



Ellacombe and Nursery Summary Risk Assessment: March 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 full reopening of school and nursery sites following the COVID-19 lockdown. It is the government's plan that all pupils in all year groups will return to school full time from the beginning of the Autumn Term. While COVID-19 remains in the community schools must make judgements about how to balance and minimise risks from Covid-19 with providing a full educational experience for children. 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.	Entrance and exit to the school site causing large groups of parents inside school grounds and compromising social distancing requirements.	<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, communicated in letters, video and social media and will be indicated when it is their time to enter the Lane using a series of coloured cards. 		Head Staff Parents

		<ul style="list-style-type: none"> • 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. 		
2.	Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	<ul style="list-style-type: none"> • 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. • Letters and social media messages to remind parents of these arrangements. • Clear one way system to enter Foyer and only 1 family at a time. 		Head Staff Parents
3.	Parents gathering at the school gate not social distancing.	<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. 		Head Staff Parents
4.	Increased numbers during breaks compromising social distancing.	<ul style="list-style-type: none"> • Rota ensures that social times are staggered. • All years, except EYFS to have separate break space e.g. playground allocation and staggered times for each class. 		Head Staff
5.	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. Playtrail. • School Dinners will be delivered by staff to classrooms and children will be escorted to and from toilets and to and from playgrounds at allotted time on rota. 		Head Staff
6.	Changes to building use			Head

	being safe for pupils & staff– e.g. storage, one way systems, floor tape	<ul style="list-style-type: none"> • Children will walk on the left, movement around school will be minimised and with class teachers. • All changes comply with H&S measures. 		Staff
7,	The configuration of classrooms and teaching spaces does not support compliance with system of controls	<ul style="list-style-type: none"> • Y1-Y6, children organised into 'class sized bubbles' and will not mix with other classes. • Nursery and Reception, which use a 'free flow' continuous provision area which is vital for the delivery of the EYFS curriculum. Children will remain within their own year group. Nursery 1 and Nursery 2 will mix but no other year groups will. • 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. • Ensure good ventilation at all times with windows and doors (not those opening onto out of school) open and use break and lunch times when children are out of the class to open windows especially wide to bring additional fresh air. 		Head Staff
8.	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
9.	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 		Head Staff

		<p>required.</p> <ul style="list-style-type: none"> ● 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 area set up in Academy Hall as a temporary measure with set seating, distanced. 		
10	Ventilation to reduce spread	<ul style="list-style-type: none"> ● Avoiding unnecessary gatherings. ● Ensure ventilation of classes and areas within the school, propping open doors and windows only where safe to do so and traffic noise does not disrupt learning. 		Head Staff
11	Risk of transmission from staff when working between bubbles	<ul style="list-style-type: none"> ● Staff working across classes/ year groups will be minimised wherever possible without impacting upon Quality of Education. ● Staff will understand and adhere to the systems of control outlined in the government guidance and academy risk assessment. These include: Frequent hand washing, Use of hand sanitiser, maintaining social distance when in different pods, Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. ● Minimise contact between individuals and maintain social distancing wherever possible. ● 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
12	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
13	The mental health and wellbeing of staff has been adversely affected	<p>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:</p> <ul style="list-style-type: none"> ● 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 		Head SLT

		<p>persons.</p> <ul style="list-style-type: none"> • 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. 		
14	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: only water bottle/ packed lunch, coat, sun hat and reading book given by teacher- NO BAGS except for younger children who need change of clothes/ nappies. • 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
15	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 playtrail will remain out of use at this time. 		Head Staff
16	Shared resources and	<ul style="list-style-type: none"> • Years 2+ will be given their own set of regularly used stationary to 		Head

	equipment increasing spread	<p>keep on their desk and any shared resources will be minimised and if used, cleaned regularly.</p> <ul style="list-style-type: none"> • 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 be regularly cleaned as part of the requirements outlined in the academy risk assessment. • There will continue to be no soft toys, blankets or dressing up at this time except soft toys and blankets in Nursery- Y1 as part of continuous provision. 		Staff
17	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. • Senior leader & Head of Academy to oversee implementation and monitor. 		Head SLT
18	Children do not return to school due to parental concern	<ul style="list-style-type: none"> • Parents will be informed in February of the statutory requirement for pupils to return to school in September. • Parents are encouraged to send their children in, through use of the following strategies: -Making it clear to parents that it is compulsory to return children to school (unless statutory reason applies) -w/b1st March Sharing the parent risk assessment, whole school worship used to discuss with families at home, parent evenings opportunities to discuss return to school with teachers, <ul style="list-style-type: none"> • We will be engaging with partner agencies around families • If these strategies fail to encourage children to return, the usual attendance strategies will be used, including penalties for non-attendance, following Local Authority protocols and DFE guidance. • The School will work to engage parents who have concerns and work with them as far as possible within the guidance. • Teachers to support in conversations with parents regarding 		Head Staff Parents

