Name of Academy	Ilminster Avenue E-ACT Academy

Introduction

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

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

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

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

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

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

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

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

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

Core Principles

Mixing and "bubbles"

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

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

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

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

Tracing Close Contacts and Isolation

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

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

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

- they are fully vaccinated

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

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

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

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

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

Face Coverings

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

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

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

In circumstances where face coverings are recommended

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

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

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

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

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

Stepping Measures Up and Down

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

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

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

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

Systems of Controls

1. **Ensure good hygiene for everyone**

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

2. **Maintain appropriate cleaning regime, using standard products such as detergents**
    a. You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice a day) with a particular focus on frequently touched surfaces.

3. **Keep occupied spaces well ventilated**
    a. When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.
    b. You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.
    c. Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.
    d. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). You should balance the need for increased ventilation while maintaining a comfortable temperature.
    e. The DFE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO_2 levels in classrooms and exploring options to help improve ventilation in settings where needed.

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

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

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

If a pupil is awaiting collection, they should be left in a room on **their own if possible** and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.
The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.

Asymptomatic testing

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

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

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

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

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

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

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

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

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

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

Additional information on PCR test kits for schools and further education providers is available.
   a.

Version Control

Version No.		Date Published
1	**Original**	22.08.2021
2		
3		
4		

Consultation

Consulted With	Date and How	Comments
Staff	2nd September in person on INSET day	
Parents	Emailed to academy ambassadors and posted onto school website. 2nd September.	
Unions	Shared with union representative in person at INSET on 2nd September	

Government Guidance

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

	https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers
	https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/
	https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3
	https://www.gov.uk/government/publications/school-attendance
	https://www.legislation.gov.uk/uksi/2021/582/contents
	https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england
	https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries
	https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note
	https://get-help-with-remote-education.education.gov.uk/safeguarding
	https://www.gov.uk/government/publications/education-recovery-support
	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
	https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents
	https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools
	https://www.gov.uk/government/publications/health-and-safety-on-educational-visits

| | https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak

 https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures

 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 | | | |

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Lack of certainty over returning numbers	Planning for mandatory full attendance for all pupils from September 2021	Yes	Ensure trust brochure available alongside specific academy resources.	FH
	Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 .	Yes	Letters sent home about return to school including timings and mandatory full attendance of all.	FW
	All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend	Yes	Phone calls to more anxious parents/carers on INSET days to remind them of support available. Phone calls to those who are CEV to share risk assessment and state that CEV pupils should attend unless advised by specialist not to attend.	LM LM
Number of staff available is lower than that required to teach classes in school	The health status and availability of every member of staff is known and is regularly updated including the initial review of staff who had previously been identified as vulnerable including clinically extremely vulnerable, clinically vulnerable and pregnant staff.	Yes	Review on INSET days and offer individual risk assessments to all staff.	FH and line managers
	CEV people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take and be encouraged to update/complete a personal risk assessment,	Yes	Line managers to advise individual risk assessments and to undertake these. Make arrangements for CEV staff to not attend assemblies/large gatherings where possible.	FH and line managers

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	All staff who have received previously a 1:1 risk assessment are offered a review especially where they have previously been identified as someone who was to work from home.	Yes	Offer individual risk assessment to these staff to be completed in week 1.	FH and line managers
	All staff have been offered a new or updated Wellness Action Plan	Yes	Offer Wellness action plan to all staff during INSET days.	FH and line managers
	Flexible and responsive use of professional services and pastoral staff to supervise classes is in place.	Yes	Cover staff can be used where necessary.	FH and JH
	Contingency planning in place and additional resource identified and budgeted.	Yes	Liaison with ROD and RED where necessary should additional resource be needed.	FH
	Support all staff in attendance for vaccination sessions even during term time	Yes	Flexibility given where vaccination appointments are during the school day.	FH
	Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. The school should be able to explain the measures they have in place to keep staff CEV staff safe at work and should be recorded in appropriate 1:1 risk assessment	Yes	Offer individual risk assessments to all. Catch it-bin it-kill it in place, ensuring good ventilation throughout the building and managing confirmed cases of COVID-19.	FH and AR
Testing capacity and reporting is in place in line with guidance	Ensure secondary pupils and all staff continue to test regularly if attending school sites during summer	Yes	Remind staff to test twice weekly-reinstate calendar entry to remind staff.	FH
	Ensure staff and students have access to or are aware of where they can access testing kits	Yes	Remind staff on INSET days that they can collect testing kits from AOA, deputy headteacher or headteacher.	FH
	Ensure awareness of calling NHS Test and Trace on 119 for issues and queries about the supply, ordering and delivery of test kits.	Yes		

