



Schools opened on 1st September 2020

Risk Assessment

This risk assessment will be updated in the light of feedback, experience and further guidance. Trade unions and staff are invited to comment and this is being made public via the school's website. The risk assessment will be formally and regularly revisited once the school is reopened fully in September.

Introduction

The Government published guidance on 2 September 2020 setting out its expectations that schools should prepare for all students to return full-time from the start of the autumn term, including those in school-based nurseries.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Contacts are expected to be reduced by:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks

1) Principles

In order to prevent the spread of coronavirus, schools will:

- i) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- ii) clean hands thoroughly more often than usual
- iii) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- iv) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- v) minimise contact between individuals and maintain social distancing wherever possible
- vi) where necessary, wear appropriate personal protective equipment (PPE)

2) Response to any infection

In the event of a positive test, schools will:

- i) engage with the NHS Test and Trace process
- ii) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- iii) contain any outbreak by following local health protection team advice

3) Expectations in all schools

a) Prevention

i) Schools will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

Students, staff and other adults should not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. Schools will ensure anyone developing those symptoms during the school day is sent home.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Staff will all be provided with training on when PPE is needed.

Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

Public Health England is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

ii) Schools will ensure that staff and students clean their hands thoroughly more often than usual

Schools must ensure that students clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Each school is:

- checking whether it has enough hand washing or hand sanitiser ‘stations’ available so that all students and staff can clean their hands regularly
- ensuring supervision of hand sanitiser use given risks around ingestion. Small children and students with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative
- building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them

iii) Schools will ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

The ‘catch it, bin it, kill it’ approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support students and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all students understand that this is now part of how school operates. Some students with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these students and the staff working with them, and is not a reason to deny these students face to face education.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. Newmarket Academy is clear that a decision to wear a face mask or any other form of PPE is “strongly recommended” in corridors and communal areas.

iv) Schools will have enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

Each school will have a cleaning schedule that ensures cleaning is generally enhanced and includes:

- more frequent cleaning of rooms / shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- that toilets are cleaned regularly and students must be encouraged to clean their hands thoroughly after using the toilet

v) Schools will minimise contact between individuals and maintain social distancing wherever possible

This includes keeping, where possible, to children staying in the same group or ‘bubble’ – in primary schools as a class and in secondary schools as a year group. Where possible, staff will be part of a bubble with children or maintain distance from their students. In the later case, staff should stay at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Schools should make small adaptations to the classroom to support distancing where possible. That should include seating students side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space.

Groups should be kept apart. Schools will avoid large gatherings and only hold assemblies or collective worship where absolutely necessary and with one group or virtually with more groups.

When timetabling, groups will be kept apart and movement around the school site will be kept to a minimum. Schools will avoid creating busy corridors, entrances and exits and consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).

Schools will also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms will be minimised, although staff will have a break of a reasonable length during the day.

vi) Where necessary, staff will wear appropriate personal protective equipment (PPE)

The majority of staff in education settings will not require PPE beyond what they would normally need for their work in classrooms. PPE (masks) is “strongly recommended” but only required in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained

- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Staff will be trained on the use of PPE should it be needed.

b) Response to any infection

i) Schools will engage with the NHS Test and Trace process

Staff members and parents/carers will be briefed to understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Newmarket Academy has been provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools will ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms (after 48 hours without symptoms) similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

ii) Schools will follow the guidance in managing confirmed cases of coronavirus

Schools will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team and the trust central team. The local health protection team provides the advice that must be followed. In the event that this advice is slow and heads need to make rapid decisions, the trust central will support heads with this. All Professional Associations will be informed of actions being taken

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, schools keep a record of students and staff in each group, and any close contact that takes places between children and staff in different groups. (Schools do not need to ask students to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.)

