protective Equipment (PPE) for identified purposes</b>
Key control measures	<p>Routine school operations requiring PPE identified, e.g. the provision of intimate care.</p> <p>Supply chain for usual stock identified Multiple sources of all PPE identified as required no reliance on a single supplier.</p> <p>Utilise support from Central Team, to centrally monitor PPE stock levels across all Trust schools and procure supplies</p> <p>Facilitate sharing of supplies where temporary supply issues present.</p> <p>Hold stock at sufficient capacity to cover a minimum of two weeks' requirements at all times. Ordering in advance of stock depletion.</p> <p>Ensure staff follow Trust guidance on the use of PPE</p> <p>Business and site manager will continue to support BWA to ensure that PPE stock levels are monitored carefully and procure supplies where required.</p>
<b>Risk 13</b>	<b>Increased risk of harm to vulnerable staff or students, including those attending special unit provision</b>
Key control measures	<p>Existing risk assessments and operating procedures in place including:</p> <ul style="list-style-type: none"> <li>• Personal Emergency Evacuation Plans</li> <li>• Intimate care requirements</li> <li>• Online learning</li> </ul> <p>Records kept of students with specific identified health needs</p> <p>Review risk assessments in place for specific purposes for specific people/groups</p> <p>Request information from families to help identify any student who may be at greater risk from Covid-19</p> <p>Conduct staff survey to identify colleagues who may for any reason be at greater risk from Covid-19</p> <p>Communicate with identified vulnerable people to remind them of government guidelines about keeping safe</p>

	<p>Review staff rotas and staff availability to ensure that the needs of any identified individual or group can be appropriately met. Update plans accordingly.</p> <p>Conduct individual risk assessments for staff where required following HR advice</p> <p>Conduct individual risk assessments for students where required.</p> <p>CEV staff will not be working on site and CV staff will have an IRA which determines where and how they can work</p>
Risk 14	Injury or illness suffered during school occupation requiring administration of first aid
Key control measures	<p>Normal school operating procedures apply with the addition of PPE as required.</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion</p> <p>Add new PPE provision to all First Aid boxes</p> <p>Ensure staff rota includes qualified first aider on site.</p> <p>Ensure all first aid boxes include supply of appropriate PPE.</p> <p>Nomination of 'duty' first responder</p> <p>Restrict educational activities to low risk only</p> <p>Undertake restaurant and classroom risk assessments</p> <p>Ensure wherever possible 2m distance kept and layout building to ensure that this is facilitated</p> <p>Subject specialist RAS for science, DT, PE, art, dance, drama and music.</p>
Risk 15	Provision of food for students, including use of restaurant facilities or other designated spaces for eating - exposure from large numbers of persons gathering
Key control measures	<p>Staff and students to eat lunch in designated areas at designated times.</p> <p>Break times are staggered to reduce congestion and contact</p> <p>Posters to remind people to wash hands prior to entering restaurants</p> <p>Hand sanitiser available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area</p> <p>All staff should sit 2 metres apart from each other whilst eating. Students in will remain in groups.</p> <p>Where possible payments taken by contactless methods only.</p> <p>Tables and chairs cleaned throughout each meal service.</p>

	<p>All rubbish and waste is put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating are thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p> <p>Consider further revision of the school timetable to allow greater separation of students at lunchtimes by staggering breaks over a longer period.</p> <p>Remove excess tables and chairs from restaurants where required to encourage social distancing.</p> <p>Catering service will provide pre-prepared and wrapped food only. No unwrapped food will be on display. Where possible crockery, eating utensils, cups etc. should not be used. This avoids a situation where people are helping themselves from communal storage.</p> <p>If, as a last resort behind providing pre-wrapped food, any cutlery is provided this should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Staff operating dishwashers where maintaining 2-meter distancing from customers may be difficult are to be provided with aprons, gloves and face masks. These staff will be advised to only operate the dishwashers and collect items from the customer drop off point when no customers are present.</p> <p>New system of pupil movement around the building and use of restaurant for break/lunch.</p> <p>Students will be accompanied to the restaurant where they will eat their lunch. Lunch times will be staggered, and support staff will be deployed to support over breakfast and lunch as required.</p> <p>A separate risk assessment covering the catering teams' work space (including till points) and food production will be completed, led by Chris Lapsley.</p> <p>Catering staff have been issued with visors and these should be worn at all times during duties.</p>
Risk 16	Use of changing facilities, showers and drying rooms
Key control measures	<p>Changing rooms and showers are not to be used to minimise the spread of COVID 19.</p> <p>If students required to be in sports kit, then during lockdown they could come into school in <b>appropriate</b> sports kit.</p>
Risk 17	Insufficient maintenance and use of school environment and facilities (including electrical and mechanical plant) increases risk of transmission or other issues
Key control measures	<p>Site teams provided with list of facilities management activities to complete via Every Compliance Management system and receive automatic reminders.</p> <p>Deep cleaning has continued to take place during the school holiday.</p>

