

# DAT COVID- 19 RISK ASSESSMENT FOR FULL OPENING OF SCHOOLS



Academy	
Activity / Procedure	Full Reopening – COVID19 (version 1.8)
Assessment Date	13/01/2021 – to be reviewed and updated regularly

Identify People at Risk	YES or NO
Employees	YES
Learners	YES
Visitors	YES
Contractors	YES

Following the [government's announcement](#) of a third national lockdown and their decision to close primary and secondary schools, these new restrictions mean that our school/academy will currently remain open only for the attendance of children of critical workers and vulnerable children until February half term. All other pupils and learners will receive remote education until February half term and must remain at home, in line with [national guidance](#).

All of the controls contained in the school's/academy's existing risk assessment still stand and are no different for the new variant of the COVID-19 virus. This updated risk assessment takes into account the ability for the virus to be more easily transmissible, so our existing controls must be reinforced to ensure we continue to reduce the risk of transmission and our school/academy remains COVID secure.

This risk assessment will continue to be reviewed and updated as necessary, in accordance with the latest [Department for Education guidelines](#), taking into consideration any issues identified and changes in Public Health service to ensure that the infection protection and controls we have implemented remain effective.

Risk	Rating	Success Criteria	Actions
The academy lapses in following national guidelines and advice, putting everyone at risk.	Low	The academy has the most recent information from government, NHS, Department of Health and Social Care and PHE and this is distributed through the Trust and its risk assessment is reviewed accordingly.	<p>Regular checks are made with Government websites to ensure all relevant guidance is followed and communicated.</p> <p>Any change in information to be shared with the Board of Trustees and passed on to parents/carers and staff by Chief Executive briefing notes and websites as necessary.</p>
Academies do not have due regard for health and safety and equalities duties.	Low	All academies acknowledge their legal obligation to protect staff, and others, including learners, from harm and continue to assess health and safety risks and how to meet equalities duties in the usual way.	<p>Following the steps in this risk assessment will mitigate the risks of coronavirus (COVID-19) to learners and staff and help academies to meet their legal duties to protect staff and others from harm.</p> <p>Health and Safety Executive published guidance on <a href="#">first aid</a> during coronavirus (COVID-19) which supports the Trust risk assessment and provides guidance for first aiders.</p> <p>Treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>
Precautionary measures are not being followed in academies.	Medium	Current advice is being adhered to by all learners and all staff.	Posters around the academy including designated entrances, reception protocol, classroom designations and COVID-19 hygiene reinforcements and messages.

Thorough hand washing/sanitising to be carried out regularly (minimum alcohol 60%):

- Before leaving home.
- On arrival at school.
- After using the toilet.
- After breaks.
- Changing classrooms.
- Before eating any food, including snacks.
- Before leaving school.
- To avoid touching eyes, nose and mouth with unwashed hands.

Primary school learners encouraged to wash hands/use hand gel before starting a new activity/each time they move to a new activity.

Supervision of hand washing and sanitising – small children should continue to be helped to clean their hands properly (**primary school only**).

Teachers to reiterate message in class:

- Covering your cough or sneeze with a tissue,
- Then throwing the tissue in a bin. See [Catch it, Bin it, Kill it](#) and [Hands. Face. Space.](#)
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Wash your hands.

Enhanced cleaning schedule introduced to include:

- More frequent cleaning of rooms/shared areas that are used by different groups.
- Frequently touched surfaces being cleaned more often than normal.
- Learners encouraged to clean their hands thoroughly after using the toilet.

Ensure all washroom facilities are well stocked – twice a day – with anti-bacterial hand wash (including portaloos where applicable).

Ensure classrooms have alcohol sanitizer hand gel (minimum alcohol 60%) for all learners to use at the start of the day, after lunch and on entry to the classroom.

A nominated member of staff to monitor the standards of cleaning in school and identify any additional cleaning measures.

Staff to bring in their own cups and utensils. All utensils are thoroughly cleaned before and after use. The dishwasher should not be used.

Learners to limit the amount of equipment they bring into school each day to essential such as lunch boxes, coats, books, and stationery.

Avoid unnecessary sharing of resources especially where this does not contribute to learner education and development.

Provide antibacterial wipes for each class teacher for wiping surfaces as required.