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Newmarket Academy will be in contact with parents and carers to reassure them that appropriate action has been taken

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Schools will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

iii) Schools will look to contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and will continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

In this event, all stakeholders will be informed at the earliest opportunity as contingency planning is being formulated

c) Transport

i) Dedicated school transport, including statutory provision

Schools will arrange, and discuss with transport providers:

- the way students are grouped together on transport, where possible, will reflect the bubbles that are adopted within school
- use of hand sanitiser upon boarding and/or disembarking
- additional cleaning of vehicles
- organised queuing and boarding where possible
- distancing within vehicles wherever possible
- the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. Students at Newmarket Academy are “strongly recommended” to wear a face mask on the bus.

ii) Wider public transport

Use by students of public transport, particularly in peak times, will be kept to an absolute minimum. Schools will work with partners to consider staggered start times to enable more journeys to take place outside of peak hours.

Schools encourage parents, staff and students to walk or cycle to school if at all possible, and will consider using ‘walking buses’.

Families using public transport or taxis should refer to the safer travel guidance for passengers and guidance from the Local Authority

d) Other issues

Attendance

School is not optional. School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents’ duty to secure that their child attends regularly at school where the child is a registered student at school and they are of compulsory school age;

- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Students who are shielding or self-isolating

The majority of students, including those shielding earlier in the year will be able to return to school.

- A small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- Shielding advice for all adults and children will pause on 1 August. This means that even the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.
- Some students no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school.

Where a student is unable to attend school because they are complying with clinical and/or public health advice, schools will look immediately to offer them access to remote education.

Staff who are clinically vulnerable or extremely clinically vulnerable

The Government expects all staff, including those who are extremely clinically vulnerable and clinically vulnerable, to return to the workplace. Those in the most at risk categories should take particular care.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

If people with significant risk factors are concerned, school leaders will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

Educational visits

Overnight and overseas educational visits will not be taking place.

Schools may resume non-overnight domestic educational visits. As normal, schools will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will consider what control measures need to be used and will consult the trust health and safety officer when considering visits.

School uniform

Schools will have their usual uniform policies in the autumn term. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Schools will be mindful and considerate in relation to parents who may be experiencing financial pressures.

Specific curriculum provision and extra-curricular provision

Newmarket Academy will resume breakfast and after-school provision, where this is possible and was previously in place. Schools will look to keep children within their year groups or bubbles where possible but if this is not possible, will use small, consistent groups. As with physical activity during the school day, contact sports will not take place.

When students are playing instruments or singing in small groups such as in music lessons, schools will use physical distancing and play outside wherever possible, limiting group sizes to no more than 15, positioning students back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.

Students will be kept in consistent groups for physical activity, sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports will not take place.

Contingency planning for outbreaks

Process in the event of local outbreaks

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and schools will follow advice provided.

Contingency plans for outbreaks

Schools will have in place remote education plans for individuals or groups of self-isolating students. These will:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- use the online tools that are consistently used across the school in order to allow interaction, assessment and feedback (staff will be trained in their use)
- provide printed resources, such as textbooks and workbooks, for students who do not have suitable online access
- recognise that younger students and some students with SEND may not be able to access remote education without adult support, and so schools will work with families to deliver a broad and ambitious curriculum.

When teaching students remotely, schools will:

- set assignments so that students have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- gauge how well students are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure students' understanding
- plan a programme that is of equivalent length to the core teaching students would receive in school, ideally including daily contact with teachers

All staff will be instructed on the nature of COVID-19 and its transmission. They will confirm they understand the reason for the control measures that are required. All staff will confirm that they are confident in applying the control measures identified in school risk assessments. Staff will receive appropriate

instructions in relation to the specific measures that have been put in place by the school setting. Staff will be involved in the practical implementation of the school risk assessments. The school will conduct a review of workload in the first term.

