

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11th May 2020 as follows:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Based on SAGE modelling, the hierarchy of controls we have factored into our planning to help prevent the spread of COVID-19 are set out below:

- *Controlling the transmission of the disease:* minimising contact with children and adults who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- *Management and control through personal hygiene:* cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- *Ensuring good respiratory hygiene:* promoting the 'catch it, bin it, kill it' approach
- *Enhanced cleaning regimes:* cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- *Minimising contact and mixing:* altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

Assessment conducted by:	Seana Rice / Alex House	Job title:	Principal / Business Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	6.6.202	Review interval:		Date of next review:	
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Related documents	
<p>Trust documents:</p> <p>Decision Tracker - Secondary example.pdf</p> <p>Decision Tracker - Primary example.pdf</p> <p>Experience Checklist.pdf</p> <p>Communications Checklist.pdf</p> <p>Learning Checklist.pdf</p>	<p>Government guidance:</p> <p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</p>

Operations Checklist.pdf Support Checklist.pdf Copy of Coronavirus Workplace checklist NEU GMB Unison.pdf Copy of NASUWT checklist.pdf	Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings
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Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	M	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Timetable and capacity agreed for vulnerable and CWC cohort. Arrangements in place to support pupils when not at school with remote learning at home. 	YES	<ul style="list-style-type: none"> 25% of yr10 in building at any one time. AM sessions only. No lunch. 20 bubbles with 7 students in each bubble, 5 bubbles in the building at one time. Children only in academy for one 2 hour period per week Yr7-9 continue with online learning. Yr10 online learning supplemented by face to face sessions in academy which include: academic specialist input, review of online learning and pastoral support. Timetable secured for Vulnerable/Key worker access to online learning and where appropriate other learning. At least 1 face to face session for EHCP students during the summer term organised by the academy SENCO Online learning secured - HODs monitoring daily and weekly completion rates. Head of Deep Learning monitoring centrally - weekly follow ups to parents via text and phone calls. 	Low

1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class) Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. In primary schools, classes stay together with their teacher and do not mix with other pupils. In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils. 	YES	<ul style="list-style-type: none"> Rooms house 7 Y10 students. We are only using rooms on Maths and English corridors. One way system in place. Max 7 students per bubble, 20 bubbles 5 bubbles each session, 12 sessions on a given day. Classrooms have been remodelled. Spare chairs removed. Stay Safe poster displayed in all classrooms highlighting social distancing, safety measures, and 1 way systems Primary status not applicable All Yr10 bubbles stay in one wing of the building. Vulnerable and CWC are in a separate wing with separate entrance and exit 	Med
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	YES	<ul style="list-style-type: none"> Sports hall marked out in bubble spaces - 5 bubbles AM, 5 bubbles PM No gatherings - all cancelled. Whole site markings measured to allow for 2m rule internal and externally. Reception; 1 in 1 out, with markings. Playground exit route marked, all exit & entrance routes around building marked 	Low
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	M	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. 	YES	<ul style="list-style-type: none"> Business Manager has spreadsheets detailing every staff member's personal situation. Regular calls made to staff. Staff advised to inform HR immediately with any illness or attendance issues. SLT and HOD monitoring staff well being and workload, weekly contact and management of this discussed at SLT weekly. TA support vulnerable and Key worker group with extra admin for SEND students (phone calls, extra support on google classroom). SENDCO has 	Low

		<ul style="list-style-type: none"> • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • Full use is made of testing to inform staff deployment. • A blended model of home learning and attendance at school is utilised until staffing levels improve. • Non-specialist teachers may be used to deliver content provided by subject specialists. 		<p>created a programme for all EHCP students to have face to face sessions during summer term.</p> <ul style="list-style-type: none"> • Business Manager and HR assistant have registered to GOV.UK testing portal to refer staff for testing. All staff made aware of protocol on PD day training. • As per Gov. guidelines we review staffing and requirements to meet needs. We continue to review our home learning and look at ways to continually improve our online offer. Staff and leaders share ideas to maximise offer. • Staff have appropriate training and materials provided. This includes information for supply staff to ensure they understand expectations of Bydales. 	
1.4 Prioritising provision					
<p>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen</p>	M	<ul style="list-style-type: none"> • Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. • Pastoral and SEND support is deployed wherever possible to support prioritised pupils. • Plans in place to support the return of those children with protected characteristics to ensure they are not disadvantaged. • Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. • A plan is in place for the phasing in of the other cohorts. 	YES	<ul style="list-style-type: none"> • Online Learning and monitoring practices followed up with telephone calls by teachers and VMG tutors. Directors and HODs update learning schemes. HODs and SLT monitoring access to online learning. • SENCO has created SEND support including EHCP face to face sessions. • Deep Support Lead and Inclusion Manager have reviewed vulnerable registers with calls made to parents/carers to encourage key students, including students with protected characteristics, to attend sessions in academy. • Deep Support team continues to monitor attendance and regular contact is made with families. All members of DS team have clear awareness of addendums to attendance procedures. • Y10 plans complete and additional plans in place for extra provision if required. 	Low
1.5 The school day					

