

September 2021 Revised Covid Risk Assessment

Name of Academy	Nechells Primary E-ACT Academy
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Introduction

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

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

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

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

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

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

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

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

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

Core Principles

Mixing and “bubbles”

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

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

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

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

Tracing Close Contacts and Isolation

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

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

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

- they are fully vaccinated

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

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

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

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

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

Face Coverings

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

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

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

In circumstances where face coverings are recommended

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

You should make sure your outbreak management plans cover this possibility. In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face

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coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.

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

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

Stepping Measures Up and Down

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

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

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

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

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Systems of Controls

1. Ensure good hygiene for everyone

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

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

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

3. Keep occupied spaces well ventilated

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

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

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

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

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

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

Asymptomatic testing

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

Over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings. However, testing will still be widely available over the summer and kits can be collected either from your local pharmacy or ordered online.

As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.

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Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

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

There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.

Confirmatory PCR tests

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

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

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

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

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Version Control

Version No.		Date Published
1	Academic Year 2021/22 Return	07.09.2021
2		
3		
4		

Consultation

Consulted With	Date and How	Comments
Staff	08.09.2021 via email	
Parents	09.09.2021 via email, website and SMS link	
Unions	07.09.2021 via email	

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Government Guidance

Links to related published guidance notes to be referred to alongside the Model Risk Assessment	
Links to DfE Guidance As new guidance is produced weekly, please refer to www.gov.uk for updates	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf</p> <p>https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</p> <p>https://www.cibse.org/coronavirus-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>https://www.gov.uk/get-coronavirus-test</p>

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	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</p> <p>https://www.gov.uk/government/publications/school-attendance</p> <p>https://www.legislation.gov.uk/uksi/2021/582/contents</p> <p>https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</p> <p>https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries</p> <p>https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note</p> <p>https://get-help-with-remote-education.education.gov.uk/safeguarding</p> <p>https://www.gov.uk/government/publications/education-recovery-support</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents</p> <p>https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</p> <p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits</p>
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	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19			
Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Lack of certainty over returning numbers	Planning for mandatory full attendance for all pupils from September 2021	Yes	Welcome back letter to be sent to all parents/carers outlining arrangements for new academic year and with trust brochure attached	DC and LH
	Support for pupil/parent anxiety about return to school and vulnerability to COVID-19	Yes	Ensure trust brochure available alongside specific academy resources	LH
	All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend	Yes	Email scheduled to be sent to parents on Friday 3 rd September 2021. Text messages sent to reassure parents - Thursday 2 nd /3 rd September	DC and LH LH and RB
Number of staff available is lower than that required to teach classes in school	The health status and availability of every member of staff is known and is regularly updated including the initial review of staff who had previously been identified as vulnerable including clinically extremely vulnerable, clinically vulnerable and pregnant staff.	Yes	Individual RAs to be reviewed 3 rd September 2021. If staff wish to continue mask wearing etc - then they are able to do so.	DC
	CEV people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they	Yes	1:1 meetings offered to all staff with CEV staff - reassure and reiterate additional precautions that can be taken.	DC and SP

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	can continue to take and be encouraged to update/complete a personal risk assessment,			
	All staff who have received previously a 1:1 risk assessment are offered a review especially where they have previously been identified as someone who was to work from home.	Yes	All staff to be offered a 1:1 risk assessment due to possible changes in circumstances. Discussion to be held with any staff who previously worked from home following shielding advise.	DC and SP
	All staff have been offered a new or updated Wellness Action Plan	Yes	To be shared during CPD on Thursday 2 nd September - staff to request a WAP.	DC
	Flexible and responsive use of professional services and pastoral staff to supervise classes is in place.	Yes	Timetable of professional services will be reviewed to support cover where and when needed.	
	Contingency planning in place and additional resource identified and budgeted.	Yes	No allocation in budget for agency but will look to cover internally where possible. If agency needed then savings will need to be identified from other areas of planned spend.	DC and LM
	Support all staff in attendance for vaccination sessions even during term time	Yes	Cover through non-class-based staff and TAs to cover classes to ensure staff can attend vaccination appointments.	DC
	Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. The school should be able to explain the measures they have in place to keep staff CEV staff safe at work and should be recorded in appropriate 1:1 risk assessment		See personal RAs for detail of reasonable /additional measures.	DC and SP