a) Premises/ Health and Safety

	Risk	Countermeasure	By whom?	By when?
1	Student or teaching group leader is sent home with symptoms of COVID	<ul style="list-style-type: none"> • Providing PPE for staff member supervising pupil. Designated suspected COVID isolation room, separate to normal first aid room. Deep clean of isolation rooms and areas staff member or student had contact with. • Refer to guidance on communicating with staff and parents • Information provided about testing procedure • Request to be informed of test outcome • If a test is positive, follow guidance about isolation and be part of the Test and Trace system • There will be an offer of training for staff for the use of PPE and its safe handling 	<p>Medical team using prepared action plan.</p> <p>NFY/EWN NFY/EWN</p>	1/09/20
2	Parents do not have confidence in the school being made sufficiently safe	<ul style="list-style-type: none"> • Frequent communication. • Clear expectations on arrangements and procedures if a child shows symptoms • Opportunity for parents to share concerns • Coordinated message across local schools 	<p>SLT and Pastoral Officers Facebook page manager</p> <p>NFY and other Heads</p>	<p>Week beginning 15/07/20 with further updates in week beginning 1/09/20</p> <p>As above</p>

		<ul style="list-style-type: none"> • Information on procedures in schools sent out prior to the start of term • Explain measure being taken to adapt the school's operations • Risk assessment published on website 		
4	Congestion at start and end of day	<ul style="list-style-type: none"> • Stagger drop offs and pick-ups <i>and inform of entry/exit points to school</i> • <i>Students with late start who arrive early to be put in holding areas</i> • One parent max • Limiting contact between parents and staff by maintaining the 1 metre plus rule • Drop off / collection stations at school gates • Staggered start and end times strictly expected longer slots allowing contingency if run over – these can be adjusted down going forward if necessary • Create holding areas for those students with a late start • Staff on duty at gates and entrances to site • Students asked to use hand sanitiser on entry and exit from site 	All staff to supervise following published plan	Plan published to staff by 13/07/20 and to parents by 17/07/20

5	Repeated touching of door handles increases risk of spreading infection	<ul style="list-style-type: none"> • Keep doors open where possible and appropriate • Ensure cleaning team clean all door handles and bannister regularly 	Caretaking Team + RHL to produce wedges if needed	1/09/2020
6	Maintaining avoiding contact between groups in the event of emergency evacuation	<ul style="list-style-type: none"> • Fire drill routine reconsidered and shared with all, then practised as soon as is practicable • New fire drill routine now in place 	NFR NFR	Rehearsed in week beginning 1/09/20 (Year 10) Week beginning 14.09.20)
7	Insufficient cleaning	<ul style="list-style-type: none"> • Discuss working hours of cleaners and draft in additional if necessary, to ensure sufficient capacity • Expect site managers to tour school repeatedly during the day to carry out routine cleaning • Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time. • Hire additional cleaning hours 	Claire Bailey + Site supervisors and SLT	13/07/20 and to be reviewed 1/09/20
8	Cross contamination in shared spaces	<ul style="list-style-type: none"> • 'Toilet management'. Each school to plan how they timetable access and ensure regular cleaning for staff and students. • Protocol for students – hand sanitisation • Regular cleaning – social areas, dining room etc • Classrooms have supply of appropriate cleaning equipment • Replacement of towel drier systems with paper towel dispensers 	NFY Claire Bailey + Site Supervisors and cleaning staff	14.09.20 1/09/20

		<ul style="list-style-type: none"> • Regular review of supplies of soap and other cleaning supplies including sanitiser • Systems to ensure workbooks are not a means for cross contamination – switch to real time feedback • Teachers directed to teach from the front. Consideration given to role and location of TAs • Communicate with parents to reinforce expectations • Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management. • Hand sanitiser used on entry and exit from classrooms 		
9	Parents send children who are unwell to school	<ul style="list-style-type: none"> • Clear guidance for parents on indicators and actions if child unwell and reporting to school to allow monitoring of those presenting with symptoms. 	NFY/EWN	15/07/20
10	Parents not aware of testing protocols	<ul style="list-style-type: none"> • Communication planning and protocols regularly. 	NFY	15/07/20
11	Safety around facemasks	<ul style="list-style-type: none"> • Use of masks in common contact areas 'highly recommended' for staff and students 	NFY	14.09.20
12	Classrooms have resource that does not need to be present with adjusted curriculum, but gets handled by students	<ul style="list-style-type: none"> • Classrooms to have unnecessary equipment removed before opening and stored away where 	NFY/EWN/JHL	13/07/20 (advice to staff) 15/07/20 (confirmed to parents and carers)