<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. • One way systems around the school. • Accessibility for disabled students and staff have been considered within changes. 	<p>YES</p>	<ul style="list-style-type: none"> • AM session only to accommodate only 25% of yr10 cohort on any day (9-11am) staggered starts. The students will receive 3 x two hour sessions over the course of 5 weeks. • Yr 10 uses a one-way system via PE fire doors to enter the sports hall for their sessions. They continue a one-way system to exit via appropriate doors at the end of Maths & English corridors. Vulnerable/ key worker groups enter on the opposite side of the building using students' entrance doors to enter via one way system. • Exit via reception 1 by 1, they do not cross paths with Yr10. • All staff fully informed of one way systems and importance of operational H&S procedures on training day on 8 June. Students informed via video, shared via Parental communication using Groupcall text and email and VMG calls. This is reiterated daily as students enter the sportshall via a rolling presentation in the sports hall. • Plan for Yr10 secure - sports hall bubbles - escorted in socially distanced lines to the bubble classroom. Each bubble has a staggered exit. Duty staff at key entrance and exit points to monitor students to ensure social distancing is adhered to. Students are monitored at all times including duty staff monitoring school exit up to Marske village shops to ensure no congregating. • Floor markings are measured and taped to highlight the 2m rule . Reception is marked for one in one out. Any students who arrive late must enter through reception and will be escorted to their bubble by staff members using social distancing. • One way systems are established and advertised via videos and presentation. Re highlighted to key worker/vulnerable group. Signage highly visible across the whole academy. • Any students requiring disabled access will be accompanied by key staff. Lift use minimised. Ongoing review of student risk assessments to highlight any students with medical needs that will require lift access. 	<p>Med</p>
<p>1.6 Planning movement around the school</p>					

<p>Movement around the school risks breaching social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Posters in corridors regarding social distancing. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottlenecks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Lesson change overs are staggered to avoid overcrowding. • Pupils are regularly briefed regarding observing social distancing guidance. • 2m spaced lines on main corridors. • Appropriate duty rota and levels of supervision are in place. • Risk assessment in place for children who require support under EHCP where social distancing cannot be implemented e.g. TA pushing wheelchair 	<p>Yes</p>	<ul style="list-style-type: none"> • Modelling expectations of building walkthroughs via video shared with all students and Bydales website to be viewed publicly. • One way system in place for Year 10, Vulnerable & key worker group. Clear instructions for staff and students to be delivered in PD day training, 1st day return for Year 10 and during week of 8.6.20 to the key worker group • Social Distance and Safety Posters across the whole site. • Signage in place for external visitors and contractors • Site reviewed and systems for one way movement in place. • Students remain in bubbles at all times including KW/Vun. Staff teaching year 10 bubbles will only have contact with a max of 14 children, they will then have a 14 day period where they have no contact with children and then resume contact with a new bubble of 14 children max. • There is only 5 year 10 sessions, taking place on any one day - all sessions in the morning. each bubble has a staggered entry and exit time • Rolling safety expectations presentation in the sports hall shown at start of each bubble session, clearly outlines social distancing guidance. • 2m social distance points are measured out on corridors and classrooms as well as all internal and external areas. • Duty rota points all identified for entrance and exit. Duty rota reviewed by SLT after the first day for Yr10 return and amended if required. Rota covers all key areas including a community point to ensure no gathering at Marske shops. • SENCO and Inclusion Manager have reviewed all SEND students needs and identified children who need Risk Assessment for social distancing. 	<p>Low</p>
<p>1.7 Curriculum organisation</p>					
<p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<p>H</p>	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' longer term planning. • Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. 	<p>YES</p>	<ul style="list-style-type: none"> • All teachers monitoring and assessing student learning. SLT learning lead has worked with HODs to ensure all subject areas are assessing student GAPS in knowledge. This is then communicated to HODs to help prepare next phase learning; both online and in school. For Y10, HODs communicate individual pictures and share with class teachers to compliment the online provision. • Leaders have intervention plans for individuals and use this to inform further 121 intervention. 	<p>Med</p>

		<ul style="list-style-type: none"> Plans for intervention are in place for those pupils who have fallen behind in their learning. 			
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. Posters in place regarding social distancing and hygiene. Communal equipment removed e.g. kettles, tea towels 	YES	<ul style="list-style-type: none"> All staff rooms, offices and classrooms configured to allow for minimum staff numbers and hot desking prohibited. Staff located in 1 office for the duration of COVID19 Staff are briefed on this operational necessity on PD day training. Communal equipment such as cutlery and tea towels have been removed. Kettles and microwaves have antibacterial wipe; staff must use before and after use. Each area has signs outlining this essential task. 	Low
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and work plan because of COVID-19 measures	M	<ul style="list-style-type: none"> School calendar for the summer term rationalised. Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. Interim plans established in case full time education does not resume in September. 	YES	<ul style="list-style-type: none"> Calendar for summer term secured to include online provision, Yr10 phased return and key worker and vulnerable provision. This is embedded in teacher behaviours. SLT highlighted expectations at PD day and with HODS ensure staff planning meets expectations. Staffing complete for Sept 2020, one pending DT/ART technician to be finalised before summer. Curriculum complete. SLT learning lead has co-ordinated with HODS interim plan for September 	Low

