



COVID-19 Educational Settings Risk Assessment

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The health, safety and well-being of all staff and pupils is of utmost importance to us. This risk	



assessment template has been provided to support educational settings to ensure they are acting in line with the COVID-19 – Compliance code for all educational settings – Autumn Term

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools

The risk assessment should be reviewed prior to any stage of extension of operation e.g. increasing pupil numbers, extending curriculum activities, opening up facilities or planning events.

For ease of reference, changes that are made to this document are detailed below:

Date of change	Section, Page and Change
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow
17-07-20	Clarification amendments following feedback



Setting/Premises:	Downham Market Academy		
Location:	Bexwell Road, Downham Market, Norfolk, PE38 9LL		
Assessment Date:	July 2020	Review Date:	Reviewed August 2020 Ongoing dependent on new guidance or local context Reviewed 30 October 2020 for implementation 4 November 2020 Reviewed 23 November 2020 for implementation 1 December 2020
Assessment completed by:	Mark Eastwood		

Please describe how you have met with the required control measures in the “Notes and Further Information” column



Item	Control measures	Yes/no/ not applica ble	Notes and further information	Date required and completed
Senior Management Team responsibilities and ensuring compliance	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> • The number of contacts that pupils and staff have during the school day are minimised • The distance between people in the setting is maximised as much as possible, • Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying • Enhanced cleaning arrangements are in place • There is a plan in place to manage the first day back to reduce the risk of groups gathering together • The whole setting community are engaged with and support the national effort to reduce the spread of the virus <p>This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).</p>	Yes	<p>Detailed plans are outlined in the brochure that outlines “new normal” routines. Videos to explain the changes have been filmed and advertised to students, parents and staff over the summer break.</p> <p>All updates are communicated with staff, parents and students as appropriate as soon as possible.</p> <p>There is a dedicated section on the website for all covid-related updates and documents: https://downhammarketacademy.co.uk/covid-secure/</p> <p>This plan was approved by Trustees on 13.07.2020 and was presented to: staff on 14.07.2020 parents & students on 16.07.2020</p> <p>It has been reviewed in light of updated guidance and ratified by the Chair of Governors on 27.08.2020</p> <p>The plan was shared with governors again on 2 November 2020</p> <p>New working arrangements will be shared with the LGB on 02.12.2020</p>	Ongoing
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Yes	Assistant Head responsible for Health & Safety	Ongoing

HSW information provided on Infospace or Norfolk School is followed and communicated	Yes	Assistant Head responsible for Health & Safety	Ongoing
Arrangements have been put in place to undertake a regular review of the assessment taking feedback, suggestions, concerns and updates to NCC guidance into account.	Yes	Senior Deputy Headteacher in conjunction with counterparts from other schools within the Trust and CEO	Ongoing as necessary
Staff information, instruction and training arrangements have been put in place in preparation for welcoming back all staff and pupils.	Yes	<p>Written plan presented to staff in virtual meeting on 14.07.2020 and training will take place on 01.09.2020 with regular updates as necessary</p> <p>New routines to keep students within one "base" room as much as possible to come into effect on 04.11.2020. Plan shared with staff 30.10.2020 (half term) with more details on 02.11.2020</p> <p>Following advice from PHE and taking into account student learning experience and staff wellbeing, new plans to allow students to access specialist rooms but in consistent groups and with consistent seating plans. Plan shared with staff 24.11.2020 and parents 26.11.2020</p>	Ongoing
Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	<p>All staff have personal contact details for Senior Deputy Headteacher over the summer break</p> <p>All SLT will be on site in September</p>	Ongoing
COVID-19 Case Management Guidance is implemented.	Yes	Guidance is clear and understood by various SLT members	Ongoing
COVID Secure Commitments is signed and displayed	Yes	Displayed online and in Reception	01.09.2020



Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have signed off the risk assessment process as part of their role.	Yes	<p>Trustees approved plan 14.07.2020</p> <p>It has been reviewed in light of updated guidance and ratified by the Chair of Governors on 27.08.2020</p> <p>Chair of governors informed of new routines 30.10.2020 and full LGB notified 02.11.2020</p> <p>LGB informed 02.12.2020</p>	Ongoing
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	<p>Senior Deputy Headteacher is the DSL</p> <p>Two new DSLs trained during lockdown using national virtual training. Multi agency training will be organised via NCC as soon as possible</p> <p>Training session in September for all staff on supporting students to return to school</p> <p>Pastoral team have more time this year to support students and families</p> <p>Pastoral administration support allocated, particularly to engage non-attenders</p>	Ongoing
Supply chain	<p>Business management teams will ensure that arrangements are in place to ensure:</p> <ul style="list-style-type: none"> continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance. that equipment purchased is fit for purpose e.g. meets with required standards 	Yes	<p>Good relationship with local supplier</p> <p>Stocked for first few weeks with commitment to supply refills from locally-produced stock if needed</p>	Ongoing



Premises adaptations	Small adaptations identified through risk assessment such as installation of wireless fire door retainers which keep fire doors open in order to improve ventilation and close on fire alarm activation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	All student and staff toilets have hand driers and paper towel dispensers Some internal fire doors have wireless retainers. Those that do not will remain closed	Ongoing
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Staffing arrangements