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Confirm prior to start of year that testing facility has been set up and established on the school site	N/A	Headteacher to remind AOA of this (AOA and office staff are responsible for ordering test kits).	FH, YP and DS
	Ensure asymptomatic testing site is maintained in secondary schools to support student testing for those who cannot do this at home	N/A	N/A as primary.	N/A
	Ensure appropriate staffing identified to support the testing site. Liaise with ROD if this will require external staffing resource.	N/A	N/A as primary.	N/A
	Ensure consent is obtained for all new students. Consent is not required for existing students if previously provided	N/A	N/A as primary.	N/A
	Plans in place to ensure secondary pupils receive two on site Lateral Flow Tests, 3-5 days apart on return in Autumn term. Schools have the option to test new Year 7 students prior to the start of term. Ensure secondary pupils and all staff continue twice weekly home testing until end of September	Yes	N/A as primary.	N/A
	In the case of a positive Lateral Flow Test people should be advised to isolate and take a PCR test. If the PCR test is taken within two days of the positive LFT and is negative, it overrides the LFT and the person can return to school as long as no Covid symptoms.	Yes	Headteacher to remind all staff on the INSET days.	FH
	Ensure understanding of the new Track and Trace requirements through the NHS. If some exceptional circumstances schools may be required to support with tracing	Yes	Headteacher to remind all staff on the INSET days.	FH
			Headteacher to remind all staff on the INSET days.	FH
Classroom and timetable	Clear signage displayed across the Academy promoting hygiene	Yes	Refresh signage during first week back.	FH and AR

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
arrangements do not allow for all pupils to attend in line with guidance	Hand washing and sanitiser facilities identified for each learning area. Additional items required installed.	Yes	Hand wash topped up as well as sanitiser being made available in each room.	AR
	Ensure offices/classrooms and large occupancy venues are well ventilated and occupancy remains limited, where required:	Yes	Reminders to keep windows and doors open as much as possible. SLT to reinforce this when dropping in.	AR & FH
	▪ Mechanical ventilation systems adjusted to increase ventilation rate where possible		Any rooms with no natural ventilation will have a maximum occupancy of one person.	AR & FH
	▪ Natural ventilation – opening windows (these should be opened more fully during breaks)			
	▪ Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used			
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A standard guide to the risk assessment and operating procedures pre opening will be provided by the Trust to complement local communications.	Yes	Updates to be put onto Facebook, texted out and also emailed as well as put onto the website to reach as many parents/carers as possible.	FH and YP
	A parental version of the final Risk Assessment (above) is made available, published on the web site and a mechanism to record and implement any parental feedback is in place.	Yes	Risk assessment to be put onto website and shared with academy ambassadors.	FH
	Consider parent and pupil handbooks or briefings reflecting changes to usual school policy	Yes	Children to be briefed in assembly on day 1	FH
	Advice is made available to parents on arrangements testing for COVID-19	Yes	A reminder sent to parents/carers about how to arrange a test for COVID-19 if they/their child is	FH

