



# Wath Academy

## September 2020 full opening plan and risk assessment

*This document will be reviewed regularly and is aimed at being a usable working document which will constantly be evolving based on feedback.*

**Premises:** Wath Academy

**Work Activity:** [September 2020 full opening – Covid 19](#)

**Assessor(s):** Liam Ransome, Principal and Dale Jackson, Executive Principal

**Updated:** 24/01/21

**Pages:** 55

## Wath Academy – September 2020 full opening

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## Document History

Version	Date	Author	Note of revisions
1.0	17.08.20	DJA	First draft shared with Wath Academy staff body for feedback
2.0	20.08.20	DJA	Approval by trustees. It was acknowledged that the plan and risk assessment were robust and followed current guidance. The plan/ risk assessment will continually be reviewed/ updated in line with further guidance. All staff will be taken through an induction of both the plan and risk assessment in September.
3.0	11.09.20	LRA/DJA	Following the first full week of opening. Minor changes were made; a) Y8 morning location modified. B) Y7/Y8 walking routes, clearly specified between main building and morning locations.
4.0	14.09.20	LRA/DJA	Further guidance has been added to section '2.12 Specific Curriculum Issues' of the risk assessment. A) student lead practical lessons in Science moving from staff lead demonstrations. B) Food technology; delivering of practical lessons. C) Design/resistant materials; delivery of practical lessons and the specific use of aprons. D) Physical education, direction around the specific use of bibs.
5.0	20.10.20	LRA	Following updated guidance from the government to educational settings. The Risk assessment was updated to include guidance for wearing facemasks by all staff and students when moving around the Academy site.
6.0	02.11.20	LRA	A minor adjustment to Section 1: 'Covid-19 Isolation related absence'. Refining the Academies process for delivering lessons over Microsoft teams. This update to the plan required no further update to the risk assessment.
7.0	15.11.20	LRA	Update on opening windows. Due to the approaching winter staff can now close windows during lesson times. However, they must be open over breaks and lunch to recirculate the air. Classroom doors must stay open at all times. The only exceptions to this are on the following occasions: <ul style="list-style-type: none"> <li>• When other year groups are transitioning to lessons staff may temporarily close the door to minimise disruption, but the door must be reopened when student movement is finished.</li> <li>• When you are playing a video you can close your door to minimise the disruption to other classes, but as soon as the video is finished you must reopen the door.</li> </ul>
8.0	22.11.20	LRA	Temporary update (one week) – During the Y11 trial exams the Y10 morning, break and lunch location has been moved. This change in venue facilitates the trial exams to take place in the main hall.
9.0	03.01.21	LRA	Mass testing risk assessment added in Section 4. Remote Learning guidance (2.28) updated for staff teaching from their own classrooms.
10.0	05.01.21	LRA	Further update to 2.28 with regards remote learning and staff working from home and/or in school during the national lockdown.
11.0	24.01.21	LRA	Addition of data protection when handling personal data whilst performing testing (Section 5).

## **Section 1 - Overview and rationale**

Underpinning all of these plans will be the safety of both students and staff. Our detailed risk assessment will be shared on our website from Monday 24 August 2020, in readiness for September. Our plans and risk assessment are based on the government's systems of control to:

1. Minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or have someone in their household who do, 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 of frequently touched surfaces
5. Minimise contact between individuals and maintain social distancing wherever possible
6. Where necessary, wear appropriate personal protective equipment
7. Engage with the NHS Test and Trace process
8. Manage confirmed cases of Covid-19 amongst the school community
9. Contain any outbreak by following local health protection team advice.

Further government guidance on the full opening of schools in September can be found at: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We have fully reviewed and micro-scripted all student movement around the academy site to ensure government guidance is followed. We are aware that government guidance can change and we will monitor this closely over the Autumn term and react accordingly.

### **This plan and risk assessment has been created based on the following guidance and advice:**

- Governments (Gov.uk) Guidance for full opening: schools (details outlined above):
- Implementing Protective Measures in Education and Childcare Settings
- Safe working in education, childcare and children's social care
- Planning guide for secondary schools - NEU/GMB/Unison/Unite commentary and checklist. NASWUT questions.
- CST shared models of good practice
- Meeting with unions held on Tuesday 25 August 2020
- Meeting with Chair of Governors –held on Wednesday 26 August 2020 with a follow up tour of the site Friday 4<sup>th</sup> September
- NEU follow up meeting held 08/09/20

## **Section 2 - Outline of plan**

All students will return to the Academy on **Wednesday 2 September 2020**.

As a result, we will be practising strict social distancing and employing regular opportunities for frequent hand-sanitising. There will be hand sanitiser available for students on every desk in every classroom.

In order to restrict social interaction, students will be working in 'bubbles'/groups for morning locations, lessons, breaks and lunch times, in order to reduce interaction with other students. We will be restricting the movement of students around the building to the minimum to successfully deliver the curriculum. Students will be rigorously required to follow a one-way system and strict social distancing around the building to reduce the possibility of unnecessary interaction with other students. Students in different year groups will wear different coloured lanyards in order to make it clearer for staff when rigorously over-seeing any movement of students around the building. Movement around the building will be staggered. In addition, students will remain in consistent teaching bases for much longer periods of time (100 minutes lessons) in order to reduce the necessity for movement around the building.

We are hoping to retain the existing start and finish times where we can and any slight movement in this is outlined below. We will, however, employ a variety of different entrances, which will be year group specific, to reduce further the opportunity for students to mix across year groups. Students will be expected to wear full school uniform. The national government has made it very clear that it is safe for students to attend school in their uniform and that this will not need to be washed on a daily basis. All staff and students must wear face masks (PPE) when moving around the academy building and when in specific year group locations. (this must be plain, no logos or extreme colours).

### **2.1 Systems of Control: Protective Measures**

- The table below outlines the key protective measures the school will take to deliver the nine essential controls identified by Public Health England.
- Further controls are set out in the plan and risk assessment below.

No	Essential Control	School Actions
1	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their	<ul style="list-style-type: none"><li>• Anyone with symptoms must remain at home and self-isolate for 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). This will be communicated to parents regularly.</li><li>• Any student or staff member will go home immediately (or as soon as possible) if they have symptoms. They should take a test as soon as possible.</li><li>• A student with symptoms awaiting collection will be isolated and kept at a distance of 2m from the supervising staff member in the meeting room across from finance. PPE will be worn if distancing of 2m or more from the symptomatic student is not possible or there is a risk of contaminated bodily fluids.</li></ul>

No	Essential Control	School Actions
	household who does, do not attend school.	<ul style="list-style-type: none"> <li>All toilets will be cleaned regularly throughout the day by our team of reactive cleaners.</li> <li>All staff and students will use hand sanitiser or will wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household disinfectant.</li> <li>All staff, current and new, will be reminded of the key messages on INSET day 1<sup>st</sup> September 2020.</li> <li>All students to be reminded of expectations in an assembly (within bubbles) on the first day.</li> </ul>
2	Clean hands thoroughly more often than usual.	<ul style="list-style-type: none"> <li>All students and staff will sanitise hands on entering (start of lessons 1) and leaving school and before and after each lesson. 500ml bottles of hand sanitiser will be on every desk in every classroom.</li> <li>All students and staff will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having a meal.</li> <li>Teaching staff and PYLs/AYLs/Senior Team who visit classes will remind everyone to sanitise hands.</li> <li>All students will receive regular reminders on effective handwashing routines – including using videos during registration and on large screens in social areas.</li> <li>The SLT will schedule checks during each day on stocks of hand sanitiser, soap and paper towels to check there is adequate supply.</li> </ul>
3	Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.	<ul style="list-style-type: none"> <li>The school will deploy posters that remind pupils and staff about the importance of <b>catching</b> a cough or sneeze in tissue, disposing of the tissue and washing hands, particularly on large screens and by washbasins/toilets and at entry/exit points.</li> <li>All classrooms, social spaces and corridors will have adequate lidded bins.</li> <li>There will be an enhanced schedule for bins to be emptied and disinfected.</li> <li>All students and staff must wear a face covering if using the school bus or public transport. A stock of additional masks will be available in school (in finance office).</li> <li>The school will deploy masks around school in order to ensure that these are available for use when staff are not able to maintain social distancing (e.g. providing intimate care, one-to-one learning support).</li> </ul>
4	Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	<ul style="list-style-type: none"> <li>Anti-bacterial wipes and hand sanitiser will be on every desk in every classroom. Students can wipe down their desk and chair at the start of every lesson.</li> <li>All classrooms will be provided with antibacterial wipes for teachers to use on the keyboard, screen and mouse before and after each lesson. Such wipes will also be provided to each specialist room for use by students to wipe down their workspace and specialist equipment (in addition to the disinfection carried out by cleaners).</li> <li>All cleaners will be trained and regularly reminded of the protocols for disinfecting surfaces.</li> <li>There will be an enhanced cleaning schedule throughout the day.</li> <li>The school will be cleaned every morning before school opens (a specific focus on door handles, desk surfaces).</li> <li>The SLT will schedule checks during each day on stocks of cleaning materials to check there is adequate supply.</li> <li>All classroom doors will be wedged open.</li> </ul>

No	Essential Control	School Actions
5	Minimise contact between individuals and maintain social distancing wherever possible.	<ul style="list-style-type: none"> <li>• Students will then be based in separate year group locations before school, at break time and at lunch time. Each of these areas includes designated toilets and an outside space. On entry to the school, students will be directed to the relevant location. The locations are: <ul style="list-style-type: none"> <li>▪ Years 12 and 13 – 6<sup>th</sup> Form Study Area</li> <li>▪ Year 11 – Canteen</li> <li>▪ Year 10 – Main Hall</li> <li>▪ Year 9 – Year 8/9/11 Social Area</li> <li>▪ Year 8 – PE Gyms</li> <li>▪ Year 7 – PE Sports Hall.</li> </ul> </li> <li>• A clear one way system will be in place and followed at all times to ensure social distancing on the corridors. This system will be taped to the floor on all corridors and staircases. This system will ensure there is no crossing or overtaking.</li> <li>• Movement times around the building will be staggered at the start of the day and at all transition points.</li> <li>• Students will be given a new lanyard in September. There will be a different coloured lanyard for each year group. Students should arrive on the first day with their existing red lanyard.</li> <li>• An extensive ‘active support’ team will be in place on all corridors during lesson change over.</li> <li>• Students and staff will be prohibited from sharing any belongings, including stationery. There will be a stock of new stationery available for students who forget. Students will take this stationary home.</li> <li>• When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected, wiped own with antibacterial wipes or they are left for a period of 48 hours (72 hours for plastic). Where topics in a subject require specialist equipment (e.g. table tennis bat, paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during the first half-term and then to Year 8 in the second half-term. Alternatively, equipment must be disinfected/thoroughly wiped down between use.</li> <li>• Library: The library will be developing its e-reading and booking/request system. In addition students will have a designated day each week to use the Library e.g. Monday Y7, Tuesday Y8. Returned books will be stored for 48 hours.</li> <li>• Marking - Teachers will disinfect/sanitise hands before and after marking books/tests/scripts. Students will be using hand sanitiser at the start and end of every lesson.</li> </ul>
6	Where necessary, wear appropriate	<ul style="list-style-type: none"> <li>• <b>The school will maintain stocks of PPE and deploy them around school.</b></li> <li>• <b>PPE will be worn by all staff in specific circumstances:</b></li> </ul>

No	Essential Control	School Actions
	personal protective equipment (PPE)	<ul style="list-style-type: none"> <li>- Provision for children and young people whose care routinely already involves the use of PPE due to their intimate care needs: Schools should continue to administer their care following the school’s usual procedures.</li> <li>- Support for pupils whose specific needs mean they may be liable to spit: Appropriate staff should use PPE following the school’s usual procedures.</li> <li>- First aid: First aiders should follow the school’s established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Where a pupil has suspected COVID-19, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur.</li> <li>- The provision of direct personal care for a pupil with suspected COVID-19 where 2m distancing cannot be maintained (e.g. waiting for a pupil to be collected from school): In such cases, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur.</li> <li>- Cleaning: Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection.</li> <li>- Catering: Kitchen staff should wear disposable gloves and aprons. A face shield may be worn based on the risk assessment.</li> <li>- All staff and students must wear face masks (PPE) when moving around the academy building and when in specific year group locations.</li> </ul>
7	Engage with the NHS Test and Trace process.	<ul style="list-style-type: none"> <li>• Anyone displaying symptoms will be sent home immediately (or as soon as possible) and asked to book a test. They will be asked to inform the school of the result.</li> <li>• The school will share advice on, and promote engagement with, ‘test and trace’ with all staff, students and parents.</li> </ul>
8	Manage confirmed cases of coronavirus (COVID-19) amongst the school community.	<ul style="list-style-type: none"> <li>• The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>• <b>The health protection team will carry out a rapid risk assessment and confirm next steps.</b></li> </ul>
9	Contain any outbreak by following local health protection team advice.	<ul style="list-style-type: none"> <li>• The school will strictly follow any advice given by Public Health England following their rapid risk assessment. This will include who is required to self-isolate and the length of self-isolation.</li> <li>• The school will keep a record of staff and pupils in each bubble, plus anyone who has had close contact.</li> <li>• Public Health England will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to students, staff and parents when relevant.</li> <li>• A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>• <b>The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak.</b></li> </ul>

No	Essential Control	School Actions
		<ul style="list-style-type: none"> <li>• <b>The school will keep the Trust and LA updated.</b></li> <li>• The Trust will provide spreadsheets to schools to maintain a record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date.</li> </ul>

## 2.2 Attendance

All students are expected to attend school full-time in September. Government guidance has made it very clear that it is vital for **all** children to return to school to minimise the possible longer-term impact of the pandemic on children’s education, wellbeing and wider development. Missing out on more time in the classroom risks students falling further behind. This means from September the usual rules on school attendance will apply, including:

- parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age
- school’s responsibility to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices, in line with the local authority’s code of conduct.

A register will be taken at 8:40 each morning (during Lesson 1, using the Lesson 1 SIMs register) for all students and at the start of the afternoon lesson (Lesson 3). The school will follow the DfE guidance on absence codes for students who fail to attend school.

Where 6<sup>th</sup> form students don’t have a Lesson 1 (old Period 1 or 2) they will register prior to 8:20 in the 6<sup>th</sup> form study area on a paper register (the 6<sup>th</sup> form team will be aware of these students each day). These students will be assigned, in advance, a classroom to go to at 8:20 to receive the tutor time aspect of Lesson 1. Following this they will then return to the 6<sup>th</sup> form study area to complete independent study.

Students who are isolating at home (because they or a member of their household are symptomatic or tested positive) will access learning from home if well enough to do so. For all pupils who are isolating at home, AYs will continue to make regular calls to check on welfare and whether they are participating fully in lessons. Morning registration will continue with a full programme. Afternoon register will be taken during Lesson 3 and will be considered the statutory register for the afternoon session.

### Covid-19 Isolation related absence

If a student is absent due to contracting covid-19 or is required to self-isolate as a result of coming into contact with someone who has contracted covid-19 the following will happen:

- A member of staff at the school will contact the student to discuss accessing lessons via Microsoft Teams
- A Microsoft Teams Student Support Guide will be emailed to the student
- A member of SLT will email an updated list of students isolating to staff each day

- The teacher will invite the student to their online lesson prior to the lesson beginning
- The teacher will place all required resources on Microsoft Teams prior to the lesson beginning
- The student will then access the lesson being taught at school electronically
- The student is expected submit their work via Satchel:One/Microsoft Teams/Email

### **Contingency plan for large numbers of isolated students**

If a large proportion of a year group bubble are required to self-isolate then the academy may take the decision to 'close' the bubble. This will prevent further spread of the virus but also allow staff to teach their entire lesson to the effected group via Microsoft Team ensuring all students still access their education.

### **Contingency plan if a large number of staff are required to self-isolate**

If a large number of staff are required self-isolate then the academy may take the decision to close one or more bubbles. This decision would only be taken if the academy couldn't staff the required number of lessons for all bubbles due to staff absence.

