

Activity/ Situation	FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC Updated 05/11/2020 ;25/11/2020; 09/12/2020 and 04.01.2021			
Location	CARR LODGE ACADEMY			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
HAZARD(S)				
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p>In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p> <p style="text-align: center;">Local Restriction Tiers Guidance</p>				
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	<p><i>From September, pupils have been in class-sized bubbles with an allocated Teacher and TA. Where possible, one lunchtime supervisor has been allocated per class. Where this isn't possible (Y5&6) the year group staff are working a staggered lunch pattern to cover the lunch period. Details can be found in the Organisational Plan</i></p> <p><i>Staff Briefings take place over Microsoft Teams- no face to face training or meetings are taking place.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	<p><i>A spreadsheet of classes is being used to record contact of staff and pupils alongside the SIMs register. Where staff are used in more than one class, for example PPA cover, this is being recorded in this document should we require the information for track and trace.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).</p>	<p><i>All groups at the academy, except Nursery, are based on individual classes. The largest of these groups is Y6 with 33 pupils. Due to the fact that some nursery pupils attend both AM and PM sessions, the whole of nursery is being classed as one group 32 pupils in total 24 am and 21 pm and would isolate all in the event of a positive test result.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups</p>	<p><i>Pupils in EYFS are staying within class-sized groups. A timetable is in place for these pupils to access shared and outside areas. This includes time for cleaning in between sessions to reduce risk further. Each class in EYFS has their own allocated outdoor area for the lunch period.</i></p> <p><i>The organisation plan includes staggered times for the following:</i></p> <ul style="list-style-type: none"> <i>• Start and end of the school day</i> <i>• Break times</i> <i>• Lunch times</i> <p><i>Lunchtimes have a maximum of 64 pupils in one sitting and these are from the same year group.</i></p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Teacher safe zones to be marked out at the front of the class as a reminder to maintain social distancing where possible</p> <p><i>Wearing of PPE visor should be in place if safe zones cannot be maintained</i></p>	<p><i>Teacher Safe zones have been marked out in each classroom, where possible, around the teacher's desk space or teaching space by the board.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible</p>	<p><i>Each class undertakes all lessons in their own classroom. Each class has an allocated space for break times and lunchtimes to reduce contact with other groups.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Class	No of pupils	Classroom	Teacher	Support staff
Busy Bees	24	20 & 43	SS	SL & JG
Busy Bees	21	20 & 43	SS	SL & JG
Woodland	30	21	JW & SA	SJ
Raindrops	30	26	MH	CMc
Stream	31	15	SB	KT
Valley	30	16	GA	HW
River	29	27	TL/SA	SST
Meadow	30	12	CS	VL
Rapids	30	53	SM & JM	R/W
Forest	30	56	AG	TOC
Ocean	30	52	AD	LE, JP & (SNA)
Avalanche	31	66	KR	RM
Mountain	29	59	SC/SA	NG
Waterfall	29	63	AJ/BVH	SF
Summit	33	62	SW	KH

It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group

Pupils are kept within class groups as much as is practicably possible. Children are encouraged to wash and sanitise on entering and leaving the class room



Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport

Kingfisher Childcare has operated from the hall since September to allow for more space for pupils and staff. Flexible booking has been suspended for the first half term to allow the academy to plan staffing on a stable number. As much as is practicably possible, pupils will be kept within year group spaces in the hall and staff will set up provision prior to the start of each session to allow them to socially distance during opening hours. If demand is high, places may be limited to ensure safety measures can be adhered to.

Lunch time- pupils remain in their bubbles at lunchtimes and have their own playground zone.

Some bubbles eat within their classrooms and some in the hall. There is never a crossover of pupils in these spaces and they are cleaned thoroughly in between.

14.0 Break and Lunch Provision

Year Group	Class	AM Break	Zone	Lunch-Eating	Lunch-outdoor	Staffing
Nursery	AM			FS Shared Area	1200-1230	SH & JG
	PM				Nursery	
Reception	Woodland			1130-1200 Hall	1200-1230 Reception Playground	RB
	Raindrops					LL
Year 1	Stream	1000-1020	6	1220-1240 Hall	1150-1220 (6)	KT
	Valley	1020-1040	6	1200-1220 Hall	1150-1220 (5)	JF
Year 2	River	1040-1100	6	1200-1220 Hall	1220-1300 (1)	LM
	Meadow		1		1220-1300 (6)	SM
Year 3	Rapids	1020-1040	3	1240-1300 Hall	1200-1240 (3)	KM
	Forest		4		1200-1240 (4)	TOC
Year 4	Ocean	1040-1100	2	1320-1335 Classrooms	1240-1320 (3)	CP
	Avalanche		3		1240-1320 (4)	CW
Year 5	Mountain	1000-1020	1	1300-1320 Hall	1220-1300 (2)	ZH
	Waterfall		3		1220-1300 (5)	SH
Year 6	Summit		2	1115-1130 Classroom	1130-1200 (2)	ZH



Siblings may be in different groups

Siblings are based in their own year group classes across the academy.