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
			symptomatic to be done via the September opening letter.	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website and verbally. Community languages are considered.	Yes	Messages delivered via text, newsletter, email and on Facebook.	FH for all of these actions
	Clear procedures in place where a child falls ill whilst at school in line with this guidance.	Yes	Reminder sent about procedures in September opening letter.	
	Ensure isolation room identified which is in a location close to the main exit to limit transmission risk when transporting students.	Yes	Isolation room is the library which is near to exit.	
	Ensure contact details of families are up to date.	Yes	This will be done via home school agreements that will be sent home in the first week.	
	Immediate notification to absent@e-act.org.uk in every case where a student/staff is symptomatic	Yes	Headteacher and office staff to continue to email absent@e-act.org.uk regarding anyone symptomatic.	
	In the case of a positive Lateral Flow Test people should be advised to isolate and take a PCR test. If the PCR test is taken within two days of the positive LFT and is negative, it overrides the LFT and the person can return to school as long as they are not displaying COVID symptoms.	Yes	Reminder sent to parents/carers about what to do in the case of positive LFT within the September opening letter.	
	Ensure understanding of the new Track and Trace requirements through the NHS. In some exceptional circumstances schools may be required to support with tracing.	Yes	IA to continue to track and trace any visitors and staff who work across the school.	
	If a parent or carer insists on a pupil who has tested positive or should be isolating, attending your school, you can take the decision to refuse the pupil if, in your reasonable	Yes	IA will refuse entry if a child has tested positive and will liaise with RED/ROD/Sammie Orchard as necessary.	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.			
Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place	Ensure message around staying home if ill is reinforced.	Yes	Reminders sent in all newsletters, on Facebook, letters, on the website, texts.	FH
	Clear communication around hygiene guidance.	Yes	Reminders sent in all newsletters, on Facebook, letters, on the website, texts.	FH
	Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family	Yes	Attendance leaflet will be sent out during week one. FSW to call individual families where COVID-19 is a high risk factor within the family to see if any further support can be provided.	LM
Removal of face coverings (where staff/students choose to continue wearing a face covering)	Clear process communicated to adults/pupils on removal of face coverings	Yes	Communicated via newsletter, text and social media	FH for all actions
	Ensure access for adults/pupils to clean hands after touching and safe storage in sealable plastic bag	Yes	Each classroom has hand washing facilities that can be used.	
	Ensure adults/pupils are aware not to touch front of face when removing, dispose in "black bag" waste bins, use sealable plastic bag for storage	Yes	Communicated on INSET day to staff and in assembly to pupils.	

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Daily attendance registers for new cohorts are not in place	School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.	Yes	FSW to distribute attendance leaflet during week 1 and to call any families where COVID-19 is a risk factor during the INSET days to see if any further support can be provided. Headteacher to send a reminder in September opening letter.	FH and LM
	Completion of school daily attendance registers	Yes	All staff to complete registers in a timely fashion.	All staff
	Regular reporting and monitoring of attendance	Yes	FSW, AOA and headteacher to continue to monitor attendance and celebrate attendance in celebration assemblies. Twice weekly attendance meetings with leads.	FH, YP and LM
	Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with the relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).	Yes	In place- FSW and AOA to continue to code this.	LM, YP, DS
	For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.	Yes	Use code Y if unable to attend due to exceptional circumstances if abroad and in accordance with guidance.	LM, YP, DS
	Ensure appropriate checks and balances in place to ensure no code X students are on site during morning registration. This includes ensuring supply teachers are made aware and supported in identifying students.	Yes	Registers are checked by FSW, particularly for any X coded pupils. FSW to make any supply teachers aware of these pupils.	LM

