

COVID-19: Operational Risk Assessment for Secondary Academy Re-opening. Healing Academy.

Please note: this risk assessment should be undertaken in conjunction with the guidance on academy reopening issued by the Department for Education.

Assessment conducted by:	Mrs Gunn	Job title:	Acting Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	7 th January 2022	Review interval:	This is an agile risk assessment. It will be reviewed weekly as a matter of course, but more frequently when changes occur.	Date of next review:	17 th January 2022
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Related documents	
<p>Trust/Local Authority documents:</p> <p>Procedures to follow if someone develops symptoms</p> <p>Categories of staff</p>	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-academys-during-the-coronavirusoutbreak/guidance-for-full-opening-academys</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-socialcare/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personalprotective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-yearsfoundation-stage-coronavirus-disapplications</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education</p>

Current Government advice is checked daily for updates and changes are acted upon immediately and the risk assessment amended accordingly.

Local Authority advice is checked weekly for updates and changes are acted upon immediately and the risk assessment amended accordingly.

Document history			
Date of review	Conducted by	Reviewed by	Note of revisions
09/09/2021	MLD	MLD	The use of fabric chairs
16/09/2021	MLD	MLD	Organisation of teaching spaces – parental gatherings Managing the academy lifecycle
13/10/21	CAG	CAG	1.2 and 1.5 – advice taken from NE Lincs Public Health due to a rise in cases – re-introduction of face masks in indoor public spaces and cleaning of desks between year groups of KS4 pupils where there are more cases
22/10/21	CAG	CAG	No changes made
5/11/21	CAG	CAG	No changes made
12/11/21	CAG	CAG	No changes made
19/11/21	CAG	CAG	No changes made
26/11/21	CAG	CAG	Designated areas for year group re-introduced following government guidance at the weekend and rise in numbers within school.
3/12/21	CAG	CAG	No changes made
10/12/21	CAG	CAG	Guidance from Public Health 8.12.21 (letter to all schools) – changes to guidance for pupils who have a member of the family who has tested positive to remain at home and PCR test 3-5 days later
18/12/21	CAG	CAG	No changes made

3/1/22	CAG	CAG	Guidance from DFE 2.2.22 – re-introduction of face coverings to be worn in all classrooms. On-site testing for all pupils on return to school in January.
7/1/22	CAG	CAG	DFE Guidance 7.1.22 – Temporary suspension of PCRs for positive LFDs

The risk rating and the residual risk rating may change depending on local circumstance/ building. Where the risk rating moves from a green or amber to a red or from an amber or red to a green, this must be agreed by the CEO and DoF&O.

Risk assessments are all quality assured to ensure they reflect the operational environment

Introduction

Risk matrix

PROBABILITY	Highly probable	5 Moderate	10 Major	15 Major	20 Severe	25 Severe
	Probable	4 Moderate	8 Moderate	12 Major	16 Major	20 Severe
	Possible	3 Minor	6 Moderate	9 Moderate	12 Major	15 Major
	Unlikely	2 Minor	4 Moderate	6 Moderate	8 Moderate	10 Major
	Rare	1 Minor	2 Minor	3 Minor	4 Moderate	5 Moderate
		Very low	Low	Medium	High	Very High
IMPACT						

The purpose of a risk assessment is not to eliminate all risks, but to put in place control measures in order to mitigate against them as far as possible. It is not realistic to expect that all risk measures should be rated as minor (green). The probability of something happening may be low, but should it happen, the impact would be high, and the risk would therefore be rated as red (severe). In practice, for example, if there was not sufficient cleaning capacity in place to clean an academy, the impact of this would be high, in that we would not be able to open the academy due to the stringent requirements around hygiene. This may therefore rate red on the risk assessment. This does not mean we do not have sufficient cleaning capacity, but only that should this be the case, the impact of this would be high.