Ensure cleaners resources are adequate and door handles, doors, toilet space, table tops,

consideration of cleanable temporary coverings for soft floor finishes (**nursery and reception classrooms only**).

Floor activities to be limited (**primary school only**).

Ensure good ventilation in classrooms where possible by opening windows and doors (unless fire doors).

DfE continues to advise against domestic (UK) overnight and overseas educational visits.

Non-overnight domestic education visits now resumed including any trips for learners with SEND.

Any Visits (non-overnight domestic) to be carried out in line with protective measures, such as keeping children within their consistent group and the COVID-secure measures in place at the destination.

Academies to make use of outdoor spaces in the local area to support delivery of the curriculum.

Ensure full and thorough risk assessment in relation to all educational visits to ensure they can be done safely in accordance with health and safety guidance on educational visits. See information on travel insurance produced by [The Association of British Insurers \(ABI\)](#) to consider any implications following the coronavirus (COVID-19) outbreak. Refer to travel insurance provider if any questions or further reassurance

			<p>(currently in suspension pending further guidance).</p> <p>Ensure at least 2 boxes of tissues per classroom and parents/carers encouraged to send their children in with own tissues.</p> <p>Hand sanitiser stations to be available.</p> <p>Temporary suspension of soft toys (<b>primary school only</b>) and upholstered furniture in frequently used spaces.</p> <p>Ensure playground equipment is safe to use and that risks from any damaged or defective equipment are addressed before opening (<b>primary school only</b>).</p> <p>Signing in to be contactless throughout all academies.</p> <p>Placement of tape or spots marking to reinforce importance of maintaining social distancing.</p> <p>Ensure school kitchens comply with the <a href="#">Guidance for Food Businesses on Coronavirus (COVID-19)</a>.</p>
Inadequate toilet provision	Low	Outdoor portaloos will be available, easily accessible to outdoor zones to reduce unnecessary movement into the building.	<p>Additional portaloos with sanitiser will be provided, where necessary, and are appropriately signed.</p> <p>Out of lesson visits to washrooms to be discouraged with consideration to limiting the number of learners using the washrooms at any one time. This communicated to learners and staff during induction.</p>

			<p>Portaloos to be key access only and locked during lessons to avoid people inadvertently contaminating by not being part of the designated 'bubble'.</p> <p>Where appropriate queuing will be supervised by a member of staff or at least numbers waiting managed by a member of staff.</p> <p>Barrier tape to be used to prevent over-crowding.</p> <p>Posters on toilet doors as visual reminders for social distancing.</p> <p>Regular cleaning to be carried out between each cycle of use and frequent checks made of the toilets to ensure cleanliness and hygiene throughout the day.</p>
<p>Learner, member of staff or someone in their household has Coronavirus (COVID-19) symptoms.</p>	<p>Medium</p>	<p>All staff and understand the symptoms of COVID-19 and the NHS Test and Trace process and how to contact their local <a href="#">Public Health England Health Protection Team</a>.</p>	<p>All academies to receive an initial supply of 10 home test kits. Home test kits to be offered in exceptional circumstances only where an individual may have a barrier to accessing testing elsewhere.</p> <p>From 16 September academies can order additional test kits online.</p> <p>Home test kits <b>must not</b> be given directly to learners, only to adults over the age of 18 or parent or carer. Parents and carers will be required to administer the test to those under the age of 11. Parents and carers to inform school immediately of the results of a test.</p>

Kits to be stored securely at ambient room temperature (5-22 degrees Celsius).

Learners, staff and other adults must not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days.

All staff aware that if anyone in the academy becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection.](#)'

Anyone developing the above symptoms to self-isolate for at least 10 days and [arrange to have a test](#) to see if they have coronavirus (COVID-19).

Staff to self-isolate – journey home appropriately.

Learner – Parents/carers informed immediately and asked to collect immediately.

Anyone who displays symptoms of coronavirus (COVID-19) should get a test through the [NHS testing and tracing for coronavirus website](#) or ordered by telephone via NHS 119 for those without access to the internet.

During the testing period ensure continued communications with the member of staff and seek alternative work that they can complete from home, if they remain well and if it is practicable to do so.



A negative test result means the test did not find coronavirus - individuals **do not need to self-isolate** and should **return to work** as long as:

- Everyone they live with who has symptoms tests negative.
- Everyone in their support bubble who has symptoms tests negative.
- They were not told to self-isolate for 10 days by NHS Test and Trace.
- They feel well.