### **2.3 First Day Arrival Times (Wednesday 2 September 2020)**

- Students in Years 10, 12 and 13 should be on site by **8.15am**, unless using a Marsland Travel bus.
- Students in all other year groups should arrive by **8.25am**.
- On arrival, students will make their way to their 'morning location' via the 'year group specific' entrance (see '**Entry to site**' below). Students will be escorted from here to their tutor room.
- Students will be based in tutor groups until lunch time on the first day. Students will be given their new time table in this session. This time will also be used to induct students into the new systems.
- Following the first day, all students should arrive for **8:25am**.

## 2.4 Timings of the school day

Year Group	Before School		Lesson 1			Break			Lesson 2		Lunch			Lesson 3	
			Tutor	P1	P2				P3	P4				P5	P6
Year Group	Morning Location	Morning Toilets	8:30 - 8:50	8:50 - 9:40	9:40 - 10:30	10:30 - 10:45	Break Location	Break Toilets	10:45 - 11:35	11:35 - 12:25	12:25 - 13:00	Lunch Location	Lunch Toilets	13:00 - 13:50	13:50 - 14:40
<b>12 and 13</b>	6th Form Study and Grass out back (dismissed to lesson 1 at 8:20)	6th Form Toilets	8:25 - 10:30 (inc. tutor 125 mins)			10:30 - 10:45 (15mins)	6th Form Study and Grass out back	6th Form Toilets	10:45 - 12:35 (110 mins)		12:35 - 13:00 (25 mins)	6th Form Study and Grass out back	6th Form Toilets	13:00 - 14:45 (105 mins)	
<b>11</b>	Canteen and Main Yard (with tables) - (dismissed to lesson 1 at 8:20)	Year 7 Social Area Toilets	8:25 - 10:30 (inc. tutor 125 mins)			10:30 - 10:45 (15 mins)	Canteen and Main Yard (with tables)	Year 7 Social Area Toilets	10:45 - 12:35 (110 mins)		12:35 - 13:00 (25 mins)	Canteen and Main Yard (with tables)	Year 7 Social Area Toilets	13:00 - 14:45 (105 mins)	
<b>10</b>	Main Hall and Community Car Park (dismissed to lesson 1 at 8:25)	Reception and Staff	8:30 - 10:25 (inc. tutor 115 mins)			10:25 - 10:50 (25 mins)	Main Hall and Community Car Park	Reception and Staff	10:50 - 12:30 (100 mins)		12:30 - 13:05 (35 mins)	Main Hall and Community Car Park	Reception and Staff	13:05 - 14:40 (95 mins)	
<b>9</b>	Year 8/9, 11 Social Area and Technology Yard (dismissed to lesson 1 at 8:25)	Year 8/9, 11 Toilets	8:30 - 10:25 (inc. tutor 115 mins)			10:25 - 10:50 (25 mins)	Year 8/9, 11 Social Area and Technology Yard	Year 8/9 Toilets	10:50 - 12:30 (100 mins)		12:30 - 13:05 (35 mins)	Year 8/9, 11 Social Area Technology Yard	Year 8/9, 11 Toilets	13:05 - 14:40 (95 mins)	
<b>8</b>	Blue Gym and Top Gym (dismissed to lesson 1 at 8:30)	PE Block Toilets	8:35 - 10:20 (inc. tutor 105 mins)			10:20 - 10:55 (35 mins)	Blue Gym and Top Gym (and front of school)	PE Block Toilets (10:35 – 10:50)	10:55 - 12:25 (90 mins)		12:25 - 13:10 (45 mins) (Includes an assembly)	Blue Gym and Top Gym (and front of school)	PE Block Toilets (12:40 – 12:50)	13:10 - 14:35 (85 mins)	
<b>7</b>	Sports Hall (dismissed to lesson 1 at 8:30)	PE Block Toilets	8:35 - 10:20 (inc. tutor 105 mins)			10:20 - 10:55 (35 mins)	Sports Hall (and tennis courts)	PE Block Toilets (10:20 – 10:30)	10:55 - 12:25 (90 mins)		12:25 - 13:10 (45 mins) (Includes an assembly)	Sports Hall (and tennis courts)	PE Block Toilets (12:25 – 12:35, 12:55 – 13:00)	13:10 - 14:35 (85 mins)	

*\*Week commencing 22<sup>nd</sup> November for one week only, Y10 will use social area 1 and classrooms G2-G9 for their morning/break/lunch time location.*

## 2.5 Arrival and entry to the site

- From Thursday 3 September Y11, 12 and 13 students should arrive for **8:20am**. Students in Y7-10 should arrive at **8:25am**. Once main school students arrive, they should report immediately to their designated registration venue:
  - Students in Years 12 and 13 should enter the site via the bus turning circle gate and then use the back door of the 6<sup>th</sup> form study area to enter the building

- Students in Year 11 should enter the site via the bus turning circle gate and then use the stairs to walk down to the canteen
  - Students in Year 10 should enter the site via the two main Sandygate pedestrian entrances and head to the Main Hall
  - Students in Year 9 should enter the site via the two main Sandygate pedestrian entrances and head to the Year 9 social area
  - Students in Year 8 should use the Festival Road entrance and head to the PE Gym.
  - Students in Year 7 should use the Festival Road entrance and head to the Sports Hall.
- Students must not congregate in corridors.
  - Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception.
  - Upon entering school, students will use a hand sanitiser in their year group's designated morning location.
  - Students and staff will wear face covering if using the bus to travel to and from school. Once in school, students and staff will not be required to wear a mask.
  - Staff should avoid sharing cars. In the event they do so, a mask or face covering should be worn by all.
  - At the end of the school day, students will be asked to use the hand sanitiser before leaving their final lesson.
  - Once the main school students are dismissed, they should immediately leave the building and school grounds. Students must not congregate in corridors or the library.
  - Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception. In the event of a parent needing to do this, they should collect their son/daughter after 2:50pm.

## 2.6 Assemblies

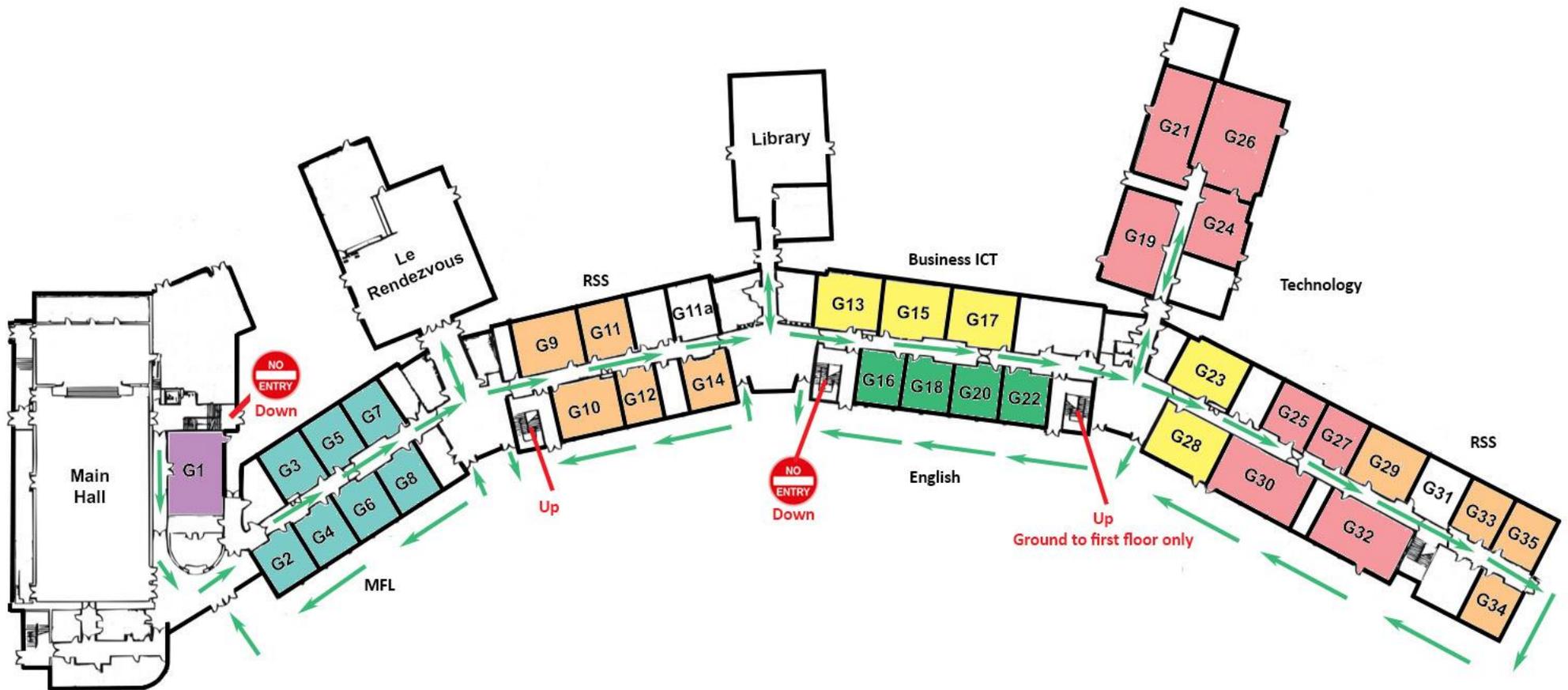
Assemblies will take place video link within period 1 classrooms. When it is safe to do so Individual year group assemblies will re-commence; these will be strictly in line with government guidance as students will be in their year group 'bubbles'. There will be no assembly of students from different year groups. House assemblies will be live streamed into tutor time. All assemblies will be in their designated venue at the allocated time (start of Lesson 1) with students from the same year group only.

## 2.7 Movement around the school site

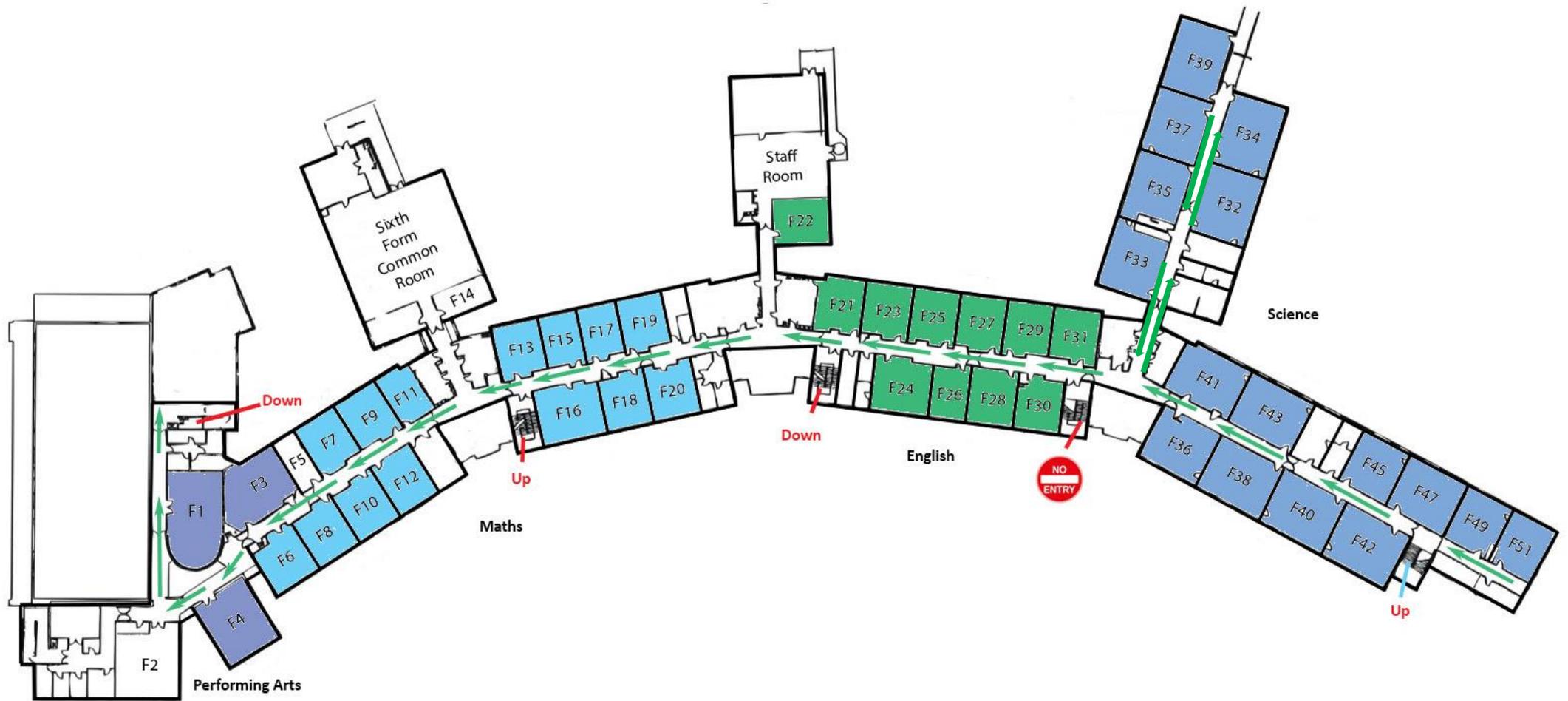
- Students will then be based in separate year group locations before school, at break time and at lunch time. Each of these areas includes designated toilets and an outside space. On entry to the school, students will be directed to the relevant location. The locations are:
  - Years 12 and 13 – 6<sup>th</sup> Form Study Area
  - Year 11 – Canteen
  - Year 10 – Main Hall
  - Year 9 – Year 8/9/11 Social Area
  - Year 8 – Gym

- Year 7 – Sports Hall

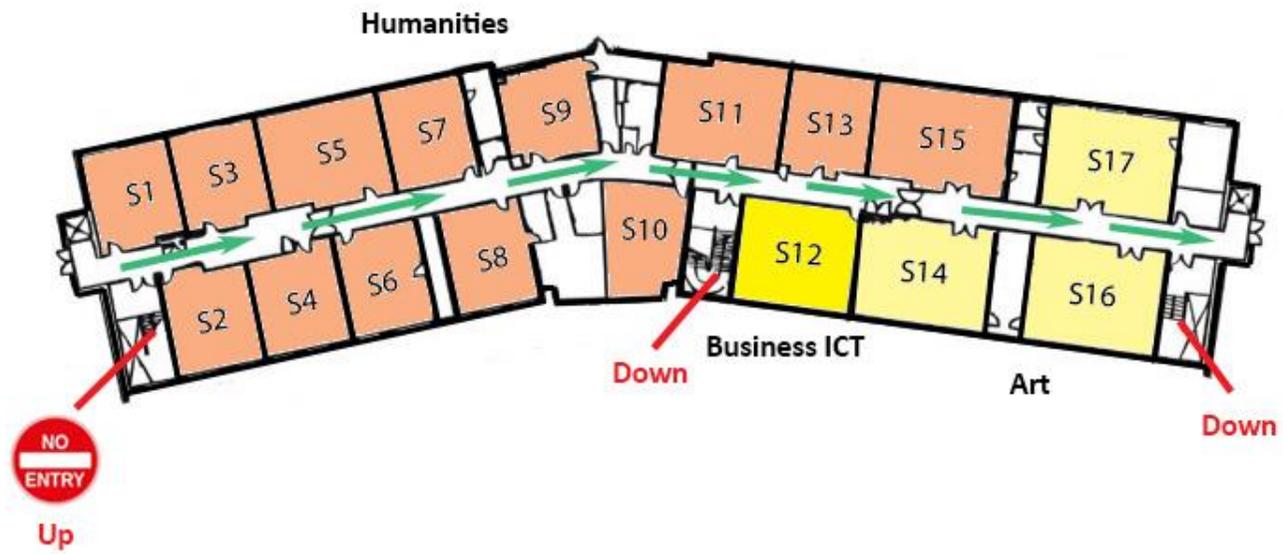
- A clear one-way system will be in place and followed at all times to ensure social distancing on the corridors. This system will be taped to the floor on all corridors and staircases. This system will ensure there is no crossing or overtaking. The diagrams below show the one way system. Staff and students will be walked around this system on their first day in September.
- Movement times around the building will be staggered at the start of the day and at all transition points.
- Students will be given a new lanyard in September. There will be a different coloured lanyard for each year group. Students should arrive on the first day with their existing red lanyard.
- Students must attend school in full school uniform as expected by the latest government guidance:  
<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>
- An extensive 'active support' team will be in place on all corridors during lesson change over.