Key			
CEO	Chief Executive	DoSI	Director of Academy Improvement
DoF&O	Director of Finance & Operations	P	Principal/ Headteacher
THR	Trust HR Manager	SL	Safeguarding Lead for the Academy
BM	Business Manager	SM	Site Manager for the Academy

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
1. Establishing a systematic process for full opening in Secondary Academies					
1.1 Organisation of classes (CEO & P)					
Unintended mixing between classes will increase the risk of the virus spreading	25 - Severe	<ol style="list-style-type: none"> 1. There is full compliance with the DfE system control measures set out in the latest government guidance. 2. Appropriate cleaning schedules are in place and maintained, including regular cleaning of areas and equipment, with a focus on frequently touches surfaces. 3. Pupils observe hygiene guidance and wash/sanitise hands frequently limiting risk of contamination from frequently touched surfaces. 4. Teachers moving between pupils comply with hand hygiene guidance. 5. Cleaning of classroom desks between lessons 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 5. Y 		6 Moderate
1.2 Organisation of teaching spaces (CEO & P)					
Teaching pupils in full classes will increase the risk of the virus spreading	25 - Severe	<ol style="list-style-type: none"> 1. There is full compliance with the DfE system control measures set out in the latest government guidance. 2. Pupils observe hygiene guidance and wash and/or sanitise hands frequently. 3. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. 4. Appropriate cleaning measures are maintained, including cleaning frequently touched surfaces often, using standard products such as detergents throughout the day. 5. Age-appropriate signage is displayed promoting good hand hygiene and the 'catch it, bin it, kill it' approach. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 5. Y 		3 Minor

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
The use of shared spaces and specialist classrooms increases the risk of infection between bubbles	25 - Severe	<ol style="list-style-type: none"> 1. Large and specialist spaces are cleaned and disinfected regularly. 2. Gatherings of large numbers of pupils indoors are restricted to single year groups. 3. Gatherings of large numbers of staff indoors are managed by spaced seating and appropriate ventilation. 4. Gatherings of large numbers of parents are currently avoided, but in future may be managed through a staggered booking system. 5. Classroom desks are cleaned between KS4 lessons following advice from Local Public Health (13.10.21) 6. Classroom desks are cleaned between lessons for both KS3 and KS4 (29.11.21) 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 5. Y 6. Y 		3 Minor
1.3 Availability of Staffing (CEO, & P)					
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in academy	15 - Major	<ol style="list-style-type: none"> 1. Clinically Extremely vulnerable staff can work in the academy with extra attention paid to washing hands with a full risk assessment in place. 2. There is full compliance with the DfE system control measures set out in the latest government guidance. 3. Testing (and any positive results) is used to inform staff deployment. 4. The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 		2 Minor
1.4 The academy day (CEO & P)					

<p>The start and end of the academy day create risks of contact between discrete class bubbles</p>	<p>20 - Severe</p>	<ol style="list-style-type: none"> 1. Entrances and exits to be used are maximised. 2. Entrances and exits are demarcated with signage to create additional space and routes for all. 3. A one-way system remains in place to manage the movement of pupils. 4. Floor markings are visible to support the one-way system. 5. Designated areas for year groups (29.11.21) 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 5. Y 		<p>2 Minor</p>
<p>1.5 Planning movement around the academy (CEO & P)</p>					
<p>Movement around the academy risks contact between discrete class group bubbles</p>	<p>20 - Severe</p>	<ol style="list-style-type: none"> 1. Staff moving between class groups observe hygiene procedures at all times. 2. Entrances and exits to be used are maximised. 3. Entrances and exits are demarcated with signage to create additional space and routes for all. 4. A one-way system remains in place to manage the movement of pupils. 5. Floor markings are visible to support the one-way system. 6. Mask wearing for all pupils and staff (if not exempt) where social distancing is not possible following advice from Public Health (13.10.21) 7. Designated areas for year groups (29.11.21) 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 5. Y 6. Y 7. Y 		<p>3 Minor</p>
<p>1.6 Supporting children with special needs (CEO & P)</p>					
<p>Pupils with special needs are not supported and fail to keep pace with their peers should they be unable to attend school.</p>	<p>25 - Severe</p>	<ol style="list-style-type: none"> 1. The SENDCo keeps an up to date record of all children with additional needs. 2. IEPs are reviewed regularly to ensure that children's needs are met. 3. Vulnerable pupils and their provision are discussed every week at Inclusion meetings. 4. Appropriate levels of supports will be provided with SEND in accordance with their EHCP. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 		<p>3 Minor</p>
<p>1.7 Curriculum organisation (CEO & P)</p>					
<p>Having missed on-site learning for an extended time, pupils will have fallen</p>	<p>25 - Severe</p>	<ol style="list-style-type: none"> 1. Gaps in learning are assessed and addressed systematically in teachers' planning. 	<ol style="list-style-type: none"> 1. Y 2. Y 		<p>3 Minor</p>