Designated room used as isolation room until parent/carer collects. Advice is for child to be supervised by an adult – to sit 2 metres away. A facemask and gloves should be worn by the supervising adult if a distance of 2 metres cannot be maintained ([safe working in education childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#)).

A sign to be put on the meeting room door to inform staff not to enter the room. Room to be isolated. Avoid touching people, surfaces or objects and advised to cover mouth and nose with a disposable tissue.

If they need to go to the washroom while waiting to be collected separate washroom is to be used, where possible. Washroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

Anyone who has had contact with symptomatic individual is to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser.

Ensure sanitisation of space following departure. See the [COVID-19:cleaning of non-healthcare settings guidance](#).

Communicate with staff and parents/carers to ensure they are ready and willing to:

- [Book a test](#) if they are displaying symptoms. Staff and learners must not come into the academy if they have symptoms, and must be sent home to self-isolate if they develop them in the academy.
- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
- [Self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).

Academy to record details of the incident via MS Forms in case it is needed for future cases or outbreak management.

Principal/SLT guidance sheet produced for each academy regarding the management of COVID-19 symptoms and positive cases.

Advice on rubbish which may have been contaminated:

- Learners and staff to provide their own mini garbage/recycling bag in order to collect their own personal garbage and dispose of at home.

No sharing of stationery permitted.

Classroom resources, such as books and games, can be used and shared within the 'bubble'. These should be cleaned regularly, along with all frequently touched surfaces.

Learners can take books and other shared resources home. Teachers can take books home for assessment marking. Unnecessary sharing should be avoided especially where this does not contribute to learner education and development – similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

Resources shared between classes or 'bubbles', such as sports, art and science equipment should be cleaned frequently and meticulously and always between 'bubbles', or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different 'bubbles'.

Risk assess practical products, such as Lego and Duplo in primary schools, based on ease of cleaning and nature of use. Consideration to be given to using the items one day and then leaving

			<p>them unused for 3 days to allow the virus to die – soaking contaminated items in ‘Milton’ and allowing to drip dry at the end of each day is recommended ensuring this is clearly marked with the date for next use.</p> <p>In an emergency call ‘999’ if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) should not visit the GP, pharmacy, urgent care centre or a hospital.</p>
Learners who are shielding or self-isolating	Low	<p>There will be far fewer learners being advised to shield whenever community transmission rates are high. Majority of learners are able to return to the academy.</p>	<ul style="list-style-type: none"> <li>– A small number of learners will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19).</li> <li>– Shielding advice for all adults and children. See <a href="#">current advice on shielding</a>.</li> <li>– If rates of COVID-19 rise locally, learners (or family members) may be advised to shield during the period where rates remain high.</li> </ul> <p>Where a learner is unable to attend because they are complying with clinical or public health advice, academies should immediately offer access to remote education and monitor engagement with this activity as set out in the <a href="#">action for all schools and local authorities section</a>.</p>

<p>Confirmed cases of coronavirus (COVID-19) amongst academy community.</p>	<p>High</p>	<p>All staff are aware of what action to take when they become aware that someone who has attended has tested positive for COVID-19.</p> <p>Implementation of Lateral Flow Testing.</p>	<p>Immediate contact to be made with the DfE via their Helpline on 0800 046 8687 (option 1).</p> <p>DfE will carry out a rapid risk assessment to confirm close contacts and ensure they are asked to self-isolate.</p> <p>If required, the DfE will escalate the academy's call to the PHE local health protection team.</p> <p>Based on their advice, send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>– <b>direct close contacts</b> - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).</li> <li>– <b>proximity contacts</b> - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.</li> <li>– travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>Ensure a record is kept of learners and staff in different groups.</p> <p>A template letter will be provided to academies, on the advice of the health protection team, to send to parents/carers and staff if needed.</p>
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Academies must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

If there are two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected continue to work with the DfE team who will escalate this to PHE and advise if additional action is required.

PHE will provide definitive advice on who must be sent home.

Report positive result(s) and any action(s) taken regarding bubbles to Education Team, Dudley Council.

Academy to update outcome of test result on MS Forms in case it is need for future case or outbreak management.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and they should get a test.

Academies should not request evidence of negative test results or other medical evidence before admitting learners or welcoming them back after a period of self-isolation.