**Ground Floor Plan**



FIRST FLOOR PLAN



**SECOND FLOOR PLAN**

## 2.8 Break and lunch time

- Movement time to break and lunch will be staggered. Students will be based in separate year group zones at break and lunch. Each zone will have its own serving arrangements. Food (including hot food) will be available in each zone at lunch time. Packed lunches will be allowed.
- Movement to and from break and lunch will be staggered (see section 2.4).
- Students will queue with social distancing where possible.
- Other than their designated year group location, students are not permitted to be in the building during break time and lunch time. Each designated year group zone will have its own outside area and set of toilets.
- During break, students will be supervised by their AYLs, PYLs and senior leaders, in addition to teaching staff as per a rota.

## 2.9 Duties

- An extensive duty rota will be in place throughout the day.
- The duty rota will take into account the staggered break time, lunchtime and finish times of students in different year groups.
- A specific duty rota will be shared with all staff.

## 2.10 Catering Staff

- Food will be served in all 6 locations:
  - Years 12 and 13 – 6<sup>th</sup> Form Study Area
  - Year 11 – Canteen
  - Year 10 – Main Hall (*Temporary update, for one week 23<sup>rd</sup>-27<sup>th</sup> November, Y10 use the first social area and G2-G9 classrooms*).
  - Year 9 – Year 8/9/11 Social Area
  - Year 8 – Blue Gym and Gym 1
  - Year 7 – Sports Hall.
- Hot plated food will not be available. Other hot and cold food will be available in all locations.
- Whilst preparing food, catering staff will maintain social distancing as much as possible. PPE where relevant will be worn. A separate bin will be used to discard these items.
- Catering staff will continue to wash hands with soap regularly, particularly before serving food.
- Cashless catering will continue to apply. Wipes and hand sanitiser will be available at all serving stations.
- When serving food, catering staff will need to maintain distancing as much as possible.
- To avoid supply issues, the stocking and storage of high consumption items should be maximised.

## 2.11 Lessons

- Rather than having 6 x 50 minute lessons per day, students will have 3 x 100 minute lessons per day. This will rotate on a two week timetable so that students will still receive their normal timetable over a two week period. This will minimise the amount of movement each day and ensure all students will still receive a broad and balanced curriculum. Students will do non-contact sports in PE.
- Tutor time content will be delivered by the student's Period 1 teacher. This eliminates the need for movement between tutor time and lesson one.
- All classrooms will be set out in rows facing the front. Teachers will teach from at least 2 metres away, from the front of the class, in a taped zoned area. Students can have discussion about subject material within lessons.
- Students will have lessons in the normal locations e.g. Science in the Science department, Art in the Art department.
- All lessons will be delivered to a high standard in line with 'MLT Teaching and Learning standard'.
- A 500ml bottle of hand sanitiser will be on every desk in every classroom. The pre-starter activity in every lesson will involve students sanitising their hands. Wipes will also be available on every desk. Thus, students and staff will use hand sanitiser on entering each lesson within the day.
- Teachers should wipe the keyboard and mouse at the start of each lesson.
- In IT rooms, students should wipe their keyboard and mouse at the start of each lesson.
- Lidded bins will be in every classroom to promote the 'catch it, bin it, kill it' approach.
- All toilets in the building will be open. Reactive cleaners will be in place throughout the day to clean the toilets regularly.
- All teachers will have a radio.
- Students will be escorted to the toilet by a member of the 'active support team'. Students will not be able to go to the toilet in the last 15 minutes of Lesson 1 and Lesson 2 (to enable a further thorough clean).
- An extensive 'active support' team will be in place every lesson, patrolling the corridors.
- When teaching, teachers should be at least 2m from students, avoid movement and stay near the screen.
- All classroom windows should be kept open over break and lunch. During lessons the windows can be closed due to the cold weather, however, doors must be open.
- Group activities and any close contact between individuals should be avoided.
- Stationery and equipment should not be shared.
- Students and staff will be prohibited from sharing any belongings, including stationery. There will be a stock of new stationery available for students who forget. Students will take this stationary home.
- When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected, wiped own with antibacterial wipes or they are left for a period of 48 hours (72 hours for plastic). Where topics in a subject require specialist equipment (e.g. table tennis bat, paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during the first half-term and then to Year 8 in the second half-term. Alternatively, equipment must be disinfected/thoroughly wiped down between use.
- Library: The library will be developing its e-reading and booking/request system. In addition, students will have a designated day each week to use the Library e.g. Monday Y7, Tuesday Y8. Returned books will be stored for 48 hours.

- Marking - Teachers will disinfect/sanitise hands before and after marking books/tests/scripts. Students will be using hand sanitiser at the start and end of every lesson.

## 2.12 Specific Curriculum Issues

- A full curriculum will be delivered and all students will have access to all of the subjects they would normally have been offered.
- All subjects will review and revise the delivery of their curriculum to mitigate the risk of infection. Some subject-specific issues are outlined below.

Subject/Issue	Guidance
Art & Design and Technology	<p>The curriculum mapping will be audited to check where student might use the same specialist equipment across year groups. To ensure that students from different year groups do not use the same specialist equipment, one of the following will happen:</p> <ul style="list-style-type: none"> <li>• A period of 48 hours (72 hours for plastic) is needed for specialist equipment before it is used by students from another year group.</li> <li>• The specialist equipment is thoroughly cleaned and wiped down with disinfectant.</li> </ul>
Science	<ul style="list-style-type: none"> <li>• All Science equipment used will be quarantined for 72 hours or cleaned meticulously as per the CLEAPPS guidance following use.</li> <li>• Larger Science equipment will be allocated for use to a specific year group / bubble for an allocated number of weeks in line with the schemes of work to ensure that at least 72 hours quarantine is adhered to.</li> <li>• Where practicals aren't possible, demonstrations will be used by the teacher and projected on to the white board using visualisers.</li> <li>• All practical's will be rigorously risk assessed and only carried out by students where the member of staff identifies that the practical can be carried out and no student support is needed.</li> <li>• All Science staff and technicians will have personal PPE, should any spillages occur, or a student does need emergency support</li> </ul>
Food and DT	<ul style="list-style-type: none"> <li>• If a student requires assistance during a practical session, the teacher will wear full PPE (Visor and mask, disposable apron and gloves) to enable them to support students when needed.</li> <li>• Students dropping off food ingredients will do so in a separate station for each bubble</li> <li>• When the teacher is delivering the theory aspect of the lesson, they will always do so from within the teaching box marked out on the floor.</li> <li>• If a student is required to wear an Apron, these will be washed between each use.</li> </ul>
RSHE	<ul style="list-style-type: none"> <li>• The teaching of mental health and wellbeing should be prioritised during the first term.</li> </ul>
Music	<ul style="list-style-type: none"> <li>• DfE will be publishing further guidance shortly.</li> <li>• Choral singing should be avoided.</li> </ul>
Sports and Changing	<ul style="list-style-type: none"> <li>• Where possible, PE should be undertaken in outdoor spaces.</li> <li>• Contact sports should be avoided.</li> <li>• Physical exercise, in the form of, non-contact sport will be provided within PE lessons but there will not be any extra-curricular activities beyond those that can operate remotely and therefore there will not be sporting fixtures until further notice.</li> <li>• The curriculum mapping will be audited to check where student might use the same specialist equipment across year groups. To ensure that students from different year groups do not use the same specialist equipment, one of the following will happen: <ul style="list-style-type: none"> <li>▪ A period of 48 hours (72 hours for plastic) is needed for specialist equipment before it is used by students from another year group.</li> <li>▪ The specialist equipment is thoroughly cleaned and wiped down with disinfectant.</li> </ul> </li> <li>• The Blue Gym and Top Gym will be used as additional changing rooms.</li> </ul>

	<ul style="list-style-type: none"> <li>All changing rooms must be wiped down before and after each use. Showers are not permitted.</li> </ul>
Textbooks and Library Books	<ul style="list-style-type: none"> <li>When giving out textbooks in lesson, these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected, or they are left for a period of 48 hours. Teachers should sanitise hands before and after giving out books.</li> <li>The library will be closed during the day. No students are permitted to congregate in the library. The school will communicate the books available in the library to all students who will be able to request a book to be loaned to them. Different library books will be designated to each year group and can only be loaned by students in the same year group. The book will be delivered to the student.</li> </ul>
Educational Visits	<ul style="list-style-type: none"> <li>All educational visits must be approved by Wath Academy's Educational Visits Coordinator (EVC).</li> <li>International and residential trips will not be permitted.</li> <li>Day trips are permitted following the first half-term. If a trip is planned before October half-term, staff should secure permission from the Principal and the Trust Educational Visits lead.</li> <li>Trips may not involve students from different year groups.</li> <li>When planning trips: <ol style="list-style-type: none"> <li>All bookings should be made such that they can be cancelled in the event of a lockdown or other COVID-related circumstance with a full refund.</li> <li>The risk of infection – and how this will be mitigated – should be included in the risk assessment. This includes guidance from any external transport that is booked.</li> <li>The trip leader should enquire whether other school parties are likely to be present and whether social distancing from such groups will be possible. If not, the trip should not go ahead.</li> </ol> </li> </ul>

## 2.12 End of the day

The end of the day will be staggered. The day will end at the following times for the different year groups:

- Years 11, 12 and 13 – 14:45
- Years 9 and 10 – 14:40
- Years 7 and 8 – 14:35.

## 2.13 Homework

Homework will continue to be set in the usual way via the Satchel: One app. Teachers should, where possible set work which doesn't require a physical hand in (in-built retrieval quizzes) or where the students stick in their homework in their own book.

## 2.14 Buses

National government guidelines are to avoid public transport unless there is no alternative and to encourage the consideration of alternative travel arrangements. If active travel (such as walking or cycling) is not an option, please plan your child's journey in advance and remember to allow more time, as travel may take longer. Space on the commercial public transport network is severely limited, with only around 45% of pre Covid-19 space available. It can't therefore be guaranteed that a space on a usual public service route will be available for your child.

South Yorkshire Passenger Transport Executive (SYLTE) is continuing to liaise with Marsland Travel, who operate the two buses which directly use the academy site. Marsland's have confirmed that the 648 and 649 will be operating as previously. They will now be closed to the public, which means that they will be able to carry a full complement of students without social distancing. SYLTE are looking to provide an additional service 621 from Goldthorpe/Bolton throughout the first weeks.

621	TBC	New school service from Goldthorpe/Bolton
648	Marsland's	Service will operate as normal (but not available to the public)
649	Marsland's	Service will operate as normal (but not available to the public)

SYLTE will continue to update the academy based on the most current government guidance and we will of course pass this information on to you.

## 2.15 Policies

The following policies will be reviewed signed off by Friday 28 August:

- First Aid
- Administration of Medicines
- Pupils with Medical Conditions
- Toileting and Intimate Care
- Attendance
- Safeguarding
- Exclusions
- Behaviour
- Emergency Evacuation
- Remote Learning Guidance
- Health and Safety
- Home/Academy Agreement
- Sickness absence policy
- Uniform policy (face masks)

From 28 August 2020 updated policies will be available on the school website [www.wathacademy.com](http://www.wathacademy.com) > Home > Menu> About us > Policies, Finance & Privacy Notices.

## 2.16 Behaviour

- As previously communicated, the academy's behaviour policy has been updated to respond to the unique circumstances of the Covid-19 outbreak. The safety of students is of paramount importance and therefore students should expect to receive the appropriate consequence if there is any breach of the behaviours outlined as Covid-19 in the updated behaviour policy.

- Detentions will operate as per school policy although the spaces employed will allow for the appropriate social distancing of students
- Our behaviour policy has been modified to ensure all aspects of the government guidance is followed.
- If a student receives a C3 consequence the teaching member of staff will radio for active support and the student is escorted to the removal room. The student will also receive a 30 minute detention the next day.
- Students within the removal room will maintain social distancing of at least 2m from each other and the supervising teacher at all times.
- If the C3 consequence breaks down whilst the student is in the removal room. The student will not return to lessons and spend the rest of the school day in the removal room. The student will also receive a one hour detention the next day.
- Our conduct card system will not operate in September. We will review this on a weekly basis.
- The Consequence Room will have a maximum capacity of ten students and two members of staff.
- If students from different year groups need to be accommodated within the Consequence Room and there are no additional venues or staffing, they will maintain social distancing of at least 2m from each other and the supervising teacher at all times.
- The break and lunchtime for these students will be different from all other year groups (bubbles) to avoid physical contact with other bubbles. A separate toilet will also be assigned to students in the Inclusion Room.
- A wilful breach of social distancing within the Inclusion Room may result in a fixed term exclusion.

## **2.17 Safeguarding**

- AYLs will continue weekly calls to all isolating students (not attending school).
- The school will deploy mentors and mental health practitioners to support students and staff affected by the COVID-19 pandemic. This includes evaluating mental health of all members of the school community, supporting with bereavement, targeting students with attendance and behaviour concerns and maintaining an ECM Risk Register.
- The school's Mental Health Practitioners will meet with vulnerable students and provide mentoring support. They will maintain distancing and be inducted on infection control measures within the school. All of their meetings should be in a booked meeting room which is disinfected before and after each student has visited. Group mentoring is only permitted with students from within the year group.

## **2.18 Supporting Students with Special Educational Needs**

The support for students with SEND is in three forms:

- Support within the classroom
- Support within the classroom, supplemented by partial withdrawal
- Complete withdrawal from classroom with alternative provision.

Each form of support will require mitigation to avoid infection.

SEND Support	Guidance
Support within the classroom.	<ul style="list-style-type: none"> <li>• TAs supporting in the classroom should maintain as much social distancing from the pupils they support as possible whilst maintaining effective support). If needed, they should liaise with the teacher to agree a seating plan that maximises their opportunity for distancing.</li> <li>• TAs should also consider: <ul style="list-style-type: none"> <li>- Use the hand sanitiser on the desk</li> <li>- Sit side by side with the student, both facing the front</li> <li>- Avoid facing the student they support unless this is needed for hearing impairment</li> <li>- Avoid physical contact with the student</li> <li>- Ensure that they do not share stationery or contact the same surfaces</li> <li>- Check regularly whether the students they support are symptomatic.</li> </ul> </li> </ul>
Support within the classroom, supplemented by partial withdrawal.	<ul style="list-style-type: none"> <li>• If students with SEND from different year groups need to be accommodated in a different area (for partial withdrawal from the curriculum, SEND office, intervention centre, library) they must maintain social distancing of at least 2m from each other at all times.</li> <li>• All spaces within these areas must be disinfected before and after each use.</li> </ul>
Complete withdrawal from classroom with alternative provision (APB and PS)	<ul style="list-style-type: none"> <li>• This will be considered to be its own bubble. All of the rules for each bubble will apply to this provision.</li> </ul>

## 2.19 Toilets

- All toilets in the building will be open.
- Year groups will have designated toilets before school, break time and lunch time.
- Students will not be permitted to go to the toilet in the first and final 20 minutes of Lessons.
- Only one student per cubicle should enter the toilets.
- Duty staff will support the supervision of the use of toilets during break and lunchtime.
- Toilets will be checked regularly by the 'active support' team.
- All cubicles will be disinfected regularly.
- All teaching staff will have a radio. Teaching staff will radio for 'active support' to escort students to toilets during lessons. Reactive cleaners will be made aware of toilet use and clean the toilets regularly.

## 2.20 Cleaning

- There will be 2 reactive cleaners at all times.
- In each of these areas, cleaners will disinfect and wipe down all surfaces in these high frequency areas:
  - In toilets
  - Stair railings, entrances to the buildings, lifts and staffroom offices

- Entrance to classrooms. All classroom doors will be wedged open to improve ventilation and so the handles don't have to be used.
  - Break and lunch locations before, during and after break and lunchtimes (this is undertaken by the catering team).
- Cleaners must wear PPE at all times (disposable gloves, apron). Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection.
  - Anti-bacterial wipes and hand sanitiser will be on every desk in every classroom. Students can wipe down their desk and chair at the start of every lesson.
  - All classrooms will be provided with antibacterial wipes for teachers to use on the keyboard, screen and mouse before and after each lesson. Such wipes will also be provided to each specialist room for use by students to wipe down their workspace and specialist equipment (in addition to the disinfection carried out by cleaners).
  - All clearers will be trained and regularly reminded of the protocols for disinfecting surfaces.
  - There will be an enhanced cleaning schedule throughout the day.
  - The school will be cleaned every morning before school opens (a specific focus on door handles, desk surfaces).
  - The SLT will schedule checks during each day on stocks of cleaning materials to check there is adequate supply.
  - All classroom door will be wedged open.