	<p><i>Siblings are identified on SIMS- in the case of a positive case letters are sent to:</i></p> <ul style="list-style-type: none"> <i>a) The class where the bubble is closed- informing them of the period of isolation</i> <i>b) Every class informing them a bubble is closed and if their child shows symptoms they should isolate.</i> <p><i>We do not expect siblings to isolate if there bubble has not closed even if their sibling's bubble has closed unless their sibling shows symptoms.</i></p>			
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	<p><i>This is done as rarely as possible but staff wear a face covering when this is the case,</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	<p><i>Where possible staff working across multiple classes will be kept to a minimum and if possible staff will stay within year groups when working across classes. Some HLTAs and Teachers may be required to work across multiple classes. PPE is provided for these staff if they choose to wear it and personal hygiene procedures must be followed before entering another class. Staff space has been allocated in each classroom to allow for social distancing.</i></p> <p><i>We will continue to operate from 2 staffrooms to allow for social distancing measures to be followed. Staggered lunchtimes mean that there will be a reduced demand for staffroom places at any one time</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	<p><i>We will continue to operate a two-staffroom system with numbers restricted to 8 and 12 respectively (total capacity 20 staff). Due to the staggered lunchtimes, this will provide enough capacity to ensure all staff have a place to eat and take a break. If both staffrooms</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><i>are full, staff will use their classroom</i></p> <p><i>Staff will have an area in their classroom that is socially distanced from pupils. If staff work with a pupil, this will be done side to side and not face to face. There should be no reason for staff to spend time within 1m of pupils for a significant length of time. If this is required e.g. for first aid, PPE will be worn that is appropriate All staff and pupils follow a one-way system and all areas have clearly marked directional signage.</i></p> <p><i>When moving around the academy staff wear face coverings which are provided by the Academy</i></p>			
<p>Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration</p>	<p><i>Staff have an area in their classroom that is socially distanced from pupils. If staff work with a pupil, this will be done side to side and not face to face. There should be no reason for staff to spend time within 1m of pupils for a time of more than 15 minutes. If this is required e.g. for first aid, PPE will be worn that is appropriate</i></p> <p><i>Two staff rooms are in operation and staggered lunch breaks reduce the numbers of staff using facilities. Face coverings should be worn when moving around school in communal areas and in the playground</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Within the classroom a distance between people is maintained so far as reasonably practical</p>	<p><i>Classroom layouts have been planned to minimise face-to-face contact between pupils. These layouts allow for social interaction and group work, but pupils are not directly opposite other within 1m. Staff are aware</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><i>that any discussions that require face-to-face time should be limited to less than 15mins</i></p> <p><i>It is accepted that distancing may not be possible in Primary schools however all possible actions are in place to reduce the risk and keep pupils socially distanced from staff and other pupils</i></p>			
Pupils are seated side by side and facing forwards, rather than face to face or side on	<i>We have several age appropriate options for class configurations that mean pupils are seated, as far as possible, side by side whilst still enabling group discussion and allowing for effective teaching strategies.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will work side on to pupils as opposed to face to face whenever possible	<i>Adequate space is available in each classroom to allow for staff to work next to, or behind, pupils</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	<i>Risk Assessments are in place for all pupils on the SEND register who require one. These include where PPE is to be worn by staff to deal with different situations. The academy behaviour policy has been updated to reflect how this will affect those pupils who may require close contact. This is the case for 4 pupils.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools, local authorities, health professionals, regional school's commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers</p> <p>In some cases, the pupil's medical needs will mean this</p>	<p><i>1 Pupil with medical needs has an individual care plans –</i></p> <p><i>1 Risk assessment for the pupil is in place</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