**IMPORTANT:** Testing should not be arranged unless someone develops symptoms of coronavirus. The most important symptoms are:

- A new continuous cough.
- A high temperature.
- A loss of, or change in, their normal sense of taste or smell.

The PHE local health protection team will contact academies directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the academy - as identified by NHS Test and Trace.

**At the start of spring term 2021  
(secondary academies only)**

We will ask **all staff and learners** to take a lateral flow test (please refer to our separate Lateral Flow Testing risk assessment containing the required controls we are implementing).

All staff are now able to attend for a non-symptoms test to identify any that may be developing the virus, so they can isolate early.

If the test is **positive**, we will follow the same steps (laid out above) as if that learner/staff member were displaying symptoms, including asking them to take a standard coronavirus test at home.

If the test is **negative**, we will ask them to take another lateral flow test between 3 and 5 days

			<p>later. If this second test is positive, we will ask them to do as above.</p> <p>We will also provide the opportunity for colleagues in our primary academy to take the tests on a voluntary basis.</p> <p>Appropriate training will be given in order to facilitate this.</p>
<p>Staff do not report sickness</p> <p>Staff are unwell but attend school</p> <p>Staff absence increases</p>	<p>Low</p>	<p>National Guidelines: People who feel unwell: People who feel unwell should stay at home and should not attend work.</p>	<p>Communicate to staff the importance of continuing to follow national guidelines.</p> <p>Remind staff to report immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and to follow medical advice immediately.</p> <p>In light of staff absence:</p> <ul style="list-style-type: none"> <li>– School will supply cover where possible including cover supervisors, rota staff and agency staff to cover lessons, as well as senior leadership team staff.</li> <li>– TAs and HLTAs for SEND learners, parents/carers will be informed where upon school is unable to provide safe ratios to support key learners – parents/carers will be asked to keep child at home.</li> </ul> <p>Where it is necessary to use supply staff those individuals are expected to comply with the academy’s arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and learners.</p>



<p>Local area sees a spike in infection rates resulting in localised community spread and temporary closure of school.</p>	<p>Medium</p>	<p>The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice.</p>	<p>Ensure robust contingency plan is developed to include:</p> <ul style="list-style-type: none"> <li>– Checking and updating learner and parent/carer contact details.</li> <li>– Immediate access to remote education resources.</li> <li>– Remote learning plans for individual or groups of self-isolating learners.</li> <li>– School remaining open for vulnerable learners and learners of critical workers only.</li> <li>– Immediate access to laptops, tablets and 4G wireless routers to support vulnerable and disadvantaged learners.</li> <li>– Provision of printed resources, such as textbooks and workbooks, for learners who do not have suitable online access.</li> <li>– Consider the allocation of responsibilities, duties and cover arrangements during a pandemic including who would take key decisions in the event of leadership team absence.</li> </ul> <p>Dudley Academies Trust is actively promoting use of the new NHS Test and Trace app.</p> <p>Government guidance on the new Local Alert Levels system can be found <a href="#">here</a>. Supervised activities, training and education for learners can continue to operate at all alert levels both inside and outdoors. This includes primary settings.</p>
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			<p>The local COVID alert level can be checked <a href="#">here</a>.</p>
<p>Ineffective social distancing creating further spread and infection of the virus.</p>	<p>Medium</p>	<p>Bubbles provide an additional protective measure and make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.</p>	<p>For practical reasons, during partial school/academy closure only, and to ensure preventative and protective measures remain in place to reduce the risk of transmission, new 'key worker' pupil/learner 'bubbles' will be created with pupils/learners staying in the same classroom/workspace and remaining in their defined social areas for break and lunch times.</p> <p>Whilst the number of learners and staff in attendance remains low during partial school/academy closure, desk spacing will be increased to ensure a minimum of 2 metres distance is maintained at all times with all learners forward facing. <b>Important: This will be reviewed on an ongoing basis subject to numbers of learners and staff required to attend specific premises.</b></p> <p><b>Note:</b> Social distancing does not apply to younger children in primary schools and in early years' settings however, contact between pupils will be minimised wherever possible.</p> <p><b>Primary School only</b> - In learning lounge and after school groups taking place staff will ensure they maintain a 2 metre distance if the learners are outside their class bubble and ensure there will be limited interaction. Learners will sit in their bubbles or sibling groups with distance being maintained.</p>

Learners to be supported to maintain distance and not touch staff and their peers where possible.