## **2.21 First Aid and Medical Room**

- Medical room will only be used for genuine first aid emergencies. This room will not be used as a holding room. On call will supervise all corridor movement (no students will use the corridors unsupervised).
- Any student or member of staff who falls ill or is hurt in school will go home.
- A student who is unwell will wait in the meeting room (opposite finance) before being collected by a parent (this will be dealt with by 'active support').
- First aiders should follow the school's established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Where a pupil has suspected COVID-19, staff should wear face masks, gloves and aprons. Eye protection will also be needed if splashing from bodily fluids is likely to occur.
- Medication for specific students will be stored securely within the medical room. Such medication must be self-administered if at all possible.

## **2.22 Staffrooms & Offices**

- Staff should only use offices or staffrooms if they are able to socially distance themselves from each other.
- All meetings should follow social distancing guidelines.
- Workstations/exam desks will be set up in the staffroom to reduce capacity elsewhere.

- In staffrooms and offices, hotdesking on PCs should be avoided where possible. Where this isn't possible staff should wipe down mouse and keyboard with antibacterial wipes before use.
- The telephone should also be wiped after use and hands should be sanitised afterwards.
- Staff should use a hand sanitiser when entering and leaving the staffroom and/or office.

### **2.23 Emergency Evacuation**

- The emergency evacuation policy has been updated.
- On hearing the fire alarm, students must be instructed to leave the building in single file and in a calm, orderly manner whilst exercising as much social distancing as possible.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to the predetermined Assembly Point (Tennis courts/astro turf).
- Once everyone has left the classroom or office, staff must lock the door.
- Specific arrangements must be made for students with physical disabilities or complex needs to ensure that they are assisted during evacuation. In such circumstances, staff should wear a mask if social distancing is not possible.
- All bags, coats and classroom materials must be left in the classroom.
- As staff move to the evacuation point:
  - Staff should maintain social distancing from colleagues and other students.
  - Students should be encouraged to move quickly and staff should model this.
- Lifts must not be used.
- Any visitors to school must be directed to follow the students out of the nearest exit.
- Anyone who is not in class when the alarm sounds must report to the assembly point.
- If the evacuation is necessary during break or lunchtime periods, students and staff should evacuate immediately and report to the meeting point.
- Admin staff will bring the visitor signing-in log and completed registers for each class to the assembly point.
- It may not be possible for students to avoid proximity to students of other year groups (bubbles) whilst evacuating the building – however, students will be instructed to avoid all physical contact on their way to the Assembly Point.
- At the Assembly Point:
  - All students should stand in single file with their tutor group. This is set out to maximise distance between bubbles
  - All students should line up in their form classes and be registered by their Form Tutor.
- Upon re-entry into the lesson, students should use hand sanitiser.

### **2.24 Visitors, Reception and Deliveries**

- All visitors should be pre-arranged, where possible, and unnecessary visitors should be avoided.

- All visitors who wish to spend time in school should be asked at the school reception if they have had COVID-19 symptoms in the past 7 days. If so, they should be refused entry and advised to isolate themselves at home and get tested.
- The sign-in system will be adapted to capture the visitors contact email or number so track and trace can be used if needed.
- Visitors arriving at reception should be asked to maintain social distancing if waiting to be seen.
- Visitors entering school should be asked to use the hand sanitiser.
- Visitors should be inducted on safety and hygiene measures if they are spending time in school.
- All deliveries should be handled with gloves and left for 48 hours (72 hours for plastic) and/or disinfected before opening. Hands should be washed with soap or hand sanitiser after handling any deliveries.

### **2.25 Teacher Training Placements and Volunteers**

- Teacher training placements are permitted, providing all checks are completed and the trainee is adequately supervised and fully inducted on the school's infection control measures.
- Volunteers will not be permitted until further notice.

### **2.26 Parents' Evening and Meetings**

- Meetings with individual parents are permitted, providing:
  - Parents are advised to only attend the meeting if they – or a member of their household – are not symptomatic. This should also be asked at reception
  - Parents sanitise their hands before and after the meeting
  - Parents wear a face mask
  - All care is taken to avoid parents coming into proximity with any student other than their own child
  - Social distancing is maintained during the meeting.
- The 'active support' team will pick up any visitors at the gate who are not pre-arranged.
- Parents' evenings will take place over video link until it is safe to return to a more traditional parents' evening arrangement.
- Year 6 open evening events (September/October):
  - Virtual online tour - videos
  - Letter, prospectus and Enrichment brochure sent out early September
  - Parents will be able to book a tour of the academy during the September/October at a time that suits them e.g. during the school day or in the evening
  - In school presentation by the senior team. This will be done on several nights rather than one big evening.

## 2.27 Managing Positive Case and Outbreaks

- Anyone displaying symptoms will be sent home immediately (or as soon as possible) and asked to book a test. They will be asked to inform the school of the result.
- The school will share advice on, and promote engagement with, 'test and trace' with all staff, students and parents.
- The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
- The health protection team will carry out a rapid risk assessment and confirm next steps.
- The school will strictly follow any advice given by Public Health England/Department for Education following their rapid risk assessment. This will include who is required to self-isolate and the length of self-isolation.
- The school will keep a record of staff and pupils in each year group bubble, plus anyone who has had prolonged close contact.
- A template letter will be used by the school to inform parents of any cases. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- **The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak.**
- **The Academy will keep the Trust and LA updated.**
- The Academy will provide spreadsheets to schools to maintain a record of all staff and pupils who are self-isolating and who and who have tested positive. These spreadsheets must be kept up to date.

## 2.28 Remote Education (and Contingency for School or Local Lockdown)

- Following the success of live teaching via Microsoft Teams in the summer term, in the event of another lockdown, the full Timetable can be delivered live via Microsoft Teams. Leaders will decide if teachers do this from home or within their classroom.
- During a lockdown staff will have the option to teach live online lessons from their home.
- If staff teach in school during a lockdown or period of home learning staff should teach lessons from their own classroom or office (if appropriate). Staff should not teach from the same room as a colleague.
- Staff should avoid communal areas at social times where possible and ensure a 2m social distance from one another at all times.
- During a lockdown only students who are classed as vulnerable and/or those of key workers will have access to in school learning.
- Lessons will also be delivered through Microsoft Teams in the event of a closure for a particular year group or the full school, or if a member of teaching staff is isolating at home but well enough to work.
- Microsoft Teams has been set up to mimic the school timetable. As such, students will be taught by their normal teacher in their normal class groupings for their normal number of lessons.
- Students will receive and submit work via Microsoft Teams
- In addition to online lessons, all subjects will use **Satchel:One** to share homework.
- Associate professionals will have their individual job roles reviewed to determine if they can effectively meet their job description from home.

- Associate professionals who are required to work in school will follow the risk assessment in line with when the school is open as normal.
- Whilst the school is only open to vulnerable and key worker students, the academy has a dramatically reduced number of bodies in the building. Therefore staff in school are able to spread out and avoid close contact with other staff and students. All staff will have the opportunity to work in isolation.

## **2.29 Staff briefings**

Staff briefings will not take place. The information will be pre-recorded or pre-typed and sent to staff. This will be reviewed over the Autumn Term.

## **2.30 Day to day 'Staff Expectations'**

Staff must follow the expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

1. Attend school if you and all members of your household do not have Covid-19 related symptoms
2. Wear a mask or face covering if using public transport. Avoid sharing cars.
3. Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
4. Avoid physical contact at all times. No hugs, shaking hands etc.
5. Do not share belongings (stationery, food etc) with others.
6. Wipe your keyboard and mouse at the start and end of each lesson.
7. When teaching, avoid movement around the classroom and maintain distancing from students (keep to the taped hashed areas).
8. Deliver lessons in line with MLT Teaching and Learning Standard.
9. Where possible, keep doors and windows open at all times. When the weather is cold, windows may be closed but doors must remain open.
10. Do not gather in the staffroom. Stick to a reduced capacity of each room. Maintain social distancing at all times

## **2.31 Day to day 'Student Expectations'**

When attending school, students must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

1. Students should attend school unless you and all members of your household have Covid-19 related symptoms
2. Wear a mask or face covering if using the school bus or public transport.
3. Arrive to school and leave to go home at the designated time. Do not congregate in school at the end of the day.
4. Use a sanitiser to disinfect hands on entering and leaving school and at the start and end of each lesson within the day.
5. Stick to your year group locations in the morning, at break time and at lunch time.
6. Maintain social distancing when moving to and from lessons. No overtaking or crossing. Follow the one-way system.
7. Avoid physical contact at all times. No hugs, shaking hands etc. Maintain as much distance from others as possible.
8. In the classroom, do not move the table or chair. Avoid touching displays and other surfaces. Wipe specialist equipment before and after use.

9. At break and lunchtimes go your designated area. Maintain a safe distance from others.
10. Do not share belongings (stationery, food etc) with others.
11. Use only the toilets to which you are escorted to by 'active support'.
12. During lesson time avoid being on the corridor unless supervised by an adult.

## Section 3 – Risk assessment

Hazards identified	Persons at risk	Key questions to review risk	Overview of information and actions taken regarding the hazard identified	Further action required (if any) / Comments
<b>3.1 Infection control</b>				
3.1.1 Risk - Spread of COVID-19 due to poor hygiene and infection control			<ul style="list-style-type: none"> <li>The table in section 2.1 on pages 4 - 8 outlines the key protective measures the school will take to deliver the nine essential controls identified by Public Health England.</li> </ul>	
3.1.2 Pupils operate in discrete year group 'bubbles' but there are risks of these bubbles mixing at certain times.	All	<ol style="list-style-type: none"> <li>How will social distancing be enforced?</li> <li>Is student movement staggered?</li> <li>How will you minimise contact between bubbles during student movement?</li> </ol>	<ul style="list-style-type: none"> <li>Current government guidance is being applied.</li> <li>Each discrete year group 'bubble' is allocated a specific location for morning arrival, break time and lunch time. Students are taught in classes within one year group. Movement around the building is staggered.</li> <li>Strict one-way system in place for movement to ensure social distancing.</li> <li>Pupils observe hygiene guidance and wash hands frequently.</li> <li>Teachers moving between groups comply with social distancing and hygiene guidance.</li> <li>Staggered leaving times; break times and lunch times are in place.</li> </ul>	
3.1.3 Maintaining effective social distancing to prevent spread of COVID-19	All	<ol style="list-style-type: none"> <li>How will social distancing be enforced?</li> </ol>	<ul style="list-style-type: none"> <li>Current government guidance is being applied.</li> <li>Pupils are operating in discrete year group 'bubbles'.</li> <li>Each discrete year group 'bubble' is allocated a specific location for morning arrival, break time and lunch time. Students are taught in classes within one year group. Movement around the building is staggered.</li> <li>Strict one-way system in place for movement to ensure social distancing.</li> <li>Expectations of social distancing are established and communicated to all staff and relevant pupils before school reopens. For pupils this includes expectations within and outside their bubble. For teachers this includes expectations on social distancing at all times, and when moving between bubbles.</li> <li>Staff and pupils are regularly reminded about social distancing.</li> <li>Clear social distancing signage is in place throughout the school.</li> <li>One-way system taped to the floor.</li> <li>All classrooms will be set out in rows facing the front. Teachers will teach from at least 2 metres away, from the front of the class, in a taped zoned area.</li> <li>Spare chairs and desks have been removed.</li> <li>All Classroom doors will be wedged open.</li> <li>Floor markings clearly demarcate social distancing measures in areas where queues may form (e.g. dining room, corridors, reception).</li> <li>Signage is in place to deter parents from gathering at the school gate.</li> </ul>	

			<ul style="list-style-type: none"> <li>• Social distancing must be followed in staff offices and staffroom. Additional exam desks put into staffroom to reduce the needed capacity in staff workrooms.</li> <li>• Arrangements are put in place in kitchens to remind staff of the need to work separately from each other.</li> <li>• Access to toilets is planned and managed to avoid large groups/queues from forming. Students escorted to the toilet.</li> <li>• Activities that involve shared resources/equipment are avoided.</li> <li>• Where possible, one-way systems are implemented for circulation. Routes are clearly marked with appropriate signage.</li> <li>• Appropriate signage and floor markings are in place to protect reception staff so that they can remain at a distance of 2m from any visitors. Where possible, they are further protected by screens.</li> <li>• Pupil behaviour policy has been reviewed and updated in light of the new discrete year group bubble arrangements and social distancing with clear sanctions in place for anyone ignoring or deliberately flouting the rules, including exclusion where required.</li> <li>• Senior management closely monitor compliance with the bubble arrangements and social distancing and adjust procedures where necessary.</li> </ul>	
<b>3.2 Staffing / facilities / compliance</b>				
3.2.1 Staff shortages due to absence may compromise operational safety		<ol style="list-style-type: none"> <li>1. Calculate grouping sizes/likely attendance against number of available staff</li> <li>2. Calculate groupings against statutory ratios</li> <li>3. What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• The health status and availability of every member of staff is regularly updated so that deployment can be planned.</li> <li>• All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure.</li> <li>• Sufficient cover/supply staff are available.</li> <li>• Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles.</li> <li>• Staff have been trained /briefed across disciplines to avoid any single points of failure.</li> <li>• There are sufficient qualified first aiders to cover the numbers of staff and pupils on site.</li> <li>• Operational SLT review at the end of each day.</li> </ul>	
3.2.2 Insufficient spaces can be identified in school to run the timetable		<ul style="list-style-type: none"> <li>• Consider all spaces in school – which, if any, spaces will need repurposing to provide additional facilities.</li> <li>• Consider spaces for suitability – are they large enough for 15 children or smaller groupings – can they be ventilated?</li> <li>• What provision is in place for monitoring and adjusting arrangements?</li> </ul>	<ul style="list-style-type: none"> <li>• In September students will follow their normal timetable over two weeks. Rather than having 6 x 50minutes lessons, they will have 3 x 100minute lessons. In Week A students will have Period 1, 3 and 5. In Week B students will have lessons based on Period 2, 4 and 6.</li> <li>• Week A and B will be displayed on each classroom door using the A4 clip frames.</li> </ul>	
3.2.3 Equipment available in school is insufficient to allow all teaching groups to be catered for.		<ol style="list-style-type: none"> <li>1. Is sufficient equipment available to enable all classrooms to function adequately?</li> </ol>	<ul style="list-style-type: none"> <li>• Order for placed for PPE, Hand sanitiser, tape, signage. Regular repeat monthly order set up.</li> <li>• Set up for each classroom: <ul style="list-style-type: none"> <li>▪ Rows of desks facing the front</li> <li>▪ 2m zone at the front for the teacher</li> </ul> </li> </ul>	