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behind in their progress during academy closures and achievement gaps will have widened		2. Remote learning is used only where pupils are unable to attend school due to testing positive for COVID-19.			
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	25 - Severe	1. Enrichment and extra-circular activities are fully operational, and will be revised in-line with local outbreaks and/or PHE advice. 2. Extra-curricular activities will be in discrete year group bubbles (29.11.21)	1. Y 2. Y		2 Minor
The resumption of non-overnight academy visits poses risks to infection control	25 - Severe	1. Educational visits are permitted and planned in line with educational visits guidance, including adequate financial protection. 2. Education visits may be subject to change at short notice as a result of local outbreaks and/or PHE guidance.	1. Y 2. Y		2 Minor
1.8 Staff workspaces (CEO & P)					
Staff rooms and offices do not allow for observation of social distancing guidelines	20 - Severe	1. There is full compliance with the DfE system control measures set out in the latest government guidance. 2. Staff observe hygiene guidance and wash and/or sanitise hands frequently. 3. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. 4. Appropriate cleaning measures are maintained, including cleaning frequently touched surfaces often, using standard products such as detergents throughout the day.	1. Y 2. Y 3. Y 4. Y		2 Minor
1.9 Managing the academy lifecycle (CEO & P)					
Pupils moving on to the next phase in their education do not feel prepared for the transition	25 - Severe	1. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. 2. Tours of the academy are currently not permitted, but in future may be managed through a restricted booking system. 3. 'Open' events for pupils and parents are currently not permitted, but in the future may be planned and managed through a restricted booking system.	1. Y 2. Y 3. Y		4 Moderate

1.10 Governance and policy (CEO & P)					
Governors are not fully informed or involved in making key decisions about reopening	20 - Severe	<ol style="list-style-type: none"> Meetings are held regularly with governors. Governing bodies are informed on key decisions regarding managing Covid. Governors are briefed regularly on the latest government guidance and its implications for the academy and the Chair of Governors is kept fully informed. The principal provides regular updates to the Chair of Governors / Executive Principal 	<ol style="list-style-type: none"> Y Y Y Y 		1 Minor
1.11 Policy review (CEO & P)					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	25 - Severe	<ol style="list-style-type: none"> All relevant policies are current and up to date, taking into account any relevant government guidance. 	<ol style="list-style-type: none"> Y 		2 Minor
1.12 Communication strategy (CEO & P)					
Key stakeholders are not fully informed about the plans for reopening and their implications	20 - Severe	<p>Communications strategies for the following groups are in place:</p> <ol style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local Authority Regional Schools Commissioner Professional associations Other partners Academy and Trust websites are updated regularly so that everyone has immediate access to the most recent updates. 	<ol style="list-style-type: none"> Y Y Y Y Y N Y Y Y 	Principal reports via LA Link officer where necessary/required.	2 Minor
An unforeseen lockdown situation prevents effective communication with pupils, parents and staff	20 - Severe	<ol style="list-style-type: none"> An outbreak Management plan is in place. Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding should they be required. 	<ol style="list-style-type: none"> Y Y Y 		1 Minor