is not possible, and educational support will require flexibility																																																																									
Unnecessary furniture has been moved out of classrooms to make more space	<i>As a continuation of the partial reopening, non-essential furniture has been removed and soft furnishings have been stored away</i>	☒	☐	☐																																																																					
Large gatherings such as assemblies or collective worship with more than one group do not take place	<i>All Key-stage or Whole-school assemblies are undertaken via Microsoft Teams. Each Friday, the celebration assembly is also delivered virtually</i>	☒	☐	☐																																																																					
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	<p><i>Each class enter and leave the academy by the same door (their class cloakroom). Timings have been staggered to avoid congestion in these areas. All lessons take place in their own classroom with the exception of PE. This is taught outside wherever possible. The hall may be used if this is not possible. Breaks and lunchtimes are also staggered to avoid large numbers moving at the same time. A one-way system will continue to be used in both corridors and the hall to ensure a smooth flow.</i></p> <p><i>Microsoft Teams are set up for all groups of staff within the academy so staff can communicate easily with each other without the need for face to face contact.</i></p>	☒	☐	☐																																																																					
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	<p><i>Staggered start and finish times are in place for each year group. These are planned so that each class has the same contact teaching time at school and the length of the teaching time is the same as a normal school day.</i></p> <table border="1" data-bbox="608 1771 1066 2018"> <thead> <tr> <th>Year group</th> <th>Class</th> <th>Teacher</th> <th>Start Time</th> <th>End Time</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>Busy Bees</td> <td>Mrs Scurfield</td> <td>0830 & 1230</td> <td>1130 & 1530</td> </tr> <tr> <td rowspan="2">Reception</td> <td>Raindrops</td> <td>Miss Hughes</td> <td>0840</td> <td>1520</td> </tr> <tr> <td>Woodland</td> <td>Mrs Watson/Mrs Adams</td> <td>0840</td> <td>1520</td> </tr> <tr> <td rowspan="2">Year 1</td> <td>Stream</td> <td>Miss Beresford</td> <td>0830</td> <td>1510</td> </tr> <tr> <td>Valley</td> <td>Miss Axe</td> <td>0830</td> <td>1510</td> </tr> <tr> <td rowspan="2">Year 2</td> <td>River</td> <td>Mrs Lownes/Miss Ayris</td> <td>0840</td> <td>1520</td> </tr> <tr> <td>Meadow</td> <td>Miss Stancliffe</td> <td>0840</td> <td>1520</td> </tr> <tr> <td rowspan="2">Year 3</td> <td>Rapids</td> <td>Miss Maw/Mrs Meads</td> <td>0830</td> <td>1510</td> </tr> <tr> <td>Forest</td> <td>Mr Gill</td> <td>0840</td> <td>1520</td> </tr> <tr> <td rowspan="2">Year 4</td> <td>Avalanche</td> <td>Miss Rattigan</td> <td>0850</td> <td>1530</td> </tr> <tr> <td>Ocean</td> <td>Mr Denwood</td> <td>0850</td> <td>1530</td> </tr> <tr> <td rowspan="2">Year 5</td> <td>Mountain</td> <td>Mrs Cope/Miss Ayris</td> <td>0850</td> <td>1530</td> </tr> <tr> <td>Waterfall</td> <td>Mrs John-Bapliste</td> <td>0840</td> <td>1520</td> </tr> <tr> <td>Year 6</td> <td>Summit</td> <td>Miss Wakefield</td> <td>0840</td> <td>1520</td> </tr> </tbody> </table>	Year group	Class	Teacher	Start Time	End Time	Nursery	Busy Bees	Mrs Scurfield	0830 & 1230	1130 & 1530	Reception	Raindrops	Miss Hughes	0840	1520	Woodland	Mrs Watson/Mrs Adams	0840	1520	Year 1	Stream	Miss Beresford	0830	1510	Valley	Miss Axe	0830	1510	Year 2	River	Mrs Lownes/Miss Ayris	0840	1520	Meadow	Miss Stancliffe	0840	1520	Year 3	Rapids	Miss Maw/Mrs Meads	0830	1510	Forest	Mr Gill	0840	1520	Year 4	Avalanche	Miss Rattigan	0850	1530	Ocean	Mr Denwood	0850	1530	Year 5	Mountain	Mrs Cope/Miss Ayris	0850	1530	Waterfall	Mrs John-Bapliste	0840	1520	Year 6	Summit	Miss Wakefield	0840	1520	☒	☐	☐
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<p>Parents' drop-off and pick-up protocols planned to minimise adult to adult contact</p>	<p><i>Parents have been informed that only one parent/carer may accompany their child at drop off/collection.</i></p> <p><i>Staggered start/finish times also ensure reduced numbers on site.</i></p> <p><i>A one-way system indicated by green (way in) and blue (way out) arrows is in place to ensure a smooth flow of adults on site.</i></p> <p><i>Staff, including SLT, are positioned around the site to give reminders and ensure protocols are followed.</i></p> <p><i>Parents and Carers have been asked to wear face coverings when attending school to drop off and collect pupils</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</p>	<p><i>Parents were informed in July 2020 of their children's drop off and collection time so they could plan this into their routine prior to September.</i></p> <p><i>Teachers remind parents of these times when there are occasions when this is not adhered to.</i></p> <p><i>A reminder has been sent to parents as part of the September communications</i></p> <p><i>A further letter was sent to parents on 13th November from the academy regarding site safe procedures. An additional letter from Doncaster Council's Safer Communities Team was shared with parents on 16th November.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>External entrances to classrooms are used where practical</p>	<p><i>All pupils enter/exit via external classroom doors.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged</p>	<p><i>This information was communicated to parents in July 2020.</i></p> <p><i>A reminder was sent prior to reopening in September via the</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>appointment, which should be conducted safely)</p>	<p><i>ParentPay communications system</i></p> <p><i>A further letter was sent to parents on 13th November from the academy regarding site safe procedures. An additional letter from Doncaster Council's Safer Communities Team was shared with parents on 16th November.</i></p>																																																																																																					