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Meals are not available for all children in school	Catering provider must complete separate risk assessment for catering staff and kitchens	Yes	Catering risk assessment in place.	FH
	School must risk assess any of their own staff involved with catering provision.	N/A	N/A	N/A
	Alternative arrangements in place for provision of school meals if necessary	Yes	Children to eat in hall in year groups.	FH
	Usual considerations in place for dietary requirements	Yes	Dietary requirements board in place in kitchen so kitchen staff are aware. Bands to be worn by children to demonstrate what they will be eating.	YP, Kitchen staff and class teachers
			Hampers to be ordered for any pupils who are self-isolating or shielding.	YP and DS
	Provisions agreed for FSM students who may not attend academy due to self-isolating or shielding	Yes		
School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19	Safeguarding remains highest priority and policy is updated to reflect changes	Yes	Safeguarding policy in place and is updated to reflect changes in KCSIE 2021. Safeguarding INSET on day 1 to share these updates.	FH
	All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school	Yes	Safeguarding INSET on day 1 to share these updates.	FH
	School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures,	Yes	No changes to current policies required.	FH and AR

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency	Yes	Reminders given in classroom by class teacher on first day back.	FH and class teachers
Higher risk of increased disclosures from returning pupils	DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils	Yes	2 DDSLs available. Safeguarding team of 6 means enough staff are available to address any potential increase in disclosures from pupils.	FH
	Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision	Yes	Welfare checks to be in line with welfare check procedures. Work to be provided by class teacher either via work packs or on Seesaw and feedback given.	Class teacher and safeguarding team
	Multi-agency arrangements in place to support early help	Yes	Safeguarding team to continue to liaise with outside agencies.	Safeguarding team
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school	Academy arrangements for dealing with pupil wellbeing		Mental health lead available for support, R&R curriculum and circle time/ZOR as needed. Check-ins to continue to happen twice per day. Many staff are MHFA trained.	All staff
	Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently.	Yes		
	Train staff on teaching about mental wellbeing and then use tutor times to support students in rebuilding friendships and social engagement, equipping them to respond to issues linked to coronavirus and improving their physical and mental wellbeing.	Yes	Personal development training to be given and MH training to be given throughout the year by mental health lead.	RP and CPe
	Provide focused pastoral support where individual issues are identified, drawing on external support where necessary.	Yes	Focussed pastoral support to be provided where needed. Liaison with other agencies.	All staff and safeguarding team

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Ensure staff have access to new/updated Wellness Action Plan	Yes	Wellness Action Plans to be made available to all staff- this will be communicated on the INSET day.	FH and line managers
Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened	Gaps in learning are assessed and addressed in teachers' planning.	Yes	Baseline assessments done in first fortnight after returning from summer holidays. Gaps in learning addressed in lessons and interventions.	FH and class teachers
	Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified.	Yes	Home learning is in line with what pupils are learning at school and is available on Seesaw for the rest of the academy. In the event that a teacher can teach via Teams online then this will occur.	FH and class teachers
	Exam syllabi are covered where appropriate	Yes		
	Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning	Yes	Interventions to address gaps in learning will take place and will either gap get or pre-teach as appropriate.	FH and class teachers
	School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school	Yes	Young carers have been identified and will be supported by teaching staff if they are unable to return to school. They will also receive regular check ins from the learning mentor (young carer lead) and their class teacher.	CPe and class teachers
School unable to meet full provision required in line with EHCP	Review individual pupil's EHCP to consider what can reasonably be provided whilst in school	Yes	SENCO to review EHCPs to ensure plan can be delivered, either in person or remotely as necessary e.g. online interventions as opposed to physical where isolation needs to occur.	SA, BH and class teachers
	Access support through health and social care offer, local authorities, health professionals, regional schools' commissioners and other services	Yes	Continue to liaise with external agencies.	SA