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Testing capacity and reporting is in place in line with guidance	Ensure secondary pupils and all staff continue to test regularly if attending school sites during summer		N/A	
	Ensure staff and students have access to or are aware of where they can access testing kits	Yes	Staff will continue to have access to tests and encouraged to test at home twice weekly.	AT
	Ensure awareness of calling NHS Test and Trace on 119 for issues and queries about the supply, ordering and delivery of test kits.	Yes	Text messages sent to parents to remind them of how to obtain testing kits - Thursday 2 nd September 2021.	LH and RB
	Confirm prior to start of year that testing facility has been set up and established on the school site		N/A	
	Ensure asymptomatic testing site is maintained in secondary schools to support student testing for those who cannot do this at home		N/A	
	Ensure appropriate staffing identified to support the testing site. Liaise with ROD if this will require external staffing resource.		N/A	
	Ensure consent is obtained for all new students. Consent is not required for existing students if previously provided		N/A	
	Plans in place to ensure secondary pupils receive two on site Lateral Flow Tests, 3-5 days apart on return in Autumn term. Schools have the option to test new Year 7 students prior to the start of term.			
Ensure secondary pupils and all staff continue twice weekly home testing until end of September			N/A	

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	In the case of a positive Lateral Flow Test people should be advised to isolate and take a PCR test. If the PCR test is taken within two days of the positive LFT and is negative, it overrides the LFT and the person can return to school as long as no Covid symptoms.	Yes	Communicated during staff training Thursday 2 nd September 2021.	DC
	Ensure understanding of the new Track and Trace requirements through the NHS. If some exceptional circumstances schools may be required to support with tracing	Yes	Communicated during staff training Thursday 2 nd September 2021.	DC
Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance	Clear signage displayed across the Academy promoting hygiene	Yes	Hand washing and 'bag it bin it kill it' posters in corridors and classroom.	AT
	Hand washing and sanitiser facilities identified for each learning area. Additional items required installed.	Yes	Hand sanitisers are already in place in all classrooms and toilet areas	AT
	<p>Ensure offices/classrooms and large occupancy venues are well ventilated and occupancy remains limited, where required:</p> <ul style="list-style-type: none"> ▪ Mechanical ventilation systems adjusted to increase ventilation rate where possible ▪ Natural ventilation – opening windows (these should be opened more fully during breaks) ▪ Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used 	Yes	<p>All doors and windows will be opened by facilities staff to ensure full ventilation. Children and staff may wish to wear additional clothing due to the increased ventilation. More windows will be accessible after scaffolding is removed in October.</p> <p>All areas will be well ventilated naturally, via open windows and non-fire exit doors where safeguarding is not compromised.</p>	All staff
Parents and carers are not fully informed of the health and	As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of	Yes	RA on the website. Emails sent to parents prior to the children returning. Text	DC and LH

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safety requirements for the reopening of the school	communication tools. A standard guide to the risk assessment and operating procedures pre-opening will be provided by the Trust to complement local communications.		messages sent to remind and reassure prior to the children returning. Trust communication sent - Thursday 2 nd September.	
	A parental version of the final Risk Assessment (above) is made available, published on the web site and a mechanism to record and implement any parental feedback is in place.	Yes	In place by close of play Friday 3 rd September 2021.	DC and LH
	Consider parent and pupil handbooks or briefings reflecting changes to usual school policy	Yes	Parent will still drop children at the school gate - reducing volume of people in the playground. This will be communicated to parents via welcome back letter.	DC
	Advice is made available to parents on arrangements testing for COVID-19	Yes	Through parent welcome back letter.	DC
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website and verbally. Community languages are considered.	Yes	Regular communication through letters, newsletters and text messages to be sent to parents re-enforcing key messages and any changes following PHE advice to schools.	LH and RB
	Clear procedures in place where a child falls ill whilst at school in line with this guidance.	Yes	Staff to notify SLT of any pupils feeling unwell. Pupil will be placed in the Nurture room until collected and then a full clean of this will take place.	All staff
	Ensure isolation room identified which is in a location close to the main exit to limit transmission risk when transporting students.	Yes	Isolation room to continue to be available for use at all times. Thorough deep cleans to take place after use.	AT
	Ensure contact details of families are up to date.	Yes	Parent/carer contact sheets to be sent out to confirm up-to-date contact details for all pupils	RB and LH
	Immediate notification to absent@e-act.org.uk in every case where a student/staff is symptomatic			