Ensure learner groups 'bubbles' are kept apart from other groups where possible and learners to be encouraged to keep their distance within their own group.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum.

Limit interaction, sharing of rooms and social spaces between groups/ 'bubbles' as much as possible.

All adults should try and keep their distance from learners and other staff as much as they can, ideally staying at the front of the class and 2 metres from other adults.

Avoid close face to face contact and minimise time spent within 1 metre of anyone.

Classrooms to be adapted to support distancing where possible including removal of any unnecessary furniture to create more space and ensure teachers maintain adequate space away from learners when teaching.

Larger gatherings not permitted in schools within the Trust until confirmed safe to do so.

<p>Staff resource challenges and low learner attendance</p>	<p>Medium</p>	<p>Rules on mandatory school attendance applies including:</p> <ul style="list-style-type: none"> <li>– Parents/carers duty to secure that their child attends regularly at school where the child is a registered learner at school and they are of compulsory school age.</li> <li>– Schools’ responsibilities to record attendance and follow up absence.</li> <li>– The availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct (this will be reviewed on a regular basis).</li> </ul> <p>Where a learner is not able to attend school as parents/carers are following clinical and/or public health advice, absence will not be penalised.</p>	<p>Academies to communicate clear and consistent expectations around attendance.</p> <p>Individual risk assessments to be completed for any staff in the most at risk categories (for example staff who are pregnant, suffering from asthma and BAME staff) and additional safety measures/alternative arrangements put in place where appropriate.</p> <p>Ensure EHCP plans can be delivered and learners risk assessed and reasonable endeavour conversations and planning paperwork completed and shared with parents/carers to ensure appropriate support is made for learners with SEND.</p> <p>Risk assessments to be undertaken for all vulnerable learners and regular discussions to take place to address any issues or concerns.</p> <p><b>The Foreign &amp; Commonwealth Office (FCO) advises against all non-essential international travel for an indefinite period. Latest guidance on <a href="#">social distancing</a> also recommends avoiding all non-essential domestic travel and use of public transport, where possible.</b></p> <p><b>Any member of staff should read the <a href="#">latest health advice</a> and follow <a href="#">guidance for travellers</a> to reduce risk of exposure to COVID-19. Also consult PHE <a href="#">Public Health matters guidance</a> before travelling.</b></p>
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Any member of staff who is required to quarantine and is unable to report for work must follow the Trust's absence reporting procedure. Provision of sick pay for periods of quarantine, where a member of staff has travelled abroad voluntarily and could have avoided the consequent of quarantine restrictions, will be decided on a case by case basis. Individual circumstances to be referred to Laura Round, Senior HR Adviser.

Ensure access to remote learning for any learner who is unable to attend school because they are complying with clinical and/or public health advice.

Any concerns regarding high incidence of COVID-19 related absences to be reported to Dudley Council's Public Health Children and Young People's Team for advice at [cypsteam@dudley.gov.uk](mailto:cypsteam@dudley.gov.uk).

Board of Trustees regular review of attendance figures.

Critical programming and upskilling may be required to ensure sufficient resource to deliver the curriculum.

**Reduced staff capacity during partial closure** - where possible develop and implement staff rotas, inclusive of teaching and support staff, to accommodate the pupils/learners of key workers and vulnerable children taking into account child/staff ratios, identifying any extremely clinically/clinically

			<p>vulnerable/BAME/employees over 60 who are at higher risk of contracting or becoming seriously ill from COVID-19 and ensuring that all the provisions in the government's guidance and this risk assessment can be met. Whilst numbers remain low it is our intention not to include staff on rotas who fall within these groups.</p> <p><b>Important: This will be reviewed on an ongoing basis, should learner numbers increase.</b></p> <p>In accordance with our existing programme of individual risk assessments, to assess whether staff at high risk from COVID-19 can attend school, should individual/business circumstances change, these will be revisited collaboratively with the individual. Any requests for an individual risk assessment by additional members of staff will be actioned accordingly.</p> <p>Review first aid and fire risk assessments to ensure sufficient first aid cover is on site at all times and suitable fire wardens/marshals are on site to react to any emergency occurring.</p>
<p>Practical lessons in Schools including music and physical activities.</p>	<p>Low</p>	<p>All learners are able to access a broad, balanced and ambitious curriculum. Current DfE guidance allows learners to 'break' the 'bubble' in order to access specialist teaching, for example in science or design and technology</p>	<p>Ensure that all practical lessons are risk assessed and reviewed regularly.</p> <p><b>Practical Science</b></p> <p>The following extract from the DfE Guidance for full opening: schools, 1<sup>st</sup> October 2020:</p> <p><i>'Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented</i></p>

*partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day.'*

Refer to [CLEAPSS Supporting Practical Science, D&T and Art](#) for a list of factors to be considered when planning for practical work in Science.