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
What can we do differently for SEN/D students so they transition smoothly back into school and make up for lost curriculum time?	Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on students' return, including external agencies.	Yes	Baseline assessments will be used to plan and address any interventions required.	SA, BH and class teachers
	Ensure discussions with external agencies on school's control measures and ways of working	Yes	SENCO to share control measures.	SA
	Ensure adjustments in place for SEND students with regard to wearing and removal of face coverings if students and support staff choose to wear face coverings	Yes	Pupils will not wear face coverings.	SA and class teachers
Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school	Review the resources required to sustain the online offer for pupils that are unable to attend school. Ensure ICT devices are easily available to be distributed when required.	Yes	ICT devices are available to be distributed via the office as and when needed. Continue use of spreadsheet when distributing devices to ensure details are logged.	DM, DS
	Ensure clear process in place for identifying students who require equipment to access remote learning in line with Trust expectations	Yes	Continue the use of the devices spreadsheet that states which pupils require devices/internet access.	DM and DS
	Ensure robust system in place to allocate the loaning and return of devices to students through a named SLT link and operations team	Yes	Loaning and return of devices is logged on the spreadsheet.	DM and DS
	Ensure sufficient safeguarding systems are in places for students working at home	Yes	Remote learning safeguarding guidance is in place for pupils working at home. This has been shared with all staff who deliver remote learning and	FH and LM

Area of concern to be addressed	Control measures **Good Practice Control Measures Adopted**	In place? (Yes/No)	Proposed Action	Responsible person
			an acceptable use agreement has been shared with parents/carers.	
Identify staff unable to return to school	Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. The school should be able to explain the measures they have in place to keep staff CEV staff safe at work and should be recorded in appropriate 1:1 risk assessment	YES	O member of staffs are considered CEV and will be working in one key stage. If this increases then measures in place include hygiene measures, ventilation and an appropriate cleaning regime. Personal risk assessments will be offered to all staff.	FH
	Give careful consideration about additional precautions you may wish to continue to support CEV staff. This should be done in conjunction with the staff and local disease levels.	YES		
	Through the process above of understanding level of returning staff, identify specific activities for staff who following their risk assessment are not able to return to the workplace but are able to work remotely.	YES	This will be looked at on an individual basis.	
Staff are insufficiently briefed on expectations	A member of staff per academy is identified as the point of contact for this risk assessment (could be union rep or another that is selected by the staff) to collate staff feedback and engage with SLT.	YES	This risk assessment will be shared on INSET day 1. The union representative will be the point of contact for this risk assessment.	FH
	All staff made aware prior to September of the proposed operating plan and content of this risk assessment. Feedback invited and where relevant the risk assessment is updated.	YES	This risk assessment will be shared on INSET day 1 and staff will be invited to share any feedback or questions they may have via a document.	FH
	On return to school in September ensure staff are re briefed on the school operating plan, the final risk assessment is shared and signed off.	YES	Staff will be briefed again on the school operating plan and this risk assessment will be shared on 02.09.2021 (INSET day 1)	FH

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable.	YES	Feedback is invited during every phase meeting (COVID risk assessment is an agenda in all meetings) as well as every briefing, SLT meeting and staff meeting.	FH and all staff holding meetings
	Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders	YES	Line managers to offer Wellness Action Plans to all. Staff wellbeing checks happen daily for anyone needing to isolate.	FH and line managers.
	Staff have access to new/updated Wellness Action Plan	YES	All staff to be offered wellness action plan on day 1 INSET.	FH and line managers
	Staff workload expectations are clearly communicated	YES	Staff workload expectations will be clearly communicated on day 1 INSET for both physical and remote teaching.	SLT
	Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school	YES	Staff training to happen on first 2 days of term (both INSET days) and then on a Wednesday after school.	FH
	Staff should continue to undertake twice weekly home tests whenever they are on site until the end of September	YES	SLT to remind staff of twice weekly home tests and put these in the online calendar to remind staff.	FH, YP and DS
Staff rooms and offices do not allow for observation of ventilation guidelines	Ensure offices, staff rooms and large occupancy venues such as halls are well ventilated: ▪ Mechanical ventilation systems adjusted to increase ventilation rate where possible ▪ Natural ventilation – opening windows (these should be opened more fully during breaks)	YES	The main hall, dining hall and all offices and classrooms will have windows open. Have doors open as much as possible. All rooms have sufficient ventilation	FH and AR FH and AR