<p>Staffing levels</p>	<p>Temporary staff, external specialist support staff and specialist coaches are welcomed back to the setting and where possible their work is arranged so that:</p> <ul style="list-style-type: none"> • Short duration, ad hoc and working at more than one setting is avoided • They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) • A space of 48 hours between site visits is applied • Longer assignments with supply teachers are agreed 	<p>Yes</p>	<p>DMA is fully staffed for September</p> <p>Planned absence will be kept to a minimum so that all staff are onsite wherever possible</p> <p>Internal cover team are available to minimise use of external cover. Where this is needed, provision will be reviewed with the Cover Manager and planned in advance.</p>	<p>Ongoing</p>
	<p>Teaching staff breaks are organised in a way that avoids staff covering from a different group</p>		<p>In order to achieve an authentic and meaningful experience for students, we are separating students by year group. They will move around the site and be taught by subject specialists.</p> <p>From 04.11.2020 all KS3 students will remain in base rooms according to one subject set for all subjects with the</p>	
	<p>Consistent working arrangements are applied to ITT trainees.</p>			
	<p>Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles as much as possible.</p>			

	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures	Yes	<p>exceptions of Drama (enhanced cleaning and socially-distanced activities) and PE. KS4 students will remain in base rooms for Core subjects according to maths groups and only move out of these for option lessons. Year groups will retain separate outside spaces and inside options for inclement weather. Year groups will be taught in zones around the school with base rooms being located in similar geographic areas.</p> <p>Students will work in consistent groups in KS3 and Year 10 core subjects. There will be one consistent seating plan implemented regardless of the room the students are taught in</p> <p>There are clear routines for students and staff at the start and end of each lesson regarding hygiene and cleaning</p>	Ongoing
	Where volunteers are used the same staff principles are applied.	N/A	No volunteers are used	Ongoing
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	Assistant Headteacher with responsibility for the site is monitoring and managing the site and cleaning teams	Ongoing
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Yes	Any work on site will be conducted outside of the school day where possible and where not, in areas away from students and staff	Ongoing
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	All cleaning staff have appropriate PPE and have been trained in new routines	Ongoing





Pupil and staff grouping – main groups and extended groups



<p>Developing groups</p>	<p>Main groups (staff and pupils) have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught, consideration has been given to the following where possible:</p> <ul style="list-style-type: none"> • Groups are kept static • Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements. • Contact within groups is minimised through measures outlined in this assessment. • Pupils will stay in their class/group throughout the day, or on subsequent days 	<p>Yes</p>	<p>Students are separated by year group.</p> <p>They will be taught in year groups but the make up of each teaching group within the day may change as they move to different subject areas.</p> <p>From 04.11.2020 all KS3 students will remain in base rooms according to one subject set for all subjects with the exceptions of Drama (enhanced cleaning and socially-distanced activities) and PE. KS4 students will remain in base rooms for Core subjects according to maths groups and only move out of these for option lessons. Year groups will retain separate outside spaces and inside options for inclement weather. Year groups will be taught in zones around the school with base rooms being located in similar geographic areas.</p> <p>See above</p> <p>Outside social spaces have been defined to maintain separate groups at break and lunchtime</p>	<p>Ongoing</p>
	<p>Any extended groups created remain as small and consistent as possible</p>	<p>Yes</p>	<p>Students will travel on mixed buses but the list of students travelling on each bus will remain the same. Students will be asked to sit in the same seat for each journey.</p>	<p>Ongoing</p>

	<p>Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including:</p> <ul style="list-style-type: none"> • some secondary curriculum practical activities • some music activities • With very young children • Because of health conditions or understanding of the children 	Yes	<p>Students will: carry out limited science practical activities; carry out limited technology practical activities; participate in reduced PE activities; participate in limited music activities</p> <p>This will be reviewed all the time as guidance changes and staff become more confident in planning covid-secure activities</p>	Ongoing
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	N/A		
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	N/A	This is not possible to achieve an authentic experience for students	
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes	<p>Accurate registers will be taken at the start of each lesson</p> <p>Visitors on site will be kept to an absolute minimum but those that do come in, we will ask for contact details</p>	Ongoing