			<ul style="list-style-type: none"> <li>All pupils will be encouraged to bring their own equipment and will be given any equipment to keep that they do not have.</li> <li>Spare new equipment will be available for all students to use (and take home).</li> <li>The curriculum mapping will be audited by HODs to check where student might use the same specialist equipment across year groups. To ensure that students from different year groups do not use the same specialist equipment, one of the following will happen: <ul style="list-style-type: none"> <li>A period of 48 hours (72 hours for plastic) is needed for specialist equipment before it is used by students from another year group.</li> <li>The specialist equipment is thoroughly cleaned and wiped down with disinfectant.</li> </ul> </li> <li>When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected, wiped own with antibacterial wipes or they are left for a period of 48 hours (72 hours for plastic). Where topics in a subject require specialist equipment (e.g. table tennis bat, paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during the first half-term and then to Year 8 in the second half-term. Alternatively, equipment must be disinfected/thoroughly wiped down between use.</li> </ul>	
3.2.4 Are measures in place to ensure registration processes are undertaken effectively and accurately?		<ol style="list-style-type: none"> <li>Is a paper-based system needed or can SIMs access be provided to all staff for whom it is needed?</li> <li>Are systems in place for registers to be completed in a timely manner?</li> <li>Are systems in place for registers to be returned to the office with minimal footfall in school?</li> <li>Is school able to differentiate between those students expected/shielded/ being kept at home / absent due to illness/ absent due to safeguarding concerns</li> <li>Has thought been given to how late arriving pupils will be taken to groupings?</li> <li>What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>Staff will take registers on SIMs during Lesson 1 (am reg) and Lesson 3 (pm reg).</li> <li>A member of the attendance/pastoral team will be available to contact home for students who don't arrive.</li> <li>All teaching staff will have radios.</li> <li>Active support, key duty staff and reception staff (main building and PE block) will have radios.</li> <li>Late arriving students will be spotted by gate duty staff who will radio active support. Active support will ensure the students is registered and take them up to the relevant learning space following the one-way system , ensuring social distancing is followed.</li> <li>Enquiries emails will be checked regularly. Reception will be manned at all times (8:00 – 16:00).</li> </ul>	
3.2.5 Workspaces for administrative staff/ leaders cannot be sufficiently segregated to meet social distancing guidelines		<ol style="list-style-type: none"> <li>Are clearly defined working spaces and terminals designated to admin staff/ leaders on duty?</li> <li>Are systems in place to minimise meetings of more than 2 people?</li> <li>Are designated meeting spaces well ventilated and do they provide enough space for social distancing guideline to be observed?</li> <li>Is a well-planned cleaning regime in place for all computer terminals and equipment, surfaces and</li> </ol>	<ul style="list-style-type: none"> <li>The school has a large reception and many offices.</li> <li>2m social distancing guidelines must be followed in reception and large office spaces.</li> <li>Reception has a glass screen to protect staff. Tensa barriers are used to ensure pre-arranged visitors are two metres away from receptionists. Student reception out of use.</li> <li>Large spaces will be used for meeting of more than 2 staff. Zoom and Microsoft Teams also used to facilitate meetings if necessary.</li> <li>School will be cleaned every morning.</li> </ul>	

		<p>equipment in admin areas?</p> <p>5. What provision is in place for monitoring and adjusting arrangements?</p>	<ul style="list-style-type: none"> <li>• Wipes available to staff to wipe down key boards.</li> <li>• Exam desks set up staffroom to increase work space capacity.</li> </ul>	
3.2.6 Communal facilities provide risk of cross contamination – ICT/ sign in systems / photocopiers / admin supplies / keypads / telephones etc.		<ol style="list-style-type: none"> <li>1. Is clear signage in place to limit number of people using/queuing for communal equipment sign-in systems etc?</li> <li>2. Are well structured regimes in place to ensure all equipment/ screens keypads etc are cleaned after each usage?</li> <li>3. What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Clear floor and wall signage including 2m and 1m demarcation will be put in place w/c 24<sup>th</sup> August 2020.</li> <li>• As well as the 2m and 1m demarcation a one way system will be marked on the floor.</li> <li>• Sign-in system is fob activated for staff. Sign-in system for external pre-arranged visitors will have hand sanitiser and wipes next to them and signage encouraging the use of this before signing in or out.</li> <li>• Regular cleaning of all sign-in equipment.</li> <li>• All the above will be in place for other touch screen devices such as photocopiers.</li> </ul>	
3.2.7 Public-facing areas (e.g. main reception) provide insufficient protection for staff meeting with children from different groups/ parents/ staff		<ol style="list-style-type: none"> <li>1. Is a plan in place for dealing with parental concerns/visitors?</li> <li>2. Has consideration been made to a no visitors in building policy where protection cannot be guaranteed?</li> <li>3. Have processes been put in place to prevent administrative staff dealing with pupils/ staff from multiple groupings?</li> <li>4. Have the protocols been adequately communicated to all staff pupils and parents?</li> <li>5. What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Meetings with <u>individual parents</u> are permitted, providing: <ul style="list-style-type: none"> <li>▪ Parents are advised to only attend the meeting if they – or a member of their household – are not symptomatic. This should also be asked at reception</li> <li>▪ Parents sanitise their hands before and after the meeting</li> <li>▪ All care is taken to avoid parents coming into proximity with any student other than their own child</li> <li>▪ Social distancing is maintained during the meeting.</li> </ul> </li> <li>• Active Support will be available to take parents from the gate to reception.</li> <li>• Main reception has a glass barrier. Reception staff can radio ‘active support’ if needed.</li> <li>• Clear signage will be in place next to single photocopiers in staffroom and finance. Hand sanitiser and wipes will be available next to these machines.</li> <li>• If the need arises the pupil will be escorted by SLT/Support staff to ensure social distancing is maintained.</li> <li>• Staff feedback will be reviewed by AHO and LRA Principal at 15:00 every day.</li> </ul>	
3.2.8 Parental concerns/ complaints cannot be dealt with effectively because of a lack of face-to-face contact.		<ol style="list-style-type: none"> <li>1. Have protocols been put in place to enable day to day concerns to be quickly and efficiently addressed?</li> <li>2. Have protocols been put in place to enable staff to contact parents by telephone where needed?</li> <li>3. Have protocols been put in place for video conference meetings where needed?</li> <li>4. What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Protocols are in place to deal with parental queries via phone, enquiries@wathacademy.com email. Administrative staff relay messages to staff via email where necessary. Staff can contact parents via telephone using offices or department workroom.</li> <li>• Meetings with <u>individual parents</u> are permitted, providing: <ul style="list-style-type: none"> <li>▪ Parents are advised to only attend the meeting if they – or a member of their household – are not symptomatic. This should also be asked at reception</li> <li>▪ Parents sanitise their hands before and after the meeting</li> </ul> </li> </ul>	

			<ul style="list-style-type: none"> <li>▪ All care is taken to avoid parents coming into proximity with any student other than their own child</li> <li>• Social distancing is maintained during the meeting.</li> <li>• Cleaning products (non-wipe spray and wipes) and hand sanitiser will be available to clean the phone after every use.</li> </ul>	
<b>3.3.Entry/Exit from the site:</b>				
<p>3.3.1 Parents/pupils waiting at main gate pre-entry fail to keep adequate social distancing</p> <p>3.3.2 Parents/Pupils are unable to social distance when entering the school premises as paths/walkways are too narrow.</p> <p>3.3.3 Too many children/parents enter site at one time – walkways and waiting areas become crowded</p> <p>3.3.4 Too many people are present on site due to additional adults/siblings not in school being brought onto premises.</p>		<ol style="list-style-type: none"> <li>1. Has thought been given to demarcating 2 metre intervals on paths/approaches to school?</li> <li>2. Has protocol for prompt opening of gates been put in place and control of flow to avoid bottleneaking?</li> <li>3. What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Clear external signage will be in place to reinforce social distancing.</li> <li>• Tarmac paths and pavement outside school will be marked with spray/tape to demarcate 2m distance.</li> <li>• From Thursday 3<sup>rd</sup> September all students should arrive by <b>8:25am</b>. Once main school students arrive, they should report immediately to their designated registration venue: <ul style="list-style-type: none"> <li>▪ Students in Years 12 and 13 should enter the site via the bus turning circle gate and then use the back door of the 6<sup>th</sup> form study area to enter the building</li> <li>▪ Students in Year 11 should enter the site via the bus turning circle gate and then use the stairs to walk down to the canteen</li> <li>▪ Students in Years 7 and 8 should use the Festival Road entrance</li> <li>▪ Students in Years 9 and 10 should enter the site via the two main Sandygate pedestrian entrances.</li> </ul> </li> <li>• Students must not congregate in corridors.</li> <li>• Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception.</li> <li>• Upon entering school, students will use a hand sanitiser in their year group’s designated morning location..</li> <li>• Students and staff will wear face covering if using the bus to travel to and from school. Once in school, students and staff will not be required to wear a mask.</li> <li>• Staff should avoid sharing cars. In the event they do so, a mask or face covering should be worn by all.</li> <li>• At the end of the school day, students will be asked to use the hand sanitiser before leaving their final lesson.</li> <li>• Once main school students are dismissed, they should immediately leave the building and school grounds. Students must not congregate in corridors, library, Dining Hall or LRC.</li> <li>• Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception. In the event of a parent needing to do this, they should collect their daughter after 2:50pm.</li> <li>• All SLT and some Pastoral staff will be present, at the start and the end of the day, on each gate, within the car park, outside the main building, in the canteen and the main hall.</li> <li>• Bins outside Main Entrance for students to dispose of PPE from public transport. Hand sanitiser stations on entry to the building.</li> </ul>	<p><a href="#">Produce FAQs document for parents.</a></p>

<p>3.3.5 Danger of contamination/ interaction with parents/ carers /visitors in communal areas – eg entrance areas/ main reception/ cloakrooms.</p> <p>3.3.6 Third party contractors on site whilst school is in operation may pose a risk to social distancing.</p>		<ol style="list-style-type: none"> <li>1. Has consideration been made to a no visitors policy to restrict risks to administrative staff?</li> <li>2. Has consideration been made to how deliveries can be made without the need for interaction with school staff/pupils?</li> <li>3. Is clear signage in place to ensure visitors and delivery persons are clear on protocols?</li> <li>4. What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Clear signage will be around the school premises as highlighted above.</li> <li>• Signage on the main entrance (green gates/fence) will clearly inform that visitors will not be admitted into the school building.</li> <li>• Deliveries will be directed to declare arrival at reception. If reception is not attended there will be a phone number for the member of site team on duty.</li> <li>• The site team will organise the receipt of the delivery whilst observing social distancing guidelines.</li> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed.</li> <li>• The end of the day will be staggered. The day will end at the following times for different year groups: <ul style="list-style-type: none"> <li>▪ Years 11, 12 and 13 – 14:45</li> <li>▪ Years 9 and 10 – 14:40</li> <li>▪ Years 7 and 8 – 14:35</li> </ul> </li> </ul>	
<b>3.4. Entry/Exit from classrooms</b>				
<p>3.4.1 Too many pupils/parents queuing for entry to classrooms</p>		<ul style="list-style-type: none"> <li>• Has consideration been made to staggered starts/end of day and separate queuing arrangements to limit queue lengths?</li> <li>• Have queuing/waiting areas been clearly demarcated</li> <li>• What provision is in place for monitoring and adjusting arrangements?</li> </ul>	<ul style="list-style-type: none"> <li>• One-way system will ease flow of students at the end of the day.</li> <li>• Each lesson is preceded by morning entry, break or lunch, thus no back to back lessons. Teacher will always be present as student arrive.</li> <li>• In the morning the Period 1 teacher delivers the tutor time content.</li> <li>• Movement around the school is staggered.</li> </ul>	
<p>3.4.2 Staff interact with multiple parents without physical separation as children are handed over.</p>		<ol style="list-style-type: none"> <li>1. Has provision been put in place to limit/prohibit entry to the site?</li> <li>2. Are clear demarcations in place to show parents/staff where they should wait/release children?</li> <li>3. What provision is in place for reluctant/emotional/behaviourally challenging pupils?</li> <li>4. What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Clear demarcation and signage is in place to ensure entrances and exits from the school premises are clear. This is backed up by clear communication to parents/carers.</li> <li>• The behaviour policy will be adapted to set out clear protocols and processes for dealing with reluctant/emotional/behaviourally challenging pupils.</li> <li>• Risk assessments have been undertaken for SEMH/SEND pupils and these will be shared with teachers. TAs/SEND team will be available to withdraw pupils to work with in a more bespoke way whilst adhering to social distancing guidelines.</li> <li>• Staff on duty at the front of school.</li> </ul>	
<p>3.4.3 Staff mix with groups of pupils not under their direct supervision during pick-up/drop off times</p> <p>3.4.4 Too many staff and pupils enter the building via the same entry point at the same time.</p>		<ol style="list-style-type: none"> <li>1. Have clearly demarcated, labelled waiting areas for different groups been put in place?</li> <li>2. Has consideration been made to staggered start/end times in order to limit possible interactions?</li> <li>3. What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Students will be directed to a specific location on entry to the site, reducing the risk of different year groups of pupils and staff mixing unnecessarily.</li> <li>• From Thursday 3<sup>rd</sup> September all students should arrive for <b>8:25am</b>. Once main school students arrive, they should report immediately to their designated registration venue:</li> </ul>	

Corridors/cloakrooms become crowded			<ul style="list-style-type: none"> <li>▪ Students in Years 12 and 13 should enter the site via the bus turning circle gate and then use the back door of the 6<sup>th</sup> form study area to enter the building</li> <li>▪ Students in Year 11 should enter the site via the bus turning circle gate and then use the stairs to walk down to the canteen</li> <li>▪ Students in Years 7 and 8 should use the Festival Road entrance</li> <li>▪ Students in Years 9 and 10 should enter the site via the two main Sandygate pedestrian entrances.</li> </ul> <ul style="list-style-type: none"> <li>• All SLT and some Pastoral staff will be present on each gate, at the start and the end of the day within the car park, outside the main building, in the canteen and the main hall. If students arrive early, they will be directed to the specific locations above.</li> <li>• More than one exit and entrance point for different groups will reduce large congregations outside the academy gates.</li> </ul>	
3.4.5 Pupils become distressed/show behavioural issues on entry to school		<ol style="list-style-type: none"> <li>1. Is pastoral provision/leadership available on site?</li> <li>2. How will this be used? What distancing/PPE protocols are in place?</li> <li>3. How will an issue be communicated to the pastoral/leadership team?</li> <li>4. Has the approach been communicated to the teachers/parents /pupils?</li> <li>5. What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Pastoral and SLT provision will be available on-site – the pastoral leads, if needed, will be based in an office, socially distanced from the children.</li> <li>• As with teaching staff, the pastoral lead and active support will ensure when speaking to children that it is in a socially distant way and acts on guidance in the child’s risk assessment.</li> <li>• Active support processes will be available via radio and staffed by SLT.</li> <li>• Large space such as the canteen and main hall and outdoor spaces can be used where possible for pastoral work.</li> </ul>	
<b>3.5. Classroom environments</b>				
<p>3.5.1 Pupil groupings are too large – pupils mix with too many pupils</p> <p>3.5.2 Room allocated is not large enough to maintain soc distancing/cannot be ventilated adequately.</p>		<ol style="list-style-type: none"> <li>1) Have pupil groupings been carefully formulated based on physical capacity/social distancing?</li> <li>2) Are registers in place and available?</li> <li>3) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Students will only be taught in year groups. No mixed year group classes.</li> <li>• House assemblies will not take place.</li> <li>• Rather than having 6 x 50 minute lessons per day, students will have 3 x 100 minute lessons per day. This will rotate on a two-week timetable so that students will still receive their normal timetable over a two week period. This will minimise the amount of movement each day and ensure all students will still receive a broad and balanced curriculum. Students will do non-contact sports in PE.</li> <li>• Tutor time content will be delivered by the student’s Period 1 teacher. This eliminates the need for movement between tutor time and lesson one.</li> <li>• All classrooms will be set out in rows facing the front. Teachers will teach from at least 2 metres away, from the front of the class, in a taped zoned area.</li> <li>• Students will have lessons in the normal locations e.g. Science in the Science department, Art in the Art department.</li> <li>• A 500ml bottle of hand sanitiser will be on every desk in every classroom. The pre-starter activity in every lesson will involve students sanitising their hands. Wipes will also be available on</li> </ul>	