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regarding contingency arrangements		<ol style="list-style-type: none"> 3. A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the academy closure period. 4. Contact records for pupils, parents and staff are kept up to date. 	<ol style="list-style-type: none"> 4. Y 		
1.13 Pupil attendance (CEO & P)					
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	20 - Severe	<ol style="list-style-type: none"> 1. Full attendance of all pupils is expected, with attendance restrictions operating as a last resort. 2. Appropriate attendance codes are in place and used as per latest government guidance. 	<ol style="list-style-type: none"> 1. Y 2. Y 		1 Minor
1.14 Staff induction and CPD (CEO, DoF&O, P)					
Staff are not trained in new procedures, leading to risks to health	25 - Severe	<ol style="list-style-type: none"> 1. Staff sharing of information on latest government guidance is in place. 2. Staff are aware of arrangements for reporting Covid related tests/ illness. 	<ol style="list-style-type: none"> 1. Y 2. Y 		2 Minor
New staff are not aware of policies and procedures prior to starting at the academy	25 - Severe	<ol style="list-style-type: none"> 1. Induction programmes are in place for all new staff. 2. The staff handbook is issued to all new staff prior to them starting. 	<ol style="list-style-type: none"> 1. Y 2. Y 		3 Minor
1.15 Free school meals (DoF&O, P & BM)					
Pupils eligible for free school meals do not receive them due to discontinuity during the academy closure period	20 - Severe	<ol style="list-style-type: none"> 1. A member of the academy's administrative team is tasked with ensuring that any pupils eligible for free school meals is accurate and up to date, and that pupils receive free meals when in academy and if isolating due to a positive Covid test. 	<ol style="list-style-type: none"> 1. Y 		1 Minor
1.16 Risk assessments (CEO, DoF&O)					

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<p>Risks are not comprehensively assessed in every area of the academy in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</p>	<p>25 - Severe</p>	<p>1. Risk assessments are updated and/or undertaken before the academy reopens.</p>	<p>1. Y</p>		<p>2 Minor</p>
<p>1.17 Responding to cases of COVID-19 and local/national lockdowns (CEO, DoF&O & P)</p>					
<p>The academy is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff</p>	<p>25 - Severe</p>	<p>1. Staff are fully trained in dealing with suspected or confirmed cases of coronavirus. 2. There is full compliance with the DfE system control measures set out in the latest government guidance. 3. Advice is sought from the Trust/Local Authority/Public Health Teams where triggers thresholds are reached, with appropriate action taken. 4. Arrangements are in place for home/remote learning for pupils who are required to self-isolate.</p>	<p>1. Y 2. Y 3. Y 4. Y</p>		<p>6 Moderate</p>

2. Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19					
2.1 Public Health England system control measures (CEO, DoF&O & P)					
<p>Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the academy</p>	<p>25 - Severe</p>	<p>1. Current government guidance is being applied, including the DfE system of control measures detailed below:</p> <p>1. Ensure good hygiene for everyone</p> <ul style="list-style-type: none"> • Handwashing / sanitising is scheduled into the academy day. It takes place as a minimum: when pupils, staff or visitors enter the academy, and thereafter regularly at break; before and after lunch and whenever the toilet is used. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in academy. • Signage reminds pupils and staff about the approach and the importance of handwashing and respiratory hygiene. • The 'catch it, bin it, kill it' approach continues to be promoted. <p>2. Maintain appropriate cleaning regimes</p> <ul style="list-style-type: none"> • An appropriate cleaning schedule is in place, with regular cleaning of areas and equipment with a particular focus on frequently touched surfaces. • Stock checks and stock control are maintained. <p>3. Keep occupied spaces well-ventilated</p> <p>Whilst the academy is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <ul style="list-style-type: none"> • Poorly ventilated spaces are identified and steps are taken to improve the air flow, giving particular consideration when holding events. • Mechanical ventilation systems are adjusted to increase ventilation rates, and doors and windows are opened to improve natural ventilation where possible. • Doors and windows are open to improve natural ventilation. (In cooler weather windows are opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). 	<p>1. Y</p> <p>2. Y</p> <p>3. Y</p> <p>4. Y</p> <p>5. N</p>		<p>6 Moderate</p>