Other general measures

	The use of outdoor spaces has been maximised	Yes	<p>Students will remain outside before school and at break time. There will be indoor seating available over the lunch period</p> <p>External routes for moving around the site will be prioritised. All classrooms that can be accessed via an external door will be</p>	Ongoing
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<p>Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely</p>	<p>Yes</p>	<p>Students will be welcomed into rooms as soon as they arrive – there will be no queueing outside of classrooms</p> <p>KS3 All students will line up in socially-distanced queues on the playground at the start and end of every lesson – teachers will deliver and collect groups. KS4 students will make their own way to lessons during the day</p> <p>Students will bring in a packed lunch and go to their designated outside area to eat it. The kitchen will remain closed so no queues for food</p> <p>The kitchen will serve food from 05.10.2020 on a limited menu basis using pre-ordering systems to remove the need for payment at the point of collection and slowing queues.</p> <p>There will be floor markings in the staffroom near the photocopier, staff trays and coffee machines</p>	<p>Ongoing</p>
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<p>Gatherings involving more than one group is avoided e.g. assemblies,</p>	<p>Yes</p>	<p>Assemblies will be conducted virtually with the speaker being projected live via Skype etc onto the board in each relevant classroom</p> <p>Any extra curricular clubs involving more than one year group will be individually risk assessed to ensure other measures are in place to reduce the risk of transmission</p> <p>Extracurricular clubs will be postponed during any national lockdown or similar restrictions on school opening</p> <p>Extracurricular clubs will be fully risk assessed and commence from 07.12.2020</p>	<p>Ongoing</p>
<p>Activities involving invited audiences do not take place</p>	<p>Yes</p>	<p>Parent information evenings will be pre-recorded and sent to parents with the option for a live Q&A session</p> <p>Open evening will be pre-recorded and broadcast to prospective parents</p>	<p>Ongoing</p>
<p>An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.</p>	<p>Yes</p>	<p>Staff will be expected to remain 2 metres from each other and students where possible</p>	<p>Ongoing</p>

<p>A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.</p>	<p>Yes</p>	<p>Students and staff are encouraged to bring their own hand sanitiser and use regularly throughout the day</p> <p>Every classroom has a wall-mounted hand sanitiser unit installed for students to use at the start and end of each lesson</p> <p>Students will use the toilet closest to the classroom they are in during lesson time and these will be cleaned throughout lesson times</p> <p>Students will use designated toilets during social times to avoid mixing of year groups</p>	<p>Ongoing</p>
<p>Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.</p>	<p>Yes</p>	<p>Lesson activities will be modified eg. singing in music or chanting in MFL</p> <p>This will be communicated to parents and students in the brochure (16.07.2020) and online videos</p> <p>A toolkit of covid-secure activities for use in lessons will be developed and shared across the Trust for teachers to access</p>	<p>Ongoing</p>
<p>The number of books and other resources taken home by pupils and staff is limited as far as is possible.</p>	<p>Yes</p>	<p>Students will work in their own exercise books and they will take these home as normal</p> <p>For assessments, they will work in Feedback books that will then be left for 72 hours until the teacher marks them. A further 72 hours will be left before students complete feedback activities in the books</p>	<p>Ongoing</p>



<p>Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.</p>	<p>Yes</p>	<p>All students are encouraged to bring in their own stationery – a comprehensive list has been provided</p> <p>Staff will be able to lend students items to borrow and these will be wiped upon their return and also put aside for 72 hours until they can be loaned out again</p> <p>Textbooks will not be routinely used with either photocopies or pages projected onto the screen. Longer term, pages can be scanned and students will access them on individual iPads</p>	<p>Ongoing</p>
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<p>Movement around the school is kept to a minimum as follows:</p> <ul style="list-style-type: none"> • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. The rooms used have been selected to enable this. • Class times have been staggered to prevent large numbers moving around the premises at the same time where it cannot be avoided (for example, for PE, outside breaks) <p>Where large numbers of pupils need to move around the setting the following have been implemented where possible:</p> <ul style="list-style-type: none"> • Staggered times for using stairs and corridors • Utilisation of alternative external routes • One-way systems introduced • Supervision of movements around settings • Central dividers placed in the middle of wide corridors to keep groups apart • The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other 	<p>Yes</p>	<p>One way system clearly marked out for movement through buildings where appropriate</p> <p>Priority routes around the school will be external and any classroom with an external door will use that</p> <p>All students will be shown videos of these systems prior to returning in September</p> <p>Staff will supervise movement around the site with teachers on each classroom door as much as possible to slow flow and ensure movement is sensible and in the right direction</p>	<p>Ongoing</p>
<p>Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.</p>	<p>Yes</p>	<p>Shared resources will be distributed by the teacher after sanitising/washing hands and any collections will be done so that resources can be wiped and stored for 72 hours before they are loaned out again</p>	<p>Ongoing</p>
<p>Larger spaces are not used by more than one group without partitioning in order to create physical separation.</p>	<p>Yes</p>	<p>The large playground area will be partitioned by barriers</p> <p>The field (when able to be used) will be partitioned by ropes with a five metre buffer zone in the middle</p>	<p>Ongoing</p>

Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	Yes	Any student or staff member requiring use of the lift will have a PEEP in place that has been reviewed within the first week of term If any new needs arise, these will be risk assessed by the pastoral team (students) or Office Manager (staff)	Ongoing
	Posters have been used to encourage this where required	Yes	Clear signage has been designed and produced largely in house to remind everyone of the one way system, entry and exit points for buildings	Ongoing
	Hand sanitiser is provided for use before and after touching lift controls.	Yes	Those requiring the use of the lift must collect the key from the designated place. A personal supply of hand sanitiser will be a requisite on the PEEP	Ongoing
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	Yes	Year 7 have their own allocated lockers Other year groups have access to a central bank of lockers. Allocation will be organised by year group	September Company currently on furlough
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Yes	All students will carry personal belongings with them and be encouraged to only bring with them what is necessary for the day	Ongoing
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	N/A		