		possible – consider noting down what has been removed from where to where for future return		
13	Children arrive by bus / minibus)	<ul style="list-style-type: none"> • Attempt that the way students are grouped together on transport, where possible, will reflect the bubbles that are adopted within school • Use hand sanitiser upon boarding and/or disembarking • Additional cleaning of vehicles • Organise queuing and boarding where possible • Increase distancing within vehicles wherever possible • Expect the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	RHL	Week beginning 13/07/20 (confirmed to parents and carers)
14	Unable to maintain social distancing whilst carrying out first aid.	<ul style="list-style-type: none"> • Appropriate CPD and PPE provided for all staff – staff carrying out first aid remain in their bubble to reduce exposure. 	CBY + 1 st Aiders	Rehearsed in week beginning 13/07/20
15	Providing school meals students safely	<ul style="list-style-type: none"> • Kitchens will be fully open to provide food to all students who want it, including for 	EWN	Confirmed 10 th September

		<p>those eligible for benefits-related free school meals</p> <ul style="list-style-type: none"> • School kitchens will comply with the guidance for food businesses on coronavirus (COVID-19) • <i>FSM students still in receipt of FSM voucher so will ensure they receive a daily lunch</i> • Provide rotating venues for all students to ensure access to entitlement and variety • Provide dedicated social spaces for year groups • Not selling food at breaktime and informed parents 		
16	Necessary checks before opening	<ul style="list-style-type: none"> • School leaders have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire, site security and legionella reviews as normally undertaken at the end of the summer period. 	SLT NFY	Rehearsed in week beginning 17/08/20
17	Congestion using bike racks	<ul style="list-style-type: none"> • Students are advised to use the racks one at a time if necessary supervised by staff 	SLT and CBY Site supervisors to monitor	Request for info sent out week beginning 13/07/20
18	Travel	<ul style="list-style-type: none"> • Parents are encouraged to only travel with members of the same 'class or year group 'bubble' • Staff reminded not to share transport 	RHL/NFY	Week beginning 13 th September

b) Staffing/HR and capacity

	Risk	Countermeasure	By whom?	By when?
1	Unable to provide sufficient staffing	<ul style="list-style-type: none"> Contingency plans communicated to parents similar to 'snow days' 	NFY/EWN/JHL	Daily
2	Unable to staff provision of breaks/lunch for teaching group leaders	<ul style="list-style-type: none"> Maintain bubbles for students outside but with supervision maintain social distance using wider staff All schools to have arrangements for wet break ensuring a break for staff and students but maintaining minimal contact 	SLT	Daily
3	Staff not confident they will be sufficiently safe	<ul style="list-style-type: none"> Clear guidance and training for staff on appropriate use of PPE with sufficient PPE in stock to ensure compliance Specific training for site staff on infection control. Trust bank of risk assessments to support these decisions <i>All staff trained on keeping themselves safe, keeping their areas safe and protecting the other staff and students</i> Each Friday, time allocated staff given CPD on personal safety and opportunity for supervision/feedback of any concerns 	NFY and CBY	13/07/20 (advice to staff) <i>Revisited over PD days in September</i>

