

Result of COVID-19 risk assessment for the full reopening of Brooke Weston Academy from the autumn term 2020.

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.

29 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) 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.</p> <p>Children are encouraged to do the same.</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 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>Consider marking out appropriate areas so to provide a clear means of maintaining 2m distance for staff.</p> <p>Effective planning to ensure that year groups, and staff have designated work spaces to minimise risk.</p> <p>Consider activities outside where possible, such as break times.</p> <p>Consider asking all students to wash hands or use hand sanitiser before each activity.</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 regularly and for at least 20 seconds.</p> <p>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.</p> <p>Students will be grouped into Year group bubbles and will be allocated a wing in the school to ensure the year group remains together.</p>

	<p>Students will have a staggered exit based on their year group.</p> <p>Classroom furniture 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, with potentially only year group assemblies in person.</p> <p>Students will take their lunch and break times within their bubbles to minimise their interaction with any other year groups.</p> <p>Staff breaks and lunches will be scheduled, and spaced areas provided with maximum capacity numbers.</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>
Risk 2	<p>Access to and egress from school site presents increased opportunity for transmission</p>
Key control measures	<p>Stop 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>Introduce staggered start and finish times for students.</p> <p>Communicate expectations with parents/carers and students regularly including:</p> <ul style="list-style-type: none"> • New arrangements for drop off / collection • Social distancing expectations • No gatherings on school sites • No entry to school sites without prior appointment <p>Change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Require cleaning schedules to be kept and signed for review to confirm adequate cleaning is taking place.</p> <p>Advise staff, students and parents on appropriate use of car parks to assist social distancing.</p> <p>The five-minute changeover time is no longer required. Therefore, teaching time has not been reduced. This allows for the staggered exit.</p> <p>Covered bins will be available at all entrances and students will be asked to dispose of disposable face masks before entry.</p> <p>Students have been asked to bring a small plastic bag to store non-disposable mask in.</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 a small plastic bag.</p> <p>Return to school guidance pamphlets have been issued to staff and students in which the expectations for face coverings is noted.</p> <p>The first day of the new term is a staff training day this will include a whole school staff induction via teams.</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>
Risk 3	Insufficient availability of staff to fulfil all school duties
Key control measures	<p>Normal timetable is in place for all staff and students.</p> <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.</p>

	<p>All temporary staff including supply teachers will receive an induction upon first day in Academy. Temporary staff will be updated on any changes.</p> <p>Support staff will be deployed to cover morning break and lunch break for teaching staff as required.</p> <p>As of 1st August 2020, those who are classed as clinically extremely vulnerable will no longer be required to shield. Where possible, consideration will be given to ensure arrangements for staff to work from home, this will be reviewed in line with government guidance. Staff should discuss working arrangements with their Line Manager or Principal. Where staff roles do not allow working from home, staff will be required to return to the school site. Individual risk assessments will be undertaken to ensure the working environment is safe.</p> <p>All staff received an email from the CEO and a letter from the Principal to let them know the expectations for the autumn term. Staff have also received a back to school guidance pamphlet.</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>In order to share information all staff issued with returning to school guidance pamphlet including details on well-being in place and support signpost.</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"> • Notify the Principal immediately (if staff). • Tell a staff member and be referred to first aid (if student) • Be isolated to designated area (all) • Avoid touching anything (all) • Go home as soon as possible (following existing school procedures for students) <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>Areas occupied and equipment used by the affected person will be identified and then thoroughly cleaned and disinfected following latest guidance.</p> <p>Person displaying symptoms must then 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 two weeks.</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.</p> <p>Follow published guidance on cleaning (infection prevention and control).</p> <p>Ensure staff are appropriately inducted to know procedures.</p> <p>Ensure staff who are required to use PPE are trained in how to safely take PPE on and off.</p>

	<p>Ensure staff are aware of the protocols for staff absence if they or anyone in the household display any symptoms.</p> <p>In order to share information all staff issued with returning to school booklet which will detail what to do if staff/students display symptoms.</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>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.</p> <p>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 government guidance.</p> <p>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.</p> <p>Identify a separate toilet for potential cases to use – Boardroom with own toilet facilities apart from examination season.</p> <p>The Academy Leaders understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>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</p>
Risk 7	A Confirmed case of Covid-19 in school
Key control measures	<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 year groups reminded to adhere to social distancing and public health England guidance.</p> <p>Advice relating to isolation shared with staff.</p> <p>Entrance protocols > “stop & check” for symptoms with all staff and students prior to entrance being granted – if a case is confirmed.</p> <p>Call Public Health England for advice and implement advice received.</p> <p>In order to share information all staff issued with returning to school pamphlet which will detail what action we will take if we have a confirmed case.</p>