			<p>every desk. Thus, students and staff will use hand sanitiser on entering each lesson within the day.</p> <ul style="list-style-type: none"> <li>• Teachers should wipe the keyboard and mouse at the start of each lesson.</li> <li>• In IT rooms, students should wipe their keyboard and mouse at the start of each lesson.</li> <li>• Lidded bins will be in every classroom to promote the ‘catch it, bin it, kill it’ approach’.</li> <li>• All toilets in the building will be open. Reactive cleaners will be in place throughout the day to clean the toilets regularly.</li> <li>• All teachers will have a radio.</li> <li>• Students will be escorted to the toilet by a member of the ‘active support team’.</li> <li>• An extensive ‘active support’ team will be in place every lesson, patrolling the corridors.</li> <li>• When teaching, teachers should be at least 2m from students, avoid movement and stay near the screen.</li> <li>• All classroom windows should be left open during the lesson unless it disrupts the learning. All classroom doors should be kept open at all times, using the door wedges. If the weather is too cold, the windows can be closed but must be reopened over break and lunch.</li> <li>• Group activities and any close contact between individuals should be avoided.</li> <li>• Stationery and equipment should not be shared.</li> <li>• Students and staff will be prohibited from sharing any belongings, including stationery. There will be a stock of new stationery available for students who forget. Students will take this stationary home.</li> <li>• When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected, wiped own with antibacterial wipes or they are left for a period of 48 hours (72 hours for plastic). Where topics in a subject require specialist equipment (e.g. table tennis bat, paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during the first half-term and then to Year 8 in the second half-term. Alternatively, equipment must be disinfected/thoroughly wiped down between use.</li> </ul>	
<p>3.5.3 Staff are unfamiliar with the specific medical, behavioural or learning needs of allocated children</p>		<ol style="list-style-type: none"> <li>1) What arrangements have been put in place for group leaders to have access to key documents, including medical files etc? Have significant medical needs been explicitly highlighted?</li> <li>2) Have any children with needs which require specialist training (eg diabetes) been allocated to staff with relevant training/experience?</li> <li>3) What handover has been received from substantive class teacher about the needs of the children?</li> </ol>	<ul style="list-style-type: none"> <li>• All teaching staff will have access to SIMS for the students they teach on that day. All medical records, risk assessments, SEND plans/EHCPs are up to date and staff will ensure they have read and planned for any specific need.</li> <li>• All students with specific medical needs will have been risk assessed and SEN/Pastoral team will be available to support individual students where necessary.</li> </ul>	

		4) What provision is in place for monitoring and adjusting arrangements?		
3.5.4 Staff mix with more than one group – risk of infection/cross contamination is increased		<ol style="list-style-type: none"> <li>1) Arrangements for cover/ PPA / SMSA provision ensure that inter-group interactions are minimised.</li> <li>2) Are any staff asked to work in more than one group? Can this be eliminated?</li> <li>3) Has provision been made to enable teachers to receive their PPA allocation?</li> <li>4) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• All classrooms will be set out in rows facing the front. Teachers will teach from at least 2 metres away, from the front of the class, in a taped zoned area.</li> <li>• Students will have lessons in the normal locations e.g. Science in the Science department, Art in the Art department.</li> <li>• A 500ml bottle of hand sanitiser will be on every desk in every classroom. The pre-starter activity in every lesson will involve students sanitising their hands. Wipes will also be available on every desk. Thus, students and staff will use hand sanitiser on entering each lesson within the day.</li> <li>• Teachers should wipe the keyboard and mouse at the start of each lesson.</li> <li>• In IT rooms, students should wipe their keyboard and mouse at the start of each lesson.</li> <li>• Staff should ensure they follow social distancing guidelines when moving around the building. Staff will follow the one-way system during break, lunch and movement times.</li> </ul>	
3.5.5 Danger of cross contamination from equipment if shared between groups of children.		<ol style="list-style-type: none"> <li>1) Has equipment been allocated to specific teaching groups?</li> <li>2) Has the movement of equipment been minimised?</li> <li>3) Are arrangements in place for the regular cleaning of equipment and surfaces?</li> <li>4) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Students will bring their own equipment daily. Where a pupil does not have the necessary equipment it will be given to the pupils to keep (not a shared/loaned item).</li> <li>• All desks will be cleaned daily in the morning. SLT/Active support will also finalise cleaning schedule for the following day. ICT rooms and staff workstations will be cleaned daily. A usage schedule will be given to the cleaning team, so they are aware of exactly which parts of the academy have been used and need cleaning.</li> <li>• Wipes, hand sanitiser will always be available from finance (if needed).</li> </ul>	
3.5.6 Danger of cross contamination from equipment/furniture which is hard to clean (eg soft surfaces/upholstery/soft toys)		<ol style="list-style-type: none"> <li>1) Has an assessment of risk in each allocated space taken place?</li> <li>2) Has all equipment and furniture which is hard to clean been removed from teaching areas and stored?</li> <li>3) Has any equipment which is hard to clean and cannot be removed been covered or marked as not for use?</li> <li>4) Has the regular cleaning of soft surfaces such as carpets been put in place to minimise risks?</li> <li>5) Has consideration been made to minimising carpet time etc to reduce risk?</li> <li>6) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Regular cleaning of classrooms will take place (daily) and desks that have been used will be marked.</li> <li>• Hard to clean resources will be removed from classrooms.</li> </ul>	

3.5.7 Danger of cross contamination from equipment which provides a medium for viral growth (eg water/sand)		<ol style="list-style-type: none"> <li>1) Has an assessment of risk in each allocated space taken place?</li> <li>2) Have any resources or equipment which provides a medium for viral growth been removed from the area or taken out of use?</li> <li>3) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>▪ All inappropriate equipment will be removed from teaching areas and practical subjects will undertake specific risk assessments (E.g. Y12 Art).</li> </ul>	
3.5.8 Children accessing formal education are seated too close together or change places to be closer together.		<ol style="list-style-type: none"> <li>1) In formal classrooms, have seating arrangements been adjusted to ensure every child has an allocated seat?</li> <li>2) Is a seating plan in place?</li> <li>3) Has provision been made to reduce the number of children accessing areas of provision in foundation classrooms?</li> <li>4) Are carpet spots etc in place where carpet time is used?</li> <li>5) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Seating plans in place in every class. Once seating plans have been established, students will not change seat within a lesson.</li> <li>• All classrooms will be set out in rows facing the front. Teachers will teach from at least 2 metres away, from the front of the class, in a taped zoned area.</li> <li>• Students will have lessons in the normal locations e.g. Science in the Science department, Art in the Art department.</li> <li>• A 500ml bottle of hand sanitiser will be on every desk in every classroom. The pre-starter activity in every lesson will involve students sanitising their hands. Wipes will also be available on every desk. Thus, students and staff will use hand sanitiser on entering each lesson within the day.</li> </ul>	
3.5.9 Children exhibit challenging behaviour, inhibiting the learning process for all learners in a group and or impacting on social distancing.		<ol style="list-style-type: none"> <li>1) Has an assessment of individual risks presented by known children taken place?</li> <li>2) Have additional staff been allocated to meet the need where challenging children are present?</li> <li>3) Has consideration been made to additional PPE where children have a history of spitting etc?</li> <li>4) Has sufficient leadership/pastoral support been allocated to meet these needs?</li> <li>5) Have withdrawal spaces been allocated where children can be taken to calm down while respecting social distancing?</li> <li>6) Has thought been given to how urgent need will be communicated while minimising movement through the school?</li> <li>7) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Behaviour policy will be reviewed w/c 24<sup>th</sup> August 2020</b></li> <li>• Risk assessments will have already been completed around SEMH and SEND needs of vulnerable children – these will provide guidance at an individual level for each child and these should be referred to by the group teacher.</li> <li>• Urgent support is through an active support system. All teaching staff to have a radio. A space will be identified for students to be placed if they need pastoral intervention. The behaviour policy will be amended to ensure that students failing to adhere to social distancing are removed from site (excluded) if necessary.</li> </ul>	
3.5.10 Risk of infection spreading within groups due to poor hygiene – Surfaces/handles/equipment are not clean or become contaminated during the day.		<ol style="list-style-type: none"> <li>1) Are clear, regular routines in place for handwashing/provision of sanitiser?</li> <li>2) Are sufficient supplied of soap and sanitiser in place? Is this sustainable?</li> <li>3) What provision has been made for drying hands? Is this sufficient/sustainable?</li> <li>4) What routines are in place for good cough/sneeze hygiene? Is this sufficient/sustainable?</li> <li>5) Are surfaces regularly cleaned during the day – what resources are provided to enable this to happen?</li> <li>6) Are interior doors propped open to minimise handle contact? Is a cleaning regime in place for handles/door plates?</li> <li>7) Are clear, high profile reminders prominently displayed for children giving key messages?</li> </ol>	<ul style="list-style-type: none"> <li>• Government document ‘guidance on hand cleaning’ to be shared with all staff and the principles of this with pupils. Adults and pupils will clean their hands on arrival at school, on entry and exit of the classroom and after sneezing or coughing.</li> <li>• A 500ml bottle of hand sanitiser will be on every desk in every classroom. The pre-starter activity in every lesson will involve students sanitising their hands. Wipes will also be available on every desk. Thus, students and staff will use hand sanitiser on entering each lesson within the day.</li> <li>• Teachers should wipe the keyboard and mouse at the start of each lesson.</li> <li>• In IT rooms, students should wipe their keyboard and mouse at the start of each lesson.</li> <li>• Lidded bins will be in every classroom to promote the ‘catch it, bin it, kill it’ approach’.</li> </ul>	

		<p>8) What provision is in place for monitoring and adjusting arrangements?</p>	<ul style="list-style-type: none"> <li>• All toilets in the building will be open. Reactive cleaners will be in place throughout the day to clean the toilets regularly.</li> <li>• All teachers will have a radio.</li> <li>• Students will be escorted to the toilet by a member of the 'active support team'.</li> <li>• An extensive 'active support' team will be in place every lesson, patrolling the corridors.</li> <li>• When teaching, teachers should be at least 2m from students, avoid movement and stay near the screen.</li> <li>• All classroom windows should be left open during the lesson unless it disrupts the learning. All classroom doors should be kept open at all times, using the door wedges. If the weather is too cold, the windows can be closed but must be reopened over break and lunch.</li> <li>• Group activities and any close contact between individuals should be avoided.</li> <li>• Stationery and equipment should not be shared.</li> <li>• Students and staff will be prohibited from sharing any belongings, including stationery. There will be a stock of new stationery available for students who forget. Students will take this stationary home.</li> <li>• When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected, wiped own with antibacterial wipes or they are left for a period of 48 hours (72 hours for plastic). Where topics in a subject require specialist equipment (e.g. table tennis bat, paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during the first half-term and then to Year 8 in the second half-term. Alternatively, equipment must be disinfected/thoroughly wiped down between use.</li> <li>• Anti-bacterial wipes and hand sanitiser will be on every desk in every classroom. Students can wipe down their desk and chair at the start of every lesson.</li> <li>• All classrooms will be provided with antibacterial wipes for teachers to use on the keyboard, screen and mouse before and after each lesson. Such wipes will also be provided to each specialist room for use by students to wipe down their workspace and specialist equipment (in addition to the disinfection carried out by cleaners).</li> <li>• All clearers will be trained and regularly reminded of the protocols for disinfecting surfaces.</li> <li>• There will be an enhanced cleaning schedule throughout the day.</li> <li>• The school will be cleaned every morning before school opens (a specific focus on door handles, desk surfaces).</li> <li>• The SLT will schedule checks during each day on stocks of cleaning materials to check there is adequate supply.</li> <li>• All classroom door will be wedged open.</li> </ul>	
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3.6. Personal Care (Pupils)				
3.6.1 Pupil require intimate care because of toileting issues – staff are potentially exposed to additional risks.		<ol style="list-style-type: none"> <li>1) Are there children with an existing intimate care plan attending? What adjustments have been made to the plan to enable staff to be protected?</li> <li>2) What protocols in terms of PPE etc will be adopted if a child needs intimate care? Will additional adults be called upon? How will social distancing be maintained?</li> <li>3) Are stocks of appropriate PPE available? Are they sufficient and sustainable? Where will they be located to ensure they are used when needed?</li> <li>4) How will parents be informed of the potential use of PPE at these times?</li> <li>5) How will pupils be prepared for the use of PPE when they are already vulnerable?</li> <li>6) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Intimate Care Policy to be checked and revised by w/c 24<sup>th</sup> August.</b></li> <li>• Individual student risk assessments updated.</li> <li>• Staff involved in intimate care will be directed to understand use of PPE and suitable PPE will be available in all areas where intimate care may be needed.</li> <li>• Stocks of PPE will be monitored and replenished in a timely manner.</li> <li>• Physical sensory team to discuss risk assessment with relevant students and ensure both staff and student have the necessary PPE in school.</li> </ul>	Ensure stock of PPE is regularly monitored and maintained so no shortages occur.
3.6.2 Different groups of children sharing communal toilet facilities – risk of cross contamination.		<ol style="list-style-type: none"> <li>1) How will the number of children using communal facilities be minimised? How will privacy be maintained?</li> <li>2) Will additional cleaning be needed? How will this be facilitated?</li> <li>3) How will the risk of children meeting in communal facilities be minimised? How will this be monitored?</li> <li>4) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• All toilets in the building will be open.</li> <li>• Year groups will have designated toilets before school, break time and lunch time.</li> <li>• Only one student per cubicle should enter the toilets.</li> <li>• Duty staff will support the supervision of the use of toilets during break and lunchtime.</li> <li>• Toilets will be check regularly by the ‘active support’ team.</li> <li>• All cubicles will be disinfected regularly.</li> <li>• All teaching staff will have a radio. Teaching staff will radio for ‘active support to escort students to toilets during lessons. Reactive cleaners will be made aware of toilet use and clean the toilets regularly.</li> </ul>	
3.7. Movement around school during day (children)				
3.7.1 Children/staff meet on corridors in large groups. Unnecessary social contact takes place		<ol style="list-style-type: none"> <li>1) How will the use of outdoor paths be maximised as methods of transit around the site?</li> <li>2) Which areas will have minimal traffic/ will staff and children be asked to avoid?</li> <li>3) Which areas will have one-way systems instigated?</li> <li>4) How will ‘keep left’ systems be implemented and labelled in corridors/stairs – how will this be enforced?</li> <li>5) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Students will then be based in separate year group locations before school, at break time and at lunch time. Each of these areas includes designated toilets and an outside space. On entry to the school, students will be directed to the relevant location. The locations are: <ul style="list-style-type: none"> <li>▪ Years 12 and 13 – 6<sup>th</sup> Form Study Area</li> <li>▪ Year 11 – Canteen</li> <li>▪ Year 10 – Main Hall</li> <li>▪ Year 9 – Year 8/9 Social Area</li> <li>▪ Year 8 – PE Gyms</li> <li>▪ Year 7 – PE Sports Hall</li> </ul> </li> </ul>	
3.7.2 Danger of cross-contamination from door handles, equipment etc in classroom, communal and public areas		<ol style="list-style-type: none"> <li>1) Will doors etc be kept open to minimise the need for them to be touched?</li> <li>2) What cleaning regime will be needed in order to ensure that handles and door plates are not sources of cross contamination?</li> <li>3) What hand cleaning regime will be implemented to minimise the risk of cross contamination from</li> </ol>	<ul style="list-style-type: none"> <li>• A clear one way system will be in place and followed at all times to ensure social distancing on the corridors. This system will be taped to the floor on all corridors and staircases. This system will ensure there is no crossing or overtaking.</li> </ul>	

		<p>outside the classroom – eg provision of sanitiser/soap?</p> <p>4) How will this be labelled/clearly communicated to pupils?</p> <p>5) What provision is in place for monitoring and adjusting arrangements?</p>	<ul style="list-style-type: none"> <li>• Transit around the site will be kept to a minimum due to the 100 minute lessons.</li> <li>• Movement times around the building will be staggered at the start of the day and at all transition points. Students will move around the corridors in 'bubbles'.</li> <li>• Students will be given a new lanyard in September. There will be a different coloured lanyard for each year group. Students should arrive on the first day with their existing red lanyard.</li> <li>• Students must attend school in full school uniform as expected by the latest government guidance: <a href="https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term">https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</a></li> </ul>	
3.7.3 Danger of cross contamination in communal facilities – ICT suite/library areas etc.		<p>1) Which communal facilities will be taken out of use/made out of bounds?</p> <p>2) Which communal facilities will remain in use but be subject to regular cleaning? How will this be facilitated?</p> <p>3) What provision is in place for monitoring and adjusting arrangements?</p>	<ul style="list-style-type: none"> <li>• An extensive 'active support' team will be in place on all corridors during lesson change over.</li> <li>• Active support team patrolling the academy all day.</li> <li>• Doors will be kept open to reduce the need to touch door handles. Cleaning of spaces will take place every morning at 5:00am</li> <li>• Hand sanitiser will be available in every classroom on every desk and pupils/staff must use this on entry/exit. Hand sanitiser stations will also be available in corridors and on entry/exit to the academy.</li> <li>• This will be communicated to parents via letter and posters will be displayed throughout the academy highlighting hand washing protocols.</li> <li>• There will be limited communal facilities available. Pupils will stay in their designated room and remain at the same desk.</li> <li>• Pupils will not be allowed out of the classroom unsupervised at any time. In an emergency the active support system will be used and SLT will collect/escort the pupil while adhering to social distancing.</li> <li>• A member of SLT will be constantly present in each part of the school and any issues/messages can be relayed.</li> <li>• All teaching staff will have a radio.</li> <li>• Students will be escorted to the toilet during lessons time.</li> <li>• All staff and students are required to wear face masks (PPE) when moving around the academy building.</li> </ul>	
3.7.4 Risk of children meeting those from other year groups whilst on errands etc.		<p>1) How will number of children not in class at any time be minimised?</p> <p>2) How will facilities such as SIMs messenger be used instead of 'runners'?</p> <p>3) Under what circumstances, if any will it be acceptable for a child to be out of class?</p> <p>4) How will this be communicated to staff/ pupils?</p> <p>5) What provision is in place for monitoring and adjusting arrangements?</p>		