<p>Break times are staggered so that all pupils are not moving around the school at the same time</p>	<p><i>A rota is in place for all classes. Six zones have been allocated across the academy playgrounds to ensure distancing can be observed for each group.</i></p> <p><i>14.0 Break and Lunch Provision</i></p> <table border="1" data-bbox="608 752 1062 994"> <thead> <tr> <th>Year Group</th> <th>Class</th> <th>AM Break</th> <th>Zone</th> <th>Lunch-Eating</th> <th>Lunch-outdoor</th> <th>Staffing</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>AM Pit</td> <td></td> <td></td> <td>FS Shared Area</td> <td>1200-1230 Nursery</td> <td>SH & JG</td> </tr> <tr> <td>Reception</td> <td>Woodland Raindrops</td> <td></td> <td></td> <td>1130-1200 Hall</td> <td>1200-1230 Reception Playground</td> <td>RB LL</td> </tr> <tr> <td>Year 1</td> <td>Stream</td> <td>1000-1020</td> <td>6</td> <td>1220-1240 Valley</td> <td>1150-1220 (6)</td> <td>KT</td> </tr> <tr> <td>Year 2</td> <td>River</td> <td>1020-1040</td> <td>6</td> <td>1200-1220 Meadow</td> <td>1150-1220 (5)</td> <td>JF</td> </tr> <tr> <td>Year 3</td> <td>Rapids</td> <td>1040-1100</td> <td>6</td> <td>1240-1300 Forest</td> <td>1220-1300 (1)</td> <td>LM</td> </tr> <tr> <td>Year 4</td> <td>Forest</td> <td>1020-1040</td> <td>3</td> <td>1240-1300 Ocean</td> <td>1220-1300 (6)</td> <td>SM</td> </tr> <tr> <td>Year 5</td> <td>Ocean</td> <td>1020-1040</td> <td>3</td> <td>1240-1300 Rapids</td> <td>1200-1240 (3)</td> <td>KM</td> </tr> <tr> <td>Year 6</td> <td>Summit</td> <td>1040-1100</td> <td>2</td> <td>1300-1315 Forest</td> <td>1200-1240 (4)</td> <td>TOC</td> </tr> <tr> <td></td> <td></td> <td></td> <td>3</td> <td>1240-1320 Avalanche</td> <td>1240-1320 (3)</td> <td>CP</td> </tr> <tr> <td></td> <td></td> <td></td> <td>3</td> <td>Classrooms</td> <td>1240-1320 (4)</td> <td>CW</td> </tr> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>1300-1320 Mountain</td> <td>1220-1300 (2)</td> <td>ZH</td> </tr> <tr> <td></td> <td></td> <td></td> <td>3</td> <td>Hall</td> <td>1220-1300 (5)</td> <td>SH</td> </tr> <tr> <td></td> <td></td> <td></td> <td>2</td> <td>1115-1130 Waterfall</td> <td>1130-1200 (2)</td> <td>ZH</td> </tr> </tbody> </table>	Year Group	Class	AM Break	Zone	Lunch-Eating	Lunch-outdoor	Staffing	Nursery	AM Pit			FS Shared Area	1200-1230 Nursery	SH & JG	Reception	Woodland Raindrops			1130-1200 Hall	1200-1230 Reception Playground	RB LL	Year 1	Stream	1000-1020	6	1220-1240 Valley	1150-1220 (6)	KT	Year 2	River	1020-1040	6	1200-1220 Meadow	1150-1220 (5)	JF	Year 3	Rapids	1040-1100	6	1240-1300 Forest	1220-1300 (1)	LM	Year 4	Forest	1020-1040	3	1240-1300 Ocean	1220-1300 (6)	SM	Year 5	Ocean	1020-1040	3	1240-1300 Rapids	1200-1240 (3)	KM	Year 6	Summit	1040-1100	2	1300-1315 Forest	1200-1240 (4)	TOC				3	1240-1320 Avalanche	1240-1320 (3)	CP				3	Classrooms	1240-1320 (4)	CW				1	1300-1320 Mountain	1220-1300 (2)	ZH				3	Hall	1220-1300 (5)	SH				2	1115-1130 Waterfall	1130-1200 (2)	ZH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>Lunch breaks are staggered</p>	<p><i>Lunch breaks are staggered for each year group. There is a maximum capacity in the hall of 64 pupils and only one-year group will be in the hall at any one time.</i></p> <p><i>Each class has been allocated their own lunchtime staff to minimise contact with other groups.</i></p> <p><i>14.0 Break and Lunch Provision</i></p> <table border="1" data-bbox="608 1379 1062 1621"> <thead> <tr> <th>Year Group</th> <th>Class</th> <th>AM Break</th> <th>Zone</th> <th>Lunch-Eating</th> <th>Lunch-outdoor</th> <th>Staffing</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>AM Pit</td> <td></td> <td></td> <td>FS Shared Area</td> <td>1200-1230 Nursery</td> <td>SH & JG</td> </tr> <tr> <td>Reception</td> <td>Woodland Raindrops</td> <td></td> <td></td> <td>1130-1200 Hall</td> <td>1200-1230 Reception Playground</td> <td>RB LL</td> </tr> <tr> <td>Year 1</td> <td>Stream</td> <td>1000-1020</td> <td>6</td> <td>1220-1240 Valley</td> <td>1150-1220 (6)</td> <td>KT</td> </tr> <tr> <td>Year 2</td> <td>River</td> <td>1020-1040</td> <td>6</td> <td>1200-1220 Meadow</td> <td>1150-1220 (5)</td> <td>JF</td> </tr> <tr> <td>Year 3</td> <td>Rapids</td> <td>1040-1100</td> <td>6</td> <td>1240-1300 Forest</td> <td>1220-1300 (1)</td> <td>LM</td> </tr> <tr> <td>Year 4</td> <td>Forest</td> <td>1020-1040</td> <td>3</td> <td>1240-1300 Ocean</td> <td>1220-1300 (6)</td> <td>SM</td> </tr> <tr> <td>Year 5</td> <td>Ocean</td> <td>1020-1040</td> <td>3</td> <td>1240-1300 Rapids</td> <td>1200-1240 (3)</td> <td>KM</td> </tr> <tr> <td>Year 6</td> <td>Summit</td> <td>1040-1100</td> <td>2</td> <td>1300-1315 Forest</td> <td>1200-1240 (4)</td> <td>TOC</td> </tr> <tr> <td></td> <td></td> <td></td> <td>3</td> <td>1240-1320 Avalanche</td> <td>1240-1320 (3)</td> <td>CP</td> </tr> <tr> <td></td> <td></td> <td></td> <td>3</td> <td>Classrooms</td> <td>1240-1320 (4)</td> <td>CW</td> </tr> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>1300-1320 Mountain</td> <td>1220-1300 (2)</td> <td>ZH</td> </tr> <tr> <td></td> <td></td> <td></td> <td>3</td> <td>Hall</td> <td>1220-1300 (5)</td> <td>SH</td> </tr> <tr> <td></td> <td></td> <td></td> <td>2</td> <td>1115-1130 Waterfall</td> <td>1130-1200 (2)</td> <td>ZH</td> </tr> </tbody> </table>	Year Group	Class	AM Break	Zone	Lunch-Eating	Lunch-outdoor	Staffing	Nursery	AM Pit			FS Shared Area	1200-1230 Nursery	SH & JG	Reception	Woodland Raindrops			1130-1200 Hall	1200-1230 Reception Playground	RB LL	Year 1	Stream	1000-1020	6	1220-1240 Valley	1150-1220 (6)	KT	Year 2	River	1020-1040	6	1200-1220 Meadow	1150-1220 (5)	JF	Year 3	Rapids	1040-1100	6	1240-1300 Forest	1220-1300 (1)	LM	Year 4	Forest	1020-1040	3	1240-1300 Ocean	1220-1300 (6)	SM	Year 5	Ocean	1020-1040	3	1240-1300 Rapids	1200-1240 (3)	KM	Year 6	Summit	1040-1100	2	1300-1315 Forest	1200-1240 (4)	TOC				3	1240-1320 Avalanche	1240-1320 (3)	CP				3	Classrooms	1240-1320 (4)	CW				1	1300-1320 Mountain	1220-1300 (2)	ZH				3	Hall	1220-1300 (5)	SH				2	1115-1130 Waterfall	1130-1200 (2)	ZH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other</p>	<p><i>A second staff room has been created using the library. The main staffroom has a capacity of 8 and the secondary staffroom a maximum capacity of 12. Furniture has been removed to maximise space and remaining furniture arranged to adhere to 2m distancing in both rooms. If in the main staff room staff use toilets in reception. Those using</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																		