### **Physical Activity**

Learners to be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.

Outdoor sports to be prioritised where possible, if not large indoor space, maximising natural ventilation flows (through opening windows and doors) encouraging social distancing.

### **Music Teaching**

Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space to allow for ventilation and ability to social distance. See Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](#).

If indoors, use a room with as much space as possible, for example, larger rooms; rooms with

high ceilings are expected to enable dilution of aerosol transmission.

### **Singing, wind and brass playing**

Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies.

### **Social distancing**

In smaller groups where these activities can take place, strict social distancing is to be observed between each singer and player, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.

### **Seating positions**

Learners should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.

### **Microphones**

Use microphones where possible or encourage singing quietly.

Measures to take when handling equipment, including instruments:

- Increased handwashing before and after handling equipment, especially if being used by more than one person.



			<ul style="list-style-type: none"> <li>- Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets.</li> <li>- If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users.</li> <li>- Instruments should be cleaned by the learners playing them, where possible.</li> </ul>
PPE	Low	The majority of staff in education settings will not require PPE beyond what they would normally need for their work.	<p>Due to the new variant of COVID-19 it is expected that until such time that the risk of COVID-19 poses minimal threat to the health of the school/academy community, all staff and secondary learners should wear a face covering/mask <b>at all times</b>. Taking this precaution will help reduce the risk of catching and spreading the virus. <b>Important - if the risk rating decreases locally we may revert to the original steps below.</b></p> <p>Non-medical or fabric face coverings/masks to be worn by <b>all learners (excluding primary pupils), staff parents/carers and visitors</b> as they move around the academy and spend time in communal areas where social distancing is difficult to maintain such as corridors. This means:</p> <p><b>Parents/carers are asked to wear face coverings:</b></p>

- On the academy site when dropping off and picking up children (where applicable).
- If they need to access the main academy reception area for any reason.
- If for any reason they need to access a classroom or corridors in the academy.

**Staff:**

- In the playground when parents/carers are dropping off or collecting children (where applicable).

**Other visitors:**

- When accessing the main reception.
- If they are unable to keep a safe 2 metre distance from other people when working on site.

All staff and learners encouraged to add a cloth face mask for extra protection when wearing a plastic face shield,

Face shields used without a mask should wrap around the sides of the wearers face and extend to below their chin. **Face shields worn without a mask underneath could be a significant hazard to others.**

Exemptions may be granted where it is not suitable for individuals to wear a mask such as anyone with underlying health conditions.

Parents and carers to provide their child with a mask from their first day in September. **Face masks to be plain colour.**

Specific guidance on how to use a mask safely to be provided to all learners on their induction day.

Anybody struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, ensure a small contingency supply is available to meet such needs.

No-one should be excluded from education on the grounds that they are not wearing a face covering.

Consistent with WHO's advice, schools should take additional precautionary measures in areas where the transmission of the virus is high. These areas are defined as areas of [National Government Intervention](#).

Where a learner becomes unwell, with symptoms of coronavirus, at school the supervising adult must wear PPE if they cannot maintain a 2 metre distance.

Face coverings are required at all times on public transport (for children aged 12 and above) or when attending a hospital as a visitor or outpatient.

Use of wider public transport to be kept to an absolute minimum. Families using public transport should refer to the [safer travel guidance for passengers](#).

All learners and staff must be informed that if they use face coverings these must be removed when arriving at the academy.

Learners informed not to touch the front of their face covering during use or when removing them. Further guidance on face coverings:

- [Safe working in education, childcare and children's social care provides](#)
- [Face coverings in education settings](#)

Learners and staff to be reminded to wash their hands immediately on arrival to school and dispose of temporary face covering in a covered bin or place reusable face coverings in a plastic bag they can take home with them and wash their hands again before heading to their classroom.