		<p>4. Follow Public Health Advice on testing, self-isolation and managing confirmed cases of Covid 19.</p> <ul style="list-style-type: none"> When an individual develops COVID-19 symptoms or has a positive test, pupils, staff and other adults follow public health advice on when to self-isolate and what to do, including not attending 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 develops Covid 19 symptoms they are sent home and informed to follow public health advice. Any pupil(s) awaiting collection are left in a room on their own if possible and safe to do so. A window is opened for fresh air ventilation and appropriate PPE is used. Any rooms used are cleaned afterwards. <p>5. Guidance from Public Health NE Lincs (8.12.21).</p> <p>Parents requested to keep their children away from school if another person living in their household tests positive for COVID until the child has had a negative PCR test (which should be given 3-5 days after their household member started with symptoms).</p>			
2.2 Cleaning (DoF&O, P, BM, SM)					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	20 - Severe	<ol style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with Premises Manager prior to opening. An appropriate cleaning plan is agreed, implemented and maintained. Cleaning staff work appropriate hours to ensure the academy maintains appropriate cleaning regimes as per latest government guidance. 	<ol style="list-style-type: none"> Y Y Y 		2 Minor
2.3 Hygiene and handwashing (DoF&O, P, BM & SM)					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	15 - Major	<ol style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the academy opens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	<ol style="list-style-type: none"> Y Y 		2 Minor

Pupils forget to wash their hands regularly and frequently	25 - Severe	<ol style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters reinforce the need to wash hands regularly and frequently. 	<ol style="list-style-type: none"> Y Y 		3 Minor
2.4 Clothing/fabric (P, BM & SM)					
Not wearing clean clothes each day may increase the risk of the virus spreading	20 - Severe	<ol style="list-style-type: none"> Pupils will wear full uniform. Staff will wear business dress 	<ol style="list-style-type: none"> Y Y 		3 Minor
The use of fabric chairs may increase the risk of the virus spreading	15 - Major	<ol style="list-style-type: none"> Fabric chairs are taken out of use where possible. Where this is not possible, chairs are limited to single person use, where possible. 	<ol style="list-style-type: none"> Y N 	Fabric chairs are sprayed by cleaners with viral disinfectant to reduce the risk.	4 Moderate
2.5 Testing and managing symptoms (DoF&O, P)					
NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing	25 - Severe	<ol style="list-style-type: none"> Close contacts are identified via NHS Test and Trace Staff, parents and pupils are clear that they should book a test if they are displaying symptoms. Staff, parents and pupils are clear that they should engage with NHS Test and Trace to identify close contacts. Staff, parents and pupils are clear that they 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: <ul style="list-style-type: none"> 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 Guidance from DFE(6.1.22) re. PCR and LFD Pupils / staff who receive a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test. 	<ol style="list-style-type: none"> Y Y Y Y Y 		6 Moderate