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	<p>In the case of a positive Lateral Flow Test people should be advised to isolate and take a PCR test. If the PCR test is taken within two days of the positive LFT and is negative, it overrides the LFT and the person can return to school as long as they are not displaying COVID symptoms.</p> <p>Ensure understanding of the new Track and Trace requirements through the NHS. In some exceptional circumstance's schools may be required to support with tracing.</p> <p>If a parent or carer insists on a pupil who has tested positive or should be isolating, attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Communicated within welcome back correspondence.</p> <p>Shared with staff through training day sessions and then will be communicated to parents when issues arise.</p> <p>This will be communicated if and when such matter should arise. Communication with RED will be made to ensure compliant.</p>	<p>DC</p> <p>DC and JS</p> <p>DC</p>
<p>Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place</p>	<p>Ensure message around staying home if ill is reinforced.</p>	Yes	Regular communication reminding parents/carers.	RB and LH
	<p>Clear communication around hygiene guidance.</p>	Yes	Regular in-class reminders around hand hygiene; providing pupils with plenty of opportunities to wash and sanitise hands.	All staff
	<p>Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family</p>	Yes		
<p>Removal of face coverings (where staff/students choose to continue wearing a face covering)</p>	<p>Clear process communicated to adults/pupils on removal of face coverings</p>	Yes	<p>Welcome back letter to re-enforce messages around face covering and options to wear.</p>	DC and LH

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	Ensure access for adults/pupils to clean hands after touching and safe storage in sealable plastic bag	Yes	Hand washing facilities around school site and hand sanitiser located at every internal and external door and on office desks.	AT
	Ensure adults/pupils are aware not to touch front of face when removing, dispose in "black bag" waste bins, use sealable plastic bag for storage	Yes	Welcome back letter reminds of processes.	DC
Daily attendance registers for new cohorts are not in place	School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.	Yes	Usual procedures for completing registers to be adhered to.	RB and JS
	Completion of school daily attendance registers	Yes	All completed in accordance to usual procedures.	RB and JS
	Regular reporting and monitoring of attendance	Yes	Daily contact made to Parent/Carer by Attendance Manager.	JS
	Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with the relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).	Yes	Usual procedure in place to ensure correct register code is recorded.	JS
	For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.	Yes	Usual procedures for completing registers to be adhered to.	RB and JS
	Ensure appropriate checks and balances in place to ensure no code X students are on site during morning registration. This includes ensuring supply teachers are made aware and supported in identifying students.	Yes	Usual procedures for completing registers to be adhered to.	RB and JS

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Meals are not available for all children in school	Catering provider must complete separate risk assessment for catering staff and kitchens	No	Awaiting Risk Assessment from Aspens due by 10/09/2021	LM
	School must risk assess any of their own staff involved with catering provision.	N/A	All staff employed by Aspens	LM
	Alternative arrangements in place for provision of school meals if necessary	Yes	Could convey from another site if needed.	RB
	Usual considerations in place for dietary requirements	Yes	Allergen information updated for current academic year.	SG
	Provisions agreed for FSM students who may not attend academy due to self-isolating or shielding	Yes	Hampers will be offered to students isolating and not able to access their FSM.	RB
School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19	Safeguarding remains highest priority and policy is updated to reflect changes	Yes	Whole staff annual training to take place on Wednesday 2 nd September. All changes and updates to be shared with staff.	JS
	All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school	Yes	Whole staff annual training to take place on Wednesday 2 nd September. All changes and updates to be shared with staff.	JS
	School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures,	Yes	All previous procedures to remain in place for fire evacuation and lockdown.	AT
	Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency	Yes	Evacuation of building and lockdown alarm to be practised within WB: 06/09/2021.	AT

