



Ellacombe and Nursery Summary Risk Assessment January 2021:

This risk assessment outlines the proposed risks and measures we have put in place to minimise the risk of transmission of COVID-19.

School: Ellacombe C of E Academy	Risk Assessor: Evie Semmens and Trust Health and Safety Lead
Description of Risk Assessment	<p>Assessment of risk involved in the reopening of school and nursery sites during the national COVID-19 lockdown. On 4th January 2021 the PM announced that England must enter a third national lockdown aiming to reduce and slow the spread of COVID 19. During the latest national lockdown, although Nurseries are to remain open, primary schools/Academies must close to most pupils with the exception of vulnerable children and children of critical workers. Remote education must be provided for those who cannot attend school. While COVID-19 remains in the community, schools must make judgements about how to balance and minimise risks from COVID-19 with providing an educational experience for vulnerable children and children of critical workers.</p> <p>Schools must work through the System of Controls and adopt measures which address the risk in full opening and delivering a full curriculum. The System of Controls are actions that schools Must take and are grouped into 'prevention' and response to infection'. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>

Identified Risk	Measures To Manage and Reduce Risk	Risk after measures in place	Who is Responsible
1.	<p>Entrance and exit to the school site causing large groups of parents inside school grounds and compromising social distancing requirements.</p> <ul style="list-style-type: none"> ● Staggered drop off and collection times and use of multiple entrances (7 in total, including nursery). ● One-way system on Garden Lane enforced for dropping off at playground entrance (in through side gate and out through bottom playground gate) ● Parents will be directed to bring children to the allocated time. ● Parents and children (over the age of 12) to wear face coverings when dropping off/ collecting (unless exempt on medical reasons). ● Staff who are 'front facing' (including those in the office) to wear face coverings at drop off and collection. The only exception to this would be any staff medically exempt or if communicating with a parent who lip reads due to a hearing impairment. In which case a visor would be worn instead. ● Staff 'handing over pupils' to parents at any point in the day will wear face coverings. ● Leaders present at start and end of day, in High Vis, to support these measures. 		Head Staff Parents
2.	<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p> <ul style="list-style-type: none"> ● Deliveries will be requested to not arrive at this time ● Arrangements will be in place to segregate essential visitors; however, the first priority will be to avoid arriving at drop off/collection times ● Parents advised that only 1 adult should be entering Garden Lane to drop off/ collect children. ● Leaders on hand to remind parents of measures in place and to not congregate at school. ● Regular text reminders not to gather. ● Clear one-way system to enter Foyer and only 1 family at a time. 		Head Staff Parents
3.	<p>Parents gathering at the school gate not social distancing.</p> <ul style="list-style-type: none"> ● Leaders visible to remind parents to not gather. ● Each gate will be staffed, and staff will be further reminding parents not to gather. ● Drop off and collections have been planned to minimise adult to adult contact ● Staff to ensure that they are prompt at both the beginning and end of the day 		Head Staff Parents

		<ul style="list-style-type: none"> • Parents to wear face coverings for drop off and pick ups • Staff to wear face coverings for drop off and pick up times and ensure that they maintain social distancing from parents 		
4.	Risk of not being able to provide education in line with government guidelines during the national lockdown due to remote learning and learning in school.	<ul style="list-style-type: none"> • Ongoing communication and working with parents to ensure children attending school during the national lockdown is in line with government guidance. • Parent risk assessment updated and reshared with parents. lockdown due to remote learning and learning in school. • Remote learning will be provided/available to all pupils who do not attend school. This will be structured to include the same subjects and level of learning provided in school. • Staff deployed to ensure remote learning and learning in school is provided. • Leaders will regularly review the number of Critical worker and vulnerable children accessing education in school to ensure provision is meeting need, regular review of vulnerable pupils needing place in line with social care needs and reviews. • Part time provision is available so parents can use school for when only essential and working shifts etc. 		
5.	Increased numbers during breaks compromising social distancing.	<ul style="list-style-type: none"> • Only 1 year group using a social area at one time and use of all play areas to ensure this can happen. • Break times will be staggered and covered by the adults designated to that group. • The designated first aiders would need to treat any emergencies, and these may be outside of their pod. If so, they would wear appropriate PPE (Mask, gloves, goggles, apron) and wash hands before and after. 		Head Staff
6.	Increased numbers during lunchtime, including food service and consumption compromising social distancing and increasing the risk of transmission	<ul style="list-style-type: none"> • Rota in place during lunch to reduce numbers using social outdoor areas. • Lunchtime will have 2 distinct sessions: Children will eat lunch within classrooms (see cleaning) and Outdoor Social Time • Only 1 year group using a social area at one time on larger outdoor areas and only 1 class on smaller areas e.g. Play trail. • School Dinners will be delivered by staff to classrooms and children will 		Head Staff