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<p>Transmissions due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some transmissions in academy's going undetected</p>	<p>25 - Severe</p>	<ol style="list-style-type: none"> All pupils (except those where consent is not given) will receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return to school (Sep 21) At home LF testing is in fully place for staff and in line with current government guidance. All pupils (except those where consent is not given) will receive 1 on-site lateral flow device test prior to return to school (Jan 22) 	<ol style="list-style-type: none"> Y Y Y 		<p>6 Moderate</p>
<p>Staff, pupils and parents are not aware of the academy's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	<p>20 - Severe</p>	<ol style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the academy. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<ol style="list-style-type: none"> Y Y 		<p>3 Minor</p>
<p>Staff, pupils and parents are not aware of the academy's procedures should there be a confirmed case of COVID-19 in the academy</p>	<p>20 - Severe</p>	<ol style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the academy. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<ol style="list-style-type: none"> Y Y 		<p>3 Minor</p>
<p>2.6 First Aid/Designated Safeguarding Leads (DoF&O, P, SL)</p>					
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>	<p>25 - Severe</p>	<ol style="list-style-type: none"> The Academy has appropriately trained Paediatric first aiders. A programme for first aid training being up to date for designated staff is in place. DSL and deputy DSL roles are in place. 	<ol style="list-style-type: none"> N Y Y 	<p>A number of staff are first aid trained, but not at Paediatric specialist level</p>	<p>4 Moderate</p>
<p>2.7 Medical rooms (DoSI, EP)</p>					
<p>Medical rooms are not adequately equipped or configured to maintain infection control</p>	<p>25 - Severe</p>	<ol style="list-style-type: none"> Appropriate spaced provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<ol style="list-style-type: none"> Y Y Y 	<p>Overspill area identified (in area next to main medical room). Separate isolation room for suspected Covid 19 cases.</p>	<p>3 Minor</p>

2.8 Communication with parents (CEO & P)					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the academy	25 - Severe	<ol style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the academy's expectations regularly using a range of communication tools. A COVID-19 section on the academy website is created and updated. Parent and pupil handbooks/information are created and updated. 	<ol style="list-style-type: none"> Y Y Y 		3 Minor
Parents and carers may not fully understand their responsibilities should a child show symptom of COVID-19	25 - Severe	<ol style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text and the academy's website. 	<ol style="list-style-type: none"> Y 		1 Minor
2.9 Personal Protective Equipment (PPE) (DoF&O)					
Provision of PPE for staff where required is not in line with government guidelines	20 - Severe	<ol style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where close contact is necessary) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. 	<ol style="list-style-type: none"> Y Y 		2 Minor
2.10 Signing in System (P & BM)					
Inappropriate use of signing in will lead to the spread of the virus	20 - Severe	<ol style="list-style-type: none"> Sanitising stations in place. Alcohol wipes and/or disinfectant spray available to wipe screen / pen. COVID-19 declaration has been set up as part of the signing in system. 	<ol style="list-style-type: none"> Y Y Y 		3 Minor

3. Adopting the new organisational model of discrete class group 'bubbles'					
3.1 Pupil behaviour (CEO & P)					
Pupils' behaviour on return to academy does not comply with the new guidance on operating within discrete class / year group 'bubbles'	25 - Severe	<ol style="list-style-type: none"> 1. Clear messaging to pupils on the importance and reasons for operating in class / year group 'bubbles' and on social distancing at other times is reinforced throughout the academy day by staff and through posters, electronic boards, and floor markings. 2. Staff continue to model social distancing consistently. 3. The movement of pupils around the academy is minimised. 4. Large gatherings are avoided. 5. Break times and lunch times are structured to avoid different class / year groups coming in to contact with each other and are closely supervised. 6. The academy's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. 7. Senior leaders monitor areas where there are breaches of the discrete class / year group 'bubble' model and arrangements are reviewed. 8. Messages to parents reinforce the importance of adhering to the new arrangements. 9. Wilful disobeying of rules relating to staying within class / year groups and following hygiene procedures will be sanctioned appropriately. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 5. Y 6. Y 7. Y 8. Y 9. Y 	Pupils move to access the full curriculum and specialist provision. Additional measure in place as per guidance (Face masks, one-way system, being accompanied at the start of break and lunch by teachers, additional supervision in between lessons).	3 Minor
3.2 Classrooms and teaching spaces (CEO & P)					
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures	20 - Severe	<ol style="list-style-type: none"> 1. All furniture not in use has been removed from classrooms and teaching spaces. 2. Arrangements are reviewed regularly. 3. Staff are not required to restrain students unless wearing PPE except in emergency circumstances. 4. Staff wear PPE when in contact with parents. 5. All staff know where PPE stock is. 6. All pupils (unless exempt) are required to wear face coverings in classrooms 3.2.22 (to be reviewed 26.1.22) – DFE guidance 2.1.22 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. N 5. N 6. Y 	Furniture only removed where necessary. Parents are not currently permitted on site, unless in an emergency and are required to wear face masks. PPE stock is monitored and issued by the Premises Manger. Where required, teams maintain a small stock for theirs and/or pupil use.	3 Minor