<p>Pupils moving on to the next phase in their education do not feel prepared for the transition</p>	<p>H</p>	<ul style="list-style-type: none"> • A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. • There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils. • Online induction days for pupils and parents are planned. • Where other induction activity can take place in line with social distancing to be considered • Additional induction planned for September for new Y7. 	<p>YES</p>	<ul style="list-style-type: none"> • Plan in place for potential NEETS who have been identified and followed up by staff members liaising with students and post 16 providers. • Weekly updates from academy careers lead and Careers INC coordinator. Close liaison with local post16 provision. Careers pages on Bydales website updated and improved to highlight the range of post 16 support/signposting. Information is regularly highlighted on social media. • Learning manager for Yr11 in contact with key students to ensure they are accessing support. • Transition plans are secure for Yr6 students. • All parental/ carer contact details secured. • Year 6 videos of tour and staff introductions completed and shared. • Online induction in planning stages. • EHCP/vulnerable transition - additional induction plans continuing. 	<p>Med</p>
<p>1.10 Governance and policy</p>					
<p>Directors are not fully informed or involved in making key decisions</p>	<p>M</p>	<ul style="list-style-type: none"> • Online meetings are held regularly with the Board of Directors. • The Board of Directors are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school. 	<p>YES</p>	<ul style="list-style-type: none"> • Principal has weekly (1 hour) telephone call or google meet with chair of AC. • All reopening plans and reviews shared with Chair of AC. AC members invited to TRUST google meet on return plans with M. Oliver. Key members attended. Risk assessment shared with AC H&S link and academy H&S walk through conducted. • Chair and Principal discussion weekly. All TRUST guidance and information shared with AC members via email. AC checklist completed by AC Chair and Principal. 	<p>Low</p>
<p>1.11 Policy review</p>					

<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>	<p>H</p>	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	<p>YES</p>	<ul style="list-style-type: none"> TRUST policies are shared with staff and governors as appropriate. Policy Addendums shared with staff and parents through training days and letters and emails. Addendums where appropriate be communicated to children and staff (i.e the behaviour policy, attendance policy / procedures) 	<p>Med</p>
<p>1.12 Communication strategy</p>					
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	<p>H</p>	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	<p>YES</p>	<p>Business Manager, Principal and SLT have completed return checklists.</p> <ul style="list-style-type: none"> Staff comms will be through PD day training, google meets X2 weekly, weekly SLT and fortnightly head of department meets. Weekly principal meeting with Trust. Students comms through bubble introduction / daily briefing. Online classroom, VMG classroom. Parents / carers through letter, email, group call texts AC comms through weekly telephone call / google meet with Principal and all other through clerk via emails. LA daily calls to LA link, EIP group. Principal email / telephone calls with academy union rep. 	<p>Low</p>
<p>1.13 Staff induction and CPD</p>					
<p>Staff are not trained in new procedures, leading to risks to health</p>	<p>H</p>	<ul style="list-style-type: none"> INSET day will be held prior to expanding provision from vulnerable and CWC Induction and CPD programmes are in operation for all staff prior to reopening, and include: Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	<p>YES</p>	<p>PD day training fully planned and prepared. Face to face PD day allowing for staff to be socially distanced. Recorded so staff can access for recap and for staff who cannot attend. Key SLT will deliver training on H&S, Operations, Deep Learning, Support and Experience. Training will include videos, staff rotas, policy updates etc, what 1st day return looks like and expectations for staff and students, curriculum / online expectations.</p> <p>Training will be delivered key leads</p> <ul style="list-style-type: none"> Infection control - Business Manager Fire safety and evacuation procedures - Business Manager Constructive behaviour management - Deep Support lead Safeguarding - Deep Support Lead 	<p>Low</p>

				<ul style="list-style-type: none"> Risk management - Principal and Business Manager 	
Staff training expires leading to risk that the trust can not appropriately support children e.g. first aid, MAPA, MHFA, DSL	H	<ul style="list-style-type: none"> First Aid qualifications extended by 3 months For period of COVID-19 designated safeguarding training will not expire Online training sought to replace or supplement training that is due to expire Support from leaders in the Trust who have up to date training 	YES	<ul style="list-style-type: none"> First Aid qualifications checked by Business Manager, all in date. First Aiders with September expiration dates signposted to OIE for refresher training and provided with online EFAW training course. 16 first aiders in total who are available and will be in school. Business Manager liaising with Trust regarding other training such as PPE, MAPA. DSL. First aid. Training links shared with staff. 	Low
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 	YES	<ul style="list-style-type: none"> New staff data shared with OGAT HR and completed Induction via Google Meets with OGAT HR 	Low
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	H	<ul style="list-style-type: none"> Finance team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	YES	<ul style="list-style-type: none"> Business Manager liaising with RCBC Educational Benefits and finance team to ensure new student eligibility is updated and vouchers issued as per GOV UK guidance. Receptionist checking enquiries emails daily and forwarding any issues to finance and Business Manager. 	Low
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessment from other partners completed e.g. NASUWT, NEU/GMB/Unison completed. Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Personal care EHCP 	YES YES	<ul style="list-style-type: none"> All Union risk assessments understood and completed in line with OGAT RA Principal has utilised LA planning tool to inform planning. Robertson FM RA included in plans through Business Manager. Risk assessments are reviewed as part of the ongoing process and all key elements considered. RA will be a standing agenda item in weekly SLT meeting Business Manager reports in Business Manager update. 	Low

