

## COVID-19: Operational risk assessment

Please note: this risk assessment should be undertaken in conjunction with the operational guidance for schools issued by the DfE on 02/01/2022:

[Schools COVID 19 Operational Guidance](#)

### Control Measures

The previous system of controls is replaced by the following control measures:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of Covid 19

<b>Assessment conducted by:</b>	Seana Rice Alexandra House	<b>Job title:</b>	Principal Business Manager	<b>Covered by this assessment</b>	Staff, pupils, contractors, visitors, volunteers
---------------------------------	-------------------------------	-------------------	-------------------------------	-----------------------------------	--

<b>Date of assessment:</b>	20.01.2022	<b>Review interval:</b>	Half termly	<b>Date of next review:</b>	February 2022
----------------------------	------------	-------------------------	-------------	-----------------------------	---------------

### Related documents

<b>Trust documents:</b> Contingency Risk Assessment	<b>Government guidance:</b> <a href="#">Actions for early years and childcare providers</a> <a href="#">Use of PPE in education and childcare settings</a> <a href="#">PHE cleaning of non-healthcare settings</a> <a href="#">HSE guidance on air conditioning and ventilation</a> <a href="#">DfE contingency Framework</a>
--	--

## Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Ensure good hygiene for everyone</b>					
<b>1.1 Hand hygiene</b>					
Inadequate access to hand washing means that pupils and staff do not maintain good hand hygiene	H	<ul style="list-style-type: none"> <li>Monitoring arrangements are in place to ensure that supplies of soap are maintained throughout the day in all designated hand washing areas.</li> <li>Additional external wash basins have been provided at key points around the school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Business Manager ensures sufficient and consistent supplies of sanitiser in place.</li> <li>Robertson FM supports additional supplies and ensures handwashing facilities are always topped up.</li> <li>Multiple hand sanitiser stations across school and on every corridor</li> <li>Duty member of staff will monitor and ensure expectations of hand sanitiser use are adhered to</li> </ul>	L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently, particularly before and after eating, after using the toilet and after sneezing or coughing into hands.</li> <li>Posters and electronic messaging boards reinforce the need to maintain good hand hygiene.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff and student expectations clearly communicated through Inset day/L&amp;P and morning tutor groups for students.</li> <li>Posters in place throughout school to embed the 'stay safe' message</li> <li>Groupcall text and email reminders sent to update and remind parents necessary on essential procedures</li> </ul>	M

**1.2 Additional Hygiene**

<p><b>Virus spreads through aerosol transmission in enclosed spaces</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Posters and electronic messaging boards reinforce the need to maintain good respiratory hygiene, including the ‘Catch It, Bin It, Kill It’ message</li> <li>• Posters will be displayed in communal areas and in areas that are difficult to ventilate, asking staff, students and visitors to wear a face covering</li> <li>• Face coverings should be worn in communal areas in all settings for staff, visitors and pupils or students in year 7 and above, unless they are exempt.</li> <li>• <b>From Thursday 20 January, face coverings are no longer recommended in classrooms and teaching spaces for staff, and pupils and students in year 7 and above. They were introduced in classrooms at the start of the spring term as a temporary measure.</b></li> <li>• <b>From Thursday 27 January, face coverings are no longer recommended in communal areas for staff, and pupils and students in year 7 and above.</b></li> <li>• Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt.</li> <li>• Visitors to the school, including parents and carers, will be strongly encouraged to undertake a rapid test prior to entering the setting. This will be communicated to all parents/carers.</li> <li>• From Monday 13 December, those staff who are able to work from home without disrupting the delivery of face to face education or the effective running of the school, will be encouraged to do so. The Principal will determine those roles that can work from home. There is no requirement for formally vulnerable or extremely vulnerable colleagues to shield.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Advisory posters placed across school and in each corridor. Catch it, bin it, kill it message reiterated in L&amp;P and morning tutor group sessions</li> <li>• Staff encouraged to purge air regularly by keeping windows and doors open. Message reminded to staff during weekly L&amp;P meetings</li> <li>• All students and staff informed of guidance regarding face masks in classrooms</li> <li>• Texts sent to staff and students with regards to wearing face masks in school and on public transport, supported by posters across school.</li> <li>• Text message sent to staff and parents to communicate LFT test message prior to visiting the academy.</li> <li>• Principal to review any requests from staff with regards to working from home dependant on role and any health issues.</li> </ul>	<p>M</p>
---	----------	--	----------	--	----------