		<ul style="list-style-type: none"> Trust well being line available FAQs from trust for staff 		
4	Infection enters the school site	<ul style="list-style-type: none"> Engage with the NHS Test and Trace process Manage confirmed cases of coronavirus (COVID-19) amongst the school community Contain any outbreak by following local health protection team advice 	NFY	13/07/20 (advice to staff)
5	Staff not aware of testing protocols	<ul style="list-style-type: none"> Communication planning Reinforce support available for staff and their families Remind staff of self-referral testing process and employer testing referral process Testing results to be communicated to school leadership 	NFY	13/07/20 (advice to staff)
6	Staff communal areas do not cater for social distancing	<ul style="list-style-type: none"> Clear protocols for staff breaks / times / rooms / refreshments / toilets Each bubble given allocated space for break times, staff encouraged to use outdoor spaces where practical, weather permitting Staff requested to bring their own refreshments Staff required to maintain 1 meter plus if in staff room Briefing to take place by Teams 	NFY	13/07/20 (advice to staff)
7	Staff sharing equipment (part time)	<ul style="list-style-type: none"> No shared equipment for staff where possible. 	NFY	13/07/20 (advice to staff)

		<ul style="list-style-type: none"> • Rigorous cleaning of shared equipment • Protocols around usage of shared equipment such as photocopying • Regular cleaning of equipment between home and school such as laptops • Bubbles reduce this occurring 		
8	Staff PPA increases risk and reduces the impact of social distancing	<ul style="list-style-type: none"> • Require staff to stay in their classrooms where possible 	NFY	September 2020
9	Reduced capacity due to a member of senior / middle leadership contracting Covid-19	<ul style="list-style-type: none"> • Short-term: Re-allocate key duties during period of illness • Medium-term: ask for support from USP to provide additional leadership capacity • Identification of staff who are able to 'step-up' if required • SLT required to keep Track and Trace details 	NFY/EWN	September 2020 and regular review
10	Impact on school development priorities / capacity to achieve priorities	<ul style="list-style-type: none"> • Adjust current priorities to focus on re-establishing the school's core business • Adjust priorities termly • Seek support from the Trust for identified areas of concern/ weakness • Sustained focus on Recovery curriculum 	SLT and all HoDs	September 2020
11	Induction for staff	<ul style="list-style-type: none"> • Induction for new staff on all policies and procedures, if this has not already taken place as new protocols. 	NFY/EWN	Week beginning 13 th September 2020

		<ul style="list-style-type: none"> • Induction in new protocols for all staff who haven't been working during the closure period. • Training on H+S on PD day 		
12	Some traditional events in the school calendar are unlikely to be practicable	<ul style="list-style-type: none"> • Work through calendar of events and make decisions on practicalities 	EWN	Completed September 2020 Reviewed monthly
14	Staffing for breakfast clubs	<ul style="list-style-type: none"> • Where possible, keep children socially distanced while queuing for breakfast club • Staff to maintain distance from children 	NFR + Vertas staff	September 2020 and reviewed weekly
15	Unable to provide lunch supervision particularly for 1-1 students	<ul style="list-style-type: none"> • Maintain bubbles outside but supervise using alternative staff maintain social distance • Risk assessment for each child in this category to review provision 	EWN/CWN/SCF S	
16	Staff unable to return to work due to lack of childcare for their own children	<ul style="list-style-type: none"> • Trust standard letter will be issued, as we expect employees to make arrangements with their child's school as keyworkers. Last resort is employee requests unpaid leave. • Consider rota patterns, flexible work requests and temporary alterations to contracts. • <i>Usual PPR rules apply for care for dependents</i> 	EWN	13/07/20 – advice to staff
17	Ensuring that staff who are in work but have household members shielding, can maintain stringent social distancing.	<ul style="list-style-type: none"> • Use attached template for risk assessments for vulnerable staff • Workplace risk assessments are in place and regularly monitored/reviewed. 	EWN	13/07/20 (advice to staff)