Staff to be reminded that wearing of gloves is not a substitute for good hand washing.

Staff encouraged to consider car sharing to avoid public transport ensuring they:

- Share the vehicle with the same person each time.
- Optimise distance between people in the vehicle, for example by the passenger sitting in back left-hand seat of a car.
- Wear a face covering.
- Clean door handles and other areas that people may touch between journey using gloves and standard cleaning products.

			<ul style="list-style-type: none"> <li>– Avoid physical contact and have good ventilation (keep the car windows open).</li> </ul> <p>Promote safe cycling routes. Staff, Parents/carers and learners encouraged to walk or cycle to school if at all possible.</p>
Moving around academy	Low	Staff will supervise this as a matter of course to avoid learners clashing with others within the school.	<p>All academies to consider their own logistics for movement around the building and constantly review plans regarding circulation and zoning.</p> <p>Staggered start times to enable more journeys to take place outside of peak hours.</p> <p>Consider different entrances/exits for all year groups.</p> <p>Request that only one adult comes onto the school site in order to help maintain effective social distancing between parents/carers.</p> <p>Communicate agreed process for drop off and collection to parents/carers including to be prompt, not loiter outside the academy and coming onto site without an appointment is not allowed.</p> <p>Gatherings are not permitted to include within 5 metres of entrance and exits to the academy premises.</p> <p>Expressed permission is required for any visitors to the building.</p> <p>Ensure reception is closed within reason so no admittance to visitors. Some visits/contact may</p>

be required – local strict management of this to be in place.

Any visitors to the school, such as contractors, to be informed of site guidance on physical distancing and hygiene on or before arrival to site and a record of all visitors should be kept. Where possible, visits outside of school hours should be arranged.

Learners will remain in social bubbles throughout the day and move around the site isolated from other bubbles. Movement around the school site should be kept to a minimum.

Staggered break times and lunch times.

Allotted time to be given for cleaning surfaces in the dining hall between groups.

Teachers are permitted to move between bubbles however should minimise movement if and where possible.

Seek to reduce any staff mixing with more than one bubble with careful consideration given to breaks and lunch time to facilitate staff breaks without potential transmission across groups.

Playgrounds will be zoned and each class will only be allowed to play within its own zone.

Increased cleaning regimes to manage any potential risk in high traffic points including:

- Any outside equipment – focusing efforts on plastic or metal surfaces (it is not practical to disinfect entire large

			<p>playground structures, and is not proved to reduce risk of COVID-19 – cleaning and disinfection of wooden play structures, benches and tables etc. is not recommended).</p> <ul style="list-style-type: none"> <li>– Entry and exit points such as gates.</li> <li>– Seating areas such as benches and picnic tables.</li> <li>– Refuse areas/bins.</li> </ul> <p>Use of staff rooms to be minimised.</p>
<p>Increased incidences of poor behaviour and social, emotional and mental health concerns.</p>	<p>High</p>	<p>Learners are expected to adhere to strict safety measures.</p> <p>The DfE guidance states “We expect school leaders and teachers to consider their pupils’ mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn and assess where pupils are in their learning, and agree what adjustments may be needed to the school curriculum.</p>	<p>Communicate behaviour expectations to staff, learners, parents and carers to ensure they are clearly understood and consistently supported. Learners will be reminded of these throughout each day.</p> <p>Parents/carers will be contacted for any learner that is unable or unwilling to adhere to new restrictions and/or social distancing while at school.</p> <p>A risk assessment will be undertaken for each identified learner where there are concerns over their ability or willingness to adhere to new restrictions and/or social distancing while at school. This will advise whether it is safer for learner to be at the academy or at home. This will be discussed with parents/carers.</p> <p>Consider temporary adjustment to SE protocol exclusion to be temporarily brought forward regarding learners posing risk to other learners/staff.</p>

Social distancing in place in SE.

Consultation with teachers to consider seating plans with regards to the return of learners to mitigate behavioural issues and learning difficulties with regards to hearing and sight impediments.

Consider communication tools for teachers to quickly escalate issues within classrooms with regards to sickness and behaviour so the learner can be promptly and safely removed from the environment.

Planned activities to support the social, emotional and mental health needs of all learners focused on identifying learners that may have been effected by the wide nature of the lockdown period and COVID-19 crisis in general.