		be escorted to and from toilets and to and from playgrounds at allotted time on rota.		
7.	Changes to building use being safe for pupils & staff– e.g. storage, one way systems, floor tape	<ul style="list-style-type: none"> • Risk assessment for changes and monitoring ensure fire, first aid and other Health and Safety needs are met. • Staff observing social distancing and not congregating in the staffroom and shared areas of the school • School meals being delivered by MTA to outside of classes. • Children will eat and spend lunchtimes with their bubble and bubbles will not mix. Lunches delivered to classrooms. • Staff will ensure everyone keeps further apart than normal. • Tables and seating are cleaned after use with cleaning spray to ensure that surfaces are cleaned. • Children and adults will sanitise and wash hands. Children are provided with lunches which are delivered to the bubble. 		Head Staff
8,	The configuration of classrooms and teaching spaces does not support compliance with system of controls	<ul style="list-style-type: none"> • Pupils remain within year group bubbles only. • Y2 and older will have classrooms arranged facing forward and children remain at their set chair/ table space. • Nursery- Y1, furniture will be spread out and reduced to create more space and activities arranged to encourage social distancing, these younger pupils will not be expected to do this. • Clear signage displayed in classrooms promoting social distancing. • Allow space for adults to be socially distanced for children where possible, again is recognised that this will not be possible within Nursery - Y1. • Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security, and safeguarding). 		Head Staff
9.	Social distancing guidance is breached when pupils circulate in corridors	<ul style="list-style-type: none"> • Children will walk on the left, movement around school will be minimised and with class teachers. • Children’s movement around school will take place at rota times so that there are no ‘pinch points’ or large groups gathering. • There are clear plans for entering and leaving school with teachers sorting children into classrooms from the gates and back again. These ensure there are no ‘pinch points’. 		Head Staff

10	Staff rooms and offices not able to comply with social distancing and safe working practice	<ul style="list-style-type: none"> ● Minimise unnecessary gatherings. Use of the outdoor space where possible and meetings will be held virtually. ● Staff will follow the academy risk assessment relating to maximum numbers of staff in the staff room and main office areas and will ensure thorough cleaning of spaces and equipment used. The photocopier will operate by 1 person using it at a time and then thoroughly cleaning as required. ● Staff will ensure ventilation in areas used at all times. ● Use of staff room for food/ drink preparation only and max of 2 persons at one time. ● Additional staff rest areas set up in Academy Hall as a temporary measure with set seating, distanced. 		Head Staff
11	Ventilation to reduce spread	<ul style="list-style-type: none"> ● Open windows and doors where safe to do so (bearing in mind fire safety and safeguarding) 		Head Staff
12	Risk of transmission from staff when working between bubbles	<ul style="list-style-type: none"> ● Adhere to systems of controls, including; Frequent hand washing Use of hand sanitiser ● Maintaining social distance when in different bubbles ● Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach ● Minimise contact between individuals and maintain social distancing wherever possible Wear PPE when appropriate. ● Staff movement between bubbles minimised: any member of specialist staff needing to work across classes, such as PSED team, Safeguarding Team or a Senior Leader, such as for a touch base chat with children, will always aim to socially distance from that child. ● Wear PPE when appropriate e.g. first aid. 		Head Staff
13	Risk of transmission from staff working 1:1 and small/close group working	<ul style="list-style-type: none"> ● Staff will adhere to the systems of control (as outlined in point number 11 above). ● Risk assessments will be in place for children requiring additional support as required and those parents consulted. ● Staff working with children with RA will have copies and understand these RA. 		Head Staff
14	The mental health and wellbeing of staff has been	High culture of wellbeing and support for all staff to be proactively supported by range of measures, all staff have role to play in this:		Head SLT