		<ul style="list-style-type: none"> Follow COVID 19 guidance for all educational settings 		
18	Anxious staff	<ul style="list-style-type: none"> Induction on new protocols to reassure on how risks are being managed to protect staff. Constant reminder of trust wellbeing scheme and other support available including occupational health. Regular communications with staff who continue to work from home. Discuss opportunity of unpaid leave with staff who do not want to return to work and do not come under a vulnerable category. <i>Regular welfare checks for all staff</i> <i>Use Trust risk assessment where appropriate</i> <i>Weekly drop in on Friday after school with NFR to raise concerns or offer suggestions</i> 	EWN/NFR	13/07/20
19	Staff transport into work	<ul style="list-style-type: none"> All staff to minimise the use of public transport and use alternative methods of getting into work if possible. School leaders to communicate clearly that any staff concerns around transport need to be raised ASAP. 	NFY	Week ending 13/07/20 and reviewed weekly
20	Pregnant members of staff	<ul style="list-style-type: none"> Should attend school 	EWN	Reviewed monthly

21	Use of outdoor equipment spreads infection	<ul style="list-style-type: none"> Outdoor playground equipment and seating areas will be more frequently cleaned. 	Site Team	Weekly
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c) Curriculum

	Risk	Countermeasure	By whom?	By when?
1	School equipment spreads infection	<ul style="list-style-type: none"> Staff and students have their own items that are not shared Staff advised to demonstrate where appropriate Visualisers allocated to each room Classroom based resources, such as books and games, can now be used and shared within the bubble; they will be cleaned regularly, along with all frequently touched surfaces Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a 	All staff, students and site team	Daily and as appropriate

		<p>period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> • Students limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. • Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to student education and development. Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources. 		
2	Children not in school miss out on education	<ul style="list-style-type: none"> • Use Attendance and APIO Team to support immediate return to work 	MKY/FHS and House Teams	From 1/09/20
3	Unable to deliver the full <i>curriculum due to shortening of lessons and any subsequent disruption to learning</i>	<ul style="list-style-type: none"> • Expectation that full curriculum will be covered • Work alongside SAA to deliver Recovery Curriculum • Additional PD day plan for January 2021 	All HoDs, SLT at SAA and NA	01/09/20 and reviewed regularly
4	Significant gaps in learning in all classes as they return	<ul style="list-style-type: none"> • Use SfA/PIXL to close gaps in English • Use updated Maths Mastery plans that accommodate lost learning 	All SLT and HoDs	01/09/20

		<ul style="list-style-type: none"> • Subject leaders analyse lost learning and potential impact on cyclical curriculum • Adjust wider curriculum plans to accommodate lost areas of learning • <i>Deployment of resources financed through Curriculum 2020 resource</i> 		
5	Lack of assessment for learning	<ul style="list-style-type: none"> • Maximise use of all PIXL assessments • Use MM pre/post assessment tools to provide gap analysis • Use Core Team meetings across school to monitor children's progress 	All SLT and HoDs	On-going
6	Insufficient attention to children's emotional needs on return	<ul style="list-style-type: none"> • Schools will support: <ul style="list-style-type: none"> - the rebuilding of friendships and social engagement - address and equip students to respond to issues linked to coronavirus - support students with approaches to improving their physical and mental wellbeing • Standing agenda item on House briefing • <i>Deployment of additional resources to fund counselling where necessary funded by Racing Foundation and Covid 19 Fund</i> 	EWN/AHL/FHS	From 1/09/20

d) Personal Development including Social/Emotional well-being and Behaviour including attendance/exclusion

	Risk	Countermeasure	By whom?	By when?
1	Unable to provide staggered break and lunch times for students	<ul style="list-style-type: none"> • Monitor, through Core Team Meetings, level of need across school and deploy staff accordingly • Maintain breaks and lunches through bubbles if necessary, supervising from distance 	All SLT + All staff	On-going
2	Children aren't clear on school routines	<ul style="list-style-type: none"> • Induction/practical training for staff/parents/students • Clear system for any accepted movement around the building including one-way systems with clear signage / marking with tape etc. • <i>Requirement for high staff presence on corridors and working spaces to ensure routines are followed</i> • Students given badges to identify year group – staff provided with Hi-Vis jackets 	NFY	<p>13/07/20 (advice to staff) 15/07/20 (confirmed to parents and carers) Republished w/b 1/09/20</p> <p>NFR led safety briefing for staff and all year groups in first week</p> <p>Weekly H&S update to all staff and students 14.09.20</p>
3	Children don't follow hygiene rules	<ul style="list-style-type: none"> • Schools have regular and repeating notices/training/ assemblies (in small group) using technology where possible for staff (one pre-recorded video to be used when needed?), children and parents on expectations for hand washing, tissues, coughing, hand gel, not sharing equipment 	All staff	Training on PD day Delivered from 1/09/20 Daily review