3.3 Shared spaces (CEO & P)					
The use of shared spaces (e.g. hall, dining room) risks different class / year group bubbles mixing	20 - Severe	<ol style="list-style-type: none"> No more than one-year group is scheduled to occupy a shared space at any one time. Class / year group bubbles are kept at least 2 metres apart if occupying the same shared space. Shared spaces are cleaned after use. 	<ol style="list-style-type: none"> Y Y Y 	No mixing of year group bubbles in shared indoor spaces like hall, dining hall.	3 Minor
3.4 Movement in corridors (CEO & P)					
The discrete class / year group 'bubble' arrangements are breached when pupils circulate in corridors	20 - Severe	<ol style="list-style-type: none"> Class / year group 'bubble' arrangements are in place The use of shared learning spaces is timetabled to avoid different bubbles groups coming in to contact with each other. One-way systems are in operation where feasible. Corridors are divided where feasible. Movement of pupils around the academy is minimised as much as possible and is clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate levels of supervision are in place. 	<ol style="list-style-type: none"> Y Y Y Y N Y Y Y 	Reference section 3.1	3 Minor
3.5 Break/lunch times (CEO & P)					
Class / year groups may mix at break times	25 - Severe	<ol style="list-style-type: none"> Pupils are kept within their assigned 'bubbles' during social times. External areas are designated for different groups. Pupils are reminded about staying in their assigned 'bubbles' as break times begin. Appropriate signage is in place around the academy and in key areas. Supervision levels have been enhanced. Pupils wash / sanitise their hands before eating. Dining areas are cleaned before and after each class group has used them. Chairs are cordoned off where necessary. Guidance has been issued to parents and students on packed lunches, where applicable. 	<ol style="list-style-type: none"> Y Y Y Y Y Y Y Y Y 		3 Minor

3.6 Toilets (P, BM & SM)					
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete class / year group 'bubbles'	25 - Severe	N/A (based on updated government guidance).			
3.7 Medical Rooms (P, BM & SM)					
The configuration of medical rooms may compromise social distancing measures	15 - Major	N/A (based on updated government guidance).			
3.8 Reception area (DoSI, EP, P)					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	12 - Major	N/A (based on updated government guidance).			
3.9 Arrival and departure from academy (CEO & P)					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different class groups mixing	25 - Severe	N/A (based on updated government guidance).			

3.10 Staff areas (CEO & P)					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	12 - Major	N/A (based on updated government guidance).			
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues (CEO & P)					
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend academy even though it is deemed safe to do so	25 - Severe	<ol style="list-style-type: none"> Parents of pupils with underlying health conditions have been provided with updated guidance. All clinically extremely vulnerable (CEV) pupils are attending school unless they are under paediatric or other specialist care and have been advised by their clinician or other specialist not to attend. For CEV and clinically vulnerable pupils and staff, concerns are discussed, procedures explained and risk assessments offered and updated. 	<ol style="list-style-type: none"> Y Y Y 		3 Minor