	adversely affected	<ul style="list-style-type: none"> ● Full staff audit. Survey to identify need. ● Regular virtual briefings for all staff to feel part of the community and connect together as well as additional support where needed. ● Additional staff rest space created as a staff room has a max of 2 persons. ● Staff wellbeing will be prioritised and platforms of support can be accessed including that of Educational Psychologists and Counselling Service as required. ● Any concerns will be talked through with individual members of staff and the Head of Academy. Staff will be kept informed of the DFE guidance, potential hazards, academy risk assessment and decision-making process in a timely fashion, with the opportunity for both engagement and feedback. ● Daily dialogue between the senior leaders/ Head and staff to discuss any concerns and also implementation of safety measures. Any concerns raised will be acted upon and will inform the risk assessment and further measures deemed necessary. 		
15	Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> ● Additional furniture or resources that are not a necessary requirement to deliver the curriculum will be minimised and, where necessary, stored in a designated space within the academy. Remaining furniture and resources will be regularly cleaned as per the academy risk assessment. ● Regular cleaning, high touch/traffic areas will need particular attention and will be cleaned more regularly. ● Teachers will instruct and remind pupils to adopt the 'catch it, bin it, kill it' approach for coughs and sneezes. ● All tissues will be disposed of into a bin, and hands washed for 20 seconds. ● Communication to parents from the Head of Academy will inform parents of what resources/equipment and belongings children are permitted to bring into school each day. ● Designated staff will be responsible for wiping surfaces during the day, using designated cleaning products and equipment, this includes all office areas cleaned by those in them, including the Head. 		Head Staff Parents
16	Using play equipment - multiple use	<ul style="list-style-type: none"> ● Each class of pupils will have their own set of designated play equipment. ● The play trail will remain out of use at this time. 		Head Staff

17	Shared resources and equipment increasing spread	<ul style="list-style-type: none"> • Years 2+ will be given their own set of regularly used stationary to keep on their desk and any shared resources will be minimised and if used, cleaned regularly. • For Nursery-Year 1 children, equipment will be regularly cleaned with Milton will be used to clean any toys and resources that have intricate parts. • Surfaces and resources in the class will have additional cleaning, as part of the requirements outlined in the academy risk assessment. 		Head Staff
18	Cleaning staff and hygiene contractors capacity - providing additional requirements	<ul style="list-style-type: none"> • Estates team to complete thoroughly at end of day cleaning of each room/area being used to ensure cleaning requirements are met. • Clear plan of additional cleaning during the day of high touch points and surfaces, supported by school staff, including classrooms before lunch. • Pupil's toilets will be cleaned more regularly than 'normal', at least additionally once during the school day. • Shared surfaces in staff rooms will be cleaned after each use by staff. • All offices and meetings rooms to be cleaned by those using them during the day in addition to the normal cleaning by estates team. • Senior leader & Head of Academy to oversee implementation and monitor. 		Head SLT
19	Children do not return to school due to parental concern	<ul style="list-style-type: none"> • Parents will be communicated with - those eligible to be accessing education in school- critical and vulnerable during this January lockdown. • Parents whose children are identified as vulnerable, in lines with GOV guidance, are contacted and supported, thereby encouraged to send their children in. • Sharing the parent risk assessment with parents. 		Head Staff Parents
20	Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	<ul style="list-style-type: none"> • Teachers will use a range of strategies to assess the gaps in learning when school is fully open again. • Curriculum planning will be adapted to address identified gaps • Remote learning will be available for children who are self-isolating and for all children remote learning as a result of school being open only to Key groups and Nursery. • Plans for intervention will be in place for those pupils who have fallen behind in their learning once school opens fully. • CPD will ensure that all adults will be able to effectively meet the needs 		Head Staff

		of all children through the curriculum.		
21	Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> • There is a rota for using toilets and this ensures there is sufficient time and resources with classes having set toilet block to use to prevent overcrowding. • Where a sink is not nearby, hand sanitiser will be provided in classrooms and other learning environments – the correct sanitiser 70% alcohol. Soap and warm water are the preferred cleaning method and this will be modelled, encouraged and overseen by staff. 		
22	Pupils and staff forget to wash their hands regularly and frequently	<ul style="list-style-type: none"> • Time for frequent hand cleaning will be built into every part of the day, in line with the Government guidance. • Washing will be carried out; <ul style="list-style-type: none"> -Upon entering school (sanitiser) -Before and after preparing, handling and eating food. -After using the toilet. -After being in another room in school -After exposure to any external activities and environments such as playtimes -After coughing, sneezing and blowing of the nose. -After cleaning (for staff) -After dealing with any first aid/illness cases (staff). <ul style="list-style-type: none"> • Younger pupils will be supported with handwashing. • Regular watching of hand washing videos will support hand washing routines and reestablish these again after summer holidays. • There are posters in class and in sink areas to remind of handwashing techniques. 		Head Staff Parents
23	Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> • Suppliers to confirm current stock and availability of resources. • Supplies of high quality cleaning chemicals and consumables within school have been assessed. • Central supply of stock is held in the event of supply shortages. • Cleaners to daily check supplies and top up in all toilets. 		Head Staff Premises Manager Caretaker
24	Toilets being overcrowded risking hand washing and not compliant with social distancing	<ul style="list-style-type: none"> • Rota and staggered break and lunch designed to ensure smooth flow of classes to avoid congestion. • Year groups will have set toilet block to use, again minimizing congestion. • Staff will monitor the volume of children using the toilets at any one time and queuing zones will ensure teachers line children up before 		Head Staff