	<p>Site teams provided with checklist as a reminder by Director of Estates of priority checks and servicing requirements and required to update 'Every' prior.</p> <p>All areas of the school are cleaned in accordance with the latest infection prevention and control cleaning guidance.</p> <p>Staff to be reminded in briefing of the importance of good ventilation.</p> <p>Doors to all classrooms and offices should be left open, and where not possible windows open to allow ventilation.</p> <p>Where ever possible windows should be open, however if due to the cold staff need to close windows then regular purging of the room/office should be undertaken. For example 3 times a day or at the beginning of a lesson or meeting.</p> <p>For the majority of the day we will have 2 members of site staff in the building.</p> <p>Unused areas of the school will be closed down and locked.</p>
<b>Risk 18</b>	<b>Outbreak of fire reduces ability for distancing (e.g. between bubbles)</b>
Key control measures	<p>Existing FRA and associated evacuation procedures</p> <p>Evacuation procedures amended where necessary</p> <p>Inform all occupants of amended procedures</p> <p>Muster point changed to provide additional space</p> <p>Signage displayed in muster point reminding of 2m rule</p> <p>Ensure trained fire warden on site during occupied hours</p> <p>Complete &amp; maintain accurate property occupancy register maintained during occupied hours.</p> <p>Ensure attendance procedures reviewed to allow for effective registration, e.g. tutor time at beginning of the day for registration.</p> <p>New arrangements shared at the beginning of the week to account for any new students joining the in school rota.</p> <p>Carry out emergency drills as normal observing social distancing as appropriate.</p>
<b>Risk 19</b>	<b>Use of school transport (of any kind) increases opportunity for transmission</b>
Key control measures	<p>Assurance sought from bus operators that appropriate cleaning and hygiene measures in place</p> <p>Acceptable use policy in place for transport</p> <p>Consider deploying minibuses for vulnerable students if no other option.</p> <p>Inform parents that school transport will not be provided except for vulnerable/key worker students</p> <p>Adjust AUP to include 2m spacing and consequences</p>

	<p>Have bus company clearly mark out seating positions</p> <p>We will follow latest DfE and PHE advice at all times, reviewing and updating as required.</p> <p><b><u>SCHOOL BUS TRANSPORT</u></b></p> <p>“Face coverings are required at all times on transport (for children over the age of 11).”</p> <p>Parents, staff and pupils to be encouraged to walk or cycle to school if at all possible.”</p> <p>Students will be given a designated seating area on the bus.</p> <p>Students to agree to a bus behaviour contract to ensure organised queuing and boarding where possible with a zero tolerance approach to unwelcome behaviour.</p> <p>Assurance sought from bus operators that appropriate cleaning and hygiene measures in place</p>
Risk 20	Travel off site increases opportunity for transmission
Key control measures	<p>Conduct meetings electronically or via telephone wherever possible</p> <p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>All persons advised to limit their use of public transport.</p> <p>BWT Home Visit protocols will be strictly adhered to</p> <p>Trips and visits are stopped during national lockdown</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Ensure that relevant PPE is in place where required and risk assessments completed. Ensure home visits only happen when necessary</p> <p>Refer to external agencies such as MASH and PCSO/Police</p> <p>Ensure that relevant precautions, PPE and 2m spacing adhered to</p> <p>Complete risk assessment where required to ensure it is safe</p>
Risk 21	Deliveries & waste collection – visitors to site increase opportunity for transmission
Key control measures	<p>Signage in reception areas reminding visitors to maintain social distancing.</p> <p>Floor marking tape used to signal distance to keep from reception desks.</p>