### 3.8. Movement During School Day (Adults)

3.8.1 Risk of not maintaining social distancing from other adults during start/end of school day when on corridors etc.		<p>1) How will those staff who are not directly working together be discouraged from social contact before/after the day?</p> <p>2) How can staff be encouraged to leave the site in a timely manner at the end of the day, reducing the cross-contamination risk?</p> <p>3) What provision is in place for monitoring and adjusting arrangements?</p>	<ul style="list-style-type: none"> <li>• Staff will be reminded of the need to social distance at all times and not to leave the site in groups.</li> <li>• When not teaching, staff can work in isolation in a classroom or office/staffroom.</li> <li>• All staff are required to wear face masks (PPE) when moving around the academy building.</li> </ul>	
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3.8.2 Risk of meeting other adults in key communal areas – photocopier etc		<ol style="list-style-type: none"> <li>1) What provision will be put in place to reduce the number of people using/queuing for photocopier etc at any one point?</li> <li>2) How will social distancing be enforced in these areas?</li> <li>3) What cleaning regime will be needed?</li> <li>4) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Clear signage will be visible reminding staff of the need to social distance. Staff should not use communal ICT equipment without cleaning it first and any touch screen/button devices (photocopiers etc) must be wiped down after use.</li> <li>• All staff are required to wear face masks (PPE) when moving around the academy building.</li> </ul>	
<b>3.9. Children’s Break time</b>				
3.9.1 Risk of children from different groups mixing in uncontrolled manner during break times.		<ol style="list-style-type: none"> <li>1) Will a system of staggered breaks be used to limit the numbers on the yard at any one time?</li> <li>2) How will the importance of prompt timing be enforced with staff?</li> <li>3) How will groupings be allocated spaces? What markings will be needed?</li> <li>4) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<p><b>Break and Lunch</b></p> <ul style="list-style-type: none"> <li>• Movement time to break and lunch will be staggered. Students will be based in separate year group zones at break and lunch. Each zone will have its own serving arrangements. No food or drinks will be available at break. Food (including hot food) will be available in each zone at lunch time. Packed lunches will be allowed.</li> <li>• Movement to and from break and lunch will be staggered (see ‘Plan section 2.4, page 8).</li> <li>• Students will queue with social distancing where possible.</li> <li>• Other than their designated year group location, students are not permitted to be in the building during break time and lunch time. Each designated year group zone will have it’s own outside area.</li> <li>• During break, students will be supervised by their AYLs, PYLs and senior leaders, in addition to teaching staff as per a rota.</li> <li>• Year group break and lunch locations cleaned daily.</li> </ul> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• An extensive duty rota will be in place throughout the day.</li> <li>• The duty rota will take into account the staggered break time, lunchtime and finish times of students in different year groups.</li> <li>• A specific duty rota will be shared with all staff.</li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• All staff and students are required to wear face masks (PPE) when moving around the academy building.</li> <li>• All staff and students are required to wear face masks (PPE) when in year group locations (when not eating or drinking).</li> </ul>	
3.9.2 Risk of children playing close-contact games with peers during break times.		<ol style="list-style-type: none"> <li>1) What expectations will be put in place at breaks? What will be allowed/prohibited? How will this be enforced?</li> <li>2) What behavioural sanctions will be applied? How?</li> <li>3) What provision is in place for monitoring and adjusting arrangements?</li> </ol>		
3.9.3 Risk of supervising adults causing cross infection if they are supervising more than one group.		<ol style="list-style-type: none"> <li>1) Are adults allocated more than one group? Can this be minimised or eliminated? If not, what controls are in place?</li> <li>2) How will staff have a comfort break if they are supervising groups?</li> <li>3) What provision is in place for monitoring and adjusting arrangements?</li> </ol>		
3.9.4 Risk of play equipment (fixed/non-fixed) being used by more than one group at break times.		<ol style="list-style-type: none"> <li>1) Will fixed play equipment be allowed to be used? If not, how will it be taken out of use or cleaning guaranteed?</li> <li>2) Will non-fixed equipment, such as footballs, be allowed? How will you ensure they are not used by multiple groups and cross contaminate? If you are not permitting them how will you keep children occupied?</li> <li>3) How will it be enforced?</li> <li>4) What provision is in place for monitoring and adjusting arrangements?</li> </ol>		
3.9.5 Risk of children mixing when entering and exiting the classroom at break times.		<ol style="list-style-type: none"> <li>1) How will you ensure that children exit/enter the classroom in an orderly manner? What supervision expectations are placed on staff around this?</li> <li>2) What arrangements are in place to route children into/out of the classroom? Can they directly access the outside without moving on corridors/through cloakrooms?</li> <li>3) What provision is in place for monitoring and</li> </ol>		

		adjusting arrangements?		
<b>3.10. Children's Lunch time</b>				
3.10.1 Children mix in an uncontrolled manner exiting classroom/entering dining hall – Children mix in an uncontrolled manner in dining hall.		<ol style="list-style-type: none"> <li>1) Will children have an allocated lunch time?</li> <li>2) How will you ensure these timings are prompt to avoid congestion?</li> <li>3) How will you ensure that children exit/enter the dining room in an orderly manner? What supervision expectations are placed on staff around this?</li> <li>4) What arrangements are in place to route children into/out of the classroom? Is there a practical alternative to eating in the dining room?</li> <li>5) What arrangements will be made to place groupings/provide alternative locations for food to be eaten?</li> <li>6) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<p><b>Break and Lunch</b></p> <ul style="list-style-type: none"> <li>• Movement time to break and lunch will be staggered. Students will be based in separate year group zones at break and lunch. Each zone will have its own serving arrangements. No food or drinks will be available at break. Food (including hot food) will be available in each zone at lunch time. Packed lunches will be allowed.</li> <li>• Movement to and from break and lunch will be staggered (see 'Plan section 2.4, page 8).</li> <li>• Students will queue with social distancing where possible.</li> <li>• Other than their designated year group location, students are not permitted to be in the building during break time and lunch time. Each designated year group zone will have it's own outside area.</li> <li>• During break, students will be supervised by their AYLS, PYLs and senior leaders, in addition to teaching staff as per a rota.</li> <li>• Year group break and lunch locations cleaned daily.</li> </ul> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• An extensive duty rota will be in place throughout the day.</li> <li>• The duty rota will take into account the staggered break time, lunchtime and finish times of students in different year groups.</li> <li>• A specific duty rota will be shared with all staff.</li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• All staff and students are required to wear face masks (PPE) when moving around the academy building.</li> <li>• All staff and students are required to wear face masks (PPE) when in year group locations (when not eating or drinking).</li> </ul>	
3.10.2 Children queue together to be served, making it difficult to maintain social distancing		<ol style="list-style-type: none"> <li>1) Has consideration been made to how spacing will be maintained? Does a different serving regime need to be implemented? Is a full menu viable?</li> <li>2) What provision is in place for monitoring and adjusting arrangements?</li> </ol>		
3.10.3 Risk of SMSAs supervising multiple groups – danger of cross contamination between groups of pupils.		<ol style="list-style-type: none"> <li>1) Has consideration been made to allocation of SMSAs? How will this be done? Are there sufficient SMSAs to have one per class or is this not attainable? If not, how will cross-contamination be avoided?</li> <li>2) What provision is in place for monitoring and adjusting arrangements?</li> </ol>		
3.10.4 Danger of cross contamination between dining furniture, coloured choice bands, serving areas etc		<ol style="list-style-type: none"> <li>1) Will the dining hall be used?</li> <li>2) What cleaning regime will be needed between groups for tables/ chairs?</li> <li>3) How will cleanliness of counters, trays etc be maintained? What system will be used to avoid coloured bands with multiple usages?</li> <li>4) How will this be facilitated?</li> <li>5) What provision is in place for monitoring and adjusting arrangements?</li> </ol>		
<b>3.11. Staff break times/lunchtime</b>				

3.11.1 Risk of too many staff utilising toilet facilities causing cross contamination.		<ol style="list-style-type: none"> <li>1) What capacity is there for staff to be allocated different toilet facilities in different areas of school?</li> <li>2) What cleaning regime are staff expected to adhere to after use?</li> <li>3) How will cleanliness of handles and door plates be guaranteed to prevent cross contamination?</li> <li>4) What labelling etc will be needed?</li> <li>5) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Staff will have access to toilets throughout the building. All toilets will be clearly labelled and have available cleaning products inside to clean handles etc.</li> <li>• Staff Should maintain social distancing when moving around the building.</li> </ul>	
3.11.2 Risk of insufficient social distancing as staff gather in social areas at lunch/ break times.		<ol style="list-style-type: none"> <li>1) What capacity is there for staff to be allocated different rest areas and the access to these staggered?</li> <li>2) What cleaning will be needed between usage?</li> <li>3) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Staff will have access to several breakout areas in the school including the staffroom. These will be designated classrooms that will be part of the enhanced cleaning regime. If more than one person is in the breakout area, adequate ventilation must be ensured and 2m social distancing must be adhered to.</li> <li>• Social distancing will be in place within the canteen. Staff should avoid using the canteen at 12:25 – 13:00 when the Y11 students are having their lunch.</li> <li>• Staff will also be able to work in isolation in their own room.</li> </ul>	
<b>3.12. Safeguarding / First Aid</b>				
3.12.1 Risk of increased safeguarding/pastoral needs following self-isolation – risk of pastoral worker/ safeguarding lead cross contaminating individuals and groups		<ol style="list-style-type: none"> <li>1) What provision has been made for pastoral/ safeguarding support?</li> <li>2) Have staff been briefed to be vigilant for children displaying signs and indicators of abuse?</li> <li>3) Have reporting lines been reinforced?</li> <li>4) How will pastoral support be provided while maintaining social distancing – can outside spaces be utilised?</li> <li>5) What consideration has been made to access by social workers/Early Help etc – how will this be managed?</li> <li>6) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Pupils' wellbeing will be prioritised on their return to the academy. AYLs, PYLs and teachers will monitoring the student closely. Concerns will be flagged up with the pastoral/safeguarding team if necessary.</li> <li>• Pastoral members of staff will be available daily and will have an allocated space to have socially distant discussions/meetings with students if necessary.</li> </ul>	Staff will be briefed around the need to be vigilant to concerns over student wellbeing/abuse. All safeguarding training is up to date and reporting will follow the established channels to the safeguarding team.
3.12.2 Risk of lack of safeguarding and pastoral capacity in school due to demand / staff shortages		<ol style="list-style-type: none"> <li>1) How will capacity for safeguarding/pastoral support be maintained?</li> <li>2) What capacity is available?</li> <li>3) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• PYLs, Safeguarding and SEN staff will be in school every day.</li> <li>• All staff will be back in school in September.</li> <li>• SLT to monitor staff absence and review each morning.</li> </ul>	
3.12.3 Lack of appropriately qualified first aid staff means that children are not safe		<ol style="list-style-type: none"> <li>1) How will the availability of first aid provision be guaranteed?</li> <li>2) Which staff on duty have the different levels of qualification?</li> <li>3) What can be done to mitigate risk?</li> <li>4) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Update First Aid Policy by w/c 24<sup>th</sup> August.</b></li> <li>• First aid trained staff will be available on site every day. The on-call system will be used to notify the need for first aid support.</li> <li>• Staff administering first aid will have access to the correct PPE if necessary and will have instruction on how to use it appropriately.</li> <li>• SLT to monitor staff absence and review each morning.</li> </ul>	

<p>3.12.4 Key staff who administer medicine at increased risk due to close contact with children from different groupings. How will medication be received from parents?</p>		<ol style="list-style-type: none"> <li>1) Which staff have training to administer medication?</li> <li>2) How will parents hand-over medication/fill in required forms?</li> <li>3) How will compliance to Trust policies be guaranteed? What lines of communication will be in place to substantive class teachers/group leaders?</li> <li>4) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Review Administration of Medicines Policy w/c 24<sup>th</sup> August</b></li> <li>• PPE, at a minimum fluid resistant gloves and aprons (in accordance with MLT First Aid Policy COVID 19 update June 2020) has procured for all staff with responsibility for First Aid. Instructions on how to safely use and dispose of the equipment is included within the policy update which all relevant staff have read. PPE (in accordance with the policy) will be stored in a clearly labelled container with instructions on it's use.</li> <li>• Parents will communicate electronically or via phone. Prearranged appointments will be able to be made to drop off medication whilst adhering to social distancing guidelines. Alternatively, parents can send medication in with students if they communicate this to the academy beforehand. This will then be collected by the pastoral member of staff on arrival.</li> <li>• In accordance with Administration of Medicines Policy over the counter medications are not administered by academy staff. During periods of Covid 19 restrictions the academy will seek with parents to minimise the number of children to whom medication is administered. Medications will be administered when absolutely necessary. Staff administering medication must wear appropriate PPE (fluid resistant gloves and apron).</li> <li>• If any new medications do need to be brought into school (in accordance with the policy) this will be by pre-appointment and paperwork must be completed maintaining social distancing at all times.</li> <li>• Emergency inhalers (in accordance with the policy) if an academy emergency inhaler needs to be used it must be disposed of and the academy will replace with a new inhaler.</li> </ul>	<p>Ensure that suitably trained staff are available every day to administer medicines.</p>
<p>3.12.5 Pupil requires first aid for non-covid illness – staff exposed to additional risks due to proximity/body fluids</p>		<ol style="list-style-type: none"> <li>1) Have first aid areas been allocated which are well ventilated and maximise staff safety?</li> <li>2) Have stocks of relevant PPE (Masks/gloves/aprons for sickness) been placed in these areas to enable ease of access?</li> <li>3) Has provision of equipment for safely dealing with body fluids been checked and are they sufficient/sustainable?</li> <li>4) Has an emergency cleaning protocol been put in place, so body fluids are not left in areas with other children/staff present?</li> <li>5) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Revise First Aid Policy by w/c 24<sup>th</sup> August</b></li> <li>• First aid areas are well ventilated and where possible be administered outside. Stocks of PPE have been ordered and will be placed in all group areas.</li> <li>• Staff will have instruction on the safe use of PPE and are encouraged to use the equipment if providing intimate first aid.</li> <li>• Provision of equipment is checked and monitored daily. Lidded bins should be used for any used first aid equipment and cleaning protocols both before and after administration should be followed as outlined elsewhere in the risk assessment. Cleaning products will be provided in all areas where children are admitted and these will be kept in stock at all times. Staff will be encouraged to use these regularly.</li> </ul>	
<p><b>3.13. Suspected / Confirmed Cases (Children)</b></p>				
<p>3.13.1 Risk of contamination spreading as symptomatic child continues to mix with staff / children</p>		<ol style="list-style-type: none"> <li>1) Has a clear message been communicated to all stakeholders that any child with a raised temperature or cough will be sent home?</li> <li>2) Have good hygiene systems been put in place to ensure basic sneeze/cough/hand hygiene is consistently adopted?</li> <li>3) Are supplies of soap/sanitiser and drying towels in place? Are they sustainable?</li> </ol>	<ul style="list-style-type: none"> <li>• <b>See already revised MLT First Aid Policy, specifically: covid-19 – managing suspected covid-19 cases.</b></li> <li>• As normal school practice, if a child appears unwell, including with a raised temperature or a cough, they will be sent home and advised to follow the guidance outlined in COVID 19 – guidance for households with possible coronavirus infection document and self-isolate for 14 days.</li> </ul>	<p>Brief SLT and on-site teaching staff each day.</p>