4.2 Staff with underlying health issues (DoF&O, THR, P & BM)					
Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so	25 - Severe	<ol style="list-style-type: none"> 1. The academy is fully aware of all members of staff with underlying health issues and those deemed CEV or in vulnerable groups. Records are kept of this and regularly updated. 2. For clinically extremely vulnerable and clinically vulnerable staff, concerns are discussed, procedures explained and risk assessments offered /reviewed. 3. Current government guidance is being applied. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 		3 Minor
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils (CEO & P)					
Pupils' mental health has been adversely affected during the period that the academy has been closed and by the COVID-19 crisis in general	16 - Major	<ol style="list-style-type: none"> 1. There are sufficient numbers of trained staff available to support pupils with mental health issues. 2. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. 3. Wellbeing/mental health is discussed regularly in PSHE, tutor time and assemblies. 4. Meetings take place regularly to discuss any concerns and agree strategies moving forward. 5. Resources/websites to support the mental health of pupils are provided. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 5. Y 		6 Moderate
5.2 Mental health concerns – staff (CEO, DoF&O, THR & P)					
The mental health of staff has been adversely affected during the period that the academy has been closed and by the COVID-19 crisis in general	12 - Major	<ol style="list-style-type: none"> 1. Staff are encouraged to focus on their wellbeing. 2. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 3. Staff briefings, communication and training have included content on wellbeing. 4. Staff have been signposted to useful websites and resources. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 		6 Moderate

5.3 Bereavement support (CEO, DoF&O, THR, & P)					
Pupils and staff are grieving because of loss of friends or family	12 - Major	1. The academy has access to trained staff who can deliver bereavement counselling and support. 2. Support is requested from other organisations when necessary	1. Y 2. Y		3 Minor
6. Operational issues					
6.1 Review of fire procedures (DoF&O, P, BM & SM)					
Fire procedures are not appropriate to cover new arrangements	25 - Severe	N/A (based on updated government guidance).			
Fire evacuation drills - unable to apply social distancing effectively between discrete class group 'bubbles'	20 - Severe	N/A (based on updated government guidance).			
6.2 Managing premises on reopening after lengthy closure (DoF&O, P, SM)					
All systems may not be operational	16 - Major	1. Government guidance is being implemented where applicable appropriate.	1. Y		3 Minor
Statutory compliance has not been completed due to the availability of contractors during lockdown	16 - Major	N/A (based on updated government guidance).			
6.3 Contractors working on the academy site (DoF&O, P, BM & SM)					

<p>Contractors on-site whilst academy is in operation may pose a risk to social distancing and infection control</p>	<p>12 - Major</p>	<p>1. Key contractors and visitors are aware of the school's control measures and ways of working to minimise the risks to CEV pupils and Staff.</p>	<p>1. Y</p>	<p>Where possible, contractors visit the site outside of pupil/staff attendance.</p> <p>New contractors complete a Covid declaration form.</p> <p>Any longer, difficult work is undertaken during holidays.</p>	<p>4 Moderate</p>
<p>7. Finance</p>					
<p>7.1 Costs of the academy's response to COVID-19 (CEO, DoF&O, P)</p>					
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the academy in financial difficulties</p>	<p>12 - Major</p>	<p>1. Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</p> <p>2. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</p>	<p>1. Y 2. Y</p>	<p>Separate Covid related codes are in place to ensure close monitoring of additional costs.</p>	<p>3 Minor</p>
<p>8. Governance</p>					
<p>8.1 Oversight of the Trust Board (CEO, DoF&O)</p>					

Lack of Trust Board oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements.	10 - Major	N/A (Trust responsibility)			
8.2 Oversight of the Local Governing Board (CEO, DoF&O, P)					
Lack of governor oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements.	10 - Major	<ol style="list-style-type: none"> 1. The governing body continues to meet regularly. 2. The governing body agendas are structured to ensure all statutory requirements are discussed and academy leaders are held to account for their implementation. 3. The Principal's updates to governors includes content and updates on how the academy is continuing to meet its statutory obligations in addition to covering the academy's response to COVID-19. 4. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 5. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 5. Y 		4 Moderate
9. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					