		attendance and to use positive praise and encouragement for pupils returning to school.		
19	Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	<ul style="list-style-type: none"> Once children have settled back into school routines. assessment of attainment and learning will be assessed by teachers and staff. Curriculum planning will be adapted to ensure provision to address any potential gaps in learning and also to ensure that there is a focus on children's wellbeing following COVID 19 lockdown. Aspects of subjects will be prioritised following assessment. The curriculum will remain broad and ambitious for all children, with the full range of subjects being taught whilst focusing on potential missed learning in phonics, reading, vocabulary, writing and maths. Teaching of music and singing require additional protective measures such as additional distancing and use of outdoors and will be minimised where possible. In Physical Education, outdoor activity will be prioritised, maximising distance, and following scrupulous cleaning. Contact sport will be avoided. 		Head Staff
20	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 is the preferred cleaning method and this will be modelled, encouraged and overseen by staff. 		
21	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). Younger pupils will be supported with handwashing. 		Head Staff Parents

		<ul style="list-style-type: none"> Regular watching of hand washing routines will be part of whole school worship as reminders for children who may have forgotten after being remotely educated. There are posters in class and in sink areas to remind of handwashing techniques. 		
22	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
23	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 blocks 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 and after so not crowding in the toilets. 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. In Nursery and EYFS, children can access the toilets in their own block at any time and big staff ratio will ensure that the flow is monitored, again to avoid overcrowding. 		Head Staff
24	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"> Clinically Extremely Vulnerable (CEV) - Staff within this group will be expected to work from home. If unable to work from home, they must not attend work until the guidance is updated. Staff who live with people within the CEV group, but not in the group themselves are still expected to attend work. All other staff with health conditions but not contacted and identified as being within the CEV group are expected to return to work, but must work within the guidance and this risk assessment, ensuring all controls are adhered to, for the safety of themselves and others. 		Head

25	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"> ● Pupils who fall into the Clinically Extremely Vulnerable (CEV) group will not be attending school, as per Government Guidance, until further notice. The school has a duty of care to follow this guidance. 		Head Staff Parents
26	Risk to Children with EHCP	<ul style="list-style-type: none"> ● Review individual risk assessment before returning to school, these to be shared with the class teacher and any other adults working within that class or with the child. There will be 'reasonable endeavours' made to meet EHCP requirements and provision planning shared with staff so they know what this looks like. EHCP RA shared with local authority. ● Ensure the same adult or consistent small group of staff is assigned to children needing one to one provision where possible. . Support measures for staff working with EHCP pupils may include extra training and regular supervision to review RA. ● Full time SEND lead to oversee and support the implementation. 		Head SEND Lead Staff
27	Children with SEND require additional support following school closures	<ul style="list-style-type: none"> ● Where necessary 1:1 RA will be written for children whose SEND needs may need extra support with protective measures. This may include appropriate support should be identified for children with SEND, including deployment of support staff and return of specialist staff from within and outside the school. ● Where possible, every endeavor will be made to provide children with the support that meets their needs, including universal provision and adapted support in class intervention. 		Head SEND Lead
28	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"> ● Robust and wide ranging induction in March by school, including whole school worship, parent evenings, live sessions to support children to explore and talk about their feelings linked to returning to school. ● Leaders and specialist teams are planning a clear plan of action to support the anticipated mental health needs, led through weekly worship and supported by the PSED team and delivered by teachers in class. ● Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings), building upon already strong vision and values of children's individual journeys and footsteps. 		Head Staff Parents

		<ul style="list-style-type: none"> • Additional pastoral activities for targeted children • Signposting and support for families so that parents have the support that they need to support their child. 		
29	Increased Safeguarding disclosures following pupils extended period in lockdown	<ul style="list-style-type: none"> • There is a clear plan of action for March so that safeguarding will be supported where needed by wider leaders to add capacity where needed. • There will be regular strategic oversight of needs and vulnerabilities and capacity by senior leaders and Head. 		Head Staff DSL Parents
30	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
31	New children start school without an adequate induction/transition programme	<ul style="list-style-type: none"> • A plan is in place for children to transition into school with support from admin and Family Support. • 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 on the school website. 		Head Staff
32	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 and carefully considered in the academy's risk assessment and staff are very familiar with these processes. . • The admin will contact and inform the pupil's parent/carer to collect the 		Head Staff Parents