	<p><i>the library use the staff toilets at top of KS1/2 corridors</i> <i>Staff bring own teabags/coffee and cups. Signs to instruct staff to wash hands before and after making drinks and using the appliances in the staff room have been installed.</i> <i>Cleaning products have been made up in spray bottles and left in the kitchen area/staff room to clean surfaces after use stored in high up cupboard above the sink.</i></p> <p><i>The top windows are open on ventilation during the working day.</i></p> <p><i>Desktop keyboards to be cleaned with a wipe before use in the main staffroom there are signs reminding staff of this on the units.</i></p>			
<p>Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times</p> <p>Virtual staff meetings could take place where staff stay in their classrooms and join the meeting</p>	<p><i>ALL meetings are carried out remotely using Microsoft teams</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School can resume non overnight domestic educational visits</p>	<p><i>No school visits planned for the Autumn Term. This will be reviewed in the spring term in line with guidance and any local restrictions</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Kitchen staff are required to wear face coverings and should have minimal contact with pupils and other staff.</p>	<p><i>Kitchen staff wear masks/visors and do not have close contact with other staff and pupils in the academy for a prolonged period of time.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has resumed, or is working to resume, all their</p>	<p><i>Breakfast and after school clubs have been in place since</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

breakfast and after-school provision	September and are managed in a COVID safe manner.			
School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day	We do not use external childcare providers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day, schools and external providers group children with others from outside their school day bubble (or from a different school, where children from multiple schools are attending provision) keep children in small, consistent groups with the same children each time	Children are grouped in their class bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	<i>This was communicated to parents in a letter from the Principal in July 2020. A reminder letter was sent prior to reopening in September via the ParentPay communications system.</i> <i>A bike shed is available and we have had a scooter rack installed so pupils have somewhere to securely store their bikes and scooters.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	<u>safer travel guidance for passengers</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

transport for children over the age of 11				
For pupils who are transported to school via an arranged taxi service , schools need to ensure that the relevant taxi company has effective systems of control		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	<i>Daily cleaning is in place for all areas in the academy. Additional cleaning capacity has been brought in at lunchtimes, so each classroom has additional cleaning when pupils are having lunch. Cleaning products are kept in each classroom and stored safely so staff working within the class can complete incidental cleaning if required. Each room has a cleaning record which is completed each time a room is cleaned Each classroom is sprayed regularly with Zappitiser disinfectant spray</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning staff are in the building after the school day ends and before the school day starts to minimise contact with pupils and staff in school Additional cleaning at lunchtime is completed when pupils and staff are on their lunch break away from the classroom	<i>Cleaning staff start before and after the school day. They may clean corridors and toilets where no pupils are present (if they attend afterschool club). They do not enter any rooms with staff or pupils in. Cleaning staff on site all where face masks while on site. Lunch time cleaning staff wait until children have vacated the classroom to clean and again have face masks on during this time.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	<i>Desks and chairs have additional cleaning at lunchtime. Pupils have their own equipment packs with stationary and books so they don't need to share resources. Support staff or the class teacher wipe down the</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><i>children's desks at break times. They also wipe children's bottles and lunch boxes on entry to the classroom. Door handles and work tops are wiped at break times as well.</i></p>			
<p>Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use</p>	<p><i>The Inventory sign-in system is cleaned every morning and staff are encouraging, where possible, to sign in contact-free using their ID badge. A hand sanitiser station is next to the sign-in system for staff to use before and after signing in. Cleaning wipes are placed next to the signing in screen and staff are asked to wipe the screen before and after they have used it. Staff are also reminded to sanitise before and after using the photocopier.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins for tissues and other rubbish are emptied throughout the day</p>	<p><i>Bins are emptied daily or as required. Each room has a separate bin for tissues, which is a different colour (blue) and clearly labelled.as above</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary</p>	<p><i>A weekly stock take is undertaken by the Site Manger and additional supplies ordered if necessary via the Trust Central Team. All staff have been provided with a pack of self-care PPE</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it</p>	<p><i>Each class has its own 'bucket' of play equipment which contains items that are cleaned after use.by support staff using antibacterial spray and wipes. Cleaning products are available in each classroom for this. Additional supplies of cleaning products can be collected from the main office</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Outdoor playground equipment should be more frequently cleaned</p>	<p><i>Support staff clean their bubbles equipment after each use using antibacterial spray and wipes. This also applies to resources used inside and outside by wraparound care providers</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shared Resources