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Higher risk of increased disclosures from returning pupils	DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupil	Yes	Safeguarding team established to support with ongoing disclosures	JS and KM
	Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision	Yes	Contact remains in place for any possible pupils who do not return in September 2021	JS
	Multi-agency arrangements in place to support early help	Yes	Regular planning meetings to continue to take place with all agencies	JS and SM
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school	Academy arrangements for dealing with pupil wellbeing	Yes	Relationship recovery to be delivered on first two days of returning to school to support with any wellbeing issues which have taken place during the summer holiday.	SM and Teachers
	Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently.	Yes	TIAS training to take place on Friday 3 rd September for all staff	All staff
	Train staff on teaching about mental wellbeing and then use tutor times to support students in rebuilding friendships and social engagement, equipping them to respond to issues linked to coronavirus and improving their physical and mental wellbeing.	No	Three houses to be completed by all pupils	JS and Teachers
	Provide focused pastoral support where individual issues are identified, drawing on external support where necessary.	No	As completed	JS and Teachers
	Ensure staff have access to new/updated Wellness Action Plan	Yes	New wellness action plan offered to all staff in email 06/09/2021.	DC and SP

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened	Gaps in learning are assessed and addressed in teachers' planning.	Yes	All assessment arrangements in place to provide teachers with diagnostic tools to identify gaps in learning and respond.	DC
	Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified.	Yes	Remote learning provision still available for pupils who are unable to attend school.	DC
	Exam syllabi are covered where appropriate	Yes	All covered within the planned curriculum.	DC
	Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning	Yes	Individual assessments will be completed if this is identified and then intervention sessions planned and delivered to close learning gaps.	SM
	School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school	Yes	Online learning will be arranged and delivered to students.	SM
School unable to meet full provision required in line with EHCP	Review individual pupil's EHCP to consider what can reasonably be provided whilst in school	Yes	EHCPs have been reviewed with external agencies who have provided advice regarding provision.	SM
	Access support through health and social care offer, local authorities, health professionals, regional schools' commissioners and other services	Yes		
What can we do differently for SEN/D students so they transition smoothly back into school and make up for lost curriculum time?	Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on students' return, including external agencies.	Yes	EHCPs have been reviewed with external agencies who have provided advice regarding provision.	SM
	Ensure discussions with external agencies on school's control measures and ways of working	Yes		

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Ensure adjustments in place for SEND students with regard to wearing and removal of face coverings if students and support staff choose to wear face coverings	Yes		
Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school	Review the resources required to sustain the online offer for pupils that are unable to attend school. Ensure ICT devices are easily available to be distributed when required.	Yes	Online platform still available and set-up for pupils unable to attend school.	DC
	Ensure clear process in place for identifying students who require equipment to access remote learning in line with Trust expectations	Yes	IT equipment available to provide pupils with online access at home should this be required.	SG and NR
	Ensure robust system in place to allocate the loaning and return of devices to students through a named SLT link and operations team	Yes	Previous data sheet that records device asset number and student details will be used.	JS and SG
	Ensure sufficient safeguarding systems are in places for students working at home	Yes	All security programmes installed on all devices and links to reporting tool.	SG and NR
Identify staff unable to return to school	Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. The school should be able to explain the measures they have in place to keep staff CEV staff safe at work and should be recorded in appropriate 1:1 risk assessment	Yes	Discussions to be held with shielding staff members and risk assessments and WAPs to be provided if required.	DC and SP
	Give careful consideration about additional precautions you may wish to continue to support CEV staff. This should be done in conjunction with the staff and local disease levels.	Yes	Will follow local disease level guidance if and when implemented.	DC and SP
	Through the process above of understanding level of returning staff, identify specific activities for staff who following their risk assessment are not able to return to the workplace but are able to work remotely.	Yes	None identified to date.	DC and SP