Measures within the classroom

	<ul style="list-style-type: none"> Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks Seats are forward facing The position of the teachers space/desk is considered as part of the configuration to support distancing from the class 	Yes	<p>All rooms have been configured so students face forward wherever possible</p> <p>Teacher areas will vary between rooms due to the size of the group and room however this will be covered in training in September</p>	Ongoing
	<ul style="list-style-type: none"> Where bags cannot be kept at desks/ workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks 	Yes	<p>Students will keep belongings with them for most lessons</p> <p>For practical lessons, cloakroom areas will be more spread out</p> <p>Changing rooms will not be used for PE</p>	Ongoing
	<ul style="list-style-type: none"> The teaching approach is modified where possible in order to: Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teachers desk Where close contact is needed, interact side to side with pupils and not face to face Not require pupils to share or swap resources, including no marking each others books Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand 	Yes	<p>This was introduced to staff in the briefing on 14.07.2020 and will be revisited during inset days in September</p> <p>Staff are regularly reminded of the importance of not being in close contact with each other or students</p>	Ongoing

<ul style="list-style-type: none"> The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group. 	N/A	Students will bring in their own items and keep for personal use to limit the amount of sharing needed in school	Ongoing
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Playgrounds

<ul style="list-style-type: none"> Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment 	N/A		
<ul style="list-style-type: none"> Equipment use is supervised, and time limited to enable other users to take their turn 	N/A		
<ul style="list-style-type: none"> Seating has been removed or marked off to encourage distancing on individual items of equipment. 	Yes	Benches are available	Ongoing
<ul style="list-style-type: none"> A one-way system has been introduced around outdoor gym equipment and trim trails 	N/A		
<ul style="list-style-type: none"> Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements) 	Yes	Benches have been spaced out	Ongoing
<ul style="list-style-type: none"> Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use. 	N/A		
<ul style="list-style-type: none"> Bins are installed to encourage use of tissues and appropriate disposal 	Yes	Bins are available in each external social area	Ongoing
<ul style="list-style-type: none"> Time is allocated for play equipment for each group/bubble 	N/A		
<ul style="list-style-type: none"> Multiple groups do not use outdoor play equipment at the same time. 	N/A		

Specialist curriculum considerations

Music	Singing, wind and brass playing does not take place in large groups such as school choirs		Ongoing
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	<p>Music lessons are restricted to using recorded music and not playing wind or brass instruments unless:</p> <ul style="list-style-type: none"> • lessons are for smaller groups not exceeding 15 people • this is done outside or in well-ventilated space • participants are positioned to maintain at least 2m distance (3 metres is preferable) with no-one directly facing another person. • the teacher will stand 3 metres away where they need to face the group. 	Yes	<p>Music teacher is working collaboratively with counterparts within the Trust to plan lessons that meet new requirements for safe learning</p> <p>This will be monitored by the Head of Faculty and also Senior Deputy Headteacher</p>	
Drama and performances	<p>The following arrangements apply to all drama activities:</p> <ul style="list-style-type: none"> • Outside drama is planned as a first consideration • Activities that involve raised voices do not take place. • Smaller class sizes will operate where possible • Back to back and side to side positioning is planned as much as possible • Distancing is maintained as much as possible 	Yes	<p>The drama teachers are working collaboratively with counterparts within the Trust to plan lessons that meet new requirements for safe learning</p> <p>This will be monitored by the Head of Faculty and also Senior Deputy Headteacher</p>	Ongoing
Physical activity	<p>Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.</p>	Yes	<p>The PE teachers are working collaboratively with counterparts within the Trust to plan lessons that meet new requirements for safe learning</p> <p>This will be monitored by the Head of Faculty and also Senior Deputy Headteacher</p>	Ongoing
	<p>Prioritisation of low impact activities is given over high impact</p>			
	<p>Contact sports will not take place</p>			
	<p>Distance between participants is maximised.</p>	Yes	<p>Students will wear PE kit to school on the days that they have a timetabled lesson</p> <p>Kit will not be loaned to students</p>	Ongoing

	External facilities are used in line with Educational Visits arrangements.	Yes	Head of PE will liaise with the Leisure Centre Manager regarding use of their facilities during inclement weather	Ongoing
	<p>The following advice has been referred to as part of the risk assessment process:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisation such as the Association for Physical Education and the Youth Sport Trust 	Yes	<p>The PE teachers are working collaboratively with counterparts within the Trust to plan lessons that meet new requirements for safe learning</p> <p>This will be monitored by the Head of Faculty and also Senior Deputy Headteacher</p>	Ongoing
	<p>The use of changing rooms and showering facilities are avoided where possible. Where used:</p> <ul style="list-style-type: none"> • their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson. • Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements. • Facilities will be used as quickly as possible 	Yes	<p>Students will wear PE kit to school on the days that they have a timetabled lesson</p> <p>PE changing rooms will not be used</p>	Ongoing
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	N/A		