	<p>Staff advised not to approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to be disposed of in bins immediately or site teams asked to remove it as soon as possible. Minimise handling.</p> <p>Parcels are left in a designated area.</p> <p>Antibacterial wipes / spray made available for staff to clean any products delivered prior to handling.</p> <p>Consider reviewing the area where regular external visitors go to minimise exposure to staff and students.</p>
<b>Risk 22</b>	<b>Contractors, visitor and volunteers attending school site</b>
Key control measures	<p>Only contractors carrying out essential maintenance deemed necessary by the school Principal to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres) and contractors will be reminded of this on arrival each day via displayed signage.</p> <p>All contractors are to wash their hands or use sanitiser upon entering the site. Site inductions are to be carried out with all contractors following social distancing principles (2m separation). Site inductions will be carried out by the <b><u>site manager on duty</u></b>.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned before occupation again by any other user</p> <p>Limit access as far as possible to areas of the building deep cleaning and locking once they are done.</p> <p>Move as many projects to times where less students and staff are in the building to limit the spread of COVID-19.</p> <p>Consider issues such as welfare areas to ensure that it limits as far as possible those regularly used by staff and students.</p> <p>Names and organisation details of visitors to be kept by reception.</p> <p>All volunteers will receive an induction upon first day in Academy. Volunteers will be updated on any changes.</p> <p>Pamphlet to be issues to all visitors on site to ensure they are aware of our policy and procedures including the wearing or face coverings in public spaces.</p>

Risk 23	Reintroducing the use of shared equipment and resources as part of curriculum delivery
Key control measures	<p>Limit use of resources and where required ensure students bring in their own equipment and stationary as a minimum.</p> <p>Classroom based resources, such as books etc. will only be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between bubbles, such as sports, art and science equipment should be cleaned frequently or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different year group bubbles. A robust cleaning rota is in place.</p> <p>Students should only bring essential items to school. Essentials such as lunch boxes, coats, books, stationery and mobile phones are allowed. Staff and students can bring bags to school. Unnecessary sharing should be avoided, especially where this does not contribute to student education and development. This information has been given to students and staff in briefings and the return to school pamphlet.</p> <p>Staff and students should not share frequently used equipment such as pencils and pens should not be shared. Staff and students will be required to bring their own into school.</p> <p>During national lockdown practical lessons will not be taking place.</p> <p>Separate risk assessments to be prepared for the following:</p> <ul style="list-style-type: none"> <li>• Generic classroom assessment</li> <li>• Practical science</li> <li>• Practical DT</li> <li>• PE</li> <li>• Art</li> <li>• Dance</li> <li>• Drama</li> <li>• Music</li> <li>• Geography</li> </ul> <p>These risk assessments should be shared with the relevant staff.</p>
Risk 24	Recruitment activities and teacher training
Key control measures	<p>As far as possible this should only happen over Teams and can be recorded for broadcasting.</p> <p>Where in school training is required, staggered entry, 2m social distancing and effective cleaning regime should be in place.</p> <p>Access to the building should be limited and the restaurant and/or teaching school should be used as a meeting point.</p> <p>The Academy will continue to recruit remotely over this period. Interviewing remotely may be a new experience for many schools.</p>