		<ul style="list-style-type: none"> - Vulnerable staff wanting to attend work - MAPA 			
1.16 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	M	<ul style="list-style-type: none"> • The details of how pupils will travel to and from school are known prior to opening. • Effective liaison with bus companies is used as a basis for planning staggered start and departure times. • Home learning and telephone support established where a child is unable to attend school due to transport issue. 	YES	<ul style="list-style-type: none"> • Attendance and travel Survey sent to all Y10 parents requesting mode of travel to and from school • No school bus companies in place, travel guidance issued from GOV UK https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers and Arriva operating limited seats for passengers. • Identified through parent questionnaire - Deep Learning Lead has identified issues and ensured interventions are put in place via subject teachers. 	Low
1.7 Multi-site working					
Staff who normally work across multiple sites risk the spread of infection across sites	H	<ul style="list-style-type: none"> • Colleagues with a multi site contract will be required to identify a single place of work and visit that site only. • Staff who are able, will still be asked to work from home. • If there is a need to change the designated site to manage operational risks at that site, hygiene precautions will be put in place before arriving at the new site. 	YES	<ul style="list-style-type: none"> • Staff who work across 2 academies will stay at 1 base or work from home where possible • No Directors on site, they are working from home and providing resources for online learning. Directors have been invited to attend PD day training or view training recordings from home. • Utilising TRUST guidance to identify staff working from home. • Rotas organised to limit staff in the academy. • Any staff coming on site for the first time would have viewed recorded PD training to ensure they understood all the expectations for H&S. 	Low
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					

<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	H	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies or with staff prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased. 	YES	<ul style="list-style-type: none"> • Full cleaning capacity and schedule returned to normal from 8 June. • Whole school deep cleaned and daily clean of all classrooms, rooms and offices as per PFI contract. • RFM to ensure additional cleaner in school during the day, on top of normal AM/PM clean to clean high touch surfaces. • Caretakers given additional cleaning duties throughout day i.e disinfecting door handles, railings etc 	Low
<p>2.2 Hygiene and handwashing</p>					
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	H	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	YES	<ul style="list-style-type: none"> • Additional hand sanitiser, tissues, masks and gloves purchased for the whole school and for each classroom and covid room to supplement Trust order. • RFM have extra supply of sanitiser, hand foam etc for toilets and RFM will maintain these on a daily basis 	Low
<p>Pupils forget to wash their hands regularly and frequently</p>	H	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Hand washing is timetabled • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis and timetable into the day if necessary. 	YES	<ul style="list-style-type: none"> • SLT included vital hygiene messages in PD training sessions. • Reminder for students in daily rolling presentation student view each morning in sports hall. Yr10 students sanitise hands on entry, sanitise on entry and exit from bubble locations • Handwashing rota in place for Key worker and vulnerable groups who are in school all day. Included in protocols for staff supervision of these groups. • All SLT vigilant that hand sanitising protocols are taking place - in particular the key worker / vulnerable groups 	Med
<p>2.3 Clothing/fabric</p>					
<p>Not wearing clean clothes each day may increase the risk of the virus spreading</p>	H	<ul style="list-style-type: none"> • Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. 	YES	<p>No uniform to be worn by students, staff to wear casual but smart clothing. Expectations shared on training day by Business Manager</p> <p>Clothing expectations to be shared with parents in email / letter / phone call.</p>	Med

		<ul style="list-style-type: none"> Expectations and guidance are communicated to parents. Additional uniform issued to catering, cleaning and site staff if they have insufficient 		RFM will provide all relevant uniforms etc for cleaning and kitchen staff.	
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	YES	<ul style="list-style-type: none"> All unnecessary fabric chairs have been taken out of circulation where appropriate and stored in Drama classroom 	Low
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. 	YES	<ul style="list-style-type: none"> Business Manager and HR Assistant have access to GOV UK testing portal All staff made aware of Covid19 testing portal during care calls. Testing protocols re-iterated on PD day. Attendance management in place, staff aware of the requirement to let Business Manager know of any sickness. 	low
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable 	YES	<ul style="list-style-type: none"> Academy welfare and staff attendance database - updated by Business Manager and PA, shared with HR with Key sickness data included. Business Manager has communicated expectations to staff on care calls and on PD day training regarding communication with the academy re testing and symptoms. Business Manager established a protocol based on Trust Covid Guidance communicated to parents and staff. Process included in letter to parents, shared on website and in training day for staff. Business Manager uses TRUST communications and informs Exec PA as a priority. 	Med

		<p>and clinically extremely vulnerable should these apply.</p> <ul style="list-style-type: none"> • A record of any COVID-19 symptoms in staff or pupils is reported to the trust. 			
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	YES	<ul style="list-style-type: none"> • Clear comms regarding expectations and guidance included in training day for staff, letter shared with parent and put on Bydales website. • Business Manager ensures any changes are communicated in a timely manner. • Business Manager to include any changes in weekly SLT updates 	Low
2.5 First Aid/Designated Safeguarding Leads					
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>	H	<ul style="list-style-type: none"> • First Aid certificates extended for three months. • A programme for training additional staff is in place. • Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	YES	<ul style="list-style-type: none"> • 16 staff members currently First Aid trained; DMO (FAW), PSM (FAW), ABU (FAW), AJE (FAW), KGA (FAW), FRE(FAW), NHI (FAW), BNO (EFAW), AHO (FAW), SNI (EFAW), SSL (FAW), DPR (EFAW), OHP (EFAW), ELO (EFAW), SFA (EFAW), LKN (EFAW), APA (FAW), RHY (EFAW) • Email sent 26.05.2020 re FA training to all staff. 	Low
2.6 Medical rooms					

Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> • Bridge allocated as Covid-19 room. Bridge staffed by identified key staff AJE (FAW) and CWA. All furniture removed, 3 adjoining offices installed with 1 desk and 1 chair. Rooms will be logged on Every and deep cleaned daily by RFM after use. • Staff based in COVID 19 room received full Trust guidance/ training on Covid 19 re symptomatic students and use of PPE 	Low
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A COVID-19 section on the school website is created and updated. 	YES	<ul style="list-style-type: none"> • Principal weekly update to parents via group call, social media and website. • Business Manager liaising with Trust communications to update the covid 19 section on the school website.. 	Low
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	YES	<ul style="list-style-type: none"> • Expectations outlined and communicated via text and email to staff and parents. • Letter to be shared via text and email • Business Manager to send out weekly reminders after school opening. 	Med
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; supporting child with COVID-19 symptoms; cleaning staff) have been 	YES	<ul style="list-style-type: none"> • Training guidance and video on PPE shared with staff on training day. • PPE will be worn by key staff in the covid19 room (1st aid room). These staff members have been fully communicated with all Trust Guidance on Covid19 room and procedures to follow. • Business Manager to check protocols are being followed, observation of staff in room. Staff already identified and agreed to work in the 1st aid room. • Expectations regarding hand washing reiterated at training day for staff 	Low

		<p>instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</p> <ul style="list-style-type: none"> Staff are reminded that wearing gloves is not a substitute for good handwashing. 			
2.9 Catering					
Meals can not be provided to students	H	<ul style="list-style-type: none"> Supplier payments maintained to support the Trust's supply chain A reduced catering offer is established in line with the availability of produce/supplies and the reduced availability of staffing Children will be advised to bring packed lunches where they are able 	YES	<ul style="list-style-type: none"> To reduce transmission no lunches will be provided for yr10 - AM sessions only for year 10 cohort. The academy dining hall is not suitable for social distancing with a large number of students. There are staggered lunchtime sessions for the key worker vulnerable group. Increase of key worker / vulnerable groups numbers triggered 3 staggered lunchtimes for this group each KW/V bubble at a separate time RFM aware of no catering requirement for Y10 Catering will stay in place for Key worker children and vulnerable students. Deep Support Lead to share with Business Manager any increase in key worker / vulnerable attendance to communicate to RFM. 	Low
3. Maximising social distancing measures					
3.1 Pupil behaviour					

<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. 	<p>YES</p>	<ul style="list-style-type: none"> • Students are reminded of social distancing expectations as they enter the academy via rolling presentation. In addition, reminders are published on class slides to finish each bubble session. Teachers must ensure they share this before students leave. • Expectations about staff consistently modelling expected socially distancing. • Entrance and exit and movement systems minimise movement at all times. • Groups are separated with Yr10 and key worker / vulnerable groups situated in two separate wings of the academy. Student exit times also staggered to ensure no groups leave at the same time. • Key worker / vulnerable children arrive for a 8.30am start, the first Year 10 entry is 8.50am therefore no groups cross paths as the key worker group do not leave until 2.30 and the last year 10 group finished at 11.30am • NO large gatherings. Duty rota identifies staff to follow yr10 groups up to the village to ensure no large group gathering. Staff identified in staff duty rota. • Behaviour policy revised and addendums included in communications to staff, students and parents. • Members of SLT are in the academy every day. • Included in letter, on social media, in texts and emails. 	<p>Low</p>
<p>3.2 Classrooms and teaching spaces</p>					

<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> • Home base arrangements in place. • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). • All furniture not in use has been removed from classrooms and teaching spaces or made inaccessible. • Arrangements are reviewed regularly. • Unnecessary equipment removed from classrooms • Soft toys and soft furnishings removed • Cleaning product and wipes available in EYFS to clean toys • Practical subjects requiring use of equipment not offered 	<p>YES</p>	<ul style="list-style-type: none"> • Bubbles have a maximum of 7 students. • All unnecessary furniture removed from rooms and offices • Business Manager and SLT to conduct weekly site walks with RFM Site Manager/caretaker and feedback to SLT in weekly update. • Boxes provided to all rooms and offices to pack up all unnecessary items from classrooms to ensure clinical clean surfaces.. • NO practical subjects offered. All online learning 	<p>Low</p>
<p>3.3 Movement in corridors</p>					
<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>H</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Posters in corridors and circulation areas on social distancing • 2m distance markings in key areas • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Social time change overs are staggered to avoid overcrowding. 	<p>YES</p>	<ul style="list-style-type: none"> • All circulation plans and one way systems in place • Posters displayed across site • 2 meter markings in place internal and external • Circulation routes secured and sign posted clearly. • Any pinch points to be staffed with extra duty members • Movement is minimised - students stay in bubbles. • staff have to make two movements between bubbles during the day. • Yr10 only in for 2 hours - no social time - outside the bubble. • KW/ vuln. groups have minimal movement as based in 3 separate rooms. Protocol shared with staff to embed social distancing. • close monitoring during break and lunchtimes with tighter adherence to social distancing. • Staff who are supervising KW/vulns are clear on supervision expectations ensuring supervision meets requirements. 	<p>Low</p>