		<p>child and any siblings immediately.</p> <ul style="list-style-type: none"> ● 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 signpost parents to order 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. 		
33	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. ● Staff opt in to twice weekly Lateral Flow Tests and this is overseen by the HOA. There is a clear plan in place with regard to the timing and logging of these. ● If a member of staff tests positive on the LFT test, a further PCR test is booked to confirm the result and close contacts/ class will isolate until negative result. ● Parents to be informed of necessary steps and how to contact school if a pupil's 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. ● 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 		Head Staff Parents

		<p>collect should measures have to be put in place at the start of day and some children will have already come to school</p> <ul style="list-style-type: none"> ● 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 they stay at home for 10 days, as does the rest of household. 		
34	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. ● Support for parents through videos, FAQ, help sheets- all on school website: https://ellacombe-lap.co.uk/parents/classes/ 		Head Teachers
35	Local levels of confirmed COVID cases increase (localised second wave). Causing local lockdown and school closure	<ul style="list-style-type: none"> ● The HOA and academy will follow guidance and advice from Public Health England. ● The HOA attends all meetings and briefings offered by the Local Authority. ● A contingency plan will be in place for a remote education plan enabling pupils access to remote education. 		Head Staff
36	Staff are not trained in new procedures, inc the use of LFD tests, leading to risks to health.	<ul style="list-style-type: none"> ● Staff will receive training prior to children returning on March 8th and will have Operations Plan to refer to. ● All staff trained in use of LFT tests. ● Training has included: Infection control, Fire safety and evacuation procedures, Risk management, and Safeguarding training to further support staff with pupil's needs. ● 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 staff handbook is issued to all new staff prior to starting. 		Head
37	New LFD testing arrangements and processes leading to	<ul style="list-style-type: none"> ● Test collection sites set up and arranged as per step 3 and 4 of the 'How to guide - Primary LFD Testing'. shared by the DFE on 21/1/21. 		

	increased risks, including staff not social distancing when collecting packs, increased number of bubbles needing to isolate	<ul style="list-style-type: none"> • The risks of an outbreak due to keeping bubbles open whilst awaiting test results for staff or pupils, completely outweigh the risk of bubbles isolating/closed as a precautionary manner. • Process in place for notifying parents 'out of hours', of their child's bubble closing. • Bubbles will return to school as soon as negative results are received, or on advise from PHE meeting that it is safe to do so. • Remote/online learning is in place for any bubbles which have to isolate, reducing the impact of education of having to close. Children entitled to income related FSM would receive dinner during this period. 		
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, all 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	<ul style="list-style-type: none"> • Where possible, parents and pupils are encouraged to walk, cycle or drive in a family car to school. • 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. 		Head Parents

	virus	<ul style="list-style-type: none"> ● Where using public transport, parents and older children 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. 		
42	<p>Kitchen facilities not 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>	<ul style="list-style-type: none"> ● Trust catering team based at Ellacombe C of E Academy Kitchen, led by Trust catering manager who will be based on site. ● 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 (except the EYFS bubble who will eat in the dining hall with their teaching and support staff) 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. 		Head 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 in 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 		Head Staff

		<p>safeguarding or assessment purposes, they may not wear a face covering but will ensure that they are 2m apart in a well ventilated room.</p> <ul style="list-style-type: none"> ● 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. 		
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. For staff, twice weekly virtual briefings as well as virtual and blended meetings. 		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 letters 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. ● 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 should be considered for adaptation or postponement/cancellation. Every opportunity should be taken to review/ adapt activities e.g. use of technology, move outside, split people into smaller groups and take into needs and concerns of the wider community but Health and Safety has to be the priority. ● 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	<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 		Head Staff

	pupils not evacuating the building. Pupils being too close at muster points, not socially distancing.	<p>safely and to take pupils to their designated point of safety.</p> <ul style="list-style-type: none"> ● The point of safety remains the school playground, maintaining social distancing. ● A silent fire drill will be conducted in March as a reminder to pupils from the Autumn Term. 		
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 		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.Booking must be in advance and or at least 2 days for every week. . ● A full record of attendance will be kept for track and trace. Bookings not pre booked, can not be considered. Older children attending (Y2+ will be expected to socially distance and there will be allocated areas 		Head Staff

		<p>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 with employees and pupils in this category to discuss any potential additional risks and measures needed, where needed. • Communication with families of pupils within this category to identify any additional risk, via this Risk Assessment. 		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 reopening and mitigation strategies are put in place and communicated to staff and parents. The effectiveness of prevention measures will be monitored by school leaders. • This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance and after the first weeks operational experience. • Feedback is encouraged from parents. • Risk Assessments monitored and reviewed by the Estates & Services Manager, trained to Occupational Health and Safety (IOSH Tech) level via NEBOSH. 		Head Staff Parents Premises Manager

54	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
55	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