Subjects involving practical activities	<ul style="list-style-type: none"> Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility Where it is not safe to maintain social distancing such as D & T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/ spaces to prevent close contact 	Yes	<p>Science lessons will contain limited practical activities for students – most will be demonstrated by the teacher</p> <p>Technology lessons will involve practical tasks and all tools will be washed between groups</p> <p>Cooking lessons will take place as all equipment is washed by students at the end of the lesson. Students will not share small utensils and larger appliance such as ovens can be wiped down after use</p> <p>This will be reviewed as new routines from 04.11.2020 mean technology lessons take place in base rooms for KS3 students so no specialist spaces or equipment</p> <p>Practical activities will resume from 01.12.2020 and these will be risk assessed within departments</p>	Ongoing
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:</p> <ul style="list-style-type: none"> Guide to doing practical work in Science Guide to doing practical work in DT 	Yes	<p>The Science and Technology teachers are working collaboratively with counterparts within the Trust to plan lessons that meet new requirements for safe learning</p> <p>This will be monitored by the Head of Faculty and also Senior Deputy Headteacher</p>	Yes

Educational visits

	No overnight educational visits are carried out	Yes	No educational visits are planned	Ongoing
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	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes	For consideration but we feel that there is adequate space on the school site at present	Ongoing
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <ul style="list-style-type: none"> • A check will be made to ensure that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation • The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements • The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially: <ul style="list-style-type: none"> ○ Do they include measures relating to limiting contact between your group and other visitors? ○ Do they support you to maintain distances within your group? ○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place? • 	Yes	No educational visits are planned so far for this academic year	Ongoing
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Yes	If any requests are made, this will be carried out	Ongoing

Where a pupil attends more than one setting

	Schools work together to ensure that the approach is consistent and does not compromise the group/bubble	N/A		
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Extra curricular provision



	<p>Pupils will keep within their main bubble where possible.</p>	<p>Yes</p>	<p>Each extra curricular activity will use a simple checklist risk assessment. If any of the criteria are not met, a more detailed risk assessment will follow. If the risk is deemed too high, the activity will not take place</p> <p>Extracurricular clubs will be postponed during any national lockdown or similar restrictions on school opening</p> <p>Extracurricular clubs will be fully risk assessed and commence from 07.12.2020</p>	<p>Ongoing</p>
<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> • Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups • Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently • Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity • Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members. • Records are maintained of all bubbles or groups for 21 days 				
<p>Activities are organised in line with all of the relevant requirements of this assessment and compliance code</p>				

Measures for arriving and leaving

<p>General principles</p>	<ul style="list-style-type: none"> Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. 	<p>Yes</p>	<p>Videos will be available and shared with parents and students to experience routines prior to the first day</p> <p>On the first day of term, only Year 7, 11 and 12 are in. On the next day, all students return</p> <p>Extra staff will be on duty to ensure that students adhere to the new routines</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting 	<p>Yes</p>	<p>We are not able to stagger start and end times due to a heavy reliance on buses to transport students</p> <p>Buses and students walking, naturally stagger arrival time from 8:00 over the following 45 minutes. There is rarely a large arrival point</p> <p>There will be a slight stagger over ten minutes at the end of the day to allow students to leave site more safely</p>	<p>Ongoing</p>
	<p>There are hand sanitiser stations outside for pupil and visitor use</p>	<p>No</p>	<p>Hand sanitiser stations are available in each classroom. In Science labs, these are non-alcohol based</p> <p>Visitors will report to Reception where there is hand sanitiser</p>	<p>Ongoing</p>
	<p>The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements</p>	<p>Yes</p>	<p>For social times, there are wet-weather inside spaces designated</p>	<p>Ongoing</p>
	<p>Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you</p>	<p>Yes</p>	<p>Deliveries are made to the site team in a separate building, away from the main reception area</p>	<p>Ongoing</p>

Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	A duty rota will be in place	Ongoing
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	This has already been established so that parents do not come onto the school site	Ongoing
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	N/A		
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	Yes	Staff will supervise entry to the school Tutors will enquire about health each morning. It is not practical or acceptable to ask students about their health as they walk through the school gate	Ongoing
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	N/A		
	Where parents/carers need to enter the setting only one parent will accompany their child	Yes	This will be communicated to parents	Ongoing
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance	No	There are two points of access to the site – the bus park for those arriving on LA transport and through the pedestrian gate for all others	Ongoing
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	No	Staggering is not possible but there is a natural stagger to the day anyway	Ongoing
	Staff and school champions supervise at peak times.	Yes	There is a rota for staff supervision every morning	Ongoing

Transport and travel

General	The setting has assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	N/A		
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	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children			
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required			
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.		<p>This is in the brochure and will be included in the videos for students</p> <p>It will be reinforced with a communication to parents once LA transport arrangements are confirmed</p>	Ongoing
	Parents and staff have been advised to follow government guidelines regarding who can travel together by car			
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes		
	Pupils and parents have been advised that they should not walk together in large groups			
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms			
	Pupils, parents and staff have been advised to wash their hands before and after using transport services			
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so			
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	N/A		
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	N/A		
	Markings are provided where queuing is required for transport services on school premises	N/A		
	Windows are opened during journeys where it is safe to do so	N/A		

Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	N/A		
Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes	Staff are aware of this	Ongoing

Visitors and reception area

The number of visitors is minimised as much as possible	Yes	Where possible, meetings will be conducted virtually Parents' Evenings will be conducted virtually This has been communicated to parents in the brochure on 16.07.2020	Ongoing
Visitor times are planned and by appointment only	Yes	This has been communicated to parents in the brochure on 16.07.2020	Ongoing
<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> • Site rules, which entrances and exits to use, vehicle movement and parking • Specific arrangements such as areas of the premises that are and are not suitable for use • Action to take if they cannot keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild. 	Yes	<p>The reception area will be marked out with tape to remind visitors of social distancing</p> <p>All visitors will be asked to sanitise hands as soon as they arrive and will be provided with a summary leaflet as they sign in on measures to be covid-secure</p>	Ongoing
<p>On arrival visitors will be:</p> <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild 			
Visitors will use their own pen or will be provided with a pen that they take with them.	N/A		
The reception operates on a one in and one out basis	Yes		

	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	N/A		
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	All deliveries are to the site team at a building away from main reception	Ongoing
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes	The expectation for this to happen is clear with the Site Manager	Ongoing
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes	The DMA and contractor risk assessments will be aligned	Ongoing
Parents and carers	Parents and carers should only attend the setting where they have a pre-arranged appointment	Yes	This has been communicated to parents in the brochure on 16.07.2020	Ongoing
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	The reception area will be marked out with tape to remind visitors of social distancing All visitors will be asked to sanitise hands as soon as they arrive and will be provided with a summary leaflet as they sign in on measures to be covid-secure	Ongoing

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	All students will bring in a packed lunch – the kitchen will be closed other than to provide a packed lunch for FSM students that is pre-ordered by parents	Ongoing
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	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	All students will remain outside unless weather is particularly bad: Break times – Year 7 students remain in period 2 classrooms and other year groups use defined inside spaces Lunchtime – students use a designated area over the split lunch period	Ongoing
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	N/A		
	The use of pre-ordering and trolley services have been considered.	Yes	FSM packed lunches are pre ordered and will be collected each day	Ongoing
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	Yes	The playground has been partitioned for break time	Ongoing
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes	Benches are apart and chairs that students collect can be spaced No seats have been cordoned off as students sit near to one another in lessons	Ongoing
	Plans are in place for pupils and staff to access the facilities that are used during break times in a way that avoids group mixing	Yes	Each year group has a designated outside social area that is separate from other year groups	Ongoing
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Yes	Head chef within the Trust has been consulted and this guidance will be adhered to	Ongoing
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	N/A		
	The way in which essential food deliveries are received are managed	Yes	Deliveries occur mainly before the school day and where this is not possible, they will be taken by the site team	Ongoing

	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Yes	FSM students will discretely collect meals before school each day As numbers are limited, social distancing can be applied	Ongoing
	Additional meal collection points have been put in place to reduce queuing where necessary	N/A		
	Alternative payment methods are being used to eliminate cash handling	N/A		
	Tills are screened where still in use	N/A		

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	N/A	Fans have been disallowed in shared office spaces and classrooms	
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.			
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	Yes	This advice has been communicated to staff and will be revisited on the inset days in September	Ongoing
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Yes	Few rooms have air conditioning and those that do use extraction systems so no air is recirculated	Ongoing
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A		

Toilets and handwashing facilities

	Times of use are staggered where possible.	Yes	Students will be encouraged to use facilities throughout the day rather than wait for a break or lunchtime as they would normally	Ongoing
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Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	This was communicated in the brochure sent to parents on 16.07.2020 and will be made clear in videos to students filmed over the summer break	Ongoing
Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	All bathrooms have hand driers and paper towel dispensers	Ongoing
Consideration has been given to replacing traditional taps with easy operating lever taps	No	This is not financially viable at this time. All toilets have a supply of soap so students can wash their hands and the tap	-





Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact	Yes	Department meetings will take place face to face Whole school or larger meetings will take place via video conferencing	Ongoing
	Meetings only take place in person where: <ul style="list-style-type: none"> • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal 	Yes	All meetings will take place using virtual mechanisms wherever possible	Ongoing
	The following measures have been implemented for in person meetings: <ul style="list-style-type: none"> • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2 distance is maintained at all times, not sitting face to face • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 	Yes	Any meeting that happens on site will take place in a room that has a clearly-defined capacity to ensure that social distancing rules can be enforced A meeting etiquette document will sent to any visitors intending to come on to the site prior to their visit This will be regularly monitored	Ongoing



Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> • Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online. • course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible • Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group where possible • Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door. • Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day. • Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users. • Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. 	Yes	Training will take place on site but groups of staff will work in different rooms and in smaller groups, connect together virtually	Ongoing
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Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	Yes	The staff room has floor markings to ensure social distancing occurs at the staff tray area and queue for the refreshment facilities The staff room soft furniture has been removed and replaced with limited desks to be used as a work room. Priority will be given to NQTs who will benefit from a shared space to collaborate on planning and evaluation of lessons	Ongoing
	Times of use for staff breaks are staggered to prevent staff groups from mixing	No	This is not possible. However, staff will be encouraged to use the facilities during non contact times as a priority over break and lunch times on the timetabled	Ongoing
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes	Soft furniture has been removed and desks installed to allow social distancing	Ongoing
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes	Any events will be held virtually or will be postponed if this is not possible	Ongoing
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	The Academy has invested in a new license enabling efficient video conferencing for parents' evenings	Ongoing

Universal Hygiene Arrangements

Cleaning and disinfection



<p>Cleaning</p>	<p>If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.</p> <p>Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.</p> <p>The setting has identified the specific cleaning methods for the items that require cleaning.</p> <p>All Staff who under take cleaning:</p> <ul style="list-style-type: none"> • Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. • Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them. <p>The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including:</p> <ul style="list-style-type: none"> • Cleaning all touch points including those that that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between sharing their use between each main group • Secondary settings -, the frequency of cleaning hand contact surfaces is increased • Early years settings and settings where pupils may find it difficult to maintain personal hygiene – the frequency of cleaning hand contact surfaces is increased <p>The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment</p>	<p>Yes</p>	<p>Assistant Headteacher with responsibility for Health & Safety will ensure this takes place</p>	<p>Ongoing</p>
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	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.			
Water coolers and drinking water	<ul style="list-style-type: none"> Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling. 	Yes	Students will bring in their own water	Ongoing
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Yes	Assistant Headteacher with responsibility for Health & Safety will ensure this takes place	Ongoing
Tissues and waste from bins provided	<ul style="list-style-type: none"> Tissues are provided in classrooms and other areas to ensure good respiratory hygiene. Waste bins are provided in classroom and other key locations such as dining areas Bins are emptied regularly throughout the day Bins and tissues are provided in the same place Waste bags for tissues are double bagged for disposal 	Yes	Students are asked to bring their own tissues All classrooms will have a box of tissues	Ongoing

Handwashing and respiratory hygiene arrangements

<p>Handwashing</p>	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> • Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class • Event related prompts are given to pupils by staff.....<i>after..... before..... when</i> as a more effective means of promoting hand hygiene that fixed time prompts. • Supervision arrangements are in place to support pupils with handwashing where it is needed. • Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. • Hand washing frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. • Entrances are supervised on arrival in the morning to support hand sanitising on arrival. • Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 	<p>Yes</p>	<p>All students are asked bring in a personal supply of hand sanitiser each day</p> <p>Teachers will remind students to use this regularly and at least at the start and end of each lesson</p> <p>All classrooms have a wall-mounted hand sanitiser dispenser installed</p> <p>Clear signs are in place around the Academy to</p>	<p>Ongoing</p>
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<p>Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.</p>	<p>remind students and staff to wash hands</p> <p>Instructions on how to wash hands with soap and water (bathrooms) and hand sanitiser (classrooms) are displayed</p> <p>Students will be reminded of routines every morning during form time</p>
<p>Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.</p>	
<p>Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)</p>	
<p>Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)</p>	
<p>All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after.</p>	
<p>Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.</p>	
<p>Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.</p>	

Health Needs
Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the template provided is used to record conversations and agreed control measures.	Yes	Vulnerable staff are known to SLT and have had individual conversations already about returning to work 1:1 risk assessments will be arranged for September in light of any further advice and guidance over the summer break These are reviewed as necessary	Ongoing
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	All staff have personal contact details for various SLT members	Ongoing
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	This is not possible for most but on a 1:1 basis, arrangements may be made if it does not negatively impact on the ability to work	Ongoing
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	All staff are aware of the guidance and protocol for dealing with symptoms and subsequent tests	Ongoing
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.			

Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	This has already been communicated to students but they will be reminded every morning in form time	Ongoing
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	Form tutors each morning – consistent member of staff who will know each individual well in their group	Ongoing
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	N/A		
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	Clear expectations have already been communicated to parents and students and these will be reiterated before the start of the year. Clear routines are already in place to challenge and support poor behaviour and these will be reinforced with staff on inset days in September	Ongoing
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes	There are currently no high-need students at DMA but we have these systems in place should the need to use them arise	Ongoing

	<p>Support plans include:</p> <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code. 	N/A		
	<p>Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.</p>	N/A		
Pupil well-being, mental health and behaviour	<p>Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.</p> <p>Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.</p> <p>The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.</p> <p>Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.</p> <p>Available resources are used to identify and support students and staff who exhibit signs of distress.</p> <p>The training module on teaching about mental wellbeing, will be completed by those staff who require this.</p>	Yes	<p>Regular contact has been made throughout lockdown and will continue over the summer break for the most vulnerable</p> <p>All parents were invited to let us know about concerns around students and students were asked to let us know too so that plans could be put into place over the summer break to support a successful reintegration</p> <p>Clear ways to report concerns for students, parents and staff are already in place</p> <p>All students will have at least one member of staff as their “go to” person for more support</p>	Ongoing



Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.			
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General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	DMA have communicated all plans for September prior to the summer break and invited any feedback, concerns or dialogue. This has been in writing and live Q&A sessions and will also include videos for students on new routines to be released over the summer break	Ongoing
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	Yes	An adapted version has been sent	Ongoing
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	A new section is available on the website displaying all covid-secure measures Any visitors will be provided with a summary of measures prior to their appointment	Ongoing
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	N/A		
	Site changes such as entrances and exits will be identified where required	Yes	Clear signage has been displayed	Ongoing
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	Signs will be displayed in appropriate areas for maximum impact	Ongoing
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	N/A		
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub .	Yes	Clear guidance will be displayed near to dispensers and students reminded every morning in form time	Ongoing



	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes	Displayed in reception and on the website for September 2020	September 2020
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Staff Instruction



<p>All staff instruction</p>	<p>Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.</p>	<p>Yes</p>	<p>All staff are aware of the measures in place to ensure that DMA is a covid-19 secure work place. This will be reinforced in September and staff will sign to say that they have understood the measures and will adhere to them</p> <p>We have four inset days already planned in September so there will be a focused session on the “new normal” for all staff and those delivering sessions and SLT will be positively modelling all of the measures to ensure that all staff are confident and adhering to the measures before students arrive</p>	<p>Ongoing</p>
<p>All staff have confirmed that they are confident in applying the control measures identified in this assessment.</p>				
<p>Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.</p>				
<p>Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.</p>				
<p>Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).</p>				
<p>Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).</p>				
<p>Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.</p>				
<p>Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.</p>				
<p>The setting has ensured that particular attention has been paid to new/ inexperienced staff, trainees and those with additional significant role changes.</p>				

Behaviour policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Yes	An addendum has been written and agreed across schools in the Trust This has been published to parents and will be shared with staff during inset days in September	Ongoing
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.			

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been considered and appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	Yes	Student leadership opportunities was a focus for September and a member of SLT will be overseeing this Champions for overseeing covid-19 secure measures is a consideration for their role	Ongoing
	Pupils and staff have contributed towards how these new roles will support the schools aims			
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.			
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes	Different formats have been produced to cater for different needs: written, pictures, videos, site visits over the summer break	Ongoing

Educational tools



<p>Infection control education</p>	<p>Age appropriate education is used to encourage pupils to:</p> <ul style="list-style-type: none"> • become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. • encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses 	<p>Yes</p>	<p>This will be covered in welcome sessions in September</p>	<p>Ongoing</p>
<p>The following resources are used where appropriate:</p> <ul style="list-style-type: none"> • e-Bug resources to teach pupils about hygiene. • the Educational Settings poster • the Coronavirus Toolkit for Professionals which contains campaign materials. 				
<p>Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England.</p>				

Offices and other work spaces



	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> • Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. • Rooms are well ventilated (see section on ventilation) • Staff are cohorted in consistent working groups • Unnecessary items have been removed to support effective cleaning of the area • Hot desking is avoided • desks near busy circulation spaces are not used • Shared equipment has been moved to reduce group mixing such as printer location 	<p>Yes</p>	<p>All staff working in offices know the working capacity of their room and this will not be exceeded. This is displayed as a visual reminder</p> <p>If staff do move between classrooms, they will clean the desk and shared resources such as the screen at the end of the lesson</p> <p>Routines and expectations have already been communicated to staff but will be reinforced on the September inset days</p>	<p>Ongoing</p>
<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> • additional work spaces are be allocated where possible • sharing of workspace is minimised and workspaces are thoroughly cleaned between users. • Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities • Screens are installed as a last resort 				

Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Yes	Smaller groups of students will practise this before the main drill that will be held later in the week	Ongoing
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	<p>Fire assembly points have been moved so that each year group has it's own large outside space and queues can be spread apart easily</p> <p>The Assistant Headteacher for Health & Safety will give a presentation to staff on the inset days in September on procedures</p>	Ongoing
	Fire drills that are carried out encourage social distancing.			
	Staff and pupils understand that in an emergency they must leave without delay			
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	All parents will be invited to review medical conditions held on record for their child during the inset week so school records are complete	Ongoing
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can:	N/A		
	<ul style="list-style-type: none"> Explain why requalification hasn't been possible Demonstrate the steps taken to access training. 			
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes	Training and guidance will be provided for first aid staff on the inset days in September	Ongoing
	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.			
To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate				
Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance				

PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes		Ongoing
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport and where the exemptions to this apply	Yes	NCC leaflet shared with parents and available on DMA website	Ongoing
	<p>Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including:</p> <ul style="list-style-type: none"> The wearer must not touch the front of their face during use or when removing the face covering. They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. <p>They must perform hand hygiene on arrival at the setting and after removing their face covering.</p>	Yes	Information shared with families in the form of photos and videos	Ongoing

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes	Senior Deputy Headteacher in collaboration with SLT and colleagues within the Trust	Ongoing
	Review arrangements ensure that the control measures are effective and working as planned.			

Any other actions that are not listed above

Assessor's Name: Mark Eastwood	Manager's Name: Rolf Purvis
Position: Senior Deputy Headteacher	Position: Headteacher



<p>Signature: </p>	<p>Signature:</p>
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