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Staff are insufficiently briefed on expectations	A member of staff per academy is identified as the point of contact for this risk assessment (could be union rep or another that is selected by the staff) to collate staff feedback and engage with SLT.	Yes	All staff to receive information during INSET on Wednesday 2 nd September. Risk assessment to be shared with staff and unions.	DC
	All staff made aware prior to September of the proposed operating plan and content of this risk assessment. Feedback invited and where relevant the risk assessment is updated.	Yes	All staff to be offered opportunity to have a risk assessment and WAP if they feel their circumstances require it.	DC and SP
	On return to school in September ensure staff are re briefed on the school operating plan, the final risk assessment is shared and signed off.	Yes	Through welcome information and also staff briefings.	DC and SP
	Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable.	Yes	Ongoing feedback to be sought through line management meetings and emails.	DC
	Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders	Yes	As above	DC
	Staff have access to new/updated Wellness Action Plan	Yes	As above	DC and SP
	Staff workload expectations are clearly communicated	Yes	As above	DC and SP
	Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school	Yes	As above	DC/Line Managers
	Staff should continue to undertake twice weekly home tests whenever they are on site until the end of September	Yes	Staff to have access to kits should they wish to continue to test twice weekly	DC/Line Managers

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person	
Staff rooms and offices do not allow for observation of ventilation guidelines	Ensure offices, staff rooms and large occupancy venues such as halls are well ventilated:	Yes	All areas will be well ventilated naturally, via open windows and non-fire exit doors. Rooms with no natural ventilation limited to one person Staff advised not to prop open fire exit doors. Records held in cloud and to be checked Records held in cloud and to be checked When installed staff trained on use and positioning once Government guidance issued.	AT, All staff	
	<ul style="list-style-type: none"> ▪ Mechanical ventilation systems adjusted to increase ventilation rate where possible 	Yes			
	<ul style="list-style-type: none"> ▪ Natural ventilation – opening windows (these should be opened more fully during breaks) 	Yes			
	<ul style="list-style-type: none"> ▪ Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used 	Yes			All Staff
	<ul style="list-style-type: none"> ▪ Ensure maintenance records have been updated and reviewed for all mechanical ventilation systems 	Yes			AT
	<ul style="list-style-type: none"> ▪ Ensure room capacities have been checked with ventilation contractors in line with guidance 	Yes			AT
	<ul style="list-style-type: none"> ▪ Where air filters and CO2 monitoring devices are in situ, ensure these are always in use and maintained. Ensure academy staff understand how the systems work. 	Yes			N/A
Cleaning capacity is reduced so that an initial deeper clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required	A return-to-work plan for cleaning staff agreed with contracting agencies prior to September opening and in line with current guidance.	Yes	Schedules in place for morning and evening clean.	AT and LM	
	A cleaning schedule is agreed and implemented which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school.	Yes	Cleaning schedule meets requirements.	AT and LM	
	Daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces.	Yes	Completed by Site staff	AT and LM	

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Introduce cleaning of shared resources where required and consider role of our staff (e.g. technicians) in this.	Yes	All cleaning materials are accessible by facilities team if needed.	AT and LM
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u>	Yes	Contractor remains in place from previous academic year with full knowledge and understanding of guidelines.	AT
	Plans are in place to identify and clean all areas with which the symptomatic person has been in contact	Yes	Facilities Manager will inform CleanTec of the area needed. If issue arises in the morning then the Facilities Team will complete the full clean of the area.	AT
	Sufficient and suitable equipment is available for the required clean	Yes	Stock levels maintained to ensure adequate resources. Reviewed daily by cleaning supervisor.	AT
	Adequate disposal arrangements are in place to dispose of contaminated waste	Yes	Waste is disposed of in sealed bags within the usual bin collection system.	AT
	Cleaning of the area where staff or students are held when falling ill with symptoms during the day.	Yes	Facilities Manager will inform the Janitor of the area needed. If issue arises in the morning then the Facilities Team will complete the full clean of the area.	AT
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established	An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.	Yes	All handwashing facilities well stocked and working and a daily review of these will be made.	AT
	Appropriate measures to supervise effective hand washing of young children are in place	Yes	Students usually supervised and the importance of effective hand washing will be discussed during tutor times.	AT