		<p>and after so not crowding in the toilets.</p> <ul style="list-style-type: none"> ● Pupils will be reminded about the requirement to wash hands (for 20 seconds). ● Pupils will be encouraged to access the toilet during class/throughout the day to help avoid queues at break times. Whenever possible, any extra use of toilets outside of this time to be supervised by support staff from that class or area. 		
25	Staff with underlying health issues or those who have previously been shielding are not identified and so measures have not been put in place to protect them	<ul style="list-style-type: none"> ● A risk assessment is undertaken for vulnerable groups. ● All members of staff are expected to return to work. ● The most vulnerable should take particular care to stringently adhere to the protective measures/ system of controls. ● Members of staff who live with family members who were previously shielding can return to work. ● School leaders should consider how they deploy colleagues flexibly to enable them to be as safe as possible. 		Head
26	Pupils who were previously shielding are not identified and so measures have not been put in place to protect them	<ul style="list-style-type: none"> ● Parents may wish to consult their specialist health professional about the return of their child to school. ● Children identified as extremely clinically vulnerable will be advised to resume shielding and access education remotely. ● Should children of Key groups have to stay at home for health reasons, they will have full access to remote learning. 		Head Staff Parents
27	Risk to Children with EHCP	<ul style="list-style-type: none"> ● Individual risk assessments will be completed where required to determine what additional control measures need to be introduced, written in consultation with parents and shared with staff working with those children. ● Where possible, consistent adults will be supporting children needing additional provision. ● Support measures for staff working with EHCP pupils may include extra training and regular supervision to review the risk assessment. ● SEND Lead and Head to oversee and support the implementation. 		Head SEND Lead Staff
28	Children with SEND require additional support following school closures	<ul style="list-style-type: none"> ● Appropriate support should be identified for children with SEND ● Children should be provided with the support that meets their needs, including adapted support in class, intervention. 		Head SEND Lead

29	Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	<ul style="list-style-type: none"> • Teachers and staff are experienced in supporting children's mental health and will support remotely through 3 live teachers' sessions, 1 live assembly and weekly phone call home to discuss wellbeing and strategies. • Weekly love assembly focused on building Hope and wellbeing strategies. • Additional regular contact from specialist teams in school for those in additional need. • Weekly RSE learning with focus on wellbeing. • Signposting or parents in communication from school so that parents have the support that they need to support their child. 		Head Staff Parents
30	Increased Safeguarding disclosures following pupils extended period in lockdown	<ul style="list-style-type: none"> • Child protection policy to be revised to reflect the lockdown situation. • Ensure that communication with other agencies e.g. social care, school nurses is excellent • Increased capacity within Safeguarding/ Family Support for 2020/21 • There will be regular strategic oversight of needs and vulnerabilities and capacity by senior leaders and Head. 		Head Staff DSL Parents
31	Pupils' behaviour on return to school does not comply with social distancing guidance	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters and given high priority in all virtual assemblies. For young children this is done through age-appropriate methods such as stories and games. • Messages to parents reinforce the importance of social distancing. • Staff model social distancing consistently by adults. • The movement of pupils around the school is minimised and supervised by adults and rota at all times. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents, revisited through virtual assemblies and additional PSHE. time. There will be consistent and robust implementation of this. • Senior leaders monitor and inform immediately if any breaches, HOA to be informed. • Individual risk assessments of children whose needs put them at risk of not adhering to the system of controls in place. 		Head Staff
32	New children start school	<ul style="list-style-type: none"> • A plan is in place for children to transition into reception, including 		Head Staff