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	▪ Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used ▪ Ensure maintenance records have been updated and reviewed for all mechanical ventilation systems ▪ Ensure room capacities have been checked with ventilation contractors in line with guidance ▪ Where air filters and CO2 monitoring devices are in situ, ensure these are always in use and maintained. Ensure academy staff understand how the systems work.			
Cleaning capacity is reduced so that an initial deeper clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required	A return-to-work plan for cleaning staff agreed with contracting agencies prior to September opening and in line with current guidance. Daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces. Introduce cleaning of shared resources where required and consider role of our staff (e.g. technicians) in this.	YES YES YES	This has been agreed regionally. Cleaning schedule has been agreed and involves the site manager cleaning high frequency touch points during the school day followed by an end of day clean from 3.15pm. Shared resources e.g. instruments and Ipads to be wiped before being put back into storage.	JSk and JG JSk, JG, AR JSk, JG, AR All staff

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	Cleaning company/team is aware of the guidance for cleaning of non-healthcare settings COVID-19: cleaning of non-healthcare settings guidance	Yes	The cleaning company has been made aware of this guidance.	JSk and JG
	Plans are in place to identify and clean all areas with which the symptomatic person has been in contact	Yes	Any areas that a symptomatic individual has been in contact with can be cleaned.	FH and line managers
	Sufficient and suitable equipment is available for the required clean	Yes	Equipment is ordered by the cleaning team via the site manager.	AR
	Adequate disposal arrangements are in place to dispose of contaminated waste	Yes	Disposal arrangements are in place.	AR
	Cleaning of the area where staff or students are held when falling ill with symptoms during the day.	Yes	The site manager or stand in staff will be directed to the area(s) in which the symptomatic individual has been during the school day.	FH, AR , YP
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established	An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.	Yes	All classrooms have handwashing facilities.	AR
	Appropriate measures to supervise effective hand washing of young children are in place	Yes	Pupils will be reminded to wash/sanitise their hands are intervals throughout the day including entry to school, before and after break times, before and after lunch times and then in the afternoon.	FH and class teachers
	Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day	Yes	The cleaning team and site manager will ensure that supplies are maintained throughout the day. Staff to communicate if they notice something needs replenishing.	Cleaning team and AR

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on arrival at school.	Yes	Posters across the school site to be refreshed.	AR
	Reinforce 'catch it, kill it, bin it' message	Yes	Posters across the school site to be refreshed. Message to be reinforced in assemblies and in correspondence with parents/carers.	FH
Inadequate supplies and resources mean that shared items are not cleaned after each use	Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff	Yes	Resources to be taken home are limited to homework books, reading records and levelled reading books.	Class teachers
	Plan for equipment and resources per child where possible and avoid the sharing of stationery and other equipment where possible.	Yes	Stationery packs to continue to be used. These include a pencil, ruler, rubber, purple pen and highlighters if needed.	Class teachers
	Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups)	Yes	Any art, music and ICT resources to be wiped in between users and cleaned before they are stored. Tables for breakfast club/lunch to be cleaned between groups.	Class teachers
	Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is either cleaned between cohorts or occupied by the same children or young people in one day	Yes	Any art, music and ICT resources to be wiped in between users and cleaned before they are stored. Tables for breakfast club/lunch to be cleaned between groups.	Class teachers
	Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products	Yes	Each class is provided with wipes and sanitiser as well as hand wash.	AR