		<p>4) Has a well-ventilated area been allocated to 'hold' children with symptoms in isolation until they can be collected?</p> <p>5) What arrangements are in place for supervision while a child is in the isolation space?</p> <p>6) What provision is in place for monitoring and adjusting arrangements?</p>	<ul style="list-style-type: none"> <li>• This message will be communicated to all staff, parents and governors. We will continue to liaise with parents on their child's condition and eventual return to school.</li> <li>• Any child showing symptoms will be moved, if possible, to a room where they can be isolated behind a closed door (initially one of the unused classrooms). A window will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result.</li> <li>• This message will be communicated to all staff, parents and governors. We will continue to liaise with the member of staff on their condition and eventual return to school.</li> <li>• The school will share advice on, and promote engagement with, 'test and trace' with all staff, students and parents.</li> <li>• The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>• <b>The health protection team will carry out a rapid risk assessment and confirm next steps.</b></li> <li>• Following advice from Public Health England, the school will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</li> <li>• If any of these individuals develop symptoms, they will be eligible for testing.</li> <li>• If positive, they should isolate for 7 days from the onset of their symptoms.</li> <li>• If negative, they should complete full 14-day isolation period.</li> <li>• The school will keep a record of staff and pupils in each bubble, plus anyone who has had close contact.</li> <li>• Public Health England will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to students, staff and parents when relevant.</li> <li>• A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>• <b>The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak.</b></li> <li>• <b>The school will keep the Trust and LA updated.</b></li> <li>• The Trust will provide spreadsheets to schools to maintain a</li> </ul>	
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			record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date.	
3.13.2 Risk of cross contamination with other children/adults from surfaces, handles etc within classroom space.		<ol style="list-style-type: none"> <li>1) Have sufficient cleaning materials been put in place within classrooms to enable regular cleaning of surfaces, handles etc during the day?</li> <li>2) Have good hygiene systems been put in place to ensure basic sneeze/cough/hand hygiene is consistently adopted?</li> <li>3) Has an emergency cleaning protocol been put in place to ensure all areas where a suspected case have been are thoroughly cleaned?</li> <li>4) What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Cleaning materials will be available in all classrooms. Lidded bins, PPE, hand sanitiser will all be provided. Hand sanitiser stations on corridors will also be clearly labelled and encouraged to be used. Emergency cleaning measures will be in place to ensure any isolation areas, use of toilets by a suspected case is thoroughly disinfected and cleaned.</li> <li>• The school will share advice on, and promote engagement with, ‘test and trace’ with all staff, students and parents.</li> <li>• The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>• <b>The health protection team will carry out a rapid risk assessment and confirm next steps.</b></li> <li>• Following advice from Public Health England, the school will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</li> <li>• If any of these individuals develop symptoms, they will be eligible for testing.</li> <li>• If positive, they should isolate for 7 days from the onset of their symptoms.</li> <li>• If negative, they should complete full 14-day isolation period.</li> <li>• The school will keep a record of staff and pupils in each bubble, plus anyone who has had close contact.</li> <li>• Public Health England will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to students, staff and parents when relevant.</li> <li>• A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>• <b>The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak.</b></li> <li>• <b>The school will keep the Trust and LA updated.</b></li> <li>• The Trust will provide spreadsheets to schools to maintain a record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date.</li> </ul>	
3.13.3 Risk of spread within groupings if case is confirmed / symptomatically probable		<ol style="list-style-type: none"> <li>1) Is protocol in place to communicate with Trust regarding informing parents if a case is confirmed/symptomatically consistent with infection?</li> <li>2) Is a deep cleaning regime in place, if and when</li> </ol>	<ul style="list-style-type: none"> <li>• The Trust will be contacted if a suspected case or a positive test is confirmed within the academy – this applies to children and adults alike. The name of child and known siblings will be passed centrally and this information then passed to appropriate family members and other parties quickly so risk is minimised. Other</li> </ul>	

		<p>needed?</p> <p>3) What provision is in place for monitoring and adjusting arrangements?</p>	<p>children's families within the group will be notified of any child who has been sent home with suspected symptoms or has had a positive or negative test confirmed.</p> <ul style="list-style-type: none"> <li>Where there are any cases of a suspected COVID 19 infection any staff member in proximity to the suspected infected person must use face masks and eye protection (visors).</li> </ul>	
<b>3.14. Policies</b>				
3.14.1 Current policies have not been updated to take account of COVID-19			<ul style="list-style-type: none"> <li>Existing policies and procedures have been updated/adapted to take account of COVID-19 impact.</li> <li>Fire procedures have been reviewed and revised where required, e.g. due to: <ul style="list-style-type: none"> <li>pupils operating in discrete year group bubbles</li> <li>possible absence of Fire Marshalls</li> <li>social distancing rules during evacuation and at muster points</li> </ul> </li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and Fire Marshalls have been trained/ briefed appropriately.</li> <li>A staff rota for additional Fire Marshalls has been drawn up to cover any absences. Any additional staff temporarily taking on the role have been briefed accordingly.</li> </ul> <p>The following policies will be reviewed signed off by Friday 28<sup>th</sup> August:</p> <ul style="list-style-type: none"> <li>First Aid</li> <li>Administration of Medicines</li> <li>Pupils with Medical Conditions</li> <li>Toileting and Intimate Care</li> <li>Attendance</li> <li>Safeguarding</li> <li>Exclusions</li> <li>Behaviour</li> <li>Emergency Evacuation</li> <li>Remote Learning Guidance</li> <li>Health and Safety</li> <li>Home/Academy Agreement</li> <li>Sickness absence policy</li> <li>Uniform</li> </ul>	
<b>3.15. Suspected / Confirmed Cases (Adults)</b>				
3.15.1 Risk of contamination spreading as symptomatic adult continues to mix with staff / children		<p>1) Has protocol of any staff member who displays symptoms being sent home/not coming to work and seeking a test been implemented?</p> <p>2) Has this been communicated to staff?</p> <p>3) Have leaders been instructed to send any adult suspected of being symptomatic out of school?</p>	<ul style="list-style-type: none"> <li>Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result.</li> <li>Any member of staff showing symptoms who cannot leave the premises straight away, will be moved, if possible, to a room where they can be isolated behind a closed door. A window will</li> </ul>	

		<p>4) Has a space been allocated so any unwell adult, who is unable to drive can wait in isolation?</p> <p>5) What provision is in place for monitoring and adjusting arrangements?</p>	<p>be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> <li>• This message will be communicated to all staff, parents and governors. We will continue to liaise with the member of staff on their condition and eventual return to school.</li> <li>• The school will share advice on, and promote engagement with, ‘test and trace’ with all staff, students and parents.</li> <li>• The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>• <b>The health protection team will carry out a rapid risk assessment and confirm next steps.</b></li> <li>• Following advice from Public Health England, the school will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</li> <li>• If any of these individuals develop symptoms, they will be eligible for testing.</li> <li>• If positive, they should isolate for 7 days from the onset of their symptoms.</li> <li>• If negative, they should complete full 14-day isolation period.</li> <li>• The school will keep a record of staff and pupils in each bubble, plus anyone who has had close contact.</li> <li>• Public Health England will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to students, staff and parents when relevant.</li> <li>• A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>• <b>The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak.</b></li> <li>• <b>The school will keep the Trust and LA updated.</b></li> <li>• The Trust will provide spreadsheets to schools to maintain a record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date.</li> </ul>	
<p><b>3.16. Health and Wellbeing</b></p>				

3.16.1 Risk to staff mental health and well-being		<ol style="list-style-type: none"> <li>1. What is in place to reassure staff they are working in as safe an environment as possible?</li> <li>2. Have staff been asked what they need to feel safe?</li> <li>3. What is in place to ensure that staff have opportunities for self-referral to mental health support?</li> <li>4. What is in place to provide opportunities for confidential conversations/counselling sessions?</li> </ol>	<ul style="list-style-type: none"> <li>• Communication with staff is prioritised to ensure clarity of procedures and reassurance around safety measures being put in place.</li> <li>• Clear signage, obvious and plentiful hand sanitiser and cleaning products, social distancing measures and clearly outlined procedures for movement around school as outlined in this risk assessment will aid reassurance of returning to work.</li> <li>• Staff suffering with mental health issues are advised to contact their GP initially, but there are counselling services available, including bereavement counselling through the MAST service. Staff should contact a senior leader in school if they require this service</li> <li>• Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities.</li> <li>• Age-appropriate websites/resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them.</li> <li>• Staff are directed to useful websites and resources that they might find helpful themselves.</li> <li>• Line managers stay in touch regularly with staff and check that they are well.</li> <li>• Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils.</li> <li>• Appropriate work plans are agreed with staff and support is provided where necessary.</li> <li>• Staff working from home help to provide remote learning for any pupils who are not at school.</li> <li>• Staff are considered as individuals and managed accordingly.</li> <li>• Wellbeing and work-life balance are promoted with all staff.</li> <li>• The school has access to trained staff who can deliver any bereavement counselling and support.</li> </ul>	
3.16.2 Risk to staff with pre-existing medical conditions or living with those with pre-existing medical conditions	Shielding staff	<ol style="list-style-type: none"> <li>1. How are these staff are kept up to date with developments in school, so they don't feel isolated?</li> <li>2. What are staff expectations – have these changed? Working from home / working at school?</li> </ol>	<ul style="list-style-type: none"> <li>• A staff audit has been undertaken to gauge the number of staff who have been shielding, have pre-existing medical conditions or are living with someone who has been shielding/highly vulnerable.</li> <li>• Individual staff risk assessment will be undertaken where necessary.</li> </ul>	
Staff living with someone who is shielding	<ol style="list-style-type: none"> <li>1. If they can't be separated from the person isolating what are expectations?</li> </ol>			
Staff who have to self isolate/ If a member of staff develops symptoms	<ol style="list-style-type: none"> <li>1. What will be done to ensure safety of that member of staff and other staff who may have been in contact?</li> <li>2. What are arrangements if a child shows symptoms (or sibilings)? e.g. send home to isolate.</li> <li>3. What will actions be to inform parents/carers?</li> <li>4. What changes will be made to the arrangements in school?</li> </ol>			

<p>3.16.3 Staff and pupils (or close family members), which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19</p>			<ul style="list-style-type: none"> <li>• The latest government guidance is applied.</li> <li>• The assumption that most staff and pupils, including those who have been shielding, are clinically vulnerable or are extremely clinically vulnerable will return to school is communicated clearly.</li> <li>• An audit has been undertaken to assess the vulnerability of staff (and close family members), including those who are extremely clinically vulnerable and clinically vulnerable.</li> <li>• An audit has been undertaken to assess the vulnerability of pupils (and close family members).</li> <li>• Separate risk assessments have been undertaken for staff and pupils who are clinically vulnerable, or who have family members who are extremely clinically vulnerable and clinically vulnerable.</li> <li>• Discussions are held with staff and parents where specific circumstances may apply in line with the latest government guidance, and decisions are made accordingly on attendance at school.</li> <li>• Provision of support and individual risk assessments are put in place as necessary for individuals and groups in the school that are at increased risk from COVID-19 because of contextual factors (e.g. staff and pupils who are BAME, staff who are aged 55 or over).</li> </ul>	
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#### Section 4 – Mass Testing Risk Assessment

Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
			Probability	Severity	Risk	
<p>Contact between subjects increasing the risk of transmission of COVID19</p>	<p>Transmission of the virus leading to ill health or potential death</p>	<ul style="list-style-type: none"> <li>• <b>Asymptomatic:</b> All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</li> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>• Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management &amp; sampling staff.</li> </ul>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Monitor the situation</p>

		<ul style="list-style-type: none"> <li>A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</li> <li><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</li> </ul>				
Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li><b>Social distancing:</b> Registration staff to remain two metres from registering adults/students at all times.</li> <li>Registering staff to wear face masks and face shields at all times</li> <li>Registering staff to regularly use hand sanitizer</li> <li>Adults/students to wear a face mask whilst being registered</li> <li>Adults/students to hand sanitise upon entry</li> <li><b>Social distancing:</b> Adults/students to be queued with 2 metre spacing.</li> </ul>	1	4	4	Monitor the situation.
Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Adults/students to conduct the testing under the supervision of the tester. No physical contact to take place.</li> <li>Adult/student to pick up and open the testing swab from a table rather than it be handed over.</li> <li>Adult/student to place swab into solution which is already on the desk without touching the test tube.</li> <li>Tester to then pass the test tube onto the processor.</li> </ul>	1	4	4	Monitor the situation.
Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>All testers and processors to wear PPE gloves at all times.</li> <li>All processors to change PPE gloves after each test</li> <li>All testers to change PPE gloves after each session</li> <li>All staff involved in testing to wear a face mask, face shield, apron and gloves.</li> </ul>	1	4	4	Monitor the situation.
Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Staff disposing of samples and waste will wear full PPE (Face mask, face shield, gloves and apron)</li> <li>Waste will be securely disposed on in clearly marked disposal bins.</li> </ul>	1	4	4	Monitor the situation.
Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>2 identical barcodes are provided to subject at check in</li> <li>The subject registers their details to a unique ID barcode before conducting the test</li> <li>Barcodes are attached by trained staff at the sample collection bay</li> <li>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>	1	3	3	No Action
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>Rule based recall of subjects who have not received a result within 2 hrs of registration</li> <li>Subjects are called for a retest</li> </ul>	1	1	3	No Action
Extraction solution which comes with the lab test kit contains the following components: NA2HPO4	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated	<ul style="list-style-type: none"> <li><b>PPE:</b> nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li><b>Environmental:</b> do not let product enter drains</li> </ul>	1	1	1	No Action

<p>(disodium hydrogen phosphate), NaH<sub>2</sub>PO<sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</p>	<ul style="list-style-type: none"> <li>• <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> <li>• Do not use if the solution has expired</li> <li>• Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</li> <li>• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>				
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## Section 5 – Testing Data Protection

Hazards Identified	Persons at risk	Actions Taken
Inexperienced staff do not handle sensitive personal data appropriately	Person being tested	<ul style="list-style-type: none"> <li>All staff to have up to date data protection training.</li> <li>Remind staff that all personal data should be kept securely and only shared where essential to the process.</li> <li>Online data protection training is available for new staff</li> </ul>
Valid consent is not held before testing occurs.	Person being tested	<ul style="list-style-type: none"> <li>The process includes checking consent before the test is carried out.</li> <li>Data subjects can opt out at any stage.</li> <li>Under 16s parents will consent on behalf of their child in an online form beforehand.</li> </ul>
Documents are left on show in the registration or recording desks	Person being tested	<ul style="list-style-type: none"> <li>Documentary kept electronically where possible.</li> <li>Desks arranged so data of others cannot be seen.</li> <li>Devices should be locked or shut down when not in use.</li> <li>Desks should be cleared of any data at the end of each testing session.</li> </ul>
Results are shared with the wrong recipient or their parent/carer	Person being tested	<ul style="list-style-type: none"> <li>Staff involved in contacting parents/students to match contact details and date of birth with data from the schools MIS to minimise the risk of misidentification.</li> </ul>
The portable devices used to scan barcodes store information about the tests in the browser cache.	Person being tested	<ul style="list-style-type: none"> <li>Web browsers are used in private mode to make sure no data is stored.</li> <li>Browser sessions to be closed down at the end of each session.</li> <li>Devices to be locked away when not in use.</li> </ul>
Test documentation and registers are shared with all staff	Person being tested	<ul style="list-style-type: none"> <li>Any documentation, either electronic or paper, must be stored securely with restricted access to the staff involved only.</li> <li>Do not save in the 'All Staff' document storage area</li> <li>Spreadsheet must be password protected.</li> </ul>
Identity of a positive test subject is shared with close contacts	Person being tested	<ul style="list-style-type: none"> <li>When sharing close contact information then the identity of the positive case should remain anonymous.</li> </ul>
Staff informing parents of a positive test are overhead in school office	Person being tested	<ul style="list-style-type: none"> <li>Phone calls to be made in a private office.</li> </ul>
Test results are discussed amongst staff	Person being tested	<ul style="list-style-type: none"> <li>Staff to respect the highly sensitive nature of the data.</li> <li>Only essential staff to know of positive cases</li> </ul>