	without an adequate induction/transition programme	<p>virtual induction Home Visits offered for all pupils.</p> <ul style="list-style-type: none"> ● There is regular and effective liaison with pre-schools to aid transition ● Regular communications with the parents of incoming pupils are in place, including letters, newsletters and videos 		
33	Member of staff or Pupil becoming unwell with symptoms of COVID19	<ul style="list-style-type: none"> ● Following exact GOV guidance, there is a clear plan for such an event which staff have had training in and regular reminders re procedures for this. ● The admin will contact and inform the pupil's parent/carer to collect the child and any siblings immediately. ● Designated place for pupils awaiting collection. This will be a place where appropriate adult supervision can be safely implemented. ● A window/door will be safely opened for ventilation. If the designated room already has a pupil waiting in it, the pupil displaying symptoms will be moved to an alternative space that is a minimum of 2 metres away from others and is not with a pod of children. ● If a pupil needs to be supervised whilst showing symptoms of COVID-19 and social distancing is not possible, the staff member must wear full PPE in line with the Government Guidance. ● Admin team to support parents in ordering a test. ● HOA informs Local Authority and PHE of any symptomatic pupil or staff. ● Cleaning in the child's classroom and designated place will take place immediately. ● Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. ● The member of staff will, as soon as they are able, arrange to be tested and will provide the school with the test results as soon as practicable. 		Head Staff Parents
34	Staff or pupil testing positive for COVID 19 after being in school	<ul style="list-style-type: none"> ● Staff sign in sheets and registers will be in use at all sites to support track and trace. ● Parents to be informed of necessary steps and how to contact school if the result comes back at the weekend. ● Contact the PHE SW Health Protection Team and Local Authority immediately so they can support the risk assessment and advice about follow up. 		Head Staff Parents

		<ul style="list-style-type: none"> ● Follow Torbay Flow Chart/ process- Head of Academy supported by Leaders and Admin. ● Communication will be supported and led by Torbay Council Comms team- text message and letters will be provided by the local authority to ensure consistency of message across the Bay and led by local Public Health. ● Plan in place to keep children safely in school whilst parents come and collect should measures have to be put in place at the start of day and some children will have already come to school ● Contain outbreak by following any local health team advice, which may include: On confirmation that a member of a class cohort, either child or member of staff, has had a positive test, ensure that they isolate for 10 days. The rest of their household need to self-isolate for 10 days. 		
35	Educational provision must still be maintained for children who are not able to attend school because they are self-isolating or are unable to return for a valid reason.	<ul style="list-style-type: none"> ● There will be a local plan in place to support pupils unable to attend. ● Google Classroom with the online platform and parents have been surveyed to see who has access. ● Paper packs for children who do not have access. ● Remote Learning Plan shared with parent's w/b 28th September 2020 and again in letter dated 5th January 2021 ● Support for parents through videos, FAQ, help sheets- all on school website: https://ellacombe-lap.co.uk/parents/classes/ 		Head Teachers
36	Local levels of confirmed COVID cases increase (localised second wave). Causing local lockdown and school closure	<ul style="list-style-type: none"> ● Follow guidance, advice and plan from local authority and PHE Contingency plan will be in place for the event of a local or fourth lockdown. This will include a continued remote education plan enabling immediate access to remote education- actioned Tuesday 5th of January 2021 with GOV announce national lockdown. 		Head Staff
37	Staff are not trained in new procedures, leading to risks to health	<ul style="list-style-type: none"> ● Staff have had training included: Infection control, Fire safety and evacuation procedures, Constructive behaviour management, Safeguarding, Risk management, Safeguarding and Mental Health. ● Regular ongoing training through at least weekly staff with staff through briefings and emails and ● Compliance with Covid 19 enhanced hygiene and social distancing procedures will be monitored to ensure best practice is maintained ● Staff will have the opportunity to ask any questions and gain any clarification that they may need, ● An induction programme is in place for all new staff and the revised 		Head