		<ul style="list-style-type: none"> • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. • Accessible routes have been planned where necessary. 			
3.4 Break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	YES	<ul style="list-style-type: none"> • NO breaks for Yr10. As only in for 2 hour session. • KW / vuln group increases have led to 3 staggered breaks to minimise transmission. • Protocols and expectations shared for staff and students in the KW / Vuln. group. Breaks and lunchtime expectations explicit. • Posters up in key areas and classrooms • Deep support Lead to review rota for KW / vuln group to ensure staffing is appropriate. 	Med
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. 	YES	<ul style="list-style-type: none"> • NO lunch for Yr10. • KW / vuln groups have 3 staggered lunchtimes. • Protocols and expectations shared for staff and students in the KW / Vuln. group. • Breaks and lunchtime expectations explicit. Hand washing routines tightly monitored. • Dining room seating socially distanced and seating marked with tape. • Staff monitor students to operate social distancing. • Dining room floor marking in place for social distancing including the kitchen serving area for queues. • Biometric machines are wiped as part of protocols. RFM colleagues have process in place to use names not fingerprints. • Revaluator machines cordoned off and parents informed via email and group text that they need to top up online via ParentPay 	Low

		<ul style="list-style-type: none"> • PIN and biometric either disinfected between each use or replaced with manual recording of purchases • Cashless 'reval' machines taken out of use and pupils advised to 'top up' from home. • Water fountains taken out of use. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned after lunch by catering, cleaning or MSA staff. 		<ul style="list-style-type: none"> • Water fountains taken out of use • Staggered lunches for KW / vulns. • Email to all KW/vuln students parents on guidance re packed lunches • Cleaning in place RFM 	
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	YES	<ul style="list-style-type: none"> • Toilet - single use disabled toilets on separate floors for Year 10. KW/V group to use identified separate toilets • Handwashing and hand sanitiser use- consistent reminders for students. • No queuing; 1 in one out. SLT to monitor corridors to ensure no students wandering or queuing. • Extra toilet cleaning rota prioritising all disabled toilets, including check on supplies, bins employed regularly. • Protocols for staff supervising KW/vulns to ensure staff remind children about hand washing. 	Low

3.7 Medical Rooms					
<p>The configuration of medical rooms may compromise social distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<p>YES</p>	<ul style="list-style-type: none"> • First Aid room will operate social distancing. • We have removed all unnecessary items (uniform) and rearranged furniture to allow for social distancing. • COVID Room- medical room (The Bridge)- Business Manager informed 2 members of staff on COVID19 procedures and guidance. Staff are trained and understand expectations. • The medical room has separate rooms to hold students suspected with covid 19 until they can be collected by parents. Well ventilated with 1 desk and 1 chair. • Business Manager has protocols in place and shared with COVID19 staff for room cleaning after any suspected cases and regular daily use. 	<p>Low</p>
3.8 Reception area					
<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Meeting room identified for essential meetings where social distancing can be complied with. • Non-essential deliveries and visitors to school are minimised. • Signs on gates to confirm not accepting non-essential visitors • Arrangements are in place for segregation of visitors. 	<p>YES</p>	<ul style="list-style-type: none"> • Social distancing points outside reception entrance and interior are in place. • Reception operating a one in one out system, notices clear to visitors and sanitiser station in place. • Information shared in a parent letter / email and website as well as notice on gate. • Interview room 3 to be set out for essential meetings - all other interview rooms too small to secure 2M social distancing expectations. • Unused interview rooms are locked off • Staff instructed to ensure all non essential visitors to the academy are minimised. Business Manager to include in staff training day • RFM RA in place re deliveries, contractors and visitors • Signs on gates to confirm not accepting non essential visitors. • Visitors can be held in interview room 2. A member of staff will be available to supervise outside the room to ensure all safeguarding arrangements are secure. Business Manager secured cleaning through reception notifying FRM • There are staff available on the rota to support this. Reception is aware of procedure to call for supervision support. 	<p>Low</p>
3.9 Arrival and departure from school					

<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>	<p>H</p>	<ul style="list-style-type: none"> • Start and finish times are staggered. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times. • Parents and carers to be advised that all communication(s) will be undertaken by telephone or letter to eradicate the need to present themselves on site beyond designated drop off/pick up points 	<p>YES</p>	<ul style="list-style-type: none"> • Staggered start and finish times • Duty staff in place to ensure groups are separated at top crossings or at the village shops. • Social distancing reinforcements at gates secured • Standard text / email to parents weekly. • Letter to parents advising that communications need to be by letter or telephone not on site. 	<p>Med</p>
<p>3.10 Transport</p>					
<p>The use of public and school transport by pupils poses risks in terms of social distancing</p>	<p>H</p>	<ul style="list-style-type: none"> • Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. • Guidance in place for pupils and parents on how to enter and exit buses whilst complying with social distancing. • Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	<p>YES</p>	<ul style="list-style-type: none"> • Deep Learning Lead has created slides reiterating expectations for public transport. This information is also included in a letter to parents. • Business Manager has contacted the bus authorities to establish how their social distancing measures are applied, information communicated to Deep Support Lead to inform KW/V students information, the communications email and letter to year 10 students outlines a link to government guidance and outlines key points that students should adhere to if they are traveling by public transport. 	<p>Low</p>
<p>3.11 Staff areas</p>					