	<p>All recruitment will adhere to the legal requirements regarding pre appointment checks. Safeguarding checks will be carried out in person.</p> <p>Placements will continue and trainees will support their classes through teams.</p> <p>Mentor meetings for trainees will take place distanced/remotely</p>
<b>Risk 25</b>	<b>Safeguarding cases – increase in volume and interventions needed</b>
<b>Key control measures</b>	<p>Home visits should be only undertaken if necessary. Consider telephone calls/video calls instead.</p> <p>If safeguarding meeting cleaning regime in place and “clean-as-you-go” protocol.</p> <p>Welfare calls made at least weekly to all vulnerable students.</p> <p>Majority of Vulnerable students are in the building</p> <p>Attendance and curriculum teams created to support.</p> <p>All schools can now include an additional control measure to support DSLs, as a ‘Supervision service’ has now been implemented to provide support to DSL’s and other identified colleagues. Sarah Flemming (Primary) and Claire Greaves (Secondary) can share further information.</p> <p>Three new policies have been introduced which may be relevant to supporting safeguarding matters and providing additional guidance for staff and students:</p> <ol style="list-style-type: none"> <li>1. Home learning guide</li> <li>2. Online Safety</li> <li>3. IT acceptable use</li> </ol> <p>Close liaison with school nurses to ensure co-ordinated safeguarding support.</p> <p>Home visits should be only undertaken if necessary. Consider telephone calls/video calls instead.</p> <p>Risk assessments should be completed on all occasions with PPE used where appropriate.</p> <p>Social distancing to be always observed.</p> <p>TFTF available to support for in and out of school safeguarding</p>
<b>Risk 26</b>	<b>Behaviour and discipline falls below usual standards and results in increased transmission risk</b>
<b>Key control measures</b>	<p>All students agree behaviour contract.</p> <p>Weekly briefing around expectation when working on site</p> <p>Whole school assemblies to take place once per week on teams in which standards and expectations will be reiterated where required.</p> <p>The behaviour policy has been updated as required.</p>

Risk 27	Bubble or whole school required to isolate / lock-down due to outbreak
Key control measures	<p>Bubbles following DfE guidance to ensure that only those affected will be required to isolate if advised to do so by public health England.</p> <p>For individuals or groups of self-isolating pupils, remote education plans will be in place. These will meet the same expectations for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).</p> <p>Behaviour CPD for working remotely shared on training day.</p>
Risk 28	Provision of remote learning to the requirements prescribed by DfE
Key control measures	<p>Staff have been offered training and guidance on the use of the schools' chosen remote learning platform.</p> <p>Mentor(s)/digital champion(s) are available in school for further support.</p> <p>The Trust has introduced new policies which have been made available for staff and students governing online working practice, including</p> <ul style="list-style-type: none"> <li>• IT acceptable use</li> <li>• Online safety</li> <li>• Home learning guide</li> </ul> <p>Staff are reassured that performance management/appraisal discussions will take account of this situation and should be reassured that the Trust will take pragmatic steps regarding performance management to take account of current circumstances.</p> <p>Teachers will not be penalised during any appraisal process as a result of the decision to restrict attendance at schools.</p> <p>All training days and CPD throughout the year has had a focus on remote education provision.</p> <p>Term 2 school review was focused on remote education provision and all department strengths and weaknesses identified.</p> <p>COVID-19 and remote learning regular agenda item in management and SLT briefings.</p> <p>Staff, parents and students have had regular, clear communication regarding remote education expectations.</p> <p>Laptops have been handed out to students and staff were required to ensure that they can meet the remote learning requirements prescribed by the DfE.</p> <p>Tech pack was handed out to all staff on January training day to include visualisers and microphones to allow in school, blended and remote education to occur effectively.</p> <p>Trust have remote assist programme in place to support staff working at home where required. Staff well-being register also in place to support further as required.</p>

	<p>In order to reduce the risks associated with balancing available staff to undertake remote education, testing and key worker/vulnerable supervision we have done the following:</p> <ul style="list-style-type: none"><li>• Effective rotas will be put into place with departments supporting staff involved in-school.</li><li>• Adaption of remote education where required to further support staff within the building by sharing activities, etc.</li><li>• Testing staff will predominately come from support staff (during lockdown) to enable teaching staff to engage with remote education. This however will change as testing increased and may affect capacity.</li></ul> <p>Creation of electronic systems such as cover to ensure that staff are supported and remote education is not impacted.</p> <p>Individual risk assessments carried out to allow staff to work from the building where required to ensure remote provision is not affect.</p>
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