		staff handbook is issued to all new staff prior to starting.		
38	Face to face CPD and cross trust working increasing the transmission of the virus.	<ul style="list-style-type: none"> In school CPD continues to take place with balance of operational and strategic closely monitored by leaders. All CPD is virtual. 		Head Staff
39	Provision and use of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood by and communicated to staff. Sufficient PPE has been procured for staff within school. Staff will receive adequate training on the use and safe disposal of PPE, refreshed. Staff will wear face coverings when 'face to face' to the public/ parents - gate duties, end of ASC, handing over a child during the school day. Staff will be reminded that wearing of gloves is not a substitute for handwashing measures. 		Head Staff
40	Routine use of PPE	<ul style="list-style-type: none"> Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Staff will ensure thorough hand washing following government guidance and the academy risk assessment. 		Head Staff
41	Commuting to school including public transport having an adverse effect on attendance and punctuality. Also risk of increasing transmission of virus	<ul style="list-style-type: none"> Where possible, parents and pupils are encouraged to walk, cycle or drive in a family car to school. Advice can be found here: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport and parents will be directed to this on making the school aware of their use of public transport. Where using public transport, children and their families should wear face coverings. Use of hand sanitiser before entering the school premises will be required. Parents should ensure that social distancing on public transport (where possible) is maintained. 		Head Parents
42	Kitchen facilities not	<ul style="list-style-type: none"> Trust catering team based at Ellacombe C of E Academy Kitchen, led 		Head

	<p>complying with latest Covid19 guidance to reduce risk of infection/contamination.</p> <p>Also Increased risk of food poisoning due to prolonged service delivery (staggering times)</p>	<p>by Trust catering manager who will be based on site.</p> <ul style="list-style-type: none"> ● Follow usual food safety and hygiene procedures and Government guidance for catering establishments https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 ● Ensure Health & Safety policies are followed, no children to enter the dining hall at all and only a small consistent number of staff to enter to collect food for classrooms. ● School menus will be offered based on the availability of ingredients but may need to be altered to accommodate staffing within their kitchens. ● Hot and cold food will continue to be monitored for temperature and recorded during service. 		Trust Catering Team
43	<p>Visitors: parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety</p> <p>Social worker and therapist visits</p>	<ul style="list-style-type: none"> ● Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus- clear posters support this. ● Parent meetings should take place where possible by phone or online and any on site must first be agreed by the Head of Academy or Safeguarding team. ● Deliveries, where a delivery time before or after school opening/closing is not possible will be left in a safe and secure place until Site team are able to move ● Professional meetings: Social worker, EP, health care visits will take place virtually where possible or, if not, a socially distancing way, within a designated area of the school which will be re-cleaned after use. Face coverings will be worn during these meetings at all times by visitors whilst in school. Schools staff will also wear face coverings when working with visitors. ● If a professional is required to work with a child, such as for safeguarding or essential assessment purposes, they may not wear a face covering but will ensure that they are 2m apart in a well ventilated room. ● A record of all visitors to the site will be kept for Track and Trace. ● Visits from contractors will be planned for outside of school hours unless emergency. 		Head Staff

44	Poor or lack of communications to parents and staff	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: Staff, Pupils, Parents, Governors/Trustees, Local authority, Professional associations, Other partners • This includes virtual meetings/ video call transition, letters, texts, use of PS connect, social media including scheduled in the summer holidays. For staff, twice weekly virtual briefings as well as virtual and blended meetings. • Communications strategies for the following groups are in place: Staff - Email, briefings, posters in shared areas, CPD Pupils - staff teach strategies for handwashing etc., staff model correct behaviour and remind pupils where necessary, new pupils are updated on expectations. Parents - Email, newsletters, verbal reminders at drop off and pick up. Governors/Trustees- LGC meetings, updates from EHOA and HOA. Local authority- Updates as required sent by HOA Professional Associations-Updates as required sent by HOA Other partners e.g. children's' services - Updates as required sent by HOA 		Head Staff Admin team
45	Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> • Parents informed their allocated drop off and collection times via letter and video including the process for doing so and including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety. • Leaders to be highly visible in Garden Lane at start and end of day to be able to answer questions from and to reassure parents. • Parent 'code of conduct'; shared with parents via email in December 2020. • The Head of Academy will be informed of any incidents of aggression and will follow the policy when dealing with violence, threatening behaviour and abuse. 		Head Staff Parents
46	Usual school events cannot take place due to protective measures	<ul style="list-style-type: none"> • All school events will be virtual at present. • Assemblies/ Collective Worship will take place virtually only. 		Head Staff
47	Spread of virus due to increased numbers of unnecessary people within the building or grounds.	<ul style="list-style-type: none"> • Inform parents that if their child needs to be accompanied to school only one parent should attend. • Leaders in Garden Lane to remind parents of this and ask parents to avoid congregating. 		Head Staff Parents