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	The Regional operations Director/Regional Business Lead made aware of any additional financial commitments	Yes	None required at present.	FH
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school	Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school and to **stay at home if unwell**.	Yes	Correspondence to be sent on INSET days in September stating the guidance and that pupils should stay at home if they are unwell.	FH
	Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice.	Yes	Staff to be reminded of the symptoms of COVID-19 during the INSET days.	FH
	This guidance has been explained to staff and pupils as part of INSET training and through regular staff briefings (and the induction process for new starters).	Yes	Guidance will be explained to staff on INSET day 1 (02.09.2021) with reminders given during staff briefings.	FH
	Staff are aware of the location of the emergency PPE pack and the situations where its use is mandatory – when dealing with symptomatic students or staff or for close intimate care / first aid.	Yes	Emergency PPE packs available in the site manager's room and should be used with symptomatic pupils/staff ad for intimate care/first aid.	All staff
	Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Yes	Any updates/changes in guidance will be communicated to staff in emails or in Teams meetings/briefings and to academy ambassadors in emails. Parents/carers will receive updates as texts/newsletters/letters/link to the website or via Facebook, or a combination of the above.	FH

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Report cases immediately to ROD and email absent@e-act.org.uk Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response. PHE can be contacted on the DFE Helpline via 0800 046 8687 and Option 1 Monday to Friday 08:00-18:00 Saturday to Sunday 10:00-18:00 PHE will engage and advise on steps to take following reports by us to them AND if they contact us from wider test and trace in the community.	Yes	Cases will immediately be reported to the ROD and to absent@e-act.org.uk as per procedures and will be reported to PHE.	FH
	Note trigger of 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19, within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period may result in them taking closer interest in the situation at the Academy as a potential outbreak. This does not include any positive results within the initial LFT at the start of term.	YES	This will be communicated to staff on INSET day 1.	FH
	Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust.	YES	The trust and PHE will be notified immediately of any positive cases.	FH
	Nominate a coordinator in the academy who the Trust can regularly liaise with.	YES	The headteacher is the coordinator at Ilminster	FH
	It is a critical system of control that we respond to any infection in line with the detailed PHE guidance and we report every potential case to absent@e-act in order that we can prepare for the potential implications of a subsequent positive result.	YES	All positive cases will be reported to the ROD, absent@E-ACT.org.uk and to PHE.	FH

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Academies will be sent home test kits that can be handed to staff / parents as required. This stock to be managed and records kept of who it has been provided to.	YES	A register will be kept to state who home test kits have been provided to. Or by going to COVID-19 within the Ilminster live documents The headteacher is in regular contact with the ROD and will report any positive COVID cases.	FH, YP, DS
	Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. Always refer to the Regional Operations Director.	YES		FH and JSk
Contractors/Visitors unaware of school's procedures	Contractors and visitors, including parents, must continue to complete Covid-19 screening form before entering the premises. Access must be restricted where the form suggests risk of infection	Yes	COVID-19 screening poster present in reception area. Receptionist will ask all visitors/contractors to read the sign and confirm they have no symptoms. If any symptoms present then they cannot come onto site.	DS, YP
	Where possible, electronic meetings should be the preference	Yes	Electronic meetings to take place where possible	FH
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	School's isolation room/space has been assessed to ensure social distancing and isolation measures are not compromised	Yes Yes	Isolation room will remain as the library which is close to the main office. Supervision of children can happen from a distance. Main isolation room is very close to main exit.	FH and AR

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	Ensure isolation room is in a location close to main exit to reduce transmission risk when transferring symptomatic cases		Admin team to report to absent@E-ACT.org.uk	YP and DS
	Immediate notification to absent@e-act in every case where a student/staff is symptomatic	Yes	Headteacher and deputy headteacher to continue to report to ROD/RED/COO if someone needs to be isolated.	FH & LM
	Must contact Regional Operations or Education Director or Chief Operating Officer in the event that someone in the Academy needs to be isolated	Yes	Cleaner on site directed towards any affected spaces.	FH and AR
	Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. in line with the COVID-19: cleaning in non-healthcare settings outside the home	Yes		
Provision of PPE for staff where required is not in line with government guidelines	Government guidance on wearing PPE is understood and communicated	Yes	Reminder given to staff on INSET days.	FH
	Sufficient PPE has been procured through normal stockist	Yes	PPE has been ordered by site manager/ROD/RFM.	AR
	PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist	Yes	None of our pupils require specific PPE.	FH
	Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing.	Yes	Reminder given to staff on INSET days.	FH
	Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance	Yes	Reminder given to staff on INSET days.	FH