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day	Yes	Monitored by facilities team in the mornings and then the day time janitor in the afternoons and after school.	AT
	Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on arrival at school.	Yes	Hand washing posters in the washrooms and digital media on the TV screen around school.	AT
	Reinforce 'catch it, kill it, bin it' message			
Inadequate supplies and resources mean that shared items are not cleaned after each use	Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff	Yes	Sufficient stock of learning resources such as laptops and reading books for each student to have their own, thus removing the need to share.	DC and LM
	Plan for equipment and resources per child where possible and avoid the sharing of stationery and other equipment where possible.	Yes	Stationery issued to students for individual use to remove the need to share resources.	Class Teachers
	Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups)	Yes	Surface cleaner and wipes in every room, stored safely, for staff to use when sharing of materials and surfaces cannot be avoided. Stock levels reviewed daily.	AT, Class Teachers
	Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is either cleaned between cohorts or occupied by the same children or young people in one day	Yes	Surface cleaner and wipes in every room, stored safely, for staff to use when sharing of materials and surfaces during practical lessons. Stock levels reviewed daily.	AT, Class Teachers
	Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products	Yes	Surface cleaner and wipes in every room, stored safely, for staff to use and stock levels reviewed daily.	All Staff

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	The Regional operations Director/Regional Business Lead made aware of any additional financial commitments	Yes	Budget requested reflected increase to support resources, will update as part of month end review and forecasting.	LM
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school	Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school and to stay at home if unwell .	Yes	Regular communication with staff, parents and carers to ensure they are familiar with guidance to take place.	LH and RB
	Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice.	Yes	Regular communication with staff and updated information on symptoms shared with all staff through email and briefings.	DC
	This guidance has been explained to staff and pupils as part of INSET training and through regular staff briefings (and the induction process for new starters).	Yes	Covered in detail during staff inset days on 2 nd and 3 rd September 2021.	DC
	Staff are aware of the location of the emergency PPE pack and the situations where its use is mandatory – when dealing with symptomatic students or staff or for close intimate care / first aid.	Yes	Staff are aware that PPE packs are retained in the office and in the library if needed.	AT and RB
	Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Yes	Staff have a daily briefing before school.	DC
	Report cases immediately to ROD and email absent@e-act.org.uk Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response.	Yes	Same procedure as previous academic year.	DC, LM
PHE can be contacted on the DFE Helpline via 0800 046 8687 and Option 1				

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Monday to Friday 08:00-18:00 Saturday to Sunday 10:00-18:00			
	PHE will engage and advise on steps to take following reports by us to them AND if they contact us from wider test and trace in the community.	Yes	As previous academic year. Will support if wider test and trace for community is required.	DC
	Note trigger of 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19, within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period may result in them taking closer interest in the situation at the Academy as a potential outbreak. This does not include any positive results within the initial LFT at the start of term.	Yes		DC
	Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust.	Yes		DC
	Nominate a coordinator in the academy who the Trust can regularly liaise with.	Yes	Headteacher and then Deputy Headteacher in his absence.	DC/KM/SM
	It is a critical system of control that we respond to any infection in line with the detailed PHE guidance and we report every potential case to absent@e-act in order that we can prepare for the potential implications of a subsequent positive result.	Yes		DC, AT
	Academies will be sent home test kits that can be handed to staff / parents as required. This stock to be managed and records kept of who it has been provided to.	N/A	N/A	N/A
	Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure	Yes		AT, DC

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. Always refer to the Regional Operations Director.			
Contractors/Visitors unaware of school's procedures	Contractors and visitors, including parents, must continue to complete Covid-19 screening form before entering the premises. Access must be restricted where the form suggests risk of infection Where possible, electronic meetings should be the preference	Yes	Information to continue to be collected	RB
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised	Yes	Isolation room to remain in place	AT
	Ensure isolation room is in a location close to main exit to reduce transmission risk when transferring symptomatic cases	Yes	Located in the library by main doors.	AT
	Immediate notification to absent@e-act in every case where a student/staff is symptomatic	Yes	Same procedure as previous academic year.	DC, AT
	Must contact Regional Operations or Education Director or Chief Operating Officer in the event that someone in the Academy needs to be isolated	Yes	Same procedure as previous academic year.	DC, LM
	Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. in line with the COVID-19: cleaning in non-healthcare settings outside the home	Yes	Facilities Manager to inform janitor and ensure a full clean is completed. If in the morning then the facilities team will complete this.	AT
Provision of PPE for staff where required	Government guidance on wearing PPE is understood and communicated	Yes	Shared with staff during inset days and will reminded through daily briefings.	DC