48	Staff unsure of emergency procedures. Staff and pupils not evacuating the building. Pupils being too close at muster points, not socially distancing.	<ul style="list-style-type: none"> ● Staff training to include the evacuation and procedures. ● In the event of an emergency, the priority is to evacuate the building safely and to take pupils to their designated point of safety. ● The point of safety remains the school playground, maintaining social distancing. ● A silent fire drill will be conducted at the start of the academic year, so that the pupils know what to expect. 		Head Staff
49	Negative impact on reputation of the school, perceived by parents/staff/media etc., following a confirmed COVID case in the school which has spread to other pupils/staff.	<ul style="list-style-type: none"> ● The risk of spread has been considered and actions will be taken in line with the government guidance. ● Actions are implemented as far as is reasonably practicable. ● A response to Parents/Staff/Media has been drafted for the event of an outbreak within the Academy and this being widely publicized in the media. 		Head Staff Parents
50	ICT Provision –  ICT failure or significant issue which requires the IT team to attend the occupied academy. If not addressed, staff are not able to teach the curriculum in class. or remotely. The use of shared computer keyboards and mice / mouse pads / tablet style computers is a high-risk area as they are hard surfaces.	<ul style="list-style-type: none"> ● The ICT team is able to dial in remotely to support with any technical issues. ● Where remote working is not possible to fix an ICT issue, the ICT team will follow the same measures of control as staff within the academy. ● The use of ICT equipment will be reduced as much as possible, while recognising its importance in the delivery of the curriculum. ● All ICT will be cleaned using designated cleaning equipment and staff should wash their hands after use. ● Any children's use of ICT will be one at a time and equipment thoroughly cleaned between use. 		Head Staff IT Team
51	Ability to offer wrap around care whilst maintaining compliance with social distancing and not mixing of groups/bubbles	<ul style="list-style-type: none"> ● Following parent consultation and systems of controls, provision will be provided to a 'small and consistent' group of pupils. There will be only 20 places and to guarantee a place, booking must be 2 weeks in advance and take up 80% of the week e.g. book for at least 4 days. ● A full record of attendance will be kept for track and trace. Bookings 		Head Staff

		<p>not pre booked, cannot be considered. Older children attending (Y2+ will be expected to socially distance and there will be allocated areas for younger children who will not be expected to socially distance but encouraged to do so.</p> <ul style="list-style-type: none"> • Children will wash hands before and after joining the club and the areas they use will be cleaned before and after they attend each day. • ASC will finish at 5.30pm so that this area can be cleaned before school is closed. • Collection and drop off procedures will follow the systems of control. • Records of all attendees will be kept (staff and pupils) to support with track and trace. • Additional risks involved in attending the wraparound care will be communicated to parents. 		
52	Increased risk to Black and minority ethnic staff and pupils	<ul style="list-style-type: none"> • Social distancing is in place. • Individual risk assessments will be carried out with employees and pupils in this category to discuss any potential additional risks and measures needed. • Communication with families of pupils within this category to identify any additional risks. 		Head
53	Risk of administering first aid contributing to the transmission of the virus	<ul style="list-style-type: none"> • PPE (gloves and apron) will be worn at all times when providing first aid and masks and face shield if there is a risk of splashing of bodily fluids e.g. sickness. • First aid trained staff will refresh their training on the correct use of PPE (NHS Video) and a record of all first aid will be kept on site to support the Track and trace system. 		Head Staff
54	Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	<ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff. • Employees are encouraged to report any noncompliance. • The effectiveness of prevention measures will be monitored by school leaders. • Risk assessment will be reviewed if the risk level changes and/or in light of updated guidance and after the first week's operational experience. • Encourage feedback from parents 		Head Staff Parents Premises Manager

55	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 Trust Board and local committees continue to meet regularly via online platforms. ● The governing body agendas are structured to ensure all statutory requirements are discussed. ● The Head of Academy reports on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. ● Regular dialogue with the Chair of Trustees and those trustees with designated responsibilities is in place. ● Minutes of trustee meetings are reviewed to ensure that they accurately record trustees' oversight 		Head Trustees
56	Policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	<ul style="list-style-type: none"> ● All relevant policies have been revised to take account of the most recent government guidance on social distancing and COVID-19 and its implications for the academy and wider Trust. ● Staff, pupils, parents and Trustees have been informed accordingly. 		Head