<p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared</p>	<p><i>Pupils have their own equipment which is sealed in an A3 plastic wallet</i></p> <p><i>Staff have their own resources as well.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces</p>	<p><i>Each class has its own wet break games box. Items in this box are cleaned after use and are not shared between classes. Each child has their own reading book, which they keep in their plastic wallet. These books are wiped before returning to stock.</i></p> <p><i>Any item not cleaned is stored for 48 hours before being used again 72 hours for plastics including books backed with plastic covers</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</p>	<p><i>All resources that are used are cleaned before returning to their relevant storage spaces. If they cannot be cleaned easily, then they are labelled with a date and time they can be used again after, either 48 or 72 hours if it is plastic</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school</p>	<p><i>This has been communicated to parents by the Principal in July. A reminder was sent out prior to September opening . A reminder was shared with all parents on opening in September. Children in Year 5 and 6, who walk home alone can bring a mobile phone. These are to be turned off, wiped and stored in their own equipment packs.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils can take reading books and other shared resources home, although unnecessary sharing should</p>	<p><i>Pupils are allocated a reading book to take home. When returned to school, the book will</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources</p>	<p><i>be stored for 48 hours before returning to stock.</i></p> <p><i>Regular handwashing on site and sanitising on entry, before and after breaks also takes place</i></p>			
<p>Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day</p>	<p><i>Staff are to wipe laptops and iPads at the start of each day. Personal cleaning packs are provided for all staff by the academy.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</p>				
<p>Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required</p>	<p><i>The academy works within government guidelines to ensure safe working practices. All cases have been reported to Public Health England and advice followed swiftly.</i></p> <p><i>Trust provided action plan to follow in the case of a positive case.</i></p> <p><i>Staff levels are monitored daily with resources allocated accordingly to support absent colleagues</i></p> <p>Teachers take their PPA from home for a full day every 2 weeks on a cycle. This reduces the amount of cover needed and the number of classes HLTAs are in within any week.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All pupils, including those who are clinically extremely</p>	<p>New advice for those identified through a letter from the NHS or</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>vulnerable, can continue to attend school at all Local Restriction Tiers unless they are one of the very small number of pupils or students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school.</p>	<p>a specialist doctor as in the group deemed clinically extremely vulnerable</p>			
<p>Staff who are in the clinically extremely vulnerable group can continue to attend school in all three local restriction tiers</p>	<p>Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Under local restriction tier 3: very high alert, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour</p>	<p>An Individual Risk Assessment will be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review In the future, the government will only reintroduce formal restrictive shielding advice in some local areas in tier 3: very high alert where this has been advised by the Chief Medical Officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace</p>	<p>An Individual Risk Assessment may be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review Clinically-vulnerable people <i>Individual risk assessments have been updated/completed and control measure put in place where applicable.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pregnant women are in the 'clinically vulnerable' category</p>	<p>School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments are subject to regular review</p> <p>RCOG Q&A -covid-19-virus-infection-and-pregnancy</p>			
<p>Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff</p>	<p><i>Peripatetic staff who visit the academy are the same each week. They have inducted on the H&S requirements of the academy prior to starting and distancing measures are in place to reduce risk. Lessons, wherever possible, will take place in the hall, so a large ventilated space is used. Staff from Activ8 (PE provision) have undertaken H&S training at the academy to ensure they comply with procedures</i></p> <p><i>A Music, dance and Drama risk assessment is in place for peripatetic staff visiting the academy</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual</p>	<p>PPE is worn when working 1:1 with pupils. Face visors are expected to be worn when working with any groups.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Volunteers may be used to support the work of the school, as would usually be the case</p>	<p><i>Volunteers in school are already members of staff -lunchtime supervisor and have been trained in Health and Safety-COVID Measures</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19</p> <p>As a minimum a fluid resistant face mask, disposable gloves and apron should be worn</p>	<p><i>All staff have individual PPE packs which they can access. Additional to these, there are PPE grab bags in each room and also in the isolation room (First Aid Room in the Office) if required.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Becoming Unwell</p>				