		<ul style="list-style-type: none"> • <i>Consistent message delivered in period 1 for first fortnight and weekly thereafter</i> • <i>Use of IE for students who do not follow rules</i> 		
4	Unable to safely use facilities	<ul style="list-style-type: none"> • Consider restrictions on equipment or taking it out of action 	LCK and all staff	1/09/20
5	Children require additional support to follow these measures	<ul style="list-style-type: none"> • Work with parents by phone • Use of technology to model (video) 	House Teams and all staff	1/09/20
6	Insufficient opportunities to market the school – open Evening	<ul style="list-style-type: none"> • Create video alternative • Monthly review of Transition programme 	NFY	September 2020
7	Behaviours for learning takes time to establish and are challenged by some students	<ul style="list-style-type: none"> • Refresh Behaviour Policy • Run a whole-school project for children and teachers to ‘re-connect’ • Adjust class compositions, if necessary, for September, to create a better balance <ul style="list-style-type: none"> • Use virtual assemblies to re-establish the school’s rules/codes etc. • Re-establish expectations and the principles of learning that the school has already in place • Use of whole school slides on expectations to be used in every first lesson 	EWN + House teams + IE officer	September 2020
8	Attendance is poor	<ul style="list-style-type: none"> • Remind and work with parents/carers to quickly re-establish good attendance habits especially. PAs 	SBY + MKY SLT + House teams	Review from 4/09/20

		<ul style="list-style-type: none"> • Inform parents/ carers that the school has been deep cleaned to reduce fears of C-19 infection 		
9	Returning to an unfamiliar setting causes anxiety for students	<ul style="list-style-type: none"> • <i>Offer of counselling in place funded by Covid 19 Fund</i> 	All tutors + SLT and KHE	From September 2020
10	High risk students with challenging behaviour require restraint posing additional risk to themselves and staff	<ul style="list-style-type: none"> • Staff allocated according to relationships thereby reducing potential for risk • Clear expectations on need for social distancing – work with families and trust if student unable to comply • Review of Internal Exclusion to be able to provide an effective service 	House teams + all staff	From September 2020
11	Higher than usual numbers of safeguarding disclosures	<ul style="list-style-type: none"> • Ensure all staff and any volunteers are equipped to receive disclosures and know who and how to pass them on/record them • The trust has revised the recommended child protection policy to reflect the return of more students • Designated safeguarding leads (and deputies) will be provided with sufficient time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies where these are appropriate 	House teams + all staff + FHS and Beth Mosley team	

		<ul style="list-style-type: none"> • Attention is paid to communication with school nurses • Training from Beth Mosley team on PD day • Deployment of additional counselling • Weekly standing agenda item at SLT meeting 		
12	Students return having been traumatised by their experience of the COVID-19 restrictions	<ul style="list-style-type: none"> • Ensure staff are aware of sources of help and resources available • Deployment of additional counselling 	FHS and EWN	Review weekly

e) **Vulnerable children (SEND/LAC)**

	Risk	Countermeasure	By whom?	By when?
1	Children with SEND do not have needs met	<ul style="list-style-type: none"> • Some students with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these 	CWN + support from LCW	Review weekly

		needs, for example using social stories		
2	Children have suffered trauma, both in existing challenging situations known to the school, or new situations previously unknown to the school	<ul style="list-style-type: none"> Late August briefing of trauma session for use at September PD day 	FHS and EWN	Review weekly
3	Provision for Polaris children	<ul style="list-style-type: none"> Separate risk assessment being produced 	CFS	Review weekly