	<p>Students to be issued with returning to school booklet which will detail what to do if they or any of their household are confirmed as having Covid-19.</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 office throughout the academy.</p> <p>Notification to public health be made by the Principal or in the Principal's absence Principal designate.</p> <p>Students and staff to be issued with returning to school booklet which will 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>
Risk 8	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
Key control measures	<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>Explicit information will be provided in parent and student information booklet and clear guidelines provided in staff information booklet.</p> <p>Safe systems of work must be provided to staff before they start work and displayed in school.</p> <p>Tissues provided for all offices and classrooms to support the 'catch it, bin it, kill it' approach.</p> <p>Signage displayed in school.</p>

	<p>Students will be grouped into Year group bubbles and will be allocated a wing in the school to ensure the year group 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>Students to be 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>
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"> • wash hands regularly using soap for at least 20 seconds • 'catch it, bin it, kill it' • Use sanitiser provided • Observe social distancing <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>Staff and students given extra time at the start of breaks to enable them to wash their hands or use hand sanitiser.</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>In order to share information all staff issued with returning to school booklet which will detail the importance of good hygiene and how to maintain good hygiene.</p> <p>Students to be issued with returning to school booklet which will detail the importance of good hygiene and how to maintain good hygiene.</p> <p>Bins, tissues and 'catch it, bin it, kill it' posters are in all classrooms.</p> <p>A letter will be sent home to all students so that uniform expectations are clear for parents and students.</p>
Risk 10	Lack of awareness of risks from Covid-19 increases risk of transmission
Key control measures	<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>All staff informed of the guidance for educational settings.</p> <p>Tissues to be provided for all staff to support the 'catch it, bin it, kill it' approach.</p> <p>In order to share information all staff issued with returning to school booklet which will detail the risks of Covid-19 and the symptoms associated.</p> <p>Students to be issued with returning to school booklet which will detail the risks of Covid-19 and the symptoms associated.</p> <p>There will be an enhanced PSHE/RSHE programme in place to support this along with regular assemblies/communication.</p>
Risk 11	Infection prevention and control (cleaning) regimes insufficient or ineffective
Key control measures	<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.</p> <p>Muster points to have a hand sanitiser station.</p> <p>Cleaning schedule to ensure cleaning is generally enhanced and includes: more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal.</p> <p>Toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p>
Risk 12	Lack of required Personal Protective Equipment (PPE) for identified purposes
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.</p> <p>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>The Central Team will continue to support BWA to ensure that PPE stock levels are monitored carefully across all Trust schools and procure supplies where required.</p>
Risk 13	Increased risk of harm to vulnerable staff or students, including those attending special unit provision
Key control measures	<p>Existing risk assessments and operating procedures in place including:</p> <ul style="list-style-type: none"> • Personal Emergency Evacuation Plans • Intimate care requirements • Online learning <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>
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 persons should sit 2 metres apart from each other whilst eating. They are reminded by school staff to do this.</p> <p>Cash discouraged and payments taken by contactless methods wherever possible.</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. 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 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>Restaurant to be used as little as possible and cleaned down between use.</p> <p>New system of pupil movement around the building and use of restaurant and Weston Theatre for break/lunch.</p> <p>Students will be accompanied to the restaurant where they will collect a lunch bag. They will take their lunch bag to their designated area. 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 the Trust Catering Manager.</p>
Risk 16	Use of changing facilities, showers and drying rooms
Key control measures	One year group bubble per day to use the changing rooms for PE purposes.