<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p>	<p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p><i>If a pupil is unwell/showing symptoms, they are moved to the First Aid Room, which is located in the main office, where they can be isolated behind a closed door.</i></p> <p><i>An adult may stay with the pupil if this is required, due to the needs of the pupil but full PPE must be worn. –face covering, gloves and disposable apron</i></p> <p><i>A PPE grab bag is in situ in the first aid room</i></p> <p>The room is deep cleaned and Zapitised after the individual has gone home.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p><i>The shower room toilet should be used if they needed. This will then be deep cleaned and Zapitised before further use.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE i.e fluid resistant surgical mask (type IIR), disposable gloves and disposable apron as a minimum should be worn by staff caring for the pupil while</p>	<p><i>An adult may stay with the pupil if this is required, due to needs or the age of the pupil, but full PPE must be worn- face covering, gloves and disposable</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)</p>	<p><i>apron. A PPE grab bag is in situ in the First Aid Room.</i></p> <p><i>PPE used will be bagged, labelled and stored for 72 hours before being disposed of</i></p>			
<p>In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.</p>	<p><i>A member of SLT would delegate this to the most appropriate staff member in the situation. This may be admin staff or class teacher if they know the pupil better.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should arrange to have a test) <p>they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection</p>	<p><i>All staff have been trained in September and are aware of the process</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff who have downloaded the Track and Trace App must switch off the contact tracing part of the app as soon as entering the workplace</p>	<p>In instances where staff need to store their mobile phone in a communal area such as a locker area or working behind a Perspex screen it is recommend that they pause the track and trace app to avoid the app from misidentifying close contacts. The app can be paused for 4 ,8 or 12 hours after which they will receive a notification to switch the contact tracing back on. Staff have been made aware of this</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>This information has been shared and actioned by all staff members.</i>			
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	<i>Each staff member has their own personal hygiene equipment supplied by the academy. This includes hand gel.</i> <i>Handwashing posters are around the academy to remind staff and pupils.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	<u>COVID-19: cleaning of non-healthcare settings guidance</u> <i>This will then be deep cleaned and Zapitised before further use.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worn PPE must be disposed on in a safe way i.e. double bagged and placed in an identified bin until a negative test result has been received. Alternatively the bag can be stored for 72 hours and then disposed of in the usual way.	<i>Worn PPE is double bagged, labelled as Hazardous Waste and stored until a negative result has been received OR stored for 72 hours and disposed of in the external bins.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <u>book a test</u> if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss of change to sense to smell or taste Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, if they have symptoms including children under 5,	The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed <i>Information regarding testing was included in a communication sent by the Principal in July 2020.</i> <i>Further letters have been shared with parents on the procedures for self isolation and the symptoms of COVID in September, October and</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit	<i>November. Posters are also displayed around the academy.</i>			
School have received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out	School should call the Test and Trace helpdesk on 119 if these have not arrived. - <i>The academy has their kits and will order further tests, if needed through the gov.uk website.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.	The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	<i>Test and Trace information has been shared with parents in communication is September, October and November, Posters are also displayed around the academy.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and staff are asked to inform the school immediately of the results of a test Schools must not share the names or details of people with coronavirus (COVID-19)	<i>This has been communicated to parents and is followed up by staff in the office</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>unless essential to protect others</p>				
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms</p>	<p>Staff members/ parents/ carers are aware of the procedures for isolation and this has been reiterated in September, October and November through formal communication.</p>	<input checked="" type="checkbox"/>		
<p>If someone with symptoms tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating</p> <p>The only exception to the return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact</p>	<p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p> <p><i>If a child is sent home and a test is requested , the academy will contact the family to follow up on the outcome of the test</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period</p>	<p>This is because they could still develop coronavirus (COVID-19) within the remaining days</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should all self-isolate for the full 14 days</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace The school will implement and follow the action plan provided from Trust Office</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious</p>	<p>Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person			
School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority	This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice <i>School is aware of the procedure to follow and has in place all contact details for Local Public Health, DFE helpline and Yorkshire and Humber public health team as identified in the Trust action plan</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	<i>The academy will not routinely take the temperature of pupils</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Hand Washing/Personal Hygiene				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	<i>Hand sanitisers are placed before the entrance to the reception area and again by the sign-in system. After sign in, staff must then wash their hands in the toilets in the reception area prior to entering the main school.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	<i>Handwashing signs are visible by all hand washing stations and in toilets and staffrooms.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available	<i>Hand sanitisers are positioned outside every room in the academy and also on the entrance and exit to the hall.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>so that all pupils and staff can clean their hands regularly</p>	<p><i>Each classroom is allocated to a toilet which contains adequate basins and hand washing equipment. Extra cleaning is undertaken in these toilets at lunchtime.</i></p>			
<p>Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.</p>	<p><i>Skin friendly skin cleaning wipes can be used as an alternative</i></p> <p><i>Sanitiser stations are monitored by staff when pupils use these. These are in addition to, and do not replace hand washing within the academy.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>	<p><i>this signage is displayed in every room with a blue tissue bin</i></p> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Posters are in place to show and encourage good hand and respiratory hygiene. The MindEd and e-bug website has free resources to support teaching pupils about hygiene measures</p>	<p>The e-bug coronavirus (Covid - 19) Website</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and pupil use</p>	<p><i>Tissues are supplied in each classroom</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins (ideally lidded pedal bins) for tissues are available in each room</p>	<p><i>Each room has its own tissue bin (blue), clearly labelled and with a 'Catch it, Bin it, Kill it' poster nearby</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory</p>	<p><i>Individual Risk Assessments have been updated, where required, by the academy Inclusion Manger.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