SLT will ensure provision is in place to help protect wellbeing and mental health, and ensure all staff and learners have access to appropriate support.

Consultations with school community nurse to support the health and wellbeing of learners including anxiety, bereavement, sleep issues, additional and complex health needs.

Additional wellbeing support available for both learners and staff including the [Education Support Partnership](#) free helpline for school staff and targeted support for mental health and wellbeing.

Learning is differentiated according to need.



			All academies encouraged to take part in the Government <a href="#">Wellbeing for Education Return programme</a> .
Vulnerable learners and learners with SEND do not receive appropriate support	Medium	Learners with SEND and those concerned about returning to school are well supported.	<p>Appropriate planning is in place to support the mental health of learners returning to school.</p> <p>Agree what returning support is available to learners with SEND in conjunction with families and other agencies.</p>
Increased number of safeguarding concerns reported after lockdown.	Low	Safeguarding remains of the highest priority and practice.	<p>All staff will continue to have appropriate regard to <a href="#">Keeping Children Safe in Education 2020</a> (KCSIE) and the Department for Education's guidance on <a href="#">Coronavirus (COVID-19): Safeguarding in Schools, Colleges and Other Providers</a> and these will remain in force throughout the response to coronavirus (COVID-19).</p> <p>Agree safeguarding provision to be put in place to support returning learners.</p> <p>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns.</p> <p>Follow up any referrals made by staff swiftly, while maintaining social distancing.</p>
Revised fire and lockdown procedures	Low	<p>All staff, learners and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to the following:</p> <ul style="list-style-type: none"> <li>– Health and Safety policy.</li> <li>– First Aid policy.</li> <li>– Behaviour policy.</li> </ul>	<p>Check all firefighting equipment, signs and emergency lighting operates as it should.</p> <p>Fire plans to be reviewed and ensure sufficient Marshalls are adequately briefed.</p>

		<p>– Staff absence reporting procedures.</p> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<p>New assembly points will need to be allocated for each ‘bubble’ – these will observe social distancing measures.</p> <p>Ensure existing PEEPs remain valid and have been amended where necessary, all staff, relevant learners, parents and carers are informed of the changes.</p> <p>New PEEP’s will be delivered where necessary.</p> <p>Clear evacuation routes and designated year group fire assembly points will be assigned to ensure social distancing is maintained where possible.</p> <p>New evacuation procedures will be added as an addendum to current policy and will be shared with staff and learners at their respective induction sessions.</p> <p>Staff to be reminded to ensure they follow social distancing and support learners in doing so.</p> <p>Year group fire drills to be executed on return to school to help avoid cross contamination across bubbles.</p> <p>Whole school fire drills temporarily suspended until such time that COVID measures are lifted.</p>
Trust Reputation	Low	Strategic marketing plan to be in place to proactively communicate to staff, parents/carers and learner’s health and safety measures and safeguarding that is being implemented Trust wide for the safety of all.	<p>Regular communications via briefings, social media updates, letters and websites.</p> <p>Continued development of Trust and academy websites to include a COVID-19 area inclusive of</p>

all communications, risk assessments and government updates.

Parent/Carer Question and Answers page created on Trust and academy websites.

Principal to share risk assessment with all staff.

Parents/carers notified of risk assessment plan and shared with parents/carers via website.

Ensure clear and consistent communication with parents/carers throughout the summer holiday regarding expectations around school attendance and provide reassurance of the measures in place to reduce the risk in school.

Information sheet distributed to all parent/carers outlining what to do if their child develops symptoms, together with COVID-19 related quick reference absence guide for parents/carers and staff.

Provide opportunities for parent's/carers to feedback any remaining concerns/anxieties they may have regarding reopening.

Compliance updates issued to all staff to include wearing of cloth face masks, face shields and social distancing.

Consistent evidence of school cleaning regimes if to be called upon.

Management of sickness and behavioural issues for the protection of the learners.

			All contingency plan measures shared with the Board of Trustees.
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<b>Assessor's Comments</b>	
This is completed to the best of my knowledge in these unprecedented times. I have assessed the risks I see at this time, however, as a school leader, I cannot guarantee the full and total safety of the children and staff at these times.	

Name of assessor - Principal	Signature of assessor	Date
Mr AP Landers	<i>A.P. Landers</i>	18/01/2021

Name of School Business Manager	Signature of manager	Date