<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	<p>H</p>	<ul style="list-style-type: none"> • Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. • Hot desking will be stopped, only one member of staff allocated to a desk. • WFH will remain in place for staff who can in order to minimise staffing 	<p>YES</p>	<ul style="list-style-type: none"> • All offices and classrooms allow for social distancing with clear tape markings on floor and posters. • Every staff member allocated a unique office location and hot desking prohibited. Notice on doors outlines way is permitted in the office space • Message reiterated to staff via PD day training • Where and when staff can work from home, they will be directed to do so. 	<p>Low</p>
<p>3.12 Catering</p>					
<p>Social distancing is not possible in kitchen/catering areas</p>	<p>H</p>	<ul style="list-style-type: none"> • Reduced menus agreed that can be produced with a smaller catering workforce • Simple menus developed allowing staff to work at a single workbench • 1 member of staff in small areas e.g. fridges, store rooms at any time • Staff instructed in social distancing • PPE provided if social distancing can not be maintained • Catering staff advised on handwashing a minimum of every 30 minutes and before and after preparing food • Catering staff advised to remain behind the counter during serving 		<ul style="list-style-type: none"> • Robertson FM have shared RA with the academy and adhere to all risk assessment provisions. • Menu's reduced, staffing reduced and extra cleaning and hand washing in place. • Reduced staffing to enable social distancing • https://docs.google.com/document/d/18n0uK00tsNFOi02DSziCRPspHaY2zMnDUMWIMbz1J8/edit 	<p>Low</p>
<p>4. Continuing enhanced protection for children and staff with underlying health conditions</p>					
<p>4.1 Pupils with underlying health issues</p>					

<p>Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>H</p>	<ul style="list-style-type: none"> • Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies regarding people who are classed as clinically vulnerable and clinically extremely vulnerable. • Schools have a regularly updated register of pupils with underlying health conditions. 	<p>YES</p>	<ul style="list-style-type: none"> • The Inclusion Manager has identified students with underlying health issues / shielding. • Parents who may need support regarding guidance will be contacted directly by the Deep Support team • Updated regularly by the Inclusion Manager and reported at SLT 	<p>Low</p>
<p>4.2 Staff with underlying health issues</p>					
<p>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>H</p>	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • All staff with underlying health conditions that put them at increased risk from COVID-19 are 	<p>YES</p>	<ul style="list-style-type: none"> • Business Manager and PA have established with all staff their present circumstances regarding health. • Business Manager ensures all staff who require an individual risk assessment have one completed before the re opening / return to the academy, this includes staff with pre existing medical conditions and colleagues identified as BAME. • Business Manager ensures all staff have consulted medical advice and understand the definitions and strategies to follow: people who are classed as clinically vulnerable and clinically extremely vulnerable. 	<p>Low</p>

		<ul style="list-style-type: none"> working from home in line with national guidance. Current government guidance is being applied. 			
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 	YES	<ul style="list-style-type: none"> Deep Support Lead and the MHW team have appropriate training to support staff with MHW and bereavement. Pastoral program will identify any students who require further support. Deep Support lead has created a MHW classroom online - students access the classroom - MHW activities posted regularly Deep Support Lead and Inclusion Manager have established a protocol for students to access designated staff for MHW, this is shared with staff at PD training so they can signpost with students. 	Low
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	YES	<ul style="list-style-type: none"> All staff in regular contact with HOD’s, SLT links and HR Staffing spreadsheet tracks, availability and any concerns Twice weekly staff meets via google meet maintain the “supportive” culture known to Bydales. Staff are encouraged to take walks and exercise. Principal promoting additional “soft” projects that staff can participate in. Deep Support Lead hosts fortnightly staff quiz via google meet and there are “chat and cheer catch ups” via google meetings. All teaching staff and TA supporting students learning from home. EAP highlighted in staff google meet and B2B email. Deep uLead to highlight wellbeing websites and resources etc in staff training. 	Low

		<ul style="list-style-type: none"> Staff are encouraged to use the staff EAP Weekly staff wellbeing surveys 		<ul style="list-style-type: none"> Business Manager to investigate weekly staff well being surveys and actions appropriate in the academy 	
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	YES	<ul style="list-style-type: none"> All staff in regular contact with HOD's, SLT links and HR Staffing spreadsheet tracks, availability and any concerns Twice weekly staff meets via google meet maintain the "supportive" culture known to Bydales. Staff are encouraged to take walks and exercise. Principal promoting additional "soft" projects that staff can participate in. IMI hosts fortnightly staff quiz via google meet and there are "chat and cheer catch ups" via google meetings. All teaching staff and TA supporting students learning from home. 	Med
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	YES	<ul style="list-style-type: none"> All staff have been made aware of the EAP support contacts available during lockdown. Business Manager making regular calls to staff and checking on status of relatives who may be at risk Inspire to Believe Counselling on going during lockdown to support students in crisis; additional services known to SLT such as Cruse Bereavement Care, The Junction, The Link etc 	Low
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					