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	For those staff/students who may choose to continue to wear a face covering, ensure small contingency supply of face coverings for people who are struggling to access a face covering, unable to use their face covering or forgotten face covering	Yes	Supply of face coverings in place in headteacher's office and main reception.	FH and AR
	Ensure small contingency supply of sealable plastic bags to support storage of face coverings	Yes	Site manager to order.	AR
PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home	Requirements for PPE have been assessed in line with DfE guidelines Sufficient stock ordered using school's usual suppliers Regional Operations Director must be satisfied that arrangements are in place and in line with DfE guidelines	Yes	A reminder given to staff on the INSET days that PPE should be used when providing intimate care or when a child displays symptoms of coronavirus.	FH
Fire marshals absent due to self-isolation	A staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. Sufficient staff appropriately trained in fire marshal duties as required including completion of dedicated Educare module	Yes	All staff from 20-21 have had fire marshal training on Educare. New staff to be reminded to do training on the INSET days. If fire marshal(s) absent then headteacher/deputy headteacher will email out with the cover timetable who will be covering this role for the day.	FH and YP
Statutory compliance has not been completed due to restrictions on	Prior to opening, ensure all required maintenance has been completed with a focus on areas of the building/curriculum which have stopped/reduced due to previous restrictions. As a guide, but not an inclusive list: • Legionella e.g. changing rooms	Yes	Site inspection to be completed by headteacher and site manager before the children return	FH and AR

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
building or equipment use	• Practical Equipment/Machines e.g. PE, science, technology • Ventilation – ensure all mechanical ventilation/air handling/air conditioning has been serviced			
Public Transport usage and impact on academy.	All pupils to be made aware of the national guidance on using public transport. The government expects and recommends that people wear face coverings in crowded areas such as public transport	Yes	Reminder sent in back to school letters being sent on the INSET days.	FH
	Pupils choosing to wear masks need to safely store whilst in school.	Yes	Reminder sent in back to school letters being sent on the INSET days, and in assembly on the first day back.	FH
Dedicated School Transport	Where an academy has dedicated school transport please refer to the full guidance on how this should be managed. Pay particular attention to:			
	▪ If all on the dedicated transport then pupils travelling on this bus will need to wear face covering and social distance where possible.	Yes	Pupils are mostly under 11 so are not required to wear a face covering however will continue to socially distance as much as possible.	CPe and LM
	▪ Hand sanitiser will need to be provided on entry / exit from the bus.	Yes	Hand sanitiser will continue to be provided on entry/exit from the bus.	CPe and LM
	You will need to also engage with the dedicated transport provider on their own risk assessment / prevention control. People aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school			
School Visits	Ensure visits have appropriate financial insurance protection in place in circumstances of COVID-19 related cancellation.	Yes	Liaise with RFM and ROD regarding insurance protection.	FH and JG
	From the start of the new school term, you can go on international visits that have previously been deferred or	N/A	Not applicable as no international visits planned.	N/A

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Proposed Action	Responsible person
	postponed and organise new international visits for the future, Ensure awareness of travel lists and broader international travel policy to identify any risk associated with green, amber and red listing and potential quarantine restrictions. Contingency plans must be in place to account for any changes.	N/A	Not applicable as no international visits planned.	N/A
	Ensure robust risk assessments are in place for all planned visits, domestic and/or international and that they incorporate a section on managing COVID-19 risks.	Yes	Risk assessments will be in place for all trips and visits including a section on managing COVID-19 risks.	FH