<p><b>Appropriate PPE is not available or worn</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• PPE levels are assessed on site regularly to ensure adequate stocks are available.</li> <li>• PPE should be worn when staffing the ATS, when supporting a symptomatic individual or when cleaning an area used by a symptomatic individual</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• PPE levels checked by Business Manager to ensure adequate levels in place for testing team</li> <li>• PPE training and message sent to staff and testing team for information</li> </ul>	<p>L</p>
<p><b>2. Maintain appropriate cleaning regimes</b></p>					
<p><b>2.1 Cleaning</b></p>					
<p><b>Cleaning capacity is reduced so that appropriate cleaning standards cannot be maintained</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Dining areas, toilets and high frequency areas are prioritised for cleaning more regularly throughout the day</li> <li>• Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Full cleaning capacity and enhanced schedule in place</li> <li>• Whole school deep cleaned weekly</li> <li>• daily clean of all classrooms, rooms and offices as per PFI contract.</li> <li>• Additional cleaner in school during the day, on top of normal AM/PM clean to clean high touch surfaces and toilets on rotation throughout the day</li> <li>• Toilets cleaned around the clock whilst staff and students in school</li> <li>• Cleaning log and rota monitored and reviewed by Site Manager, additional classroom cleans shared with site team</li> <li>• Issued logged and resolved through helpdesk logging system on Every</li> </ul>	<p>L</p>
<p><b>3. Keep occupied spaces well ventilated</b></p>					
<p><b>3.1 Maximise ventilation</b></p>					

<p><b>Aerosol transmission is increased due to lack of ventilation in enclosed spaces</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Spaces with poor ventilation have been identified and where ventilation cannot be improved, their occupation will be limited</li> <li>• Doors (not fire doors) and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> <li>• CO2 monitors will be deployed to identify any areas of poor ventilation and actions taken to maximise this where needed and possible</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Staff informed weekly in L&amp;P of the importance of purging air regularly by opening windows and classroom doors.</li> <li>• Air vents across site open at all times to enhance air flow in the academy.</li> <li>• Mechanical ventilation switched to air flow where required</li> <li>• CO2 monitors provided by DfE distributed across the academy in low ventilation areas. Business Manager and IT colleague monitoring data to ensure ventilation is maximised where necessary</li> </ul>	<p>L</p>
<p><b>4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19</b></p>					
<p><b>4.1 Communication</b></p>					

<p><b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>• This guidance has been explained to staff and pupils as part of the induction process.</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>• Communication sent to all parents on using the NHS Covid-19 app</li> <li>• The school can refuse a pupil if a parent insists on sending them to school with COVID-19 symptoms</li> <li>• Staff and children upto the age of 18 (including upto 4 months after their 18th birthday to allow them to be vaccinated) will no longer need to isolate as a result of being a close contact, unless this is a suspected or confirmed case of the Omicron strain</li> <li>• If the close contact is a suspected or confirmed case of Omicron, the individual(s) will be required to self isolate and take a PCR test, irrespective of age or vaccination status.</li> <li>• <b>Staff and children who test positive to self isolate in line with current government guidance.</b></li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Communication on guidance &amp; Covid symptoms is shared via training for staff, letters to parents and Bydales website.</li> <li>• Business Manager ensures changes are communicated in a timely manner to all stakeholders</li> <li>• Text message sent to all staff and parents re NHS app and link to app</li> <li>• Texts and communication sent to parents/carers with updated guidance on isolation requirements</li> <li>• Regular letters to parents on changes in the academy and Government guidance</li> <li>• Business Manager liaising with Trust communications to update the covid 19 section on the school website</li> <li>• Self isolation guidance shared with staff and students via social media platforms and groupcall text messages</li> </ul>	<p>M</p>
<p><b>4.2 Isolating symptomatic children and staff</b></p>					
<p><b>Symptomatic staff and children cannot be isolated in school whilst awaiting transport home to maintain infection control</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for isolation rooms.</li> <li>• Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for isolation rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>• Doors and windows will be opened to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow.</li> <li>• Staff and students will be advised to avoid public transport as a means of getting home</li> <li>• They will be advised to book a confirmatory PCR test</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Office allocated as Covid-19 room managed by Business Manager</li> <li>• Full PPE available in room</li> <li>• Guidance posters visible re DfE protocols and Positive Covid case procedures.</li> <li>• Rooms are logged on Every and deep cleaned daily by RFM after use.</li> <li>• Windows and doors opened in Covid room to ensure good ventilation</li> <li>• Air flow switched to natural where required</li> <li>• Texts and communication sent to parents/carers with updated guidance on isolation requirements</li> <li>• Regular letters to parents on changes in the academy and Government guidance</li> </ul>	<p>L</p>

		<ul style="list-style-type: none"> <li>Those in close contact with suspected or confirmed Omicron case will be required to isolate for 10 days</li> <li>Those in close contact to a positive case to undertake daily contact testing and continue to attend school unless testing positive or showing symptoms of Covid 19.</li> </ul>		<ul style="list-style-type: none"> <li>Business Manager liaising with Trust communications to update the covid 19 section on the school website</li> <li>Close contact and isolation advice with LFT testing information text to parents and staff and shared via social media platforms and groupcall text service.</li> </ul>	
<b>4.4 Testing and managing symptoms</b>					
<b>Social mixing during holidays increases the transmission rate on the return to school in January</b>	H	<ul style="list-style-type: none"> <li>1 onsite lateral flow test will be offered to all secondary age children on return to school in January in school, with a further to be undertaken at home</li> <li>Students will be allowed to return to face to face lessons after their first negative onsite test (or immediately if not consented)</li> </ul>	Y	<ul style="list-style-type: none"> <li>Google form sent to all parents/carers requesting consent for student testing on their return to school in January 2022</li> <li>Privacy notice to be sent to Parents/carers outlining guidance</li> <li>Business Manager to communicate outline for testing on Tuesday 4 January and Wednesday 5 January</li> <li>ATS testing team utilised for testing, provided with updated training and PPE required</li> <li>Student testing to be staggered over 2 days and done by year groups in alphabetical order.</li> <li>Students will be isolated until a negative result is received where they can then return to school</li> </ul>	M
<b>Regular weekly testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	H	<ul style="list-style-type: none"> <li>Twice weekly home LFD testing available for staff and students to end of September 2021</li> <li>Testing and tracing in place nationally</li> <li>Guidance on getting PCR tested if symptomatic has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Home PCR Test Kits issued to staff/students</li> <li>A small onsite ATS will be maintained until the end of September 2021 to support any staff or students who are unable to test at home</li> </ul>	Y	<ul style="list-style-type: none"> <li>Academy follows Government guidance re testing in school and at home</li> <li>Staff members identified and registered with DfE and NHS Test &amp; Trace Portal</li> <li>Site secured for mass testing to commence and online training provided to relevant staff where necessary</li> <li>Mass testing risk assessment completed by Principal and Business manager</li> <li>Risk Assessment shared with relevant staff</li> <li>Risk Assessment in place for mass student LFD testing</li> <li>Home testing kits in place and distributed to staff with clear instruction</li> <li>Business Manager communicates expectations to staff via email and L&amp;P training regarding symptoms and in school testing.</li> <li>Business Manager updates staff in L&amp;P re how to avoid false results and logging in and out of establishments.</li> <li>Business Manager uses TRUST communications where necessary</li> </ul>	M

				<ul style="list-style-type: none"> <li>• Letters distributed to symptomatic students.</li> <li>• All cases reviewed to ensure testing and results recorded</li> <li>• Local Authority Public Health information known to school</li> <li>• Government guidance advice shared with staff to ensure risk of infection minimised and expectations adhered to</li> <li>• Updated close contact guidance shared with staff in L&amp;P</li> </ul>	
<b>5. Well Being and Support</b>					
<b>5.1 Mental health concerns – pupils</b>					
<b>Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>• There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>• 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).</li> <li>• Resources/websites to support the mental health of pupils are provided.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Deep Support Lead and MHW team have appropriate training to support staff with MHW and bereavement. Pastoral program will identify any students who require further support.</li> <li>• Deep Support lead has created MHW classroom online - students access the classroom - MHW activities posted regularly</li> <li>• Deep Support Lead and Inclusion Manager have established protocol for students to access designated staff for MHW, this is shared with staff at PD training so they can signpost with students</li> </ul>	M
<b>Additional safeguarding concerns are identified on children’s return to school</b>	H	<ul style="list-style-type: none"> <li>• All staff will receive safeguarding training as part of the INSET on the first day of term</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Annual training in September includes safeguarding section, this is followed by Flick Safeguarding training online for all staff. All staff complete by October 31.</li> <li>• Safeguarding induction training provided by Head of Deep support to all new starters</li> </ul>	M
<b>5.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>• Staff are encouraged to focus on their wellbeing.</li> <li>• Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>• Staff briefings and training have included content on wellbeing.</li> <li>• Staff briefings/training on wellbeing are provided.</li> <li>• Staff have been signposted to useful websites and resources.</li> <li>• Staff are encouraged to use the staff EAP</li> </ul>	Y	<ul style="list-style-type: none"> <li>• All staff in regular contact with HOD’s, SLT links and HR</li> <li>• Principal encourages “supportive” culture known to Bydales.</li> <li>• Staff are encouraged to take walks and exercise.</li> <li>• Principal &amp; aspiring leader promoting additional “soft” projects that staff can participate in.</li> <li>• EAP benefits shared regularly with staff</li> <li>• Deep Support Lead highlights a wellbeing website and resources in staff training.</li> </ul>	M
<b>6. Education Recovery</b>					
<b>6.1 Attendance concerns</b>					



<p><b>Children do not attend school consistently as habits and social norms have changed</b></p>	M	<ul style="list-style-type: none"> <li>• The need and value of attendance at school will be regularly reinforced with children and families</li> <li>• PR campaigns regarding attendance will be launched</li> <li>• Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively</li> <li>• Regular safeguarding phone calls to those children not attending</li> <li>• Attendance fines will be reintroduced</li> <li>• EHE is discouraged where requested by parents/carers</li> <li>• Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed</li> <li>• X code will be used in registers where students are self isolating due to COVID symptoms</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Attendance is high profile within the academy - Head of Deep Support monitors attendance regularly through inclusion meetings.</li> <li>• Attendance campaigns with appropriate praise and rewards, promoted to students and families through HTG weekly programme. Students celebrated weekly and termly.</li> <li>• Social media used to promote the importance of attendance and celebration of students.</li> <li>• Deep Support Lead reports to Principal in weekly line management meeting on attendance matters</li> <li>• Deep Support lead reports to SLT weekly regarding attendance as a standing agenda point.</li> <li>• Inclusion manager checks safeguarding calls are made daily, this is monitored weekly at Inclusion meetings and also reported in SLT meetings weekly.</li> <li>• The academy follows attendance procedures outlined in Trust policy and liaises with Local Authority. Deep Support lead reports weekly in SLT meetings.</li> <li>• Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed. Conversation with parents / carers to discuss removing barriers. R&amp;CBC EHE team contacted.</li> </ul>	L
<p><b>Children do not attend at the start of term due to isolating requirements after returning from abroad</b></p>	M	<ul style="list-style-type: none"> <li>• Children and parents will be reminded of the need to follow government guidance on quarantine and isolation following foreign travel</li> <li>• Blended learning will be offered where possible in these circumstances</li> <li>• Y code will be used in registers if absence is the result of travel disruption and quarantine requirements</li> <li>• Where absence is the result of choosing to stay abroad or trying to avoid quarantine - unauthorised absence will be recorded in the register</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Attendance team and Deep Support lead to liaise with families to ensure guidance is being followed.</li> <li>• Deep learning Lead will secure blended learning resources for students to access until return to the academy.</li> <li>• Attendance team monitor and check coding is accurate.</li> </ul>	L
<p><b>6.2 Closing the Gap</b></p>					
<p><b>Pupils have fallen behind in their learning during school closures and achievement gaps have widened</b></p>	H	<ul style="list-style-type: none"> <li>• High quality remote and blended learning provision for all children isolating</li> <li>• Technology provided to support remote learning where children cannot attend school</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Data capture provides required information for department and teacher planning. This is reviewed at regular capture points and planning adapted as required.</li> <li>• Catchup intervention will be planned and organised both in the academy day and during enrichment activities</li> </ul>	M

		<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning</li> <li>Praising stars will be used to assess the impact of interventions</li> <li>Curriculum has been re-ordered to focus on learning priorities for the phase of education if it cannot all be caught up</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning</li> <li>Additional catch up and recovery funding will be focused to ensure it targets children who have missed learning, this may include NTP, 1:1, summer schools etc</li> </ul>		<ul style="list-style-type: none"> <li>L&amp;P sessions used to underline the importance of impact. This will be closely monitored by SLT and HOD's, discussed in line management meetings using the tools in Praising Stars. Training for staff will be available during L&amp;P time</li> <li>SLT and HOD's alongside Trust Director support meet regularly to review student progress and the curriculum to analyse the data and amend curriculum and intervention plans</li> <li>Intervention plans will be shared with all stakeholders to gain full buy-in to secure rapid progress towards catching up of gaps in learning</li> </ul>	
<b>7. Operational issues</b>					
<b>7.1 Reduced staffing</b>					
<b>Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term</b>	M	<ul style="list-style-type: none"> <li>All staff have been advised to follow government advice on the booking of holidays</li> <li>All staff have been advised of the need to be available for work and to plan any quarantine timings into their holiday plans</li> <li>Staff managing attendance policy and absence policies to be followed</li> </ul>	Y	<ul style="list-style-type: none"> <li>Attendance management policy and relevant addendums shared and communicated with staff</li> <li>Staff aware holidays must factor in any 14 day quarantine time</li> </ul>	L
<b>Transmission rates in staff lead to a reduced workforce</b>	M	<ul style="list-style-type: none"> <li>We shall be mindful not to create scenarios that could lead to increased transmission e.g. good ventilation and spacing when bringing staff together and in office spaces</li> <li>Face coverings should be worn in communal areas in all settings for staff, visitors and pupils or students in year 7 and above, unless they are exempt.</li> <li>Social distancing of 2m should be maintained where possible</li> <li>Meetings should be held online where possible</li> </ul>	Y	<ul style="list-style-type: none"> <li>Offices and classrooms reviewed to ensure adequate space and ventilation</li> <li>Face coverings worn in communal areas by staff and students</li> <li>Meetings held virtually where possible</li> </ul>	L
<b>Staff test positive of COVID- 19</b>	M	<ul style="list-style-type: none"> <li>Cover would be put in place to ensure learning continues</li> <li>On rare occasions, staff who are non-symptomatic may wish to still deliver their planned lessons remotely. Supervision would be provided in school in these lessons.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Cover planned ahead and in advance where possible</li> <li>Staff reminded in L&amp;P re shortage of supply staff and to only submit urgent LOA requests</li> </ul>	M

		<ul style="list-style-type: none"> <li>Staff Attendance Policy - COVID Addendum will remain in place to end of September 21</li> <li>Partial closure will be considered as a final resort if staff absence levels have a significant impact on the health and safety requirements of the school</li> <li></li> </ul>		<ul style="list-style-type: none"> <li>Principal will review staffing levels and authorise partial closure when necessary in liaison with Executive Principal</li> </ul>	
<b>7.2 Sustained Improvement Plan Progress</b>					
<b>Limited progress with the school's improvement plan as a result of COVID</b>	M	<ul style="list-style-type: none"> <li>Senior Leadership Team (SLT) will share the school's SIP and agree short, medium and long term actions.</li> </ul>	Y	<ul style="list-style-type: none"> <li>The academy SIP is a regular agenda item at SLT meetings and academy council meetings. Academy priorities are shared with staff at L&amp;P training sessions.</li> </ul>	M
<b>7.3 Policy review</b>					
<b>Existing policies are no longer fit for purpose in the current circumstances</b>	H	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on COVID-19 and its implications for the school</li> <li>Staff attendance Addendum will remain in place to the end of September 2021</li> <li>Staff, pupils, parents and governors have been briefed accordingly</li> </ul>	Y	<ul style="list-style-type: none"> <li>All updated policies shared with academy via Trust are shared with SLT</li> <li>SLT identifies key aspects of policies and shares with staff in L&amp;P and/or key staff/HOD's to ensure they understand their roles and responsibilities and how to fulfill them.</li> <li>Any amendments to policies or updates and additions of policies are reviewed at SLT and mechanisms for sharing with stakeholders are in place and delivered as appropriate</li> </ul>	L
<b>7.4 School Visits, Trips &amp; Events</b>					

<p><b>The resumption of school visits poses risks to infection control</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>Should the school have planned events that will exceed 500 unseated indoor visitors, then it will be necessary for NHS Covid Passports to be provided by those over 18.</li> <li>International trips that have previously been deferred can be re-booked after September 2021, taking account of government guidance on foreign travel</li> <li>Future international trips can be booked after September 2021, taking account of government guidance on foreign travel</li> <li>Domestic day trips can go ahead with appropriate risk assessment in place</li> <li>Domestic residential trips can go ahead with appropriate risk assessments in place</li> <li>Trip risk assessments must detail how the following will be addressed:Contingency plans in case a member of the trip becomes symptomatic, arrangements for cleaning and sanitisation of bathrooms, kitchens, dining, frequent touch areas and communal areas, Ventilation</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>There are no academy events scheduled for more than 500 people.</li> <li>Communication re covid passports to be communicated to all parents/carers who may attend events with over 500 visitors</li> <li>Visit requests to be submitted to Deep Experience and risk assessed by SLT for approval</li> <li>Domestic day &amp; residential trips to be submitted to SLT for approval pending updated guidance</li> <li>Trip risk assessments to be submitted for all planned trips and reviewed in SLT before approval.</li> </ul>	<p>L</p>
<p><b>8. Contingency Planning</b></p>					
<p><b>Outbreak management plans are not in place and the school is within an outbreak area</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>Our outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' will not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education. Advice from PHE will be sought</li> <li>If several confirmed cases are reported within a 14 day period in school, this will be notified via the DfE helpline 08000468687</li> <li>Advice of the local Director of Public Health will be followed in stepping up or stepping down control measures</li> <li>Where necessary, all or elements of the contingency risk assessment will be put into place</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>Outbreak management plan reviewed by Principal and Business Manager to ensure "bubbles" can be reimplemented when necessary</li> <li>All positive staff and student cases submitted to local PHE team to ensure local and national guidance is followed.</li> </ul>	<p>L</p>