<p>Educational provision must still be maintained for priority children when the school reopens</p>	<p>H</p>	<ul style="list-style-type: none"> • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available where required (even if their peers are only attending part-time). • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	<p>YES</p>	<ul style="list-style-type: none"> • School is available full time for key worker children and vulnerable students. The academy has been open every single working day since closure, students have been accessing provision. • Business Manager and Deep Support Lead monitoring “Enquiries” email for new attendees and using Groupcall Messenger to text current pupils to check registers and attendance in advance. • School has stayed open during holidays periods and this has been requested in advance through PFI • Lead for Deep Support, remains in close contact with the parents / carer / LA / social care of KW/vuln group tracking and monitoring as appropriate. • Academy opening times are 7.30am - 4.00pm At present no KW parents have requested to stay beyond the 8.30am-2.30pm class times the Deep Support lead liaises with parents and carers on a weekly basis, if this provision is required leadership will make appropriate arrangements depending on staffing available.Full PFI opening times - 7am-6pm to resume from 8 June • Staff rota arranged in advance through Business Manager and Vice Principal and Associate Vice Principal Deep Support. • Learning tracked by Deep Learning Lead via google classroom and tracker docs supported by SLT & HODS 	<p>Low</p>
<p>7. Operational issues</p>					
<p>7.1 Review of fire procedures</p>					
<p>Fire procedures are not appropriate to cover new arrangements</p>	<p>H</p>	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> • Reduced numbers of pupils/staff • Possible absence of fire marshals • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. 	<p>YES</p>	<ul style="list-style-type: none"> • Fire signs updated with reference to COVID 19, only “odd” number evacuation points used for classrooms in use during evacuation. Additional muster points created” to give extra capacity. • Staff to be briefed on virtual PD and slides shared in advance via email • Fire Wardens have been re-allocated on staff who Business Manager knows are available and in academy and given double zones to check. • Signs ready to print and be placed in the classroom on 1 June 2020 ready for 8 June start. <p>https://docs.google.com/document/d/18n0uK00tsNFOi02DSziCRPspHaY2zMnDU/MWIMbz1J8/edit</p>	<p>Low</p>

		<ul style="list-style-type: none"> Incident controller and fire marshals have been trained and briefed appropriately. 			
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	YES	<ul style="list-style-type: none"> Business Manager to ensure all staff are aware of evacuation drills and the expectations for social distancing. SLIDE in training day for staff and in rolling presentation for students. 	Low
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	YES	<ul style="list-style-type: none"> Business Manager to identify additional staff rota for fire Marshalls and allocate training (Flick) where needed. 	Low
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	M	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	N/A	<ul style="list-style-type: none"> Site has remained open during lockdown and Facilities Management has continued as normal 	Low
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	YES	<ul style="list-style-type: none"> As of 7 June.2020 all Statutory compliance is up to date and planned and preventative maintenance (PPM) continues as normal without issue. 	Low
7.3 Contractors working on the school site					

<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>H</p>	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • 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. • Temperature checks are carried out on arrival and before entering the school building. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • 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). 	<p>YES</p>	<ul style="list-style-type: none"> • Robertson FM risk assessment confirms all aspects of risk are being managed as per PFI contract https://docs.google.com/document/d/18n0uK00tsNFOi02DSziCRPsphaY2zMnDUMWIMbz1J8/edit • Checked and verified by Local Authority 	<p>Low</p>
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8. Finance

8.1 Costs of the school's response to COVID-19

<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>	<p>M</p>	<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with governors and LA or trust. 	<p>YES</p>	<ul style="list-style-type: none"> • Finance emailed to discuss risk factors 29.05.2020 • TRUST allocated further finance to cover covid 19 spending, this ensures that other budgets are not compromised. • Principal completed academy strategic plan for next 3 year projections • No unnecessary spending, where possible covid 19 resources are purchased by TRUST to reduce costs • The Principal and Business Manager regularly liaise with the Finance team. • Budget meetings continue as google meets 	<p>Low</p>
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9. Governance

9.1 Oversight of the governing body

<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>H</p>	<ul style="list-style-type: none"> • The Trust Board continues to meet regularly via online platforms. • The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. 	<p>YES</p>	<ul style="list-style-type: none"> • AC (Academy Council) chair attends all TRUST meets. • Principal has a weekly telephone call / google meet with AC chair. • AC invited to CEO TRUST reopening briefing. The AC chair attended the meeting. • All AC meetings have been suspended until September. AC chair and Principal planning for 20/21 meetings and securing the AC is quorate. • Principals PA to collate Principal's reports and share with AC. • Principal has a weekly telephone call/ google meet (1 hour) to update the chair on plans and academy provision and response. • AC return checklist completed (AC Chair and Principal) All return plans shared with AC chair 	<p>Low</p>
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		<ul style="list-style-type: none"> Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Scheme of Delegation has been reviewed to ensure schools and the Trust can respond appropriately - delegated decisions tracked and reviewed. 			
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Providing a hot meal service to Key Worker/Vulnerable & staff as per PFI contract increase risk of transmission		<ul style="list-style-type: none"> Kitchen staff wash their hands every 30 minutes All cutlery goes through sterilization each day Dining Hall cleaned before and after break and throughout dining service Kitchen staff are trained in food hygiene and H&S 	YES	<ul style="list-style-type: none"> Midday supervisors back in school from 8 June to safeguard students and increase cleaning capacity i.e. wiping down tables with disinfectant regularly Social distancing in place on dining tables Social distancing queuing system in place around counter service Low numbers of key worker & vulnerable and staff receiving hot meals Service not available for Y10 	Low
Robertson FM staff are externally employed not by Outwood Academy Bydales, risk they may not adhere to our policies		<ul style="list-style-type: none"> Robertson FM risk assessment shared with Business Manager Catering and Cleaning risk factors shared with IML (PFI) and Robertson FM 	YES	<ul style="list-style-type: none"> See RFM Risk Assessment https://docs.google.com/document/d/18n0uK00tsNFOi02DSziCRPspbaY2zMnDUMWIMbz1J8/edit Business Manager in school full time, daily site walks with Site Manager Regular Online Meets with Local Authority PFI contract manager and Communication with RFM 	Low
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