stimulant, have been updated in order to support these pupils and the staff working with them				
Inadequate Personal Protection & PPE				
Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education	<i>Face coverings are to be used in all cases when attending to medical needs as well as gloves and disposable apron.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In schools that are Tier 2 or Tier 3 , adults (staff visitors or contractors) in Primary School DO wear face coverings in areas outside the classroom at the discretion of the Headteacher	<i>Staff have been advised that it is Trust policy to wear face coverings when moving around the Academy. Midday staff must wear face coverings at all times as do cleaning staff.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In the event of an area moving into local restrictions Tier high alert or tier very high alert, schools will ensure they communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances</p>	<p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> - cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability - speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p><i>Staff have been advised that it is Trust policy to wear face coverings when moving around the Academy Parents have been advised to wear masks when entering the school</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>grounds to drop off or collect pupils</i>			
Parents and Carers where possible should wear face coverings when escorting their child at drop off and pick up times	<i>Parents and carers are strongly encouraged to wear face masks/coverings when entering the school grounds, this is regularly monitored in the playground with staff presence and regularly communicated to parent/carers.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they could inhibit learning	<i>This is an option for staff from a wellbeing perspective and have been given the option to wear them if they wish.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face visors or shields are not routinely worn as an alternative to face coverings	Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In such circumstances as face coverings are allowed to be worn in school they must be worn correctly	<i>Staff have been trained on the correct wearing of face coverings, mask and face shields are available to staff</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	<i>Staff and pupils are aware of the procedures to follow when putting on and removing masks</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use	<i>Staff and pupils have been made aware of the need to wash hands before and after the putting on or removing of face masks</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced	<i>Staff and pupils are aware of this and should dispose of the mask appropriately. Spare masks are available from the office</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where anybody is struggling to access a face covering, or	<i>Masks and PPE are available and provided by the Academy</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs				
School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances	<i>This procedure has been communicated to staff and pupils</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.	<p>A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Visor)</p> <p><u>safe working in education, childcare and children's social care</u></p> <p><i>Staff are aware of this and have access to the required PPE</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
All visits to the school are restricted to those that are absolutely necessary	<i>No visitors are permitted without prior appointment</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	<p><i>All visitors will be required to liaise with the Business Manager/Site Manager or SLT prior to arriving on site.</i></p> <p><i>All visitors will continue to follow social distancing, when moving around school the keep to the left rule will continue as well as wash hands and sanitise</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical	<i>Posters displaying site rules are attached to the entrance to the</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

distancing and hygiene is explained to visitors and contractors on or before arrival	<i>academy. Visitors will be required to wash their hands on arrival and follow all requests made in the interest of health and safety. The signing in system has guidance for all to read and accept before entry to the building. Signage checked and will remain in visible locations around the academy</i>			
Where visits can happen outside of school hours, they are arranged as such	<i>All visitors will be required to liaise with the Business Manager/Site Manager or SLT prior to arriving on site. Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	<i>All visitors will be required to liaise with the Business Manager/Site Manager or SLT prior to arriving on site. All above measures are explained to contractors</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	<i>Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	<i>Staff responsible for the organisation of immunisations are aware of the requirement for these to be delivered within the covid safe practices of the Academy School nurses enter each bubble to administer the vaccine and sanitise on entry and exit to each class with the changing of PPE in between.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors with sufficient detail to support rapid contact tracing	<i>All visitors will be required to sign-in using the Inventory system. All visitors and contractors are made aware that</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

if required by NHS Track and Trace	<i>these details will be shared if required for the purpose of NHS track and trace</i>			
Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities	In doing so, schools should ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	<i>Windows are opened each morning and classroom doors to remain open where it is safe to do so.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air <i>Whilst the weather is getting colder it is still important to ventilate rooms with outdoor air. It is therefore important to encourage pupils to wear additional clothing to ensure they are not cold within the classroom</i>	<i>Wherever possible windows and external doors are kept open to maximise clean air flow. However, staff are aware that this should not in any way compromise the safeguarding measures or the safety of staff and pupils</i> <i>Pupils have been advised to supply additional clothing i.e. vests, skins etc. to keep warm if required</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open	<i>Windows are opened, where appropriate, by the Site Manger on arrival at the academy. Skylights will also be used to add further ventilation. These auto-close when it rains, so should be used in conjunction with the windows.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	<i>All toilets are within the internal walls of the building and do not have windows</i> <i>There are no hand dryers in the academy</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>and CIBSE coronavirus (COVID-19) advice</p> <p><i>Academy has BMS system that controls and recycles outdoor air</i></p>			
<p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air</p>	<p><i>Fire doors must not be propped open unless they have a self-closing hold open device fitted</i></p> <p><i>All other doors are kept open where possible</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open</p>	<p><i>Information shared and actioned with class teachers. This has also been communicated with parents and they are aware children can wear extra layers should they need to.</i></p> <p>natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration is given to opening high level windows in preference to low level to reduce drafts</p>	<p><i>On cooler days this is in place</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Furniture is rearranged where possible to avoid direct drafts</p>	<p><i>Furniture arranged where possible to prevent staff and pupils sitting in drafts</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to only opening every other window instead of all windows when the heating is activated</p>	<p>Information shared and actioned with class teachers. This has also been communicated with parents and they are aware children can wear extra layers should they need to.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air</p>	<p><i>Windows will be opened wider for short periods during break times to circulate fresh air back into the room.</i></p> <p><i>No desk fans in use.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Desk fans are pointed away from people and pointed at walls etc.				
If school needs to use additional heaters they only use sealed, oil filled electric heaters	<i>Fan heaters will not be used</i> <i>Any additional heaters that are portable will be PAT tested where required before use</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i> review date of the risk assessment	Name	Date		
ANY FURTHER ACTIONS TO GO HERE				
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>		No <input type="checkbox"/>
Assessor(s) :	Sarah Cope Vice Principal	Signature(s):		
Position(s):				
Date:	05/11/2020 UPDATED 25/11/2020; UPDATED 09.12.20 UPDATED 04.01.2021	Review Date:	as guidance updates	
Distribution:				

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	↓
Possible	
Unlikely	↓
Remote	

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD