

Covid-19 Guidance for Full Opening September 2020

RA100 V2.7

This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.


The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

Suspected or confirmed cases of COVID-19 must be reported to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable the Academy to discuss the outbreak, the control measures that are needed and the information to be communicated to others.

Support for confirmed cases of COVID-19 is available via the DfE Coronavirus helpline on 0800 046 8687, they will work with the Academy to assess the risk and advise what actions to take. Confirmed cases should be reported to Devon County Council using this [smart survey link](#). It is also possible to call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies: the Academy has taken action but is still seeing more cases; if the Academy thinks it may need to close (In this case, the Academy is also required to email the school priority alert mailbox - educate.schoolspriorityalerts-mailbox@devon.gov.uk); someone from the Academy has been admitted to hospital or you are getting significant media interest.



	Establishment: Braunton Academy	Establishment Risk Assessment	RA100 V2.7
	Address: Barton Lane, Braunton.		
<p>Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors</p> <p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance. The following guidance to reflect the changes announced by the Prime Minister on the wider reopening of schools and colleges from Monday 8 March:</p> <ul style="list-style-type: none"> actions for schools during the coronavirus outbreak <p>As part of our planning for an eventual return to ‘normal schooling, Braunton Academy is consistently meeting with all legal requirements in establishing and regularly revisiting and updating our agreed Risk Assessments (building on the learning to date and the practices they have already developed). Braunton Academy will frequently consider the additional risks and control measures to enable a return to full capacity as soon as it is safe to do so.</p> <p>This risk assessment is reviewed and amended to ensure it is applicable to its setting and the latest government guidance: Return to school risk assessment – based on the principles and guidance contained within the latest DfE Guidance and consultation with the Academy’s staff and governors, Link: www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>		<p>Date assessment completed:</p> <p>This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.</p> <p>Assessor(s):</p>	
Version Control: RA 100 Version 2.3			
Update – 11/9/20, <i>SOCIAL DISTANCING AND REDUCING RISK OF TRANSMISSION: PAGE 4 - Parents/carers gathering at school gate and not social distancing; PAGE 6 - Spreading of virus due to the increased numbers of people within the buildings and on-site; Risks to staff safety and well-being being compromised.</i>			

Update – 11/09/20, <i>PREMISES RELATED MATTERS</i> : <u>PAGE 8</u> - Students and staff not using and monitoring new practices to reduce risk of Covid-19 transmission; Staff rooms and offices not complying with social distancing and safe working practice; <u>PAGE 9</u> - Ventilation not managed to reduce spread; Management of waste not fully compliant; Management of incoming goods risks contagion; <u>PAGE 10</u> - School owned outdoor play equipment not being cleaned appropriately; Hiring out premises.	
Update – 11/09/20 , <i>CLEANING AND REDUCING CONTAMINATION</i> : PAGE 10 - Contaminated surfaces spreading virus; PAGE 11 - Cleaning staff and hygiene contractor's capacity not sufficient in providing additional requirements;	
Update – 11/9/20, <i>STAFF RELATED ISSUES</i> : PAGE 13 - Staff measures insufficient to reduce contact and transmission; PAGE 16 - Staff not understanding new changes – safe practice at work & in classroom. Teaching in a safe environment; Staff not informed and knowledgeable about accessing testing arrangements; PAGE 17 - Use of face coverings; PAGE 18 - Dealing with suspected and confirmed case/ cases and outbreak; PAGE 20 - Lack of clarity on wearing of the Academy Uniform	
Update – 11/9/20, <i>TRANSPORT</i> : PAGE 20 - Travel to school and provision of safe school transport; PAGE 21 - Dedicated school transport, including statutory provision; Face Coverings & PPE; Loading for vehicles above nine passenger seats; Good practice & personal care; PAGE 22 - Wider public transport	
Update – 11/9/20, <i>CURRICULUM CONSIDERATIONS</i> : PAGE 24 - Music, dance and drama activities may be unsafe; Physical activity in schools is considered unsafe	
Update – 30/09/20 , <i>CURRICULUM CONSIDERATIONS</i> : PAGE 20. Managing music peripatetic teaching	
Update – 30/09/20, <i>CURRICULUM CONSIDERATIONS</i> : PAGE 21. Managing science practical lessons	
Update - 30/09/20, <i>SOCIAL DISTANCING AND REDUCING RISK OF TRANSMISSION</i> : PAGE 7. Creating a 'movement window for staff'	

Update – 06/11/20, SOCIAL DISTANCING AND REDUCING RISK OF TRANSMISSION: PAGE 6 – Stopping all extra-curricular activities; PAGE 6 + 10 Mandatory introduction of face masks / Postponing of Assemblies; PAGE 8 – Practise Fire Evacuation successfully held on 21.10.20; PAGE 9 – RA adjusted in line with the guidance “Education and childcare settings: New National Restrictions from 5 November 2020”	
Update – 06/11/20, PREMISES RELATED MATTERS: PAGE 11 – the importance of maintaining good ventilation; PAGE 12 – hiring out of the Academy’s facilities ceased	
Update – 06/11/20, CLEANING AND REDUCING CONTAMINATION: PAGE 14 - Face coverings are to be worn by adults;	
Update – 06/11/20, STAFF RELATED ISSUES: PAGE 16 - Face coverings are to be worn by adults; introduction of a new series of bells to create student-free; PAGE 17 - appointment of an ‘extra’ Cover Supervisor to support staff well-being; PAGE 19 - A HR risk assessment must be undertaken with clinically extremely vulnerable staff	
Update – 06/11/20, PROVISION OF FOOD: PAGE 29 - Academy Canteen starting to accommodate separate Year groups	
Update – 04/12/20, PREMISES RELATED MATTERS: PAGE 6 – Managing groups mixing during extra-curricular provision and minimising contagion; PAGE 12 – hiring out of the Academy’s outdoor facilities allowed.	
Update – 04/12/20, PREMISES RELATED MATTERS: PAGE 8 –Invacuation contingency plans put in place; PAGE 10 –temporary Staffroom, leaving normal staffroom free for staff to prep work, providing appropriate space for all staff; PAGE 15 – Accessible Toilet created for Non-binary students.	
Update – 30/12/20, CLEANING AND REDUCING CONTAMINATION: PAGE 21 - Managing confirmed cases of coronavirus amongst the school community. (Close contact means)	
Update – 06/01/2021, page 2 – new links to DfE school’s website for up to date guidance and consultation with staff	
Update – 06/01/2021, page 5 – updated definition of close contact	
Update – 06/01/2021 page 16 - Staff measures to reduce contact and transmission Covid-19.	
Update – 08/03/2021 page 9 and 23 – Lateral Flow Testing (Secondary Schools)	
Update – 08/03/2021, front page - PHE information	

Update – 08/03/2021 page 2 – return to school March 8 th guidance
Update – 08/03/2021 page 5 – definition of close contact
Update – 08/03/2021 page 20 - Accessing testing arrangements are clear for all staff
Update – 08/03/2021 page 21 - Assessment of all staff, including high risk staff
Update – 08/03/2021 page 22 – Wearing of face covering
Update – 08/03/2021 page 23 - Dealing with suspected and confirmed case/ cases and outbreak
Update – 08/03/2021 page 24 - Lateral Flow testing (Secondary Schools)
Update – 08/03/2021 page 25 - Vulnerable groups who are clinically, extremely vulnerable
Update – 08/03/2021 page 28 – Transport adjustment to isolation decisions
Update – 08/03/2021 page 33 - Educational visits
Update – 17/05/2021 page 22 – Wearing of face covering

Significant Hazard Section	Control measures in place	Optional: School's comments re. mitigations put in place
Social distancing and reducing risk of transmission		
Definition of close contact	<p><i>It is important that the Academy's mitigations of control measures in all aspects of the school day, considers the new PHE definition of 'close contact':</i></p> <p><i>When managing confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</i> The current definition of close contact in a school setting is shown below.</p> <ul style="list-style-type: none"> ○ <i>face-to-face contact including being coughed on or having a face-to-face conversation within one metre (this will include times when you have been wearing a face covering or face mask)</i> ○ <i>been within one metre for one minute or longer without face-to-face contact</i> ○ <i>been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</i> ○ <i>travelled in the same vehicle or a plane (this includes school transport)</i> <p><i>All are encouraged to maintain social-distancing since it is agreed we will reduce staff and student absences when there are cases within the Academy. Note that the use of face masks and other forms of PPE does not exclude</i></p>	

	<p>somebody from being considered a close contact (unless they are providing direct care with patients or residents in a health and care setting, NHS Test and Trace: how it works - GOV.UK (www.gov.uk))</p>	
<p>Entrance and egress to school site causing large groups of people inside school grounds which will compromise social distancing.</p>	<ul style="list-style-type: none"> • Use specifically identified entrances and exits to and from the Academy premises: See 'BA Bubble Map'. • Use of the Academy carpark and lay-by at the front of the school to promote social-distancing – If possible, only one parent to attend and parents/carers advised not to loiter. • Social Distancing signage to be prominent in the carpark and at all Academy entrances. Staff to be proactive in requesting s-d action from p/c and students. • Parent/carers not allowed onto Academy premises without an appointment. • One-way entrance systems established and Year Group areas identified and taped-off - Gates to be labelled accordingly. • Process for safely removing and disposing of and storing of face coverings in place at each entrance when students and staff who use them arrive at the Academy, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening. • Students and staff must be instructed to sanitise/wash their hands-on arrival, before entering the Academy site. SLT staff on-duty at all entrances and exits at start and end of each day. • Provide information to parent/carers detailing plans for drop-offs and entrances to the Academy. 	<p>Staggered start and end times are not possible due to number of students who use school transport and parent's work transport.</p> <p>MC to clarify all 'guidance' and RA requests to parents/carers, students and staff in series of meetings and letters home – also posted on the website for reference.</p>
<p>Parents/carers gathering at school gate and not social distancing</p>	<ul style="list-style-type: none"> • Plan parent/carers' drop-off and pick-up protocols that minimise adult to adult contact: make clear to parent/carers that they cannot gather at entrance gates or doors or enter the site (unless they have a prearranged appointment, which should be conducted safely) – see above. • Parent/carers to be encouraged to telephone/email the Academy Reception rather than entering. • Box placed outside for parents to leave any forgotten items. • Signage to be prominently displayed to remind parent/carers about social distancing. • Confirm and update all details in regular communication to parent/carers. 	
<p>Overcrowding in classrooms and corridors.</p>	<ul style="list-style-type: none"> • Students are to be grouped into consistent Year Groups 'Zones' and classrooms with contact between other Year Groups avoided (see Curriculum section below); • Classrooms/Zones positioned to ensure access to separate toilets, outside spaces and resources, preventing mixing with other class groups; 	

	<ul style="list-style-type: none"> • Movement around the school reduced via restructured rooming timetable and appropriate selection of classrooms or other learning environments: areas taped-off to stop students entering other 'Zones'; • Minimal teaching resources available in rooms – boxed up and stored; • KS 3 Students will rarely be moving between rooms and when moving outside of their 'Zone' to receive specialist teaching, they will be collected and escorted by a member of staff; • KS4 Students will be regularly moving from room to room to receive teaching in their Option groupings; they will not leave their Zone unless they need to attend a specialist teaching area (i.e. practical subject) for this they will be collected and escorted by a member of staff; • Teaching and support staff will move from teaching room to teaching room across Year Group 'Zones'; • Desks are to be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided, where possible: removal of some classroom furniture undertaken to enable this. • Extra bells introduced to indicate 'Teacher movement' time and structured 'collection times for specialist teaching times prior to usual student movement at lesson change-overs. • One-way system established in all 'Zoned' areas, wherever possible. • Specific targeted Assemblies may take place in part Year Groups. 	
Groups mixing during breaks and lunchtime compromising social distancing.	<ul style="list-style-type: none"> • Break and Lunch times to take place within own 'Zoned' and taped-off area with appropriate supervision is in place. • Students to follow the "Stay Apart - No Contact" signage - ensuring everyone keeps further apart than normal. Lunches: all students and staff asked to bring snacks and packed lunches to reduce movement around school: • Students to eat in their outside space (Extra picnic benches purchased, and staff area created in Isaac's Hall to relieve over-crowding in the staffroom; • Cleaning of picnic tables and litter maintained by students. 	<ul style="list-style-type: none"> • "Staying Apart: No Contact" signage posted around the whole site • Staff Duty Rotas restructured • Extra Duty staff appointed
Managing groups mixing during extra-curricular provision and not minimising contagion.	<ul style="list-style-type: none"> • Staff advised to limit After-school clubs to Year Groups only, where possible. • Clubs to be rotated day by day to maintain Year Grouping. • If it is not possible to maintain Year Groupings being used during the school day then staff must use small, consistent groups will be used following the guidance specific to the activity (ie specific sport coaching regulations to be adhered to). • Registers of attendees to all clubs' will be kept by the organising member of staff. 	

	<ul style="list-style-type: none"> • Staff advised that guidance suggests delivering sessions outside where possible. • Contact sports are now allowed and recommendations followed as set out in Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak are taken into consideration. • ALL EXTRA CURRICULAR CLUBS ARE STOPPED ACCORDING TO NEW GOVERNMENT RESTRICTIONS – 05.01.21 – 23.02.21 • Visiting (external) coaches are allowed to operate after-school clubs from 08.03.21, along with previously agreed covid-programme and recommendations. 	
Spreading of virus due to the increased numbers of people within the buildings and on-site.	<ul style="list-style-type: none"> • Face coverings are to be worn by adults and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. • It is highly recommended that face coverings should be worn by adults and students when in the classroom to support the mitigation of further contagion. • Some individuals are exempt from wearing face coverings and we are sensitive to those needs, offering 'Exempt Cards' to those who require them. • Face coverings will also be worn by students when travelling on dedicated school and public transport to and from the Academy. • Consideration of return to 'Remote Learning' programme. • All unnecessary staff meetings are cancelled. • Assemblies are postponed. • Governors' Meetings remain off-site as 'Zoom' conference meetings. • All visitors and activities normally involving external staffing are carefully considered to ensure numbers of people on site is kept to a minimum. • All contractors are scheduled to complete work on the site at the end of the school-day. • Parents/carers are informed that if their child needs to be accompanied to school, or a meeting is requested, only one parent should attend, if at all possible. • Repeated promotion of the 'catch it, bin it, kill it' approach, e.g. by providing tissues, bins, posters in all rooms and corridors. • Repeated promotion of sanitising and handwashing with soap and water for at least 20 seconds across the school day, particularly: <ul style="list-style-type: none"> ○ after coming into school ○ whenever moving from one room to another ○ after sneezing or coughing ○ before and after handling or eating food ○ after going to the toilet 	

Risks to staff safety and well-being being compromised	<ul style="list-style-type: none"> • <i>Face coverings are to be worn by adults and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</i> • <i>It is highly recommended that face coverings should be worn by adults and students when in the classroom to support the mitigation of further contagion.</i> • <i>Some individuals are exempt from wearing face coverings and we are sensitive to those needs, offering 'Exempt Cards' to those who require them.</i> • <i>Face coverings will also be worn by students when travelling on dedicated school transport to the Academy.</i> • <i>Staff should maintain Public Health Guidance of 2m, wherever possible, at all times, with all personnel on site.</i> • <i>Staff engagement with students/colleagues may be reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE with a Perspex screen in place (face covering doesn't count) and for a limited time (no more than 15-minutes).</i> • <i>Staff advised that any form of PPE is available to them should they choose to wear it.</i> • <i>All staff and students repeatedly advised the priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and students.</i> • <i>New Bell-times introduced and adjusted to provide student-free corridors, allowing 'windows' for safe staff movement.</i> • <i>Measures established to monitor and check on wellbeing and welfare of all staff: considering new staff joining, supporting new supply staff, impact on mental health, options available to provide support and reporting system.</i> • <i>Continued support to consider the needs of staff who are returning to work from maternity, paternity, adoption leave or long-term sickness absence.</i> 	
Lateral Flow testing	<p><i>Guidance on the new asymptomatic testing programme taking place in the Academy is shared on a document platform hosted by DfE, including FAQ, webinars and step-by-step 'how to guides.</i></p> <p><i>For secondary schools - Resources - Google Drive.</i></p> <p><i>See separate 'Braunton Academy Risk Assessment' on the coronavirus (COVID-19) testing programme being undertaken.</i></p>	
Premises related matters		

Changes implemented on the Academy site risks use becoming unsafe for students & staff – e.g. storage, one-way systems, floor tape.	<ul style="list-style-type: none"> • <i>Whole school risk assessment (RA22) reviewed and updated to ensure control measures remain suitable and in place.</i> • <i>Changes/adjustments to meet 'zoning' of Academy undertaken with floor tape, hazard tape and removable 'barriers' all checked.</i> • <i>Access to outside areas, fresh water and toilet facilities all checked.</i> • <i>Fire Evacuation routes redrafted to allow for changes implemented.</i> • <i>Practise Fire Evacuation successfully held on 21.11.20 with a detailed review following.</i> 	
First Aid procedures are not appropriate and/or sufficient	<ul style="list-style-type: none"> • <i>First Aid risk assessment (RA22) reviewed according to government guidance.</i> • <i>Rota systems in place to ensure adequate numbers of First Aid trained staff.</i> • <i>Communication of first aid arrangements made clear to all staff on a regular basis.</i> • <i>PPE needs regularly checked and ordered accordingly – all adequately met within first aid supplies,</i> • <i>All staff fully advised in the Academy's response to any first Aid requirements and possible infection.</i> • <i>SLT fully understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</i> • <i>Staff members and parents/carers have been informed and understand procedures knowing that they will need to be ready and willing to book a test if they are displaying symptoms.</i> 	
Fire Procedures are not appropriate	<ul style="list-style-type: none"> • <i>Emergency plans revised where necessary – Fire Evacuation and Invacuation, contingency plans for outbreaks all in place.</i> • <i>Fire risk assessment undertaken to consider changes made to the site layout, and the impact this has on fire evacuation and escape routes.</i> • <i>Zoned Fire Evacuation map produced, displayed and published to all staff</i> • <i>Testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers.</i> • <i>Interim arrangements (such as doors propped open where necessary to reduce hand contact) have been managed so that they do not compromise fire protection (and security) measures.</i> • <i>Fire evacuation routes and Assembly Points adjusted to ensure that social distancing guidelines are being met.</i> • <i>Practise Fire Evacuation successfully held on 21.11.20 with a detailed review following.</i> 	

<p>Health and Safety checks not updated, including water hygiene and the management of legionella</p>	<ul style="list-style-type: none"> • <i>Range of Health and Safety measures and statutory compliance undertaken: See 'Good Estate Management for Schools'/ 'Managing School Premises during the Covid-19 outbreak.'</i> • <i>Water hygiene management plan undertaken ensuring that agreed regimes for flushing and monitoring of temperatures have been maintained.</i> • <i>Arrangements for hot and cold-water systems, gas safety, fire safety, kitchen equipment, security including access control and intruder alarm systems and ventilation.</i> • <i>Cleaning and disinfection has taken place prior to reoccupation as per government guidance</i> 	
<p>Students and staff not using and monitoring new practices to reduce risk of Covid-19 transmission</p>	<ul style="list-style-type: none"> • <i>All stakeholders to recognise that student, staff and school community well-being and H&S at the forefront at all times.</i> • <i>Training of all staff via series of meetings undertaken, all covering contents of this RA, alternative layouts and changes to fire evacuation routes, use of PPE, location of designated room for suspected cases, and all aspects of the government's 'Guidance for full opening: schools' (Published 2 July 2020 and subsequent updates).</i> • <i>Individual class assemblies delivered to all children explaining and clarifying all aspects of the Academy's management and the practises expected of them as per this RA and the government guidance.</i> • <i>Students reminded throughout the day of the Academy's expectations of their behaviours.</i> • <i>Principal and SLT meeting regularly to monitor arrangements and make remedial actions where needed.</i> • <i>All employees encouraged to raise concerns / make suggestions to support the work of the Academy.</i> • <i>Visitors/Contractors all informed of Academy rules and expectations requesting their compliance via main Reception.</i> • <i>Face coverings are to be worn by adults and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</i> • <i>The recommended use of face coverings when in the classroom is thoroughly explained to all students and staff.</i> • <i>Some individuals are exempt from wearing face coverings and we are sensitive to those needs, offering 'Exempt Cards to those who require them.</i> • <i>Face coverings will also be worn by students when travelling on dedicated school transport to the Academy.</i> • <i>Support staff working with identified children to encourage their adherence to social distancing, etc.</i> 	

	<ul style="list-style-type: none"> <i>Necessary adjustments clearly communicated to all stakeholders.</i> 	
Unsatisfactory management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<ul style="list-style-type: none"> <i>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</i> <i>Necessary Risk Assessments and documentation actioned whenever contractors/visitors on-site.</i> 	
Staff rooms and offices not complying with social distancing and safe working practice	<ul style="list-style-type: none"> <i>Numbers of people in staffrooms and offices reduced at any one time in accordance to management requirements and guidance, allowing sufficient social distancing – chairs/tables placed apart by 2m, wherever possible.</i> <i>Front of Isaac's Hall set aside for temporary Staffroom, leaving normal staffroom free for staff to prep work, providing appropriate space for all staff.</i> <i>All staff asked to avoid unnecessary gatherings: where possible, the use of communal / shared facilities, such as tea and coffee facilities are reduced/closed.</i> <i>Staff to bring their own food and utensils.</i> <i>Enhanced cleaning regimes as per below for all communal areas.</i> <i>Prevention of cross-contamination of groups by avoiding use of communal areas whenever possible.</i> <i>The recommended use of face coverings when in the classroom is thoroughly explained to all students and staff.</i> <i>Face coverings are to be worn by adults when moving around the premises, such as in corridors and communal areas where social distancing cannot easily be maintained.</i> <i>Some individuals are exempt from wearing face coverings and we are sensitive to those needs, offering 'Exempt Cards' to those who require them.</i> 	
Ventilation not managed to reduce spread	<ul style="list-style-type: none"> <i>Windows and doors propped open, where safe to do so (bearing in mind fire safety, security and safeguarding).</i> <i>All students and staff informed about the importance of maintaining good ventilation: all directed to follow the 'Danish method' and all advised to bring coats.</i> <i>Mechanical ventilation: recirculatory systems adjusted to 'full fresh air'. If system cannot be adjusted to 'full fresh air' these should be switched off.</i> <i>Ventilation to chemical stores should remain operational.</i> 	

	<ul style="list-style-type: none"> Where mechanical ventilation is present in the Computer suites, the recirculatory system should be adjusted to full fresh air or should be operated as normal. 	
Management of waste not fully compliant	<ul style="list-style-type: none"> Purchase of lidded bins and signage to encourage 'Catch It, Bin It, Kill it'. New and enhanced cleaning schedules in place. Cleaning Log implemented to track cleaning frequency for bathrooms, classrooms and communal areas. Plan in place for the daily removal and safe disposal of rubbish. Additional cleaning staff recruited. Cleaners all in after school as normal to deep-clean all areas. Cleaning staff briefed on Academy policies and Risk Assessment Cleaning staff following Guidance on disposal of PPE waste and Government guidance on disposal of waste, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings, where for instance they have been worn for the journey to school, and waste bins are emptied throughout the day. 	
Management of incoming goods risks contagion	<ul style="list-style-type: none"> Goods/ supplies coming into the school are to be dropped at Main Reception – outside of main doors, if possible, taking into consideration SD and hygiene measures. Parents/carers leave any students' forgotten items in the plastic box placed outside by the main gates Main Receptionist to manage and control the process, liaising with the caretakers, accordingly. 	
School owned outdoor play equipment not being cleaned appropriately	<ul style="list-style-type: none"> Regular promotion of good hygiene and social distancing is taking place through presentations, signage and school emails/newsletters. Assigned 1 x PE cleaning staff Effective sanitation encouraged and engaged in by students/staff of any balls, etc, used, Staff encouraging students to clean hands before and after play and to disposal of all rubbish. Cleaning regimes for all high traffic touch points such as exercise equipment, gates, benches and picnic tables, refuse areas and bins. Staff encouraging effective sanitation by students. Equipment used by the students is appropriately cleaned between groups and only used by one group at a time. 	
Hiring out premises	<ul style="list-style-type: none"> Careful consideration has been given to the hiring out of the Academy's facilities: carefully following the latest guidance, outdoor spaces are hired according to the individual sports body's regulations; hirers are asked to present their own individual affiliation to National governing Body and RA to support their purpose. 	

	<ul style="list-style-type: none"> • Indoor facilities are not being hired at this time. • Following the introduction of the governments' lockdown (6th January 2021): New National Restrictions there are no lettings of any kind, indoor or out. • External coaches are allowed to coach students from within the school in agreed 'after-school clubs' in line with government guidelines • Any hiring of the Academy's outdoor leisure facilities is in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities. 	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> • Following PHE's/ government guidance for working in education and childcare if a someone becomes ill with suspected COVID-19 at the setting. • Following guidance on Cleaning and decontamination of non-health care settings. • New and enhanced cleaning schedule in place. • Cleaning Log in place to track cleaning frequency of bathrooms, classrooms and communal areas. • Additional cleaning staff recruited as required. • Classroom-based resources shared across Year groups are cleaned frequently and meticulously and always rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) The schedule for the isolation or cleaning of resources/equipment (e.g. Technology and, science equipment) shared across Year groups identified as responsibility of students and teachers using Technicians, cleaners, etc. • Classroom-based resources, such as sports, art and science equipment, can be used and shared within a Year Group with the schedule for frequent cleaning of resources/equipment (e.g. books, calculators) shared within the groups identified as responsibility of students and staff/ teachers. • Additional standard cleaning equipment purchased as required. • All excess furniture (desks/chairs) to be stored in designated non-teaching areas. • In order to facilitate cleaning, unnecessary items have been removed from learning environments where there is space to store them elsewhere. 	

	<ul style="list-style-type: none"> • Staff are advised to follow government guidance for working in education and childcare if a someone becomes ill with suspected COVID-19 at the setting. • Staff also following guidance on Cleaning and decontamination of non-health care settings. 	
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> • All students, parents/carers and staff advised they need to have their own stationery and other equipment, where possible, to prevent sharing and possible contagion: <ul style="list-style-type: none"> ○ All children must have their own zipped' wallet/pencil-case. All student resources will need to be in these wallets – pens, pencils, ruler, scissors, etc. ○ Parent/carers advised that students must bring in their own pencil cases/resources but will not be covered for losses or breakages. Wallets should be named. ○ Students to be responsible for their own areas of study (desks), books, etc, and should not be left in school. • Cleaning and s-d procedures in place for managing access to offices and items of 'heavy use', such as photocopiers. • Enhanced cleaning regimes directed to areas of 'heavy use'. 	
Cleaning staff and hygiene contractor's capacity not sufficient in providing additional requirements	<ul style="list-style-type: none"> • Additional cleaning requirements clarified with cleaning staff along with the agreed additional hours to allow for this • Extra cleaners deployed during the day for restocking, cleaning of high use areas, wipe down contact points, empty bins, etc. • Cleaning products being used are checked for suitability and that adequate supplies of the cleaning materials are available. See https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrensocial-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-ofpersonal-protective-equipment-ppe and https://www.gov.uk/government/publications/covid-19decontamination-in-non-healthcare-settings. • Discussed with cleaning staff updated list of cleaning products recommended by DCC – including diluted bleach after hours. • See Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings. • Enhanced cleaning schedule in place along with more frequent cleaning of shared areas or those used by different groups. 	
Not sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> • Where sinks are not nearby, supervised access to hand sanitiser in every classroom and other learning environments is freely available. • Students and staff are maintaining systematic sanitising as outlined above. 	

	<ul style="list-style-type: none"> • <i>SLT are posted on each entrance at the start and end of each day to ensure all are sanitizing according to agreed practice</i> • <i>Students are able to freely use the toilet facilities throughout the school day.</i> • <i>Enough handwash and sanitiser stations are available based on what we have learned from usage to date.</i> 	
Staff and students needing to carry out handwashing	<ul style="list-style-type: none"> • <i>Frequent hand cleaning is established as part of normal routine.</i> • <i>Students are able to freely use the toilet and handwashing facilities throughout the school day.</i> • <i>Hygiene stations established around the school – sanitiser, tissues, etc.</i> • <i>Wall mounted hand sanitisers inside each classroom door and supplied in other learning environments.</i> • <i>Routines are built into behaviour expectations and the Academy culture.</i> • 	
Handwashing practice with children not sufficient to limit contagion	<ul style="list-style-type: none"> • <i>Frequent hand cleaning as part of normal routine: staff advised to instruct students to regularly handwash and/or sanitise throughout the day, particularly following every time they leave/enter a room.</i> • <i>Additional signage to remind students/staff of the importance to wash their hands displayed in all teaching areas.</i> • <i>Designated toilets for each group.</i> • <i>The guidance on hand cleaning is regularly reviewed to ensure that help is available for students who might have trouble cleaning their hands independently.</i> 	
Respiratory hygiene practice	<ul style="list-style-type: none"> • <i>Promoting ‘Catch it, bin it, kill it’, we have ensured there are enough tissues and bins available.</i> • <i>Face coverings are to be worn by adults when moving around the premises, such as in corridors and communal areas where social distancing cannot easily be maintained.</i> • <i>Some individuals are exempt from wearing face coverings and we are sensitive to those needs, offering ‘Exempt Cards’ to those who require them.</i> • <i>Support should be provided for children with complex needs, particularly where children may spit / use saliva. In such cases this will be considered within the student’s individual risk assessment.</i> 	
Insufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> • <i>Business Manager to ensure sufficient supplies and deliveries.</i> • <i>Additional sanitisers, soap and cleaning products purchased.</i> • <i>Gloves and disposable cloths purchased for cleaning</i> • <i>Use regular detergents and bleach.</i> • <i>Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products</i> 	

	<ul style="list-style-type: none"> Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. 	
Toilets being overcrowded	<ul style="list-style-type: none"> Limit the number of students who use the toilet facilities at one time: visiting the toilet one after the other, if necessary. Different toilets will be used by each different Year Group within their own zone. Each group to have its own clearly labelled toilet (with signs) and teacher reminders each day. Toilets to be unisex for individual groups, where required Accessible Toilet created for Non-binary students. During lunch and Break children to use their group toilet only – following the one-way system where appropriate. Toilets will need to be cleaned regularly and students will be encouraged to clean their hands thoroughly after using the toilet. 	
Staff related issues		
Staff measures insufficient to reduce contact and transmission of Covid-19 and the new variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as - asymptomatic.	<p>Prevention</p> <ol style="list-style-type: none"> 1) 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. 2) Where recommended, use of face coverings in schools. 3) Clean hands thoroughly more often than usual. 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. 6) Minimise contact between individuals and maintain social distancing wherever possible. 7) Where necessary, wear appropriate personal protective equipment (PPE). <ul style="list-style-type: none"> All teachers and other staff will operate across different classes and Year Groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and Year groups, they must try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Staff are offered any form of PPE and may choose to wear whatever they feel affords them and others protection from the coronavirus. 	<p>Numbers 1 to 5 must be in place in all schools, all the time. These are consistently communicated across the Academy via a series of meetings and assemblies; Posters are strategically placed in all rooms to reinforce the 'Prevention' message;</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances: it is considered that the Academy's discipline and general ethos allows for the promotion of a self-disciplined approach to s-d across</p>

	<ul style="list-style-type: none"> • Face coverings are to be worn by adults when moving around the premises, such as in corridors and communal areas where social distancing cannot easily be maintained. • Some individuals are exempt from wearing face coverings and we are sensitive to those needs, offering 'Exempt Cards' to those who require them. • The Academy is operating a new series of bells to create corridors of student-free corridors allowing staff to move more freely around the school-site. • Isaac's Hall is being used as a temporary staffroom providing staff with the facility to maintain s-d. Social distancing will not be possible when working with students who have complex needs or who need close contact care: these students' educational and care support will be provided as normal. These pupils' educational and care support should be provided as normal. • When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles). • Numbers of people in staffrooms and Offices reduced at any one time according to management requirements and guidance promoting sufficient social distancing – chairs/tables placed apart by 2m, wherever possible. • All staff asked to avoid unnecessary gatherings: where possible, the use of communal / shared facilities, such as tea and coffee facilities are reduced/closed. • Staff to bring their own food and utensils. • Enhanced cleaning regimes as per above for all communal areas. • Areas established for staff to eat outside and in Isaac's Hall. • Prevention of cross-contamination of groups by avoiding use of communal areas whenever possible. <p>Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.</p> <ul style="list-style-type: none"> • Mitigating measures introduced to reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school: • reducing bubble sizes, where and whenever possible • reducing face to face meetings (All staff and business meetings move to video calling, when at all possible), 	<p>the Academy, considering both the student and the staff groupings;</p> <p>Explicit guidance and instruction of s-d expectations are communicated to all parties and included as part of the Academy's behaviour and relationships Policy;</p> <p>Number 7 applies in specific circumstances: should staff feel more comfortable and reassured through wearing elements PPE it has been agreed they may choose to do so if required;</p> <p>Where these controls cannot be met, then the Academy must record why and what other control measures they will adopt.</p>
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	<ul style="list-style-type: none"> • <i>continue to reduce or eliminating the number of staff and students mixing across Year groups/ classes at lunch, breaks, and in the staff rooms by repeatedly challenging and correcting unsafe behaviours; by regularly sending out reminders to all stakeholders via Assemblies, presentations and notices; by limiting the numbers of staff in an office at any one time.</i> • <i>continuing to eliminate the potential movement around the school of students and teaching staff by insisting students and staff follow the guidance contained herein regarding all remaining in their 'zones' and assigned areas.</i> • <i>Advising against and discouraging car sharing between staff and students (parents/carers) when travelling to school</i> • <i>keeping to the 2m distancing (for adults, especially) if at all possible.</i> • <i>Adopting all other established measures that will reduce the spread of the virus in the Academy – wearing of face coverings; timetabling thorough regular cleaning regimes throughout the day; adopting the "catch it bin it kill it" messages.</i> 	
Managing supply teachers, visitors, contractors and other temporary visiting staff to limit contagion.	<ul style="list-style-type: none"> • <i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</i> • <i>The Academy will ensure the above staff are clearly instructed on the Academy's expectations regarding minimising contact and maintaining as much distance as possible from other staff.</i> • <i>Specialists, therapists, clinicians and other support staff for students with SEND will provide interventions as usual.</i> • <i>Consideration will be given to the managing of visitors to the site, such as contractors, we will:</i> <ul style="list-style-type: none"> ○ <i>ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</i> ○ <i>where possible, if visits can happen outside of school hours, they should.</i> ○ <i>a record of all visitors will be kept, including their phone contact details.</i> ○ <i>all staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are fully conversant with s-d and hygiene protocols within the Academy.</i> 	
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<ul style="list-style-type: none"> • <i>Thorough planning for the Year Groups for whom provision is offered will be based on appropriate staff availability within the planned curriculum and timetable.</i> • <i>Careful planning of the year groups/classes has been undertaken allowing for a broad and balanced curriculum offer.</i> 	

	<ul style="list-style-type: none"> • The temporary appointment of an 'extra' Cover Supervisor has been taken to support staff well-being and reduce pressures. • If there is a staff shortage due to illness with Covid-19 Symptoms all staff and parent/carers will know and be informed that the group will need to be sent home to self-isolate in respect of Government guidance. • If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. • Supply teachers and other peripatetic staff can be engaged where necessary. • See 'school Workforce' section of the DfE guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks 	
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<ul style="list-style-type: none"> • Plans and organisation have been discussed in detail with staff (and put it in writing where appropriate), • Staff have been kept fully informed at all times: a particular focus on safety measures, teaching and timetable changes and arrival and departure arrangements has been covered, including discussions around whether any training would be helpful. • The Principal has and will continue to seek ASCL, HR, PHE or occupational health advice in identifying and resolving any concerns. • The temporary appointments of an 'extra' Cover Supervisor and a Learning Mentor have been taken to support staff well-being and reduce pressures. • Where a member of staff has anxieties about returning, this conversation will be held and recorded using the 'Risk assessment for all staff including vulnerable groups' - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy • Further advice is available from HR if required. 	
Staff not understanding new changes – safe practice at work & in classroom. Teaching in a safe environment	<ul style="list-style-type: none"> • Following a series of meetings with all staff, incorporating detailed Q&A sessions, about the plans (including safety measures, timetable changes and student behaviour and attendance expectations), all reported satisfied and comfortable with the measures being undertaken. • Regular consultations and discussions with staff are taking place and the Academy continues to receive positive support from the staff. 	

<p>Staff not informed and knowledgeable about accessing testing arrangements</p>	<ul style="list-style-type: none"> • Guidance about testing, including the NHS 'Test and Trace' service, has been brought to the attention of all staff and they are aware of the procedures required to access testing. • Testing is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/ • The Academy has registered with PHE as employers of essential workers. 	
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are not clear and understood by staff.</p>	<ul style="list-style-type: none"> • If a child, young person or member of staff becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, firstly, the Academy First Aider will be called; a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. (Face masks have been purchased and donated by local medical suppliers.) • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • Further advice can be found here: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe 	
<p>Staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors not assessed appropriately.</p>	<ul style="list-style-type: none"> • A Staff Register will be formulated to identify any risk factors/needs of all staff. • 1:1 discussions have taken place (and will continue to take place) either virtually or by email or phone call with individual staff. • Staff know and are confident they can openly discuss their concerns with the Principal/SLT. • Medication documentation to be shared with the Principal and HR when appropriate. • A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff to ensure all are feeling supported in their work. If clinically extremely vulnerable staff are remaining in school and choosing to work a detailed RA must be undertaken with HR. • A risk assessment will also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy 	

	<ul style="list-style-type: none"> It is important that through this document staff feel they can return to school subject to the Principal's and Governors' confirmation that the school is 'covid-secure', i.e. that every reasonable step has been taken to ensure the safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied. 	
Staff and students requesting access to PPE	<ul style="list-style-type: none"> Should staff request PPE, then this will be provided with clear instructions on how to manage the use of the agreed items being used. The First Aider will support students whose care routinely already involves the use of PPE due to their intimate care needs, they will continue to receive their care in the same way. Follow guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-socialcare/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personalprotective-equipment-ppe PPE to be disposed of, removed from Academy site, as per current guidance. Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe 	
Use of face coverings Lack of understanding	<ul style="list-style-type: none"> From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for students in classrooms, although individuals may choose to wear them if they wish. Face coverings will also no longer be recommended for staff in classrooms. We continue to ask and recommend that students and staff wear face coverings in situations outside of classrooms where social distancing is not possible, when moving around in corridors and communal areas. Students are required to wear face coverings on school and public transport as the measures currently in place have not been lifted. Face coverings are to be worn by adults and students when moving around the premises, such as in corridors and communal areas where social distancing cannot easily be maintained. In addition, in line with government guidance, we also recommend that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Some individuals are exempt from wearing face coverings and we are sensitive to those needs, offering 'Exempt Cards' to those who require them 	

	<ul style="list-style-type: none"> Adequate training / briefing on use and safe disposal of PPE will be undertaken with all staff. Additional precautionary measures will also be taken when and where local restrictions apply. Guidance on putting on and taking off standard PPE is given accordingly. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings. 	
Dealing with suspected and confirmed case/ cases and outbreak.	<p>SLT is fully informed on how to manage suspected and confirmed case/ cases and outbreak, meaning the Academy will ALWAYS contact the local Health Protection Team if one of the following:</p> <ol style="list-style-type: none"> 1) The symptomatic person has been admitted to Hospital 2) The Possible case REFUSES testing 3) There are a cluster of possible cases/unexpected increase in absenteeism 4) The Possible case has DEFINITE link to a confirmed case 5) ALL confirmed cases. <p>Follow-up PCR tests required after a positive LFD test Previously, a follow-up PCR test was only required following a positive LFD test carried out at home. The Government has re-introduced the requirement for a PCR test after positive LFD tests carried out at all assisted testing sites. As of 31st March, staff and pupils who get a positive LFD result (whether at home or at supervised testing site in school) should take a follow-up PCR test. This requirement is now published in the Stay At Home Guidance. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) and has been included in the DfE daily update. As the prevalence rates are now low in England, follow-up PCR tests will help reduce the chances of false positive LFD tests. The follow-up PCR test should be taken as soon as possible and within 2 days of the positive LFD result. The quickest way is to book a test online or call 119 for an appointment at a nearby nearest testing centre. Alternatively, a PCR home test kit can be used but it may take longer for the results to come back.</p> <p><u>Self-isolation</u> Staff and students who have a positive LFD test result, their household members and close contacts should self-isolate immediately whilst waiting for the follow-up PCR result. Public health action must be taken from a positive result, whether from a LFD or PCR test, to quickly identify close contacts in school and request that they self-isolate.</p>	<p>"If there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be asked to join an Incident Management Team or Outbreak Control Team Meeting. Schools should up-date the Schools Emergency Plan to incorporate the above links."</p>

	<p><u>If the follow-up PCR result is negative</u> <i>If the follow-up PCR test result is negative and the test was done within 2 days of the positive LFD result, the person, their household members and close contacts at school can stop self-isolating and return to school or college if they are well. PHE SW Health Protection Team have distributed a template 'stand down' letter (attached) which can be used for this purpose. It is important to continue with all existing protective measures, negative test results should not be read as a means to relax preventative measures which are intended to reduce the risk of transmission.</i></p> <p><i>If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162</i></p> <p>For ALL CONFIRMED CASE IN SCHOOL ALWAYS inform the local authority by completing the smart survey form: COVID 19 - Education Provision/School Notification of Positive COVID 19 Test Results or who have been advised to isolate (smartsurvey.co.uk)</p> <p>Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/.</p> <p><i>If there is a confirmed case, a complex situation or an outbreak is declared in Braunton Academy we may be asked to join an Incident Management Team or Outbreak Control Team Meeting.</i></p> <p><i>The following resources should also be referred to in the event of cases at the setting:</i></p> <p>Educational settings Action cards</p> <p>PHE SW HPT: Flowchart for childcare and Educational settings V 4</p> <p><i>Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the Actions for Schools Guidance Section 5</i></p>	
Pupil related issues		
Lateral Flow testing	<p><i>With the start of mass testing by Lateral Flow Devices (LFD), it is also important to remember that these are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures</i></p>	

	<p><i>previously in place, but should be used alongside. It is vitally important that we do not relax other fundamental measures.</i></p> <p>DfE has created a schools and colleges document sharing platform for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT.</p> <ul style="list-style-type: none"> • The Academy is following the government guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges. • It is important to remember that these tests are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place, but should be used alongside. It is vitally important that students and staff do not relax other fundamental measures. <p>Key points</p> <ul style="list-style-type: none"> • All staff are encouraged to take part in the LFD testing programme • All students are recommended to undertake 3 tests in school at their Asymptomatic Test Site (ATS) BEFORE moving to use LFD home test kits • Both students and staff are recommended to test themselves twice weekly before coming into school 3-4 days apart • Both students and staff are recommended to read the guidance and watch one of the below videos • PLEASE NOTE: This process is not for releasing people early from Self Isolation and it is not mandatory. The DfE have created the link below for asymptomatic testing for schools to follow. This area contains additional information to support secondary staff in preparing and operating home testing LFD. <p>Resources for testing: youtube video Google Drive Primary Phase - Google Drive</p> <ul style="list-style-type: none"> • <p>See separate Risk Assessment on the coronavirus (COVID-19) testing programme in Branton Academy..</p>	
Vulnerable groups who are clinically, extremely vulnerable, not being appropriately supported	<i>Clinically extremely vulnerable (CEV) adults and children:</i>	

	<p>Shielding advice is being paused nationally from 31 March. From 1 April, all CEV children should attend their setting unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Children who live with someone who is CEV should continue to attend their setting as normal.</p> <p><u>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</u></p> <ul style="list-style-type: none"> • It has been confirmed by the DfE that all CEV (and those who have been newly identified by letter in recent days) that all these staff/pupils should continue to self-isolate until March 31st. • The Department of Health and Social Care has added a third category to the <u>definition of clinically extremely vulnerable (CEV)</u>. The definition has been expanded to include a new group of adults who have been identified through the <u>COVID-19 population risk assessment</u> as potentially being at high risk of serious illness if they catch the virus. • Individuals identified as CEV through this risk assessment are advised to follow <u>guidance for clinically extremely vulnerable people</u>, which has now been extended until 31 March. Anyone newly identified as part of this group will be notified. • Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission will be implemented, as required. • Parent/carers encouraged to discuss individual cases with HoY/ SENDCo/ SLT. • Pastoral/Safeguarding Team have been in regular contact with parent/carers and families throughout 'school closure' period. 	
Children with EHCP and pupils who attend dual settings not being appropriately supported.	<ul style="list-style-type: none"> • All identified cases must complete individual Risk Assessments before attendance. • Separate letter with relevant information provided to parent/carers (clearly headed sections) so they can make an informed decision. • Identified TAs and 'familiar faces' will be placed with supporting EHCP students, where possible. • Weekly phone calls by SENDCo/TAs to students/families with EHCP children have been taking place ensuring all is clear and understood in relation to returning into the Academy. • Visual signs used to show students how to Social-Distance, along with constant reminders and the use of outdoor facilities, if required. • For dual settings, we will work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child. 	

Students unable to follow guidance	<ul style="list-style-type: none"> • <i>The same teacher(s) and other support staff will be assigned to those children who need additional support to follow agreed rules/measures, or to alleviate any undue anxieties.</i> • <i>Groups with vulnerable students will be assigned a 'familiar face' to specifically support where possible.</i> • <i>If a student is unable to follow Social Distancing rules (see 'Behaviour and Relationships Policy - Coronavirus Appendix') and they are causing a risk to others, parent/carers and SLT will discuss the need for 'Home Learning' to ensure safety and well-being of all.</i> • <i>Some students will need additional support to follow these measures.</i> https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	
Students' wishing to borrow equipment	<ul style="list-style-type: none"> • <i>Students to limit the amount of equipment they bring into school each day, to essentials</i> • <i>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared.</i> 	
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> • <i>If a child or member of staff is awaiting collection, they will be moved to the rear Music Practise Room where they can be isolated behind a closed door with First Aider supervision. A window will be opened for ventilation and a private toilet is also next to this area.</i> • <i>If it is not possible to isolate them, the student or staff member will be moved to an area which is at least 2 metres away from other people.</i> • <i>The First Aider will ensure suitable PPE (including fluid resistant face mask) is available at these locations.</i> • <i>Emergency Packs have been issued.</i> • <i>These plans have been communicated to all staff.</i> 	
Lack of clarity on wearing of the Academy Uniform	<ul style="list-style-type: none"> • <i>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.</i> • <i>Students return to wearing their usual uniform</i> • <i>Students will be advised to wear their PE kit on days with timetabled PE lessons. They will remain in their PE kit throughout the day.</i> 	

Transport		
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> • <i>Where possible we will encourage parents/carers and students to walk or cycle to school.</i> • <i>The Principal will liaise with DCC School Transport Team where further consideration needs to be given to taxi and escort services.</i> • <i>It is Academy policy, in line with government guidance, that all students must wear face masks when travelling on either school or public transport.</i> • <i>The Academy continues to liaise with School Transport Team and bus companies where further consideration needs to be supporting students on their transport.</i> • <i>The Department for Transport has updated its guidance on home to school transport, and managing a response to an infection. Whilst previously we were advised that those who had travelled in the same vehicle (regardless of vehicle size) and been in contact with someone who has tested positive for coronavirus (COVID-19) would be classified as a “close contact” and asked to self-isolate, this is now not an automatic assumption. We will now carry out a risk assessment for each individual case taking into consideration vehicle size, the degree of face-to-face contact or length of time / proximity to a positive case, and other mitigating factors such as seating plans, Perspex screens around drivers, etc.</i> • <i>Ultimately the decision to close a route will remain with the transport co-ordination service, with advice from the public health team, but we will work with you to minimise the impact to students’ learning, whilst ensuring their safety and preventing the onward spread of the virus. Please continue to report positive cases to DCC as we receive these notifications and will be in touch to advise. If you require advice on an individual case please email: schooltransportservicequeries-mailbox@devon.gov.uk</i> 	
Dedicated school transport, including statutory provision	<ul style="list-style-type: none"> • <u>transport-to-school-and-other-places-of-education-autumn-term-2020</u> • <i>Students are advised to sit in Year Groups as far as possible when travelling – this is in ascending Year Groups front to back (youngest students at the front of the vehicle).</i> • <i>Duty staff will “police” student seating arrangements as this is not the driver’s responsibility.</i> • <i>Arrangements have been clearly communicated to families/students, and school staff are on hand at the end of each day to assist the students.</i> • <i>Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning.</i> • <i>Duty staff will ensure organised queuing/boarding and distancing within vehicles, if possible.</i> 	

<p>Children with Special Educational Needs:</p>	<ul style="list-style-type: none"> • Parents have been advised that students MUST NOT board 'home to school' transport if they or a member of their household has symptoms of coronavirus. • Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should be sent home immediately. They must not travel on home to school transport. The Academy will contact the parent or carer who should make arrangements for the child or young person's journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported to their home, you must contact the Transport Coordination Service at DCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak. • Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless; <ul style="list-style-type: none"> • they develop symptoms themselves (in which case, they should arrange a test) or • the symptomatic person subsequently tests positive (see below) or • if they have been requested to do so by NHS Test and Trace. <p>(When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport Coordination Service will need to take account of the particular needs of the children using the transport and will work with the parents and school.)</p>	
<p>Wider public transport</p>	<ul style="list-style-type: none"> • It is the law that you must wear a face covering when travelling in England on public transport. • Some people don't have to wear a face covering including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. • Students and staff are advised to wear a face covering in enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. • A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering. 	
<p>School Transport arrangements support changes to school times</p>	<ul style="list-style-type: none"> • Any alternative access arrangements for when students arrive at the school grounds will be clearly communicated via the Academy to families/students. • The Academy will liaise with the School Transport Team before any changes are made. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles 	

Curriculum considerations		
Planned normal curriculum not being provided, along with risk that all subjects will be being taught by Summer Term 2021.	<ul style="list-style-type: none"> • <i>Modification to the curriculum is not required since the Academy has made a commitment to providing the students with “an ambitious and broad curriculum” from the start of the autumn term.</i> • <i>The Academy has planned its curriculum offer on the basis of the educational needs of students.</i> • <i>Teaching time will be prioritised to address significant gaps in students’ knowledge, with teachers making use of existing flexibilities to create time to cover the most important missed content.</i> • <i>The Academy has the aim to return to the Academy’s normal curriculum in all practical subjects by summer term 2021.</i> • <i>The Academy will continue to develop its remote learning programme so that it is integrated into the curriculum planning.</i> 	
Risk that the requests for the suspension of some subjects for some students will be allowed to affect student progress	<ul style="list-style-type: none"> • <i>The Academy will explain that it is in the best interests of all students to complete all areas of their studies as practiced before the ‘lockdown’.</i> • <i>Parents/Carers will be engaged in discussion with SLT and HoD when considering any requests for any subjects to be ‘dropped’ with the policy remaining that it is important for all students to engage and attempt GCSE or other qualifications in all their agreed options.</i> • <i>Parents/Carers should have a coherent plan for their children returning to their normal curriculum.</i> • <i>In exceptional circumstances, it may be in the best interests of a Year 11 student to discontinue an examined subject.</i> 	
Music, dance and drama activities may be unsafe.	<ul style="list-style-type: none"> • <i>It is noted that there may be an additional risk of infection in environments where students or others are singing, chanting, playing wind or brass instruments, dancing or shouting. This applies even if individuals are at a distance.</i> • <i>SLT and HoD will consider how to reduce the risk, particularly when students are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible.</i> • <i>Group sizes must number no more than 15, be positioned back-to-back or side-to-side, avoid sharing instruments, and ensure there is good ventilation.</i> • <i>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</i> • <i>HoDs to plan and provide alternative lessons that do not involve those areas identified as unsafe.</i> • <i>The Academy will continue to carefully consider Guidance for Music, Dance and Drama as well as Guidance for the Performing Arts</i> 	

	<ul style="list-style-type: none"> • Practice for Peripatetic Teachers: <p>1) Piano lessons: Teachers will wipe down the keys after each lesson as well as sanitise frequently.</p> <p>2) Guitar lessons: conducted in the Drama Hall and Music Practise Room (nearest the entrance): all doors and windows will be open; Guitars, Chairs and amps will be wiped down after each student.</p> <p>3) Trumpet lessons: held at piano end of Isaac hall – all windows and doors in Hall opened; chairs and music stands will be wiped down after each student.</p> <p>4) All students will be collected for lessons by their teacher and sanitise as they enter and exit bubbles; students and teachers will take equal responsibility for the wiping down and sanitising of instruments and other items used.</p> <p>5) Yr7 music club: collected from agreed meeting point (Y7 - Isaac Hall) by staff at 12:50pm. Social-distancing and sanitising rules for students, staff and equipment will all be followed.</p> 	
Physical activity in schools is considered unsafe	<ul style="list-style-type: none"> • Students will be kept in consistent Year and Class groups. • Sports equipment must be thoroughly cleaned between each use by different individual groups, • Contact sports will be allowed in line with government and the sporting bodies' regulations.. • Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning, hygiene and ventilation. • It is particularly important that careful following of the guidance is implemented in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport ○ advice from organisations such as the Association for Physical Education and the Youth Sport Trust • The PE department will engage and work with external coaches, clubs and organisations for curricular and extra-curricular activities where it is proven to be safe to do so. SLT and the HoD will consider carefully how such arrangements can operate within their wider protective measures. 	

	<ul style="list-style-type: none"> It is noted that by encouraging activities such as active miles, making break times and lessons active and encouraging active travel will help enable students to be physically active while encouraging physical distancing. 	
Practical science, art and D&T lessons	<ul style="list-style-type: none"> Guidance from CLEAPSS is followed when planning practical lessons, using resources such as the Guide to doing practical science work during Covid-19, Guide to doing practical work in D&T, food and art, Carrying out practical science work in non-lab environments HoDs/SLT must ensure that they stay up to date with the latest guidance in these specialist areas. Practical activities will remain within each bubble. Science practical lessons will follow the Guide to doing practical science work during Covid-19 at all times. 	
Educational visits	<p>Educational day visits In line with the roadmap, should step 2 commence as planned, schools can resume educational day visits no earlier than 12 April. Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.</p> <p>Domestic residential educational visits In line with the roadmap, we advise against domestic residential educational visits until at least step 3, no earlier than 17 May. The roadmap is driven by data do not date. The approach to domestic residential visits is dependent on the roadmap and is subject to change.</p> <p>Existing bookings</p> <ul style="list-style-type: none"> Should step 3 commence as planned, you may undertake domestic residential education visits, that are already booked, no earlier than 17 May. Any domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time. <p>New bookings</p>	

	<ul style="list-style-type: none"> • Schools may begin planning for new domestic residential educational visits to take place. Should step 3 commence as planned, new visits will be possible from and no earlier than 17 May. • Schools are advised not to enter into any new financial or contractual commitments at this stage. This advice will remain under review and updated at the earliest opportunity. • Any new domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time. • We are working with Public Health England and the sector on what coronavirus (COVID-19) secure residential visits will look like at step 3, and further advice will be provided. <p>International visits</p> <p>The Global Travel Taskforce has been commissioned to set out how to facilitate a return to international travel as soon as possible while managing the risk from imported variants of concern. It is due to report on 12 April 2021. This advice will be updated following the publication of the report.</p> <p>All planned Academy trips have been cancelled in line with government guidance: the DfE advises against all educational visits at this time. This advice will be kept under review.</p> <p>Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</p> <p>For additional information check with EVOLVE guidance on website.</p> <ul style="list-style-type: none"> • Should it be agreed that a day trip could be undertaken at some time then any educational visit will be planned and risk assessed following the usual Academy procedures, whilst taking into consideration the Covid-19 DfE travel guidance for educational settings • For additional information the Academy will check with EVOLVE guidance on its website. 	
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Groups of children mixing resulting in risk of more widespread transmission	<ul style="list-style-type: none"> • Year Group ‘bubbles’ across the Academy in five separate ‘Zoned areas’ – Signage re. entrances/exits, and Zoned Areas (inside and outside spaces clearly marked). • Revised timetables to accommodate groups/classes in ‘Zoned areas’ and minimise whole-classes moving between classrooms. • Classrooms will be adapted to ensure s-d is possible – students seated side by side and facing front. Unnecessary furniture will be removed. • Staff will move between classes/Year Zones: keeping 2 metres distance from students and staff and staying at the front of the class at all times. • Breaks and Lunchtimes will be accommodated within the separate ‘Zones’ and all will bring in ‘packed-lunches’/snacks to avoid gathering in the canteen and queueing areas – parents/carers/staff to be informed – more picnic benches will be purchased to encourage eating outside. • Review the format of ‘large gatherings’: <ul style="list-style-type: none"> ○ staff meetings (continue to use online platforms?) ○ Assemblies: Postponed; ○ Celebration events – Gov. Tea; Parents’ Evenings, etc, will be postponed • Revisiting extra-curricular offers to ensure mixing between groups is minimised, “If it is not possible to maintain ‘bubble’s being used during the school day then schools should use small, consistent groups”. If necessary, cancel activities. • Minimising contact around Academy site between groups through use of separate entrance/exit gates, one-way systems, clear signage, staff on duty to direct students, visible ground and floor markings - arrows, safety barriers/tape/signs. • Playgrounds and outdoor spaces are divided to minimise mixing between groups - consider use of ‘Tweedies’ during good weather. • Weather-proof shelters have been purchased to extend the area available to the students in each ‘zone’, particularly during wet Breaks and Lunchtimes. • Arrangements for drop off/collection communicated to parents: request parents/carers minimise waiting times and don’t stop and chat - communicating that it is important to keep routes to and from the Academy as clear as possible. • Clearly marked areas are introduced on the MUGA and All-Weather Pitch for Tutor Groups to line-up following a Fire Evacuation. 	<p>Staggered starts and finish times are not possible with the present wide variety of student travel arrangements</p>
Provision of food		

Food prepared on premises is not compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> • The Academy Canteen has been able to accommodate one Year Group at Break and another three Year groups at Lunchtime, allowing students to remain within their bubble and avoiding any cross contamination • S-d recommendations are maintained between staff and students, allowing the canteen to comply with the guidance for food businesses on coronavirus (COVID-19). • School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19) 	The size and movement limitations of key areas (Pinch-points and queuing restrictions) of the canteen make it unsafe to operate under the present guidance.
Catering staff are operating in a safe environment	Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	
Communications with parents and others		
Parents/carers, contractors and other staff entering or working in the building – school not complying with external requirements for staff safety.	<ul style="list-style-type: none"> • All parent/carers, visitors, such as suppliers, to be informed of expectations and advised not to enter the Academy site, unless by appointment and/or it is deemed absolutely necessary. • All parent/carers, visitors, must use the hand sanitiser on the main gate and in the Main Reception Area before entering the Academy site. • All parent/carers, visitors, such as suppliers, who are invited onto the premises must confirm if they are displaying any symptoms of coronavirus and the meeting should then be re-arranged. • Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. • A site telephone number is posted on Main Reception and Barton Lane Gates, in case of immediate access being required. Deliveries to be made to rear of kitchen – table set out to receive. (e.g. food orders.) or to the outside of Main Reception by previous arrangements. • Main Reception phone to be regularly manned 	
Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> • Any new arrangements with suppliers and deliveries continue to be arranged for quiet times or outside school hours 	
Parents/Carers and staff are not fully informed of the actions being taken and the levels of safety operating across the Academy	<ul style="list-style-type: none"> • Regular (weekly) communications from the Principal – more frequent, when required, so parent/carers read the important/key facts and messages. • Honest and open communication at all times to be maintained. • Admin email address provided to all parent/carers to allow teacher / parent/carer discussions. 	

	<ul style="list-style-type: none"> • Pastoral and Safeguarding emails in place for support and safeguarding / whistleblowing where necessary. • Answerphone checked morning and afternoon with emails used to share / answer questions, etc. • Principal Weekly Update to staff to continue. • Risk Assessment, Checklists, Parent/Carer and Staff Weekly Updates all shared with staff. 	
Students and families are anxious about return and consideration of any parent/carers aggression emerging due to anxiety and stress.	<ul style="list-style-type: none"> • Ensure parent/carers are fully informed of all expectations and arrangements in good time to allow for any questioning. • Ensure parent/carers are fully informed of their child's timetable, start and finish times, travel arrangements and the processes to contact the Academy. • Ensure parent/carers are fully aware of the protocols for minimising adult to adult contact (for example, which entrance to use) to reduce any anxiety. • Additional signage in/around Academy Gates and in Main Reception to provide clarity of expectations. • Regular calls to identified parent/carers to pre-empt any unnecessary situations. • Clear messaging on expectations for attendance given to all parents and carers with particular care given to those identified as possibly disengaged, disadvantaged or vulnerable. • Relevant staff to start early identification of those students in need of available 'Catch-up' funding. • Support in place to address concerns and communications with parents/carers on measures in place to reduce anxiety. • Support and 'sign-posting' offered to ease forms and causes of stress. • Other agencies offered and safeguarding referrals made as necessary with 1:1 cases discussed and actioned, as appropriate. 	
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the Academy failing to meet statutory requirements	<ul style="list-style-type: none"> • The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • The Principal is in regular dialogue with the Chair of Governors and also with those governors with designated responsibilities is in place. 	

	<ul style="list-style-type: none"> <i>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</i> 	
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Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Staff related issues	Principal to attend BLC Trust, DTSA and DASH meetings and act upon ASCL regular updates to ensure all is fully compliant.	On-going from 07/09/20	MC
	Monitor staffing levels, well-being and update staff with current guidance and discuss concerns.	On-going from 07/09/20	MC/SLT
	Ensure all staff are fully aware and informed of their responsibilities in promoting the four 'MUSTS', and that all measures are taken to minimise contact at all times, particularly in staff remaining 2m distant from students and adults	On-going from 07/09/20	MC/SLT
	Ensure supply and peripatetic teachers and other visitors are made aware and fully informed of the Academy's H&S policies and expectations relating to minimising contagion.	On-going from 07/09/20	MC/MF/SP
	Ensure staff are clear and fully informed in regard to accessing testing, use of PPE and access to PPE.	On-going from 07/09/20	MC/SLT/SP/FJ
	Ensure staff (and students/parent/carers) know the stepped-processes if symptoms are presented or cases confirmed.	On-going from 07/09/20	MC/SLT/FJ

Student related issues	Ensure students are continually aware and reminded of their responsibilities in following the five 'MUSTS' and remaining in their assigned 'zone'; that they respect and act on the need to minimise contact at all times, particularly remaining 2m distant from staff.	On-going from 07/09/20	MC/SLT/Teaching staff/Staff in general
	Ensure students/parents/carers are continually aware of need to have and maintain own school equipment – no sharing of items allowed.	On-going from 07/09/20	MC/ All staff
Transport	Continue to maintain discussions with DCC school transport: forwarding numbers and locations, ensuring all guidance is being followed and the Academy acts on the new guidance when published	On-going from 07/09/20	MC/AM
	Confirm any Taxi or specialist transport arrangements with DCC school transport to ensure appropriate level of support and guidance is being followed.	On-going from 07/09/20	MC/AM
	Ensure all information around travelling to and from school, entering and leaving school is communicated with parent/carers/students/staff.	On-going from 07/09/20	MC/AM
	Re-affirm government guidance on requirements when travelling on wider public transport.	On-going from 07/09/20	
Provision of Food	Liaise with Canteen staff to maintain appropriate levels of support and prepare for full re-opening.	On-going	FJ/MC/SP

Signed: Headteacher: *M. Cammack*

Date: 04.12.2020

The outcome of this assessment should be shared with the relevant staff.
A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.