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
is not in line with government guidelines	Sufficient PPE has been procured through normal stockist	Yes	Stock is in place from previous academic year.	AT
	PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist	Yes	N/A	
	Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing.	Yes	Training provided to postholders last academic year and they remain in place.	DC, AT
	Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance	Yes	Training provided to postholders last academic year and they remain in place.	AT
	For those staff/students who may choose to continue to wear a face covering, ensure small contingency supply of face coverings for people who are struggling to access a face covering, unable to use their face covering or forgotten face covering	Yes	Stock held at reception and also in store.	AT and RB
Ensure small contingency supply of sealable plastic bags to support storage of face coverings	Yes	With PPE stock.	AT	

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home	Requirements for PPE have been assessed in line with DfE guidelines	Yes	Requirements purchased from suppliers previously used for resources.	AT
	Sufficient stock ordered using school's usual suppliers	Yes	Stock levels sufficient and monitored regularly.	AT
	Regional Operations Director must be satisfied that arrangements are in place and in line with DfE guidelines			
Fire marshals absent due to self-isolation	A staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Yes	Deputy Fire Marshals are in place to support in the absence of usual marshals.	AT
	Sufficient staff appropriately trained in fire marshal duties as required including completion of dedicated Educare module	Yes	Fire drill to take place on 7 th September as a refresher for all staff.	AT
Statutory compliance has not been completed due to restrictions on building or equipment use	<p>Prior to opening, ensure all required maintenance has been completed with a focus on areas of the building/curriculum which have stopped/reduced due to previous restrictions. As a guide, but not an inclusive list:</p> <ul style="list-style-type: none"> • Legionella e.g. changing rooms • Practical Equipment/Machines e.g. PE, science, technology • Ventilation – ensure all mechanical ventilation/air handling/air conditioning has been serviced 	Yes	<p>All maintenance completed and full building review. Site remained staffed during the holiday period with matrix updated and all works completed.</p> <p>All statutory tests are carried out over a pre-defined rolling programme by Site team and service records are kept on line and checked by Regional Site staff on an ongoing basis</p>	AT
Public Transport usage and impact on academy.	<p>All pupils to be made aware of the national guidance on using public transport. The government expects and recommends that people wear face coverings in crowded areas such as public transport</p> <p>Pupils choosing to wear masks need to safely store whilst in school.</p>	Yes	<p>Although students currently do not use public transport, this message has been given to parents and pupils. Reminders will be sent using our parent communication.</p> <p>Masks will be bagged and kept with personal belongings</p>	DC

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Dedicated School Transport	<p>Where an academy has dedicated school transport please refer to the full guidance on how this should be managed. Pay particular attention to:</p> <ul style="list-style-type: none"> ▪ If all on the dedicated transport then pupils travelling on this bus will need to wear face covering and social distance where possible. ▪ Hand sanitiser will need to be provided on entry / exit from the bus. <p>You will need to also engage with the dedicated transport provider on their own risk assessment / prevention control.</p> <p>People aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school</p>	N/A	N/A	N/A
School Visits	<p>Ensure visits have appropriate financial insurance protection in place in circumstances of COVID-19 related cancellation.</p> <p>From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future,</p>	<p>Yes</p> <p>N/A</p>	<p>All visits to take place within UK. Advice from visiting venue to be sought including their risk assessments. Continue to ensure that measures are in place to keep pupils and staff safe during visit. Academy will seek advice regards financial insurance protection ahead of travel in addition to other measures in place from Government.</p> <p>N/A</p>	<p>DC and RP</p> <p>N/A</p>

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Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	<p>Ensure awareness of travel lists and broader international travel policy to identify any risk associated with green, amber and red listing and potential quarantine restrictions. Contingency plans must be in place to account for any changes.</p>	N/A	N/A	N/A
	<p>Ensure robust risk assessments are in place for all planned visits, domestic and/or international and that they incorporate a section on managing COVID-19 risks.</p>	Yes	<p>When trips recommence, all educational visits will have robust risk assessments, including a Covid-19 section. These will be completed by the visit lead and staff attending. They will be checked by the Educational Visits Coordinator and signed off by the Head Teacher.</p> <p>These will be completed as and when trips commence again.</p>	DC, RP