	<p>Year group bubbles not to use changing rooms on same day.</p> <p>Showers not to be used to help minimise the spread of COVID-19.</p> <p>All staff informed of the guidance for educational settings.</p> <p>There will be a specialist PE risk assessment in place which will include clear staff supervision zone for each changing room. Training of PE staff to manage safely the supervision of students. This will be continuously reviewed by PE staff in first month and plans amended if necessary.</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 partial opening of the school and will continue through the 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 to school re-opening so compliance position is demonstrated.</p> <p>Any areas of school not fully cleaned since partial shutdown to be cleaned in accordance with the latest infection prevention and control cleaning guidance during summer holiday.</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.</p>
Risk 18	Outbreak of fire reduces ability for distancing (e.g. between bubbles)
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 & maintain accurate property occupancy register maintained during occupied hours.</p> <p>Increase assembly points to allow for full school return.</p>

	<p>Ensure attendance procedures reviewed to allow for effective registration due to increased entry points, e.g. tutor time at beginning of the day for registration.</p>
Risk 19	Use of school transport (of any kind) increases opportunity for transmission
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>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>Advice to parents and students will be provided in parent information booklet.</p> <p>PUBLIC TRANSPORT "Face coverings are required at all times on public 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>
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 will be reviewed on a case-by-case basis by the EVC co-ordinator (DCL) and Principal to decide whether they can go ahead and are in line with DfE guidance.</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.</p> <p>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 to be delivered to outside. Reception staff will then pick up parcels once delivery driver has left.</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>
Risk 22	Contractors, visitor and volunteers attending school site
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.</p> <p>Site inductions are to be carried out with all contractors following social distancing principles (2m separation). Site inductions will be carried out by Site Manager.</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>
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>Separate risk assessments to be prepared for the following:</p> <ul style="list-style-type: none"> • Generic classroom assessment • Practical science • Practical DT • PE • Art • Dance • Drama • Music • Geography

	These risk assessments should be shared with the relevant staff.
Risk 24	Recruitment activities and teacher training
Key control measures	<p>As far as possibly 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 the summer 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. During the summer, safeguarding checks can be carried out remotely as set out in coronavirus (COVID-19): safeguarding in schools, colleges and other providers. From the start of the autumn term checks will revert to being carried out in person.</p> <p>From September new staff will be invited in to undertake their DBS check whilst maintaining social distancing.</p> <p>Reduced contact time for trainees is planned with the remote support focus on planning and feedback rather than direct classroom instruction.</p> <p>Trainees will have a reduced classroom expectation time.</p> <p>Mentor meetings for trainees will take place distanced/remotely</p>
Risk 25	Safeguarding cases – increase in volume and interventions needed
Key control measures	<p>Home visits should be only undertaken if necessary. Consider telephone calls/video calls instead.</p> <p>If safeguarding meeting required use of designated area within school (Walpole) required with cleaning regime in place and “clean-as-you-go” protocol.</p> <p>Designated safeguarding leads and deputies will be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies where these are appropriate. This will be accomplished by utilising external coaches in a safe manner.</p> <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>
Risk 26	Extra-curricular provision reintroduced
Key control measures	<p>School closed promptly to students and staff where possible to reduce risk.</p> <p>Largely no afterschool clubs to be arranged except for targeted intervention for year 11 and 13. The intervention will continue in year group bubbles.</p> <p>We will reintroduce when safe to do so and following DfE guidance.</p> <p>Year 11 and 13 will have separate exits at the end of their intervention sessions.</p> <p>Where additional provision is required, this will need to be agreed with the Principal along with a RA put into place.</p>
Risk 27	Behaviour and discipline falls below usual standards and results in increased transmission risk
Key control measures	<p>All students agree behaviour contract.</p> <p>Isolation area(s) available for any students who need removing from the year group bubbles.</p> <p>Weekly special assemblies for all year group bubbles.</p> <p>Whole school assemblies to take place once per week on teams in which standards and expectations will be reiterated.</p> <p>The behaviour policy has been updated as required.</p>
Risk 28	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>Blended curriculum will be in place to allow students to work from home using Teams, Oak National and /or GCSE Pod.</p>
Risk 29	Insufficient space available to accommodate all students
Key control measures	<p>Detailed plans for bubbles and layout in order to ensure that space is available where required.</p> <p>Rotas including breakfast/lunch ensure that areas have adequate space for students.</p>

	<p>Effective planning and timetabling in place along with classroom and venue maximum capacity reports in place.</p> <p>Desks have been laid out in line with social distancing guidelines. Staff have been informed desks and chairs cannot be moved.</p> <p>Adequate accommodation for all students.</p> <p>A 2-meter space at the front of the classroom for teaching staff.</p> <p>SLT to be on duty to